KASSON CITY COUNCIL REGULAR MEETING AGENDA
Wednesday, May 11, 2022
6:00 PM

PLEDGE OF ALLEGIANCE

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 April 27, 2022

b. Claims processed after the April 27, 2022 regular meeting, as audited for payment

c. Evaluations: Paul Lindgren Police Officer At top of Scale $34.59

d. Committee/Commission/Board Minutes:
   i. Fire Department Meeting Minutes
   ii. Park Board Meeting April – Draft

e. Resolution Accepting Donation for the WPA 1938 Walls and Pillars

f. Resolution Accepting Donations for the Park and Recreation Department

B. VISITORS TO THE COUNCIL

C. MAYOR'S REPORT

D. 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.

E. PUBLIC HEARING

1. Petition for Annexation

F. COMMITTEE REPORT

1. 4th Ave Lane Apts
   i. Background Information
   ii. Ordinance to Rezone
   iii. Resolution for Summary Publication
2. Golden Kernel Concept Plan

G. OLD BUSINESS

1. Food Truck Permit

2. Liquor Ordinance Update
3. Electric Rules
4. Kasson Rate Study Projections
    i. Kasson Scenario #1
    ii. Kasson Scenario #2
5. Chamber of Commerce Event

H. NEW BUSINESS

1. Preliminary TIF Request

ADMINISTRATOR'S REPORT

1. Report
    i. Police Electric Vehicles

J. ENGINEER'S REPORT

1. MnDOT Master Partnership Agreement
    i. Agreement
    ii. Resolution
2. TH 57 Reconstruction
    i. Public Construction Kickoff Open House
        1. Thursday May 19th 4-6PM City Hall
    ii. MnDOT JPA Amendment #1

3. 16th Street Roundabout
    i. Geometric Display for review and comment
4. Safe Routes to School
    i. Construction Plans
    ii. Ad for Bids
    iii. Resolution Advertisement of Bids (Conditional of MnDOT final approval)

K. PERSONNEL

1. Resignation of Firefighter Kole Mickow

L. ATTORNEY

M. CORRESPONDENCE

1. April Calls for Service - PD
2. Income Statement
3. Cash and Investment Summary
4. Continuing Disclosure Report
5. April Department Head Meeting Reports
6. LMC Loss Control Workshop Schedule

N. ADJOURN

KASSON CITY COUNCIL REGULAR MEETING MINUTES
Wednesday, April 27, 2022
6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 27th day of April, 2022 at 6:00 PM.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Christensen, Eggler, Ferris and McKern

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Timothy Ibisch, City Clerk Linda Rappe, Police Chief Josh Hanson, Finance Director Nancy Zaworski, Bond Counsel – Mike Bubany, Erin Mikkelson. Bill Steinberg, Dave Dubbels, Paul Johnson, Mark Chilson, Jeff Stevenson, Teresa Stoskopf, Richard Skjeie, Sally Skjeie, Mike Skjeie and Tim O'Marro

PLEDGE OF ALLIEGANCE

APPROVE AGENDA

Motion to Approve the Agenda as submitted made by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye

CONSENT AGENDA

Minutes from April 13, 2022

Claims processed after the April 13, 2022 regular meeting, as audited for payment in the amount of $837,529.25

Evaluations:

Isaac Thoe passed WW II certification recommendation to move to Grade 9 step 1 $26.67

Committee/Commission/Board Minutes:

Library Board Minutes March 2022
Planning Commission Minutes - April 2022

Resolution Appointing Election Judges for Special Primary May 24

Resolution #4.4-22
Resolution Appointing Election Judges for Special Primary May 24
(on file)

Motion to Approve the Consent Agenda with Congratulations to Isaac Thoe on his Certification made by Councilperson Burton, second by Councilperson Eggler with All Voting Aye.

VISITORS TO THE COUNCIL

Mike Bubany – Award Resolution – At the last meeting the Council agreed to lock in on a rate and that was worth it. This Resolution is to make official what they agreed to at the last meeting.

Motion to Approve the Resolution made by Councilperson Eggler, second by Councilperson Christensen with All Voting Aye.

Resolution #4.5-22

Resolution Providing for the Issuance and sale of a $6,020,000 General Obligation Improvement and Utility Revenue Bond, Series 2022A, Pledging for the Security Thereof Special Assessments and Net Revenues and Levying A Tax for the Payment Thereof
(on file)

Mark Chilson – Stevenson Insurance – Insurance Review inclusion of cyber coverage, building costs have increased so some buildings may be rated differently, work comp with PTSD has increased and there are large claims.

MAYOR'S REPORT

PUBLIC FORUM
Bill Steinberg - 303 1st Ave NE – comments on mobile business permit, he promotes bringing small businesses into any town. He frequents the mobile hair cutting truck and he wants to know what the permit is and why is it necessary, and why is there a fee. For that fee what is the city providing. They do not pay property tax but they pay rent to the landowner, what is the difference between someone who cuts your grass or does other business like that. He understands that state permits are needed.

PUBLIC HEARING
Public Hearing for Abatement of 15 7th St NW – photos are included and neighbors have complained many times in the last few years.
Public hearing opened
Mike Skjeie – 1104 2nd St SE - spoke on behalf of his dad who lives next door to this property at 17 7th St. NW. He has put up a fence. He has trouble sleeping at night and the tarps from next door flap loudly in the wind. He works at the landfill and sees this property owner come to the landfill and bring items to her home.
Paul Johnson – 807 N Mantorville Ave – He does not believe the city has not provided any reason for this abatement. He believes the government does not have the right to tell property owners what they can or cannot store on their property as long as it is not hazardous to their neighbors. He thinks everyone should live their own life and make their own decisions he objects to this abatement and thinks the people should be left alone to live as they choose.
Public Hearing Closed
Administrator Ibisch read section 51.02 of the city code, Police Chief Hanson stated they were just out there today and the vehicles are not registered.
Councilperson Eggler – wondered with that much stuff what rodents/pests are living in that and what justifies a health hazard. The City has worked with this homeowner for years and we have offered free solutions but the owner denied.
Councilperson Burton - respects opinions stated tonight but we have rules and guidelines to obey for the betterment of the community.
Councilperson Ferris – appreciates the comment to let people live to different standards but when a neighbor has complained about the tarp noise and we need to consider the neighbor's property rights also. She shares Councilperson Eggler's concern about rats, snakes, vermin, pests.
Councilperson Christensen – This has been an issue for many years and they have had many opportunities to take care of this.
Mayor McKern – there is also financial harm.
Motion to Order Abatement made by Mayor McKern, second by Councilperson Christensen with All Voting Aye.

COMMITTEE REPORTS

Dodge County Hazardous Mitigation – Administrator Ibisch stated that the Dodge County Plan is 283 pages. The county is required to have his to qualify for federal funding. There were some changes on shelter locations and maps. The EMS Committee has reviewed this.

Motion to Approve the Dodge County Hazardous Mitigation Plan made by Councilperson Ferris, second by Councilperson Burton with All Voting Aye

Resolution #4.6-22
Resolution Adopting the Dodge County Hazardous Mitigation Plan
(on file)

SEMLM Summer Meeting Hosting? – Councilperson Eggler stated that they are looking for someone to host this meeting in June. This is for about 50-60 people. The date is not set in stone yet. The last time we hosted was 8-10 years ago. Mayor McKern stated that he is not objected to host it whenever it works. Administrator Ibisch stated that a January meeting would work better.

OLD BUSINESS

Mobile Business/Food Truck Policy – Clerk Rappe stated that the mobile business was added to the food truck policy and this would be to make sure the businesses are licensed and insured. Councilperson Burton would like cost analysis on this and we could possibly reduce the fees. Mayor Mckern stated that whatever happens it all comes back to the city and the City does not make money on these fees they are only to cover our costs. Councilperson Ferris stated that this is for the citizen's protection. Administrator Ibisch stated that what we do is based on complaints or feedback from someone else.

Fire Hall Info – Administrator Ibisch is asking to able to start the process of getting funding. We would be working with the USDA Rep out of Faribault nothing happens if we don't do the project there is no penalty. Ibisch stated that there is a timeline that we have to meet and working with Federal government takes longer. The Council agreed have Ibisch start the process as long as there is no cost.

NEW BUSINESS

JPA Agreement between City of Kasson Police Department (prosecuting Attorney) and the State of MN (BCA) - The current agreement is expiring soon this requires executing a new JPA.

Motion to Approve the Resolution and the JPA Agreement made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.

Resolution #4.7-22
Resolution Approving State of Minnesota Joint Powers Agreements with the City of Kasson on Behalf of its City Attorney and Police Department
(on file)

Court Data Services Subscriber Amendment to the CJDN Subscriber Agreement - **Motion to Approve made by Councilperson Eggler, second by Councilperson Christensen with All Voting Aye.**

Tap Brewhouse Ordinance – The City has been petitioned to have a tap room closer than 500 feet from a school as stated by the City's current ordinance. The Council has a couple of options to add the word "Public" in front of school or to define "school" or to change the distance in the ordinance. The Council would like the City Attorney to weigh in and to find out what ordinances in other towns state for a distance.

Updated Electric Rules – Administrator Ibisch stated that the changes are red-lined. The Electric Supervisor is running into continued issues with right of way concerns as well as distributed energy resource customers. The Council will look at this again at the next meeting. Ibisch stated that this is undergoing a City Attorney review.

Petition and Waiver Deferral Request – Finance Director Zaworski stated that this is a request by a citizen that has already been assessed and it is not too late to change it at the County. **Motion to Approve the Deferral Request made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.**

ADMINISTRATOR'S REPORT
Administrator's Report – Administrator Ibisch went through report. The Council had some questions on the tennis courts conditions. There are people fundraising for bmx jumps at Lion's Park.

MISO, PRA 2022-2023 Results, GIQ Web overview, capacity, Capacity Prices – Administrator Ibisch stated that there is a much higher capacity rate for power this year. This is an April to April contract and we will see those high capacity rates for this year. Mayor McKern stated that we are self-insured for all above ground and we have a large reserve for this reason.

ENGINEER'S REPORT
MnDOT accepted the low bidder, Heselton, for the Highway 57 project and there will be a construction meeting coming up.

PERSONNEL
ATTORNEY
CORRESPONDENCE
Correspondence was reviewed

ADJOURN 7:10PM **Motion to Adjourn made by Councilperson Christensen, second by Councilperson Eggler 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 $ 210,908.23

DATE APPROVED: 05-11-2022

#1	329.44
#2	17,819.86
#3	192,758.93
	210,908.23

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/22
For Pay Date: 04/27/22

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39069	E	5691 FURTHER-FSA	329.44								
	40212927	04/21/22 FLEX REIMBURSEMENT	329.44			601		2177			1010
		Total for Vendor:	329.44								
		# of Claims 1	Total:	329.44							
		Total Electronic Claims		329.44							
		Total Non-Electronic Claims									

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 4/22

Fund/Account	Amount
601 Water Fund	
1010 CASH-OPERATING	$329.44
Total:	$329.44

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

The claim batch dated _____ are approved for payment.

See signature page

APPROVED _____ Council Member

_____ Council Member

#2

For Pay Date = 05/03/22
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
38984		2529 A H HERMEL COMPANY	196.35								
		922978 04/14/22 POP FOR RESALE	187.40			609	975	4975	254		1010
		922978 04/14/22 FREIGHT	8.95			609	975	4975	335		1010
		Total for Vendor:	196.35								
38985		1012 BELLBOY CORPORATION	535.75								
		94446900 04/14/22 LIQUOR	527.75			609	975	4975	251		1010
		94446900 04/14/22 FREIGHT	8.00			609	975	4975	335		1010
		Total for Vendor:	535.75								
38986		5602 FLAGSHIP RECREATION	69.00								
		F9262 11/19/21 POLY ROOF-MEADOWLAND MODULAR	69.00			101	513	4513	220		1010
		Total for Vendor:	69.00								
38987		6342 KINNEY CREEK BREWERY	165.00								
		1567 04/15/22 BEER	165.00			609	975	4975	252		1010
		Total for Vendor:	165.00								
38993		5881 NAPA AUTO PARTS	198.48								
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.71			101	310	4310	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.71			101	312	4312	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.71			101	517	4517	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.71			601	943	4943	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.71			602	948	4948	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.72			604	957	4957	210		1010
		433265 03/16/22 WINDSHIELD WASHER FLUID	25.72			605	963	4963	210		1010
		433265 03/16/22 SALES TAX	1.77			604	957	4957	210		1010
		433265 03/16/22 SALES TAX	-1.77			604		2025			1010
		433265 03/16/22 D C TRANSIT TAX	0.13			604	957	4957	210		1010
		433265 03/16/22 D C TRANSIT TAX	-0.13			604		2026			1010
		433927 03/23/22 8IN WIRE WOUND ANTENNA	18.49			101	310	4310	220		1010
		Total for Vendor:	198.48								

For Pay Date = 05/03/22
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
38988		60 NORTHERN BEVERAGE DIST. CO. LL	5,300.55								
		936198 04/14/22 BEER	5,298.55			609	975	4975	252		1010
		936198 04/14/22 FREIGHT	2.00			609	975	4975	335		1010
		Total for Vendor:	5,300.55								
38989		2876 PAUSTIS WINE COMPANY	516.75								
		161778 04/13/22 WINE	508.00			609	975	4975	251		1010
		161778 04/13/22 FREIGHT	8.75			609	975	4975	335		1010
		Total for Vendor:	516.75								
38997		5878 TARGET SOLUTIONS LEARNING LLC	3,507.00								
		INV43154 03/01/22 PREMIER MEMBERSHIP PLATFORM	3,112.00			101	220	4220	330		1010
		INV43154 03/01/22 MAINTENANCE FEE	395.00			101	220	4220	330		1010
		Total for Vendor:	3,507.00								
38995		637 WEBER, LETH & WOESSNER PLC	2,696.00								
		MAR'22 PR 03/31/22 20.2 HRS LEGAL-P D	2,436.00			101	160	4160	304		1010
		MAR'22 PR 03/31/22 BCA ANN'L RENEWAL	260.00			101	160	4160	304		1010
		Total for Vendor:	2,696.00								
38990		5818 WEX Bank	4,344.77								
		80358654 04/23/22 113.852 GAL UNLD-ELECTRIC	415.91			604	957	4957	212		1010
		80358654 04/23/22 141.165 GAL UNLD-PARKS	531.49			101	522	4522	212		1010
		80358654 04/23/22 660.599 GAL UNLD-P D	2,487.91			101	210	4210	212		1010
		80358654 04/23/22 57.666 GAL UNLD-STREETS	217.04			101	310	4310	212		1010
		80358654 04/23/22 92.236 GAL UNLD-WATER	346.21			601	943	4943	212		1010
		80358654 04/23/22 92.236 GAL UNLD-WW	346.21			602	948	4948	212		1010
		Total for Vendor:	4,344.77								
38991		2427 XCEL ENERGY	290.21								
		776147624 04/18/22 UTIL SERV-NW LIFT STA 3/2-4	290.21			602	948	4948	380		1010
		Total for Vendor:	290.21								
		# of Claims 11	Total:	17,819.86							

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 5/22

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	$9,604.06
601 Water Fund	
1010 CASH-OPERATING	$371.92
602 Sewer Fund	
1010 CASH-OPERATING	$662.13
604 Electric Fund	
1010 CASH-OPERATING	$441.63
605 Storm Water	
1010 CASH-OPERATING	$25.72
609 Liquor Fund	
1010 CASH-OPERATING	$6,714.40
Total:	$17,819.86

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

The claim batch dated _____ are approved for payment.

See Signature Page

APPROVED _____ Council Member

_____ Council Member

#3

CITY OF KASSON
Claim Approval List
For the Accounting Period: 5/22
For Pay Date: 05/12/22

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39055		456U A & A ELECTRIC & UNDERGROUND	13,100.00								
		G-20-86 04/25/22 BORE-3 PHASE-16 ST NE	13,100.00			604	957	4957	444		1010
		Total for Vendor:	13,100.00								
39077		2693 AFFORDABLE PORTABLES	736.00								
		178088 05/01/22 MAY PORTABLES-8 STD UNITS	736.00			101	522	4522	410		1010
		Total for Vendor:	736.00								
39063		6299 AMERICAN FENCE COMPANY	36,918.00								
		330 04/29/22 CEMETERY CHAINLINK FENCE	36,918.00*			101	680	4518	530		1010
		Total for Vendor:	36,918.00								
38999		203 BAKER & TAYLOR INC	147.78								
		2036686454 04/18/22 BOOKS	32.18			211	550	4550	218		1010
		2036668277 04/12/22 BOOKS	49.42			211	550	4550	218		1010
		2066688330 04/18/22 AUDIO BOOKS	19.24			211	550	4550	219		1010
		2036688330 04/18/22 BOOKS	46.94			211	550	4550	218		1010
		Total for Vendor:	147.78								
39045		6429 BAUER, LEAH	87.48								
		1344-17 04/26/22 RL MTR DEP REFUND AFT APPL TO	87.48			604		2212			1010
		Total for Vendor:	87.48								
39056		2738 BLACK MOUNTAIN SOFTWARE INC	11,762.00								
		27924 05/01/22 ANN'L SERVICE & SUPPORT	1,734.04			101	192	4192	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	315.28			211	550	4550	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	1,261.12*			601	944	4944	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	1,024.66*			602	947	4947	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	236.46			602	949	4949	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	1,891.68*			604	959	4959	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	315.28			605	963	4963	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	315.28			606	516	4516	370		1010
		27924 05/01/22 ANN'L SERVICE & SUPPORT	788.20			609	976	4976	370		1010
		27924 05/01/22 SALES TAX	38.81*			604	959	4959	370		1010
		27924 05/01/22 SALES TAX	-38.81			604		2025			1010
		27924 05/01/22 D C TRANSIT TAX	2.82*			604	959	4959	370		1010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	27924	05/01/22 D C TRANSIT TAX	-2.82			604		2026			1010
	27924	05/01/22 SALES TAX	16.17			609	976	4976		370	1010
	27924	05/01/22 SALES TAX	-16.17			609		2025			1010
	27924	05/01/22 D C TRANSIT TAX	1.18			609	976	4976		370	1010
	27924	05/01/22 D C TRANSIT TAX	-1.18			609		2026			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	853.60			101		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	155.20			211		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	620.80			601		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	504.40			602		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	116.40			602		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	931.20			604		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	155.20			605		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	155.20			606		1550			1010
	27924	05/01/22 ANN'L SERVICE & SUPPORT	388.00			609		1550			1010
		Total for Vendor:	11,762.00								
39031		5239 BREAKTHRU BEVERAGE MN WINE &	2,848.45								
	343789299	04/20/22 WINE	1,144.00			609	975	4975		251	1010
	343789299	04/20/22 LIQUOR	523.60			609	975	4975		251	1010
	343789299	04/20/22 MIXES	117.99			609	975	4975		254	1010
	343789299	04/20/22 FREIGHT	24.75			609	975	4975		335	1010
	343877125	04/27/22 WINE	112.00			609	975	4975		251	1010
	343877125	04/27/22 LIQUOR	894.27			609	975	4975		251	1010
	343877125	04/27/22 NA BEVERAGE	17.26			609	975	4975		254	1010
	343877125	04/27/22 FREIGHT	14.58			609	975	4975		335	1010
		Total for Vendor:	2,848.45								
39081		4151 CAPITAL ONE TRADE CREDIT	289.99								
	71047379	04/25/22 MODIFIED SINE INVERTER	145.00			601	943	4943		240	1010
	71047379	04/25/22 MODIFIED SINE INVERTER	144.99			602	948	4948		240	1010
		Total for Vendor:	289.99								
39046		6430 CARDINAL OF MINNESOTA	186.53								
	1604-02	04/26/22 RL/WA MTR DEP REFUND AFT APPL	186.53			604		2212			1010
		Total for Vendor:	186.53								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39000		2410 CENTRAL MN MUNICIPAL POWER AGE	933.32								
		7259 04/28/22 REAL-TIME AUTOM CONTROLLER	933.32			604	957	4957	210		1010
		Total for Vendor:	933.32								
39033		6270 CHAOTIC GOOD BREWING	148.50								
		2240 04/22/22 BEER	148.50			609	975	4975	252		1010
		Total for Vendor:	148.50								
39001		2587 CHOSEN VALLEY TESTING INC	5,155.00								
		44454 04/12/22 SOIL BORING-NEW FIRE HALL	5,155.00*			430	630	4630	430		1010
		Total for Vendor:	5,155.00								
39034		5667 CINTAS	181.40								
		4117136292 04/21/22 MATS-L.S.	90.70*			609	979	4979	410		1010
		4117819757 04/28/22 MATS-L.S.	90.70*			609	979	4979	410		1010
		Total for Vendor:	181.40								
39002		4238 CINTAS CORP	48.84								
		8405646258 04/15/22 RESTOCK 1st AID KITS	9.77			101	920	4920	433		1010
		8405646258 04/15/22 RESTOCK 1st AID KITS	9.77			601	943	4943	433		1010
		8405646258 04/15/22 RESTOCK 1st AID KITS	9.77			602	948	4948	433		1010
		8405646258 04/15/22 RESTOCK 1st AID KITS	9.77			604	957	4957	433		1010
		8405646258 04/15/22 RESTOCK 1st AID KITS	9.76			605	963	4963	433		1010
		Total for Vendor:	48.84								
39057		30 CMS OF ROCHESTER	5,960.28								
		22-413 04/30/22 KA BLDG-MILEAGE	379.32			101	240	4240	331		1010
		22-413 04/30/22 KA BLDG-INSPECTION FEES	5,580.96			101	240	4240	444		1010
		Total for Vendor:	5,960.28								
39003		668 CONTINENTAL RESEARCH CORP	231.86								
		35063 04/22/22 ON THE DOT	231.86			101	514	4514	220		1010
		Total for Vendor:	231.86								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39082		6417 COOPERATIVE RESPONSE CENTER INC	769.17								
		0138687 04/30/22 DISPATCH FEES/LICENSING	769.17			604	957	4957	444		1010
		Total for Vendor:	769.17								
39004		5156 DODGE COUNTY INDEPENDENT/DODGE	1,122.17								
		13906 04/21/22 FINANCIAL STATEMENT	1,122.17			101	153	4153	351		1010
		Total for Vendor:	1,122.17								
39078		266 DODGE COUNTY RECORDER	46.00								
		04/21/22 RECORD RESOL-K.M. 7th SUBD	46.00			101		1155			1010
		Total for Vendor:	46.00								
39088		5813 ENTERPRISE FM TRUST	10,239.96								
		FBN4459196 05/04/22 MAINT CARDS-PD	40.00			101	210	4210	430		1010
		FBN4459196 05/04/22 MAINT CARDS-FD	20.00			101	220	4220	430		1010
		FBN4459196 05/04/22 MAINT CARDS-STRTS	10.00			101	310	4310	430		1010
		FBN4459196 05/04/22 MAINT CARDS-PARKS	15.00*			101	522	4522	430		1010
		FBN4459196 05/04/22 MAINT CARDS-WATER	10.00			601	944	4944	430		1010
		FBN4459196 05/04/22 MAINT CARDS-WW	10.00*			602	949	4949	430		1010
		FBN4459196 05/04/22 MAINT CARDS-ELEC	15.00			604	959	4959	430		1010
		FBN4459196 05/04/22 LEASES-PD	2,686.35			101	680	4210	601		1010
		FBN4459196 05/04/22 LEASES-PD	792.79			101	680	4210	611		1010
		FBN4459196 05/04/22 LEASES-STRTS	241.83			101	680	4310	601		1010
		FBN4459196 05/04/22 LEASES-STRTS	78.21			101	680	4310	611		1010
		FBN4459196 05/04/22 LEASES-PARKS	380.94			101	680	4522	601		1010
		FBN4459196 05/04/22 LEASES-PARKS	107.18			101	680	4522	611		1010
		FBN4459196 05/04/22 LEASES-WATER	137.37			601		2231			1010
		FBN4459196 05/04/22 LEASES-WATER	44.05			601	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WW	137.36			602		2231			1010
		FBN4459196 05/04/22 LEASES-WW	44.06			602	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WATER	190.48			601		2231			1010
		FBN4459196 05/04/22 LEASES-WATER	53.60			601	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WW	190.48			602		2231			1010
		FBN4459196 05/04/22 LEASES-WW	53.59			602	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-ELEC	380.94			604		2231			1010
		FBN4459196 05/04/22 LEASES-ELEC	107.18			604	710	4710	611		1010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		FBN4459196 05/04/22 LEASES-ELEC	363.39			604		2231			1010
		FBN4459196 05/04/22 LEASES-ELEC	147.29			604	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WATER	169.71			601		2231			1010
		FBN4459196 05/04/22 LEASES-WATER	65.01			601	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WW	169.71			602		2231			1010
		FBN4459196 05/04/22 LEASES-WW	65.01			602	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-STRTS	332.48			101	680	4310	601		1010
		FBN4459196 05/04/22 LEASES-STRTS	114.54			101	680	4310	611		1010
		FBN4459196 05/04/22 LEASES-FIRE	585.60			101	680	4220	601		1010
		FBN4459196 05/04/22 LEASES-FIRE	212.67			101	680	4220	611		1010
		FBN4459196 05/04/22 LEASES-FIRE	529.82			101	680	4220	601		1010
		FBN4459196 05/04/22 LEASES-FIRE	218.00			101	680	4220	611		1010
		FBN4459196 05/04/22 LEASES-PARKS	330.15			101	680	4522	601		1010
		FBN4459196 05/04/22 LEASES-PARKS	144.98			101	680	4522	611		1010
		FBN4459196 05/04/22 LEASES-WATER	174.85			601		2231			1010
		FBN4459196 05/04/22 LEASES-WATER	74.75			601	710	4710	611		1010
		FBN4459196 05/04/22 LEASES-WW	174.85			602		2231			1010
		FBN4459196 05/04/22 LEASES-WW	74.75			602	710	4710	611		1010
		FBN4459196 05/04/22 PD REPAIRS/MISC	350.00			101	210	4210	430		1010
		FBN4459196 05/04/22 PD REPAIRS/MISC	183.99			101	210	4210	400		1010
		FBN4459196 05/04/22 PD REPAIRS/MISC	12.00			101	210	4210	430		1010
		Total for Vendor:	10,239.96								
39005		6426 EXTENDOBED	6,174.00								
		18192 04/26/22 TRUCK BED EXTENDER	6,174.00			101	680	4220	550		1010
		Total for Vendor:	6,174.00								
39058		5242 GOPHER STATE ONE CALL	214.65								
		2041078 04/30/22 159 LOCATES-APRIL	214.65			604	957	4957	437		1010
		Total for Vendor:	214.65								
39083		4618 GREAT NORTHERN ENVIRONMENTAL	2,159.05								
		4115 04/21/22 LAMP SLEEVE KIT/LAMP	2,159.05			602	947	4947	210		1010
		Total for Vendor:	2,159.05								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39084		2721 HOFF'S AUTO REPAIR	90.00								
		5206 04/25/22 MOUNT 2 ZAMBONI TIRES	90.00			606	516	4516	400		1010
		Total for Vendor:	90.00								
39035		5036 HOHENSTEINS INC	135.00								
		498069 04/21/22 BEER	135.00			609	975	4975	252		1010
		Total for Vendor:	135.00								
39006		5064 HOMETOWN HAULERS LLC	1,375.60								
		157639 05/01/22 APRIL GARBAGE-C H	37.54			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-LIBRARY	63.66			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-WWTP	208.52*			602	947	4947	430		1010
		157639 05/01/22 APRIL GARBAGE-SHOP	223.30			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-F D	104.26			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-L S	75.00			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-PARKS	500.66			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-P D	37.54			101	323	4323	430		1010
		157639 05/01/22 APRIL GARBAGE-ARENA	125.12			606	516	4516	430		1010
		Total for Vendor:	1,375.60								
39059		6282 ICS	40,295.43								
		8429 04/30/22 PROF SERVICE-FIRE STATION	40,295.43*			430	630	4630	430		1010
		Total for Vendor:	40,295.43								
39007		5337 JIM WHITING NURSERY & GARDEN	322.95								
		14049 04/28/22 K-M LIONS REIMB-ARBOR DAY TREE	250.00			101		1151			1010
		14049 04/28/22 BAL-2 ARBOR DAY TREES	72.95			101	524	4524	430		1010
		Total for Vendor:	322.95								
39036		25 JOHNSON BROTHERS LIQUOR CO	5,563.17								
		2034609 04/19/22 LIQUOR	946.55			609	975	4975	251		1010
		2034610 04/19/22 WINE	1,324.46			609	975	4975	251		1010
		2034611 04/19/22 MIXES	74.00			609	975	4975	254		1010
		197829 04/19/22 LIQUOR CREDIT	-127.80			609	975	4975	251		1010
		197829 04/19/22 FREIGHT CREDIT	-1.90			609	975	4975	335		1010
		2039105 04/26/22 LIQUOR	1,414.89			609	975	4975	251		1010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	2039106	04/26/22 WINE	1,932.97			609	975	4975	251		1010
		Total for Vendor:	5,563.17								
39047		6431 JOHNSON, SETH	58.64								
	1352-16	04/26/22 RL MTR DEP REFUND AFT APPL TO	58.64			604		2212			1010
		Total for Vendor:	58.64								
39060		37 KMTELECOM	2,390.45								
		05/01/22 PHONES-P D	192.43			101	210	4210	321		1010
		05/01/22 PHONES-F D	197.95			101	220	4220	321		1010
		05/01/22 PHONES-C H	554.44			101	140	4140	321		1010
		05/01/22 PHONES-PLANNING/ZONING	21.99			101	191	4191	321		1010
		05/01/22 PHONES-EDA	21.99			290	650	4650	321		1010
		05/01/22 PHONES-K.A.C.	78.40			101	514	4514	321		1010
		05/01/22 PHONES-LIBRARY	149.66			211	550	4550	321		1010
		05/01/22 PHONES-WATER	108.30			601	944	4944	321		1010
		05/01/22 PHONES-WWTP	72.15			602	949	4949	321		1010
		05/01/22 PHONES-WWTP OPERATIONS	128.74			602	947	4947	321		1010
		05/01/22 PHONES-PARK N REC	95.47			101	510	4510	321		1010
		05/01/22 PHONES-STREETS	38.33			101	310	4310	321		1010
		05/01/22 PHONES-SHOP	336.42			604	959	4959	321		1010
		05/01/22 PHONES-L S	161.19			609	976	4976	321		1010
		05/01/22 PHONES-ARENA	218.94			606	516	4516	321		1010
		05/01/22 ADVERTISING-ARENA	14.05			606	516	4516	343		1010
		Total for Vendor:	2,390.45								
39008		2388 KNUTSON PLUMBING INC	1,051.60								
		04/25/22 REPL FAUCETS IN P.W.B.	150.22			101	310	4310	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			101	312	4312	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			101	517	4517	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			601	943	4943	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			602	948	4948	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			604	957	4957	400		1010
		04/25/22 REPL FAUCETS IN P.W.B.	150.23			605	963	4963	400		1010
		04/25/22 SALES TAX (PARTS)	5.42			604	957	4957	400		1010
		04/25/22 SALES TAX (PARTS)	-5.42			604		2025			1010
		04/25/22 D C TRANSIT TAX (PARTS)	0.39			604	957	4957	400		1010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		04/25/22 D C TRANSIT TAX (PARTS)	-0.39			604		2026			1010
		Total for Vendor:	1,051.60								
39061		362 KWIK TRIP STORES	210.47								
		05/02/22 29.461 GAL DIESEL-F D	149.33			101	220	4220	212		1010
		05/02/22 16.146 GAL UNLD-F D	61.14			101	220	4220	212		1010
		Total for Vendor:	210.47								
39009		157 LEAGUE OF MINNESOTA CITIES	20.00								
		363404 04/28/22 RAPPE-LOSS CONTROL WKSHP	20.00			101	140	4140	333		1010
		Total for Vendor:	20.00								
39010		6387 LERNER PUBLISHING GROUP	54.86								
		10222021 10/27/21 2021 BOOK CREDIT	-30.10			211	550	3623			1010
		1404137 11/10/21 2021 BOOKS	84.96			211	550	3623			1010
		Total for Vendor:	54.86								
39011		3890 LETH ELECTRIC INC	300.00								
		7150 04/26/22 RELOCATE SWITCH @ CH	300.00			101	194	4194	400		1010
		Total for Vendor:	300.00								
39012		2617 MENARDS-ROCHESTER NORTH	373.33								
		2737 04/14/22 LEVEL/DRILL BIT SET	33.97			101	310	4310	240		1010
		2737 04/14/22 SCREWS/FIELD BOX/DOOR STOP	25.58			101	310	4310	220		1010
		3316 04/26/22 K.A.C. REPAIR PARTS	144.78			101	514	4514	220		1010
		3316 04/26/22 MICROWAVE FOR PARK SHOP	169.00			101	522	4522	220		1010
		Total for Vendor:	373.33								
39013		3415 MN UNEMPLOYMENT INSURANCE	4,778.37								
		04/27/22 1st QTR '22 UNEMPLOYMENT	-596.76			101	210	4210	142		1010
		04/27/22 1st QTR '22 UNEMPLOYMENT	-38.71			101	220	4220	142		1010
		04/27/22 1st QTR '22 UNEMPLOYMENT	-1,895.86			101	514	4514	142		1010
		04/27/22 1st QTR '22 UNEMPLOYMENT	5,526.75*			101	510	4510	142		1010
		04/27/22 1st QTR '22 UNEMPLOYMENT	233.00*			211	550	4550	142		1010
		04/27/22 1st QTR '22 UNEMPLOYMENT	1,549.95*			606	516	4516	142		1010
		Total for Vendor:	4,778.37								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39048		3028 MOODY, LINDA	59.77								
		2517-01 04/26/22 WA MTR DEP REFUND AFT APPL TO	59.77			604		2212			1010
		Total for Vendor:	59.77								
39014		4028 MPCA	728.26								
		1000014564 04/21/22 VSQG BASE-HAZ. WASTE	728.26			101	210	4210	430		1010
		Total for Vendor:	728.26								
39049		6432 NESS, COLLEEN	152.35								
		0528-01 04/26/22 REFUND OVERPAYMENT ON ACCT	152.35			604		2212			1010
		Total for Vendor:	152.35								
39079		4213 NEUMAN POOLS INC	259.78								
		6067 04/26/22 GASKET STRAINERS	259.78			101	514	4514	220		1010
		Total for Vendor:	259.78								
39037		60 NORTHERN BEVERAGE DIST. CO. LL	2,776.30								
		939892 04/21/22 BEER	2,774.30			609	975	4975	252		1010
		939892 04/21/22 FREIGHT	2.00			609	975	4975	335		1010
		Total for Vendor:	2,776.30								
39016		3491 OLYMPIC FIRE PROTECTION CORP	230.00								
		70332 04/20/22 DRY PIPE SPKLR INSPECTION	230.00			606	516	4516	400		1010
		Total for Vendor:	230.00								
39017		502 ON-SITE COMPUTERS INC	48.30								
		CW79214 04/15/22 REPAIR VPN-C H	48.30			101	192	4192	400		1010
		Total for Vendor:	48.30								
39038		23 PHILLIPS WINE & SPIRITS	2,134.89								
		6382473 04/19/22 LIQUOR	1,087.40			609	975	4975	251		1010
		6382474 04/19/22 WINE	278.35			609	975	4975	251		1010
		6386185 04/26/22 LIQUOR	388.79			609	975	4975	251		1010
		6386186 04/26/22 WINE	332.35			609	975	4975	251		1010
		6386187 04/26/22 MIXES	48.00			609	975	4975	254		1010
		Total for Vendor:	2,134.89								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39018	5774 POLICE SERVICE DOGS INC	224.35								
	20220065 04/25/22 BITE SLEEVE/NEOPRENE SLEEVE	224.35			101	210	4210	240		1010
	Total for Vendor:	224.35								
39019	5684 RAY O'HERRON CO. INC.	1,280.80								
	2190355 04/25/22 AMMO	1,280.80			101	210	4210	210		1010
	Total for Vendor:	1,280.80								
39065	6435 RDO EQUIPMENT CO.	367.96								
	P1531902 03/15/22 2 HARD HATS	367.96			101	522	4522	240		1010
	Total for Vendor:	367.96								
39020	5507 REINDERS INC	1,464.00								
	3177790-00 04/20/22 FERTILIZER FOR BALL FIELDS	465.00			101	517	4517	220		1010
	3177955-00 04/26/22 SEED MIX	499.50			101	517	4517	220		1010
	3177955-00 04/26/22 SEED MIX	166.50			101	312	4312	220		1010
	3177955-00 04/26/22 SEED MIX	333.00*			101	524	4524	210		1010
	Total for Vendor:	1,464.00								
39039	63 SCHOTT DIST CO INC	5,499.70								
	464426 04/20/22 BEER	5,311.70			609	975	4975	252		1010
	464426 04/20/22 NA BEVERAGE	28.00			609	975	4975	254		1010
	464427 04/20/22 WINE	160.00			609	975	4975	251		1010
	Total for Vendor:	5,499.70								
39021	64 SELCO	24.25								
	050024 04/29/22 PATRON CARDS	24.25			211	550	4550	210		1010
	Total for Vendor:	24.25								
39071	6178 SHI INTERNATIONAL CORP	140.00								
	S55803179 04/27/22 COMPUTER BATTERY	140.00			101	210	4210	240		1010
	Total for Vendor:	140.00								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39050		6433 SOGGE, TRUMAN	98.33								
		1870-03 04/26/22 RL MTR DEP REFUND AFT APPL TO	98.33			604		2212			1010
		Total for Vendor:	98.33								
39040		3850 SOUTHERN GLAZER'S WINE &	1,782.85								
		2202508 04/20/22 LIQUOR	630.85			609	975	4975	251		1010
		2202508 04/20/22 WINE	42.00			609	975	4975	251		1010
		2202508 04/20/22 FREIGHT	6.98			609	975	4975	335		1010
		2205105 04/27/22 WINE	348.65			609	975	4975	251		1010
		2205106 04/27/22 LIQUOR	133.97			609	975	4975	251		1010
		2205106 04/27/22 WINE	608.00			609	975	4975	251		1010
		2205106 04/27/22 FREIGHT	12.40			609	975	4975	335		1010
		Total for Vendor:	1,782.85								
39022		5708 STAPLES BUSINESS CREDIT	146.11								
		7354950017 04/19/21 DATA BINDERS	53.16			101	140	4140	210		1010
		7353553327 03/30/21 WRLSS MOUSE	41.97			101	140	4140	210		1010
		7353553327 03/30/21 ENVELOPES	10.75			101	140	4140	210		1010
		7353553327 03/30/21 ENVELOPES-K.A.C. HIRES	10.74			101	514	4514	210		1010
		7353553327 03/30/21 ENVELOPES-BLDG PERMITS	29.49			101	140	4140	210		1010
		Total for Vendor:	146.11								
39072		79 STREICHER'S	34.97								
		I1564674 04/25/22 KASPER-NAME TAGS	34.97			101	210	4210	214		1010
		Total for Vendor:	34.97								
39041		6231 SxSE MN BREWING CO.	188.00								
		44250 04/21/22 BEER	188.00			609	975	4975	252		1010
		Total for Vendor:	188.00								
39023		3389 T & K TOWING SERVICE LLC	125.00								
		4181 03/31/22 TOW 4WHLR TO IMPD-ICR843	125.00			101	210	4210	430		1010
		Total for Vendor:	125.00								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39024		498 TEIGEN PAPER & SUPPLY	49.74								
	95940	04/20/22 T. TISSUE	7.10			101	310	4310	210		1010
	95940	04/20/22 T. TISSUE	7.10			101	312	4312	210		1010
	95940	04/20/22 T. TISSUE	7.10			101	517	4517	210		1010
	95940	04/20/22 T. TISSUE	7.11			601	943	4943	210		1010
	95940	04/20/22 T. TISSUE	7.11			602	948	4948	210		1010
	95940	04/20/22 T. TISSUE	7.11			604	957	4957	210		1010
	95940	04/20/22 T. TISSUE	7.11			605	963	4963	210		1010
	95940	04/20/22 SALES TAX	0.49			604	957	4957	210		1010
	95940	04/20/22 SALES TAX	-0.49			604		2025			1010
	95940	04/20/22 D C TRANSIT TAX	0.04			604	957	4957	210		1010
	95940	04/20/22 D C TRANSIT TAX	-0.04			604		2026			1010
		Total for Vendor:	49.74								
39042		5 TOTAL REGISTER SYSTEMS INC	257.70								
	59672	04/19/22 ON-LINE BACKUP TO 03/2023	257.70			609	976	4976	370		1010
		Total for Vendor:	257.70								
39025		2871 TOTAL RESTAURANT SUPPLY CO INC	357.36								
	460069	04/28/22 MICROWAVE	325.00			101	514	4514	240		1010
	460069	04/28/22 THERMOMETERS/TEST STRIPS	32.36			101	514	4514	210		1010
	460069	04/28/22 SALES TAX	22.34			101	514	4514	240		1010
	460069	04/28/22 SALES TAX	-22.34			101		2025			1010
	460069	04/28/22 D C TRANSIT TAX	1.63			101	514	4514	240		1010
	460069	04/28/22 D C TRANSIT TAX	-1.63			101		2026			1010
	460069	04/28/22 SALES TAX	2.22			101	514	4514	210		1010
	460069	04/28/22 SALES TAX	-2.22			101		2025			1010
	460069	04/28/22 D C TRANSIT TAX	0.16			101	514	4514	210		1010
	460069	04/28/22 D C TRANSIT TAX	-0.16			101		2026			1010
		Total for Vendor:	357.36								
39066		2675 ULVE, JEFF	220.99								
		04/30/22 ULVE-SAFETY BOOT REIMBURSEMENT	110.49			601	943	4943	214		1010
		04/30/22 ULVE-SAFETY BOOT REIMBURSEMENT	110.50			602	948	4948	214		1010
		Total for Vendor:	220.99								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39085		939 USA BLUEBOOK	959.49								
	949184	04/18/22 TOT CHLORINE ACCUV/ FLUOR REAG	744.54			601	943	4943	210		1010
	949184	04/18/22 PHOSPH TNT+LOW RANGE REACTIVE	214.95			602	947	4947	210		1010
		Total for Vendor:	959.49								
39086		71 UTILITY CONSULTANTS INC	2,781.98								
	112219	04/27/22 TOTAL COLIFORM	117.60			601	943	4943	440		1010
	112219	04/27/22 CBOD/TSS/FEC COLIF/TOT PHOSP	2,401.00			602	947	4947	440		1010
	112219	04/27/22 MANTORVILLE TESTING	263.38			602	947	4947	440		1010
		Total for Vendor:	2,781.98								
39026		4341 WATERLOO TENT & TARP CO INC	825.00								
	67312	04/18/22 K.A.C. UMBRELLA REPAIRS	825.00			101	514	4514	400		1010
		Total for Vendor:	825.00								
39043		5047 WATERVILLE FOOD & ICE INC	37.10								
	04-212548	04/19/22 ICE-L.S.	18.55			609	975	4975	257		1010
	04-212600	04/26/22 ICE-L.S.	18.55			609	975	4975	257		1010
		Total for Vendor:	37.10								
39067		4342 WEBBER RECREATIONAL DESIGN INC	3,280.00								
	1198	04/08/22 VETS PARK PLAYGROUND BORDER	3,280.00			101	680	4522	530		1010
		Total for Vendor:	3,280.00								
39073		637 WEBER, LETH & WOESSNER PLC	4,960.88								
	MAR '22	03/31/22 .7 HR LEGAL-CITY ADMINISTRATI	101.50			101	160	4160	304		1010
	MAR '22	03/31/22 1.0 HR LEGAL-P & Z	145.00			101	191	4191	304		1010
	MAR '22	03/31/22 2.2 HRS LEGAL-FENCE CODE	315.88			101	191	4191	304		1010
	MAR '22	03/31/22 2.2 HRS LEGAL-BLAINES 14TH	319.00			101	191	4191	304		1010
	MAR '22	03/31/22 .6 HR LEGAL-KOMET ACRES	87.00			101	191	4191	304		1010
	MAR '22	03/31/22 1.1 HRS LEGAL-NW TRAIL PROJEC	159.50			101	160	4160	304		1010
	MAR '22	03/31/22 1.5 HRS LEGAL-CC MTGS	217.50			101	111	4111	304		1010
	MAR '22	03/31/22 3.7 HRS LEGAL-MICJ PROPERTY	536.50			290	650	4650	304		1010
	MAR '22	03/31/22 5.0 HRS LEGAL-CHAOTIC BREWING	994.00			290	650	4650	304		1010
	MAR '22	03/31/22 1.8 HRS LEGAL-HWY 57 PROJECT	261.00*			101	310	4310	304		1010
	APR '22PR	04/29/22 15.6 HRS LEGAL-P D	1,824.00			101	160	4160	304		1010
		Total for Vendor:	4,960.88								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
39051		6434 WEBER, VERLIN	89.09								
		0588-16 04/26/22 RL MTR DEP REFUND AFT APPL TO	89.09			604		2212			1010
		Total for Vendor:	89.09								
39027		388 WESCO RECEIVABLES CORP	2,618.92								
		021675 04/19/22 15KV 200A LB 4PT JUNCT	2,618.92			604	957	4957	220		1010
		Total for Vendor:	2,618.92								
39029		6428 WIESER PRECAST - DORIC VAULT CO.	50.00								
		11921 04/16/22 MOVE VAULT-VAN ALLEN	50.00			101	518	4518	444		1010
		Total for Vendor:	50.00								
39044		2407 WINE MERCHANTS	666.75								
		7376260 04/19/22 WINE	666.75			609	975	4975	251		1010
		Total for Vendor:	666.75								
39075		2731 ZAWORSKI, NANCY	1,357.66								
		05/03/22 K.A.C. CONCESSIONS (SAMS)	385.16			101	514	4514	262		1010
		05/04/22 K.A.C. CONCESSIONS (COSTCO)	972.50			101	514	4514	262		1010
		Total for Vendor:	1,357.66								
		# of Claims 74	Total:	192,758.93							

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 5/22

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	$82,207.30
211 Library Fund	
1010 CASH-OPERATING	$1,080.03
290 Economic Development	
1010 CASH-OPERATING	$1,552.49
430 Public Safety Building	
1010 CASH-OPERATING	$45,450.43
601 Water Fund	
1010 CASH-OPERATING	$4,194.78
602 Sewer Fund	
1010 CASH-OPERATING	$8,672.12
604 Electric Fund	
1010 CASH-OPERATING	$22,708.46
605 Storm Water	
1010 CASH-OPERATING	$637.58
606 ICE ARENA	
1010 CASH-OPERATING	$2,698.54
609 Liquor Fund	
1010 CASH-OPERATING	$23,557.20
Total:	$192,758.93

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

See signature page

The claim batch dated _____ are approved for payment.

APPROVED _____ Council Member

_____ Council Member

Kasson Police Department
19 East Main Street
Kasson, MN 55944
507-634-3881
Fax: 507-634-4698

To: Mayor and City Council
From: Police Chief Joshua Hanson
CC:
Date: 5/3/2022
Re: Officer Paul Lindgren Performance Evaluation

Officer Paul Lindgren has been given his annual review and he meets expectations. Officer Lindgren is at already at step 7, the top step of grade 10 ($34.59).

Respectfully submitted,

Police Chief Joshua Hanson

Kasson Fire Department – Monthly Meeting
May 2, 2022 - 1900

Meeting Called to Order: Chief Fitch
Roll Call
Minutes of the previous meeting: Read and Approved

Treasurer's Report – Relief General Fund: $35,376.44
Appointment of Entertainment: (JUNE) GANNON / HAGEDORN

Training/Drill(s):

MAY 16 - Driving Course
MAY 23 - Pump operations

Guest(s):

- **KM Lions served us dinner**

Old Business:

- **County Wide Active Shooter Training**
  - **August 6, 2022 (TENTATIVE)**

- **Mock Crash**
  - **Tuesday May 17th is the rescheduled date for the Mock Crash event in the north parking lot**
  - **Smashing of cars will be at 1100**
  - **Page for the event will happen around 1330 so be at the hall by 1300**
  - **Sign up on the board**

- **Project Kids fire hall visit**
  - **Monday June 20th from 0900-1000, expecting 80-100 kids**
  - **Please sign up on the board if available to help**

- **Chamber Event**
  - **June 3rd, 1200-1400, sign up on board**
  - **Trucks on main street and hand out safety information to public**

- **On scene reports**
  - **We need to get addresses for the parties involved**
  - **Utilize law enforcement to collect data that we cannot obtain, we can give name and number for them to call us later with the information if needed**

- **Date for agility test**
  - **Saturday May 7th be here at 0700 for clean/setup**
  - **New member testing starting at 0900**

- **Assistance with delivering of table and chairs June 3rd and 4th**
  - **Dodge Center Clinic - times TBD but looking at around 1700 on the 3rd and 1600 on the 4th**
  - **20 tables and 50 chairs**

New Business:

- Thank You
    - Cookies Council Member Mel Ferris
    - Dinner provided by KM Lions

- Nicer weather/summer travel
    - Reminder to please communicate with crew leaders and name on board

- FF Brandon Chalstrom and FF Brad Patton
    - Recognized for passing their firefighter I, II, and hazmat

- May 18th Mantorville Mutual Aid Dinner
    - Happy hour approximately 1800

Officers Update:

NONE

Relief Updates:

- Minnesota State Board of Investment representative visiting on May 24th at 1800 for discussion of retirement investment options

==========

- Apparatus / Other Status Reports
    - Rescue
    - Engine I
    - Engine II
    - Tanker I
    - New tanker
    - Ladder I
    - Grass Rig
    - Utility
    - Chief's truck
    - EMR Unit
    - HAZMAT

Bills Reviews by Relief:

- N/A

Review of Calls:

37	Calls for April 2022
33	EMS
	MVA
	Rescue
1	Structure Fire
2	Grass Fire
	Alarm
	Canceled
1	Dumpster Fire

Good of the Assoc:

Meeting Adjourned

Respectfully Submitted: Lindsey Derby, Sec / Treas '22

… Firefighters not in attendance – Please sign and date your reading of the Meeting Minutes …

_____ _____

_____ _____

_____ _____

KASSON PARK BOARD MINUTES
DRAFT APRIL 19, 2022 DRAFT

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 19th day of April 2022 at 6:00 P.M.

THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT: Janet Sinning, Ryan Christensen, Chuck Coleman, Chris Petree, Greg Kuball and Liza Larsen (arrived 6:28 P.M.)
THE FOLLOWING WERE ABSENT: None
ALSO PRESENT: Parks & Rec Supervisor Ron Unger, City Administrator Tim Ibisch and Deputy Clerk Jan Naig

I. Call to Order: The meeting was called to order at 6:02 P.M. by Acting Chairperson Unger.

II. Approve minutes: Motion by Christensen and second by Petree, with all voting Aye, to approve the minutes of the March 2022 Park Board Meeting.

III. New Business:

A. **Tennis Courts – Administrator Ibisch.** Ibisch talked to the Board about replacing the tennis courts in Veterans Memorial Park. It is recommended that the Board talk about their long-range plans for tennis courts in the community. There was discussion about having multi-purpose courts that could also be used for basketball or pickle ball. It was suggested that some type of poll or survey be taken to find the community's interest in having new courts constructed. The Board was asked to think about tennis courts when they are setting their priorities for park improvements. At a cost of approximately $300,000.00 per court, the concern is how they could be funded.
B. **Lions Park parking lot improvements.** The bid to surface the parking lot, add a curb on the north side and to connect the walking path was approved at the April 13th City Council meeting. The cost of $112,490.80 will be taken from the Park Department budget. SL Contracting will be doing the library parking lot expansion along with the parking lot in Lions Park. Construction is expected to begin in early June.
C. **Skateboard park – Lions Park.** Unger presented copies of the park layout proposal he received from American Ramp Company to add three BMX bike jumps into the skateboard park. The proposal was broken down into three phases. Phase 1, a jump box, would cost $13,176.51. Phase 2, a bank ramp, would cost $9,232.70 and Phase 3, a quarter pipe, would cost $9,086.72. Total project cost would be $31,495.93. If funds are available, a phase would be done over three years starting in 2023. Unger has included Kody Mayer in the layout planning. Mayer was asked to raise funds to help with the cost of the project. Mayer will report back in June the amount that has been raised so the Park Board knows if funds will be budgeted in 2023 for Phase 1.

D. **Aquatic Center maintenance contract.** The City has signed a three year contract with Recreation by Lemmie Jones to inspect the slide, diving boards, climbing wall and play features at the Aquatic Center in 2023 through 2025 at a cost of $2,500.00 per year.

Aquatic Center staff will be instructed to wax the slides monthly to help extend their life for another five to seven years. The diving boards and the platform at the top of the slides should also be sanded and repainted. The rubberized plates on the steps to the slide are in need of maintenance and will be repaired at the end of the summer.

There was discussion about increasing the budget to cover repairs in future years since maintenance costs will continue to increase. Unger would also like to see the C.I.P. funds for parks increased to help cover some of the costs.

Christensen asked if developers were contributing funds to support the parks. The Board discussed the Parkland Dedication fees and will revisit the amount that comes in from developers for park development and improvements.

IV. **Old Business:**

A. **Adult softball league.** There are seven teams signed up for the league. Fees are due this week. Kevin Voltin will not be umpiring our games this year due to health issues. He will try to find someone to cover our games since play begins on May 5th.

B. **Park Board Member applicants.** There are two applications for the open Park Board seat. Members were asked to review them and come back with a recommendation at the May meeting.

C. **Boulevard tree program update.** Unger has orders for 36 trees to be planted at 23 residences. The Treehouse will plant them in mid-May. Only one tree from 2021 needs to be replaced.

D. **Misc.**

1. **Arbor Day**. Reminder that Friday, April 29th is Arbor Day. The Lions Club has been invited to help with the tree planting which will be in Veterans Memorial Park. Everyone is encouraged to attend.
2. **Cemetery fence**. A new black, rubber-coated chain-link fence is being installed in the cemetery along the trailer court side. The cost of the project is $36,000.00. American Fence should complete the work within a week.

V. Correspondence: None

VI. Adjourn: Motion by Christensen and second by Coleman, with all voting Aye, to adjourn the meeting at 7:11 P.M.

_____ _____

Chairperson Deputy Clerk

The next scheduled meeting is May 17th.

CITY OF KASSON
RESOLUTION #5.___-22

RESOLUTION ACCEPTING DONATION FOR THE WPA 1938 WALLS AND PILLARS

WHEREAS, the Kasson Area Foundation has made a donation to the City of Kasson in the amount of $2,136,43 to be allocated for lawful purposes for the WPA 1938 walls and pillars project.

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

The donation to the City of Kasson is hereby accepted.

ADOPTED this ___ day of May, 2022.

ATTEST:

_____ _____
Chris McKern, Mayor Linda Rappe, City Clerk

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: _____. Those against same: ___.

CITY OF KASSON
RESOLUTION # 5.___.22

RESOLUTION ACCEPTING DONATIONS FOR THE PARK AND RECREATION DEPARTMENT

WHEREAS, Kasson-Mantorville Lions Club has made a donation to the City of Kasson in the amount of $250.00 to the Park and Recreation Department for the purchase of trees for the Arbor Day planting.

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

The donation to the City of Kasson Park and Recreation Department is hereby accepted.

ADOPTED this 11th day of May 2022.

ATTEST:

_____ _____
Chris McKern, Mayor Linda Rappe, City Clerk

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: _____ Those against same: ____.

REQUEST FOR COUNCIL ACTION

Meeting – May 11th, 2022
Date: May 5th , 2022

AGENDA SECTION:	ORIGINATING DEPT: Planning
ITEM DESCRIPTION: Annexation Request – Lindon Manor	PREPARED BY:

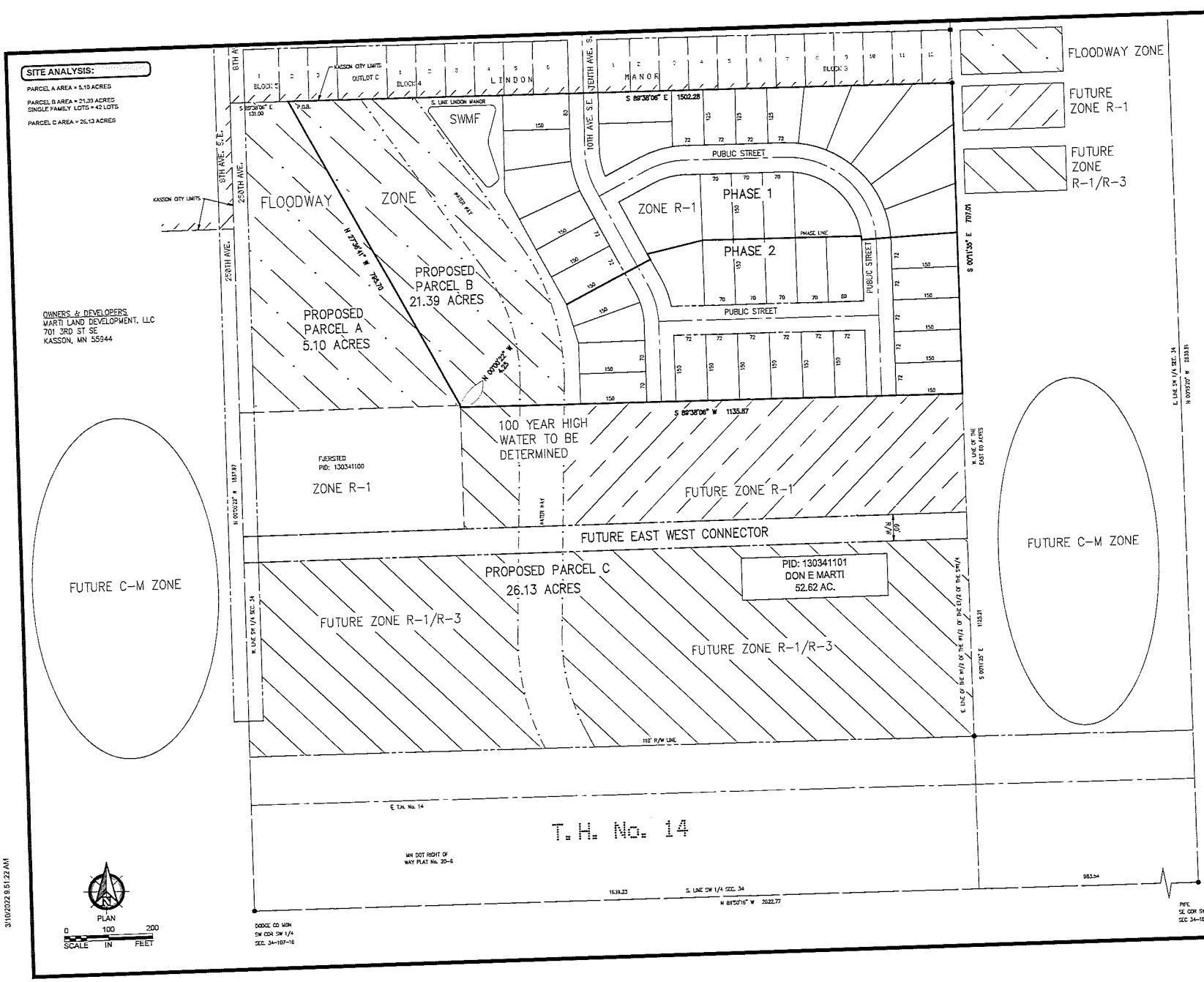
Background

Les Conway of WSE + Massey Engineering & Survey has submitted an application on behalf of Don Marti, owner, for annexation by petition for approximately 21.39 acres located on the northeasterly part of the Southwest Quarter of Section 34, Township 107 North, Range 16 West. The property is generally located south of the Lindon Manor subdivision (south of 3rd Street SE and east of 8th Avenue SE). The legal description and survey of the proposed annexation is attached.

A concept plan demonstrating potential development for Lindon Manor Second addition was presented and discussed at the March 23rd 2022 City Council Meeting. That concept plan is attached again for your reference.

Upon annexation, the project will need comprehensive plan amendment, rezoning, and plat approvals. The proposed development will be a low density single family residential development.

Staff concerns include the piecemeal approach to annexation and platting for this parcel as it relates to the efficient and orderly development of public infrastructure and streets, particularly 8th Avenue SE. It is recognized that as the remainder of the property develops these improvements will be the responsibility of benefiting property. In past experiences, piecemeal annexation and platting of property has led to challenges in developing planned roadway improvements. Per the orderly annexation agreement with Mantorville Township, one of the key factors in determining annexation is to ensure that the extension of city services can be done in an orderly and cost-effective way. Development of this area will require extension of city sanitary sewer, city water, electric utility, stormwater infrastructure, and city streets. The city's authority to regulate platting of



WSE+MASSEY
Engineering & Surveying

PH. NO. 507-634-4505
PLANS@WSE.ENGINEERING
www.wse.engineering

KASSON OFFICE
P.O. BOX 100
33 B E VETERANS MEMORIAL HIGHWAY
KASSON, MN 55944

PLAINVIEW OFFICE
320 WEST BROADWAY
SUITE 3
PLAINVIEW, MN 55964

ROCHESTER OFFICE
1712 RESTORATION DRIVE SW
ROCHESTER, MN 55902

REV	DATE	DESCRIPTION

CONCEPT DRAWING
LINDON MANOR SECOND
KASSON, MINNESOTA

SCALE: 1"=100'
DATE: 3/10/2022
DRAWN BY: O.D.Z.
JOB NUMBER: 7816
DWG. FILE: 3816CEPT.dwg

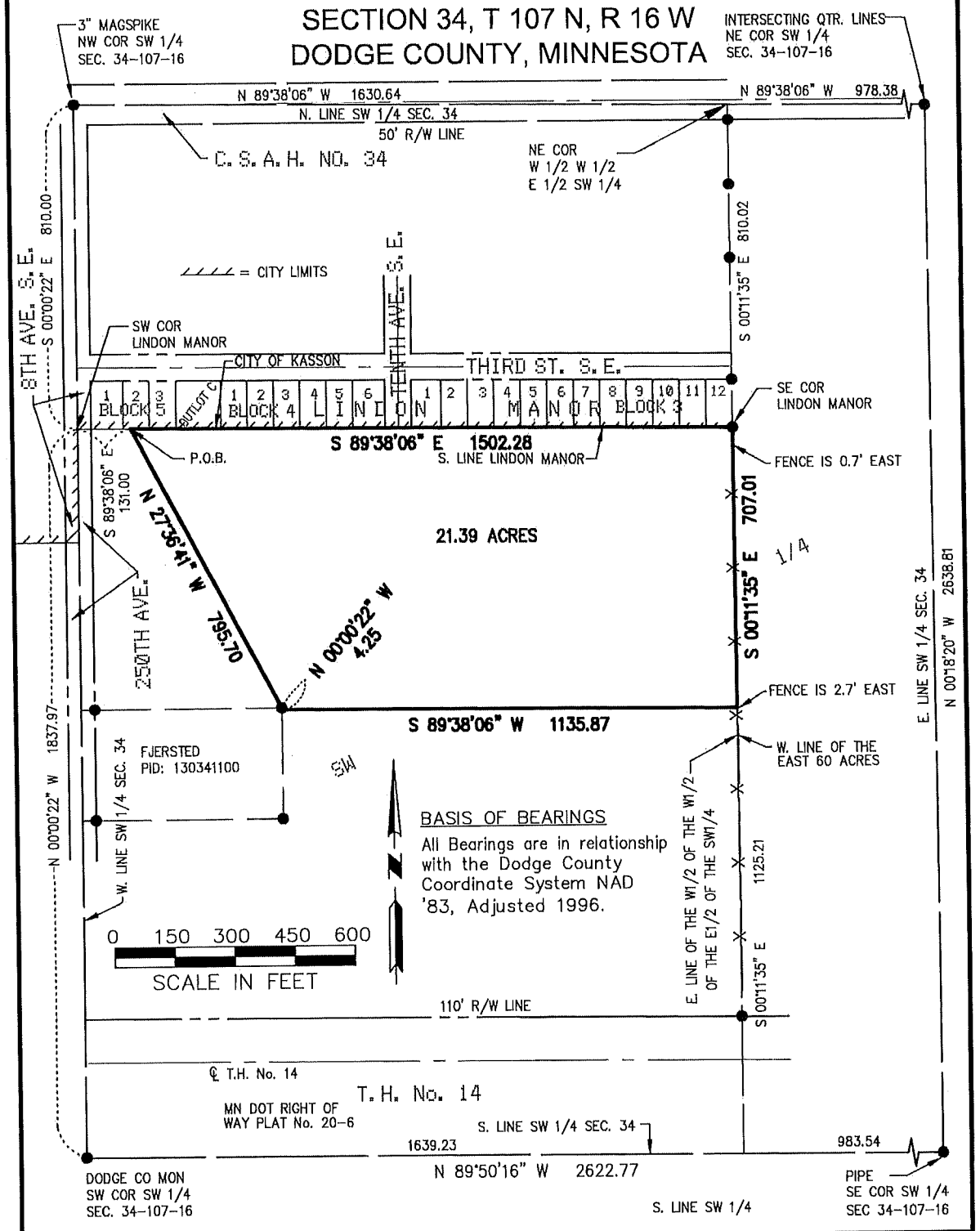
Sheet 1 of 1

3816CEPT.dwg

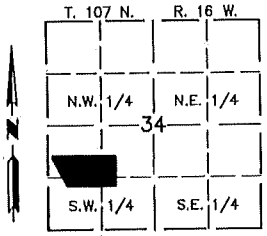
3/10/2022 9:51:22 AM

ANNEXATION EXHIBIT

PART OF THE SW 1/4
SECTION 34, T 107 N, R 16 W
DODGE COUNTY, MINNESOTA



PROPERTY LOCATION MAP



WSE MASSEY

ENGINEERING & LAND SURVEYING

P.O. BOX 100, KASSON, MN 55944

PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

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

Date 2/16/2022

Reinhold G. Zieman

LIC. NO.: 59823

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

MARTI LAND DEVELOPMENT, LLC

KASSON, MN

MONUMENTS

● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)

O SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 2/16/2022

DWG NO. 3816AX01 JOB NO. 3816

DRAWN BY: G.D.Z. SHEET 1 OF 2

PROPERTY OWNER PETITION FOR ANNEXATION BY ORDINANCE

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION OF CERTAIN LAND TO THE CITY OF _____, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

TO: Council of the City of Kasson, Minnesota

AND

Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P. O. Box 64620
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

It is hereby requested by:

X the sole property owner; or
_____ all of the property owners; or
_____ a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the Town of Mantorville to the City of Kasson, County of Dodge, Minnesota.

The area proposed for annexation is described as follows:

That part of the Southwest Quarter of Section 34, Township 107 North, Range 16 West, Dodge County, Minnesota described as follows:

Commencing at the northwest corner of the Southwest Quarter of said Section 34; thence South 00 degrees 00 minutes 22 seconds East (Note: All Bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996), along the west line of said Southwest Quarter, 810.00 feet to the southwest corner of LINDON MANOR as platted in the Recorders Office, Dodge County, Minnesota; thence South 89 degrees 38 minutes 06 seconds East, along the south line of said LINDON MANOR, 131.00 feet to the POINT OF BEGINNING; thence continue South 89 degrees 38 minutes 06 seconds East, along said south line, 1502.28 feet to the southeast corner of said LINDON MANOR and to the east line of the West One-Half of the West One-half of the East One-Half of said Southwest Quarter; thence South 00 degrees 11 minutes 35 seconds East, along said east line, 707.01 feet; thence South 89 degrees 38 minutes 06 seconds West, 1135.87 feet to a monumented line; thence North 00 degrees 00 degrees 22 minutes West, along said monumented line, 4.25 feet to a found pipe; thence North 27 degrees 36 minutes 41 seconds West, 795.70 feet to the POINT OF BEGINNING.

Said parcel contains 21.39 acres.
Said parcel is subject to any easements or encumbrances of record.

1. There are 1 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the *number* of parcels *owned* by a petitioner is not counted.)

2. 1 property owners have signed this petition. (If the land is owned by both husband and wife, *both* must sign the petition to represent all owners.)

3. Said property is unincorporated, abuts on the city's N [S] E W (circle one) boundary(ies), and is not included within any other municipality.

4. The area of land proposed for annexation, in acres, is:
   21.39 Unplatted _____ Platted _____ Total

5. The reason for the requested annexation is apart of the orderly annexation for Kasson which is ready for development.

6. The area proposed for annexation will be zoned R-1.

7. All of the area proposed for annexation is or is about to become urban or suburban in character.

8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Kasson, Minnesota.

Dated: 2-17-2022

Signatures: _____

Don E. Marti

NOTE: ***Pursuant to Minnesota Statutes § 414.033 and Minnesota Rules 6000.0800, the petition to the Office of Administrative Hearings must be accompanied by a certification showing that a copy of the petition was filed within ten (10) days after service on the annexing city to the affected township(s), county, and any other abutting municipality(ies).***

NOTE: ***Under Minnesota Statutes § 414.033, Subd. 5, if the petition is not signed by all of the property owners of the land proposed for annexation, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days mailed notice to all property owners within the area to be annexed.***

PUBLIC HEARING NOTICE

KASSON CITY COUNCIL

As part of it's May 11, 2022 meeting agenda, the City of Kasson City Council will hold the following public hearing beginning after 6:05 PM

Petition for annexation by the Don E. Marti, and the land is described as that of unplatted property which is less than 50 acres, of which its northerly and westerly boundary abuts a portion of the City of Kasson corporate limits.

The description of the property is as follows:

> That part of the Southwest Quarter of Section 34, Township 107 North, Range 16 West, Dodge County, Minnesota described as follows: Commencing at the northwest corner of the Southwest Quarter of said Section34; thence South 00 degrees 00 minutes 22 seconds East (Note: All Bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996), along the west line of said Southwest Quarter, 810.00 feet to the southwest corner of LINDON MANOR as platted in the Recorders Office, Dodge County, Minnesota; thence South 89 degrees 38 minutes 06 seconds East, along the south line of said LINDON MANOR, 131.00 feet to the POINT OF BEGINNING; thence continue South 89 degrees 38 minutes 06 seconds East, along said south line, 1502.28 feet to the southeast corner of said LINDON MANOR and to the east line of the West One-Half of the West One-half of the East One-Half of said Southwest Quarter; thence South 00 degrees 11 minutes 35 seconds East, along said east line, 707.01 feet; thence South 89 degrees 38 minutes 06 seconds West, 1135.87 feet to a monumented line; thence North 00 degrees 00 degrees 22 minutes West, along said monumented line, 4.25 feet to a found pipe; thence North 27 degrees 36 minutes 41 seconds West, 795.70 feet to the POINT OF BEGINNING.

Said tract contains 21.39 acres more or less.

Public comment will be received during the hearing. Written comments can be submitted for consideration.

Timothy P. Ibisch
City Administrator

REQUEST FOR COUNCIL ACTION

Meeting Date: May 11, 2022

AGENDA SECTION:	ORIGINATING DEPT: Planning
ITEM DESCRIPTION: Thompson Addition Preliminary PUD and Rezoning	PREPARED BY: Brad Scheib, Consulting Planner

Planning Commission will be discussing the proposed preliminary PUD and rezoning/zoning amendment for the Thompson Addition to allow for a multi-family residential structure with approximately 30 to 34 units within the PUD.

Council approved the comprehensive plan amendment for the Thompson Addition from low density residential to high density residential at its meeting in April.

Attached for your review is the original planning commission report and a supplemental report addressing issues discussed at the public hearing held in April. Additional information regarding the Excel utility easement impacts is forthcoming and may be available at the meeting.

Attached is the ordinance rezoning the Thompson Addition from PUD Fixed to PUD R-3. Approval of this preliminary PUD constitutes the rezoning. The applicant will need to proceed with a Final PUD plan incorporating detailed plans for Council approval within one year of the preliminary PUD approval.

COUNCIL ACTION REQUESTED:

Consideration of the attached ordinance.

ORDINANCE NO. _____

CITY OF KASSON, MINNESOTA
DODGE COUNTY

AN ORDINANCE APPROVING REZONING OF THOMPSON ADDITION FROM PLANNED UNIT DEVELOMENT - FIXED TO PLANNED UNIT DEVELOPMENT R-3 (PUD R-3)

THE CITY COUNCIL OF THE CITY OF KASSON, DODGE COUNTY, MINNESOTA, ORDAINS:

Section 1. Pursuant to Kasson City Code Section 154.161, the property legally described as Lots 1 through 15, Block 1, Thompson Addition, according to the recorded plat thereof, Dodge County, Minnesota is hereby rezoned from Planned Unit Development - Fixed to Planned Unit Development R-3 (PUD R-3):

Section 2. Attached and made part of this ordinance is Exhibit 1 – PUD Site Plan Sheet C1.0 which shall be the regulating site plan for the PUD R-3 rezone for the Thompson Addition.

Section 3. The following conditions shall apply to Thompson Addition property rezoned PUD R-3 by this ordinance:

1. The following are permitted principal uses:

   (A) Townhomes
   (B) Multi-family dwellings

2. Minimum dimensional standards including lot width and lot area for Lots 1-15 shall be as shown on the PUD Site Plan:

3. Minimum setbacks for the residential lots shall be as shown on the PUD Site Plan:

4. The principal structures shall be limited in height to 35 feet for townhomes and 45 feet for apartment building.

5. All general zoning standards in the Kasson City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 4. The PUD R-3 Zoning for the Thompson Addition shall include the following special provisions:

1. Snow removal on the site shall be managed on site or trucked off site.

2. Signage on the main access drive shall be installed to prohibit parking on both sides to ensure adequate access for emergency vehicles.

3. Signage shall be installed on site where the driveway access to 5th Avenue conflicts with sidewalk or trails to alert drivers of potential pedestrians.

4. Parking for residents and guests shall be managed on site. If excess parking is necessary owners shall limit car ownership or an agreement shall be entered with adjacent property to allow for offsite parking.

Section 5. The Zoning Map of the City of Kasson referred to and described in Section 154.036 of the Kasson City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 6. This Ordinance shall be effective upon its passage by the City Council and official publication.

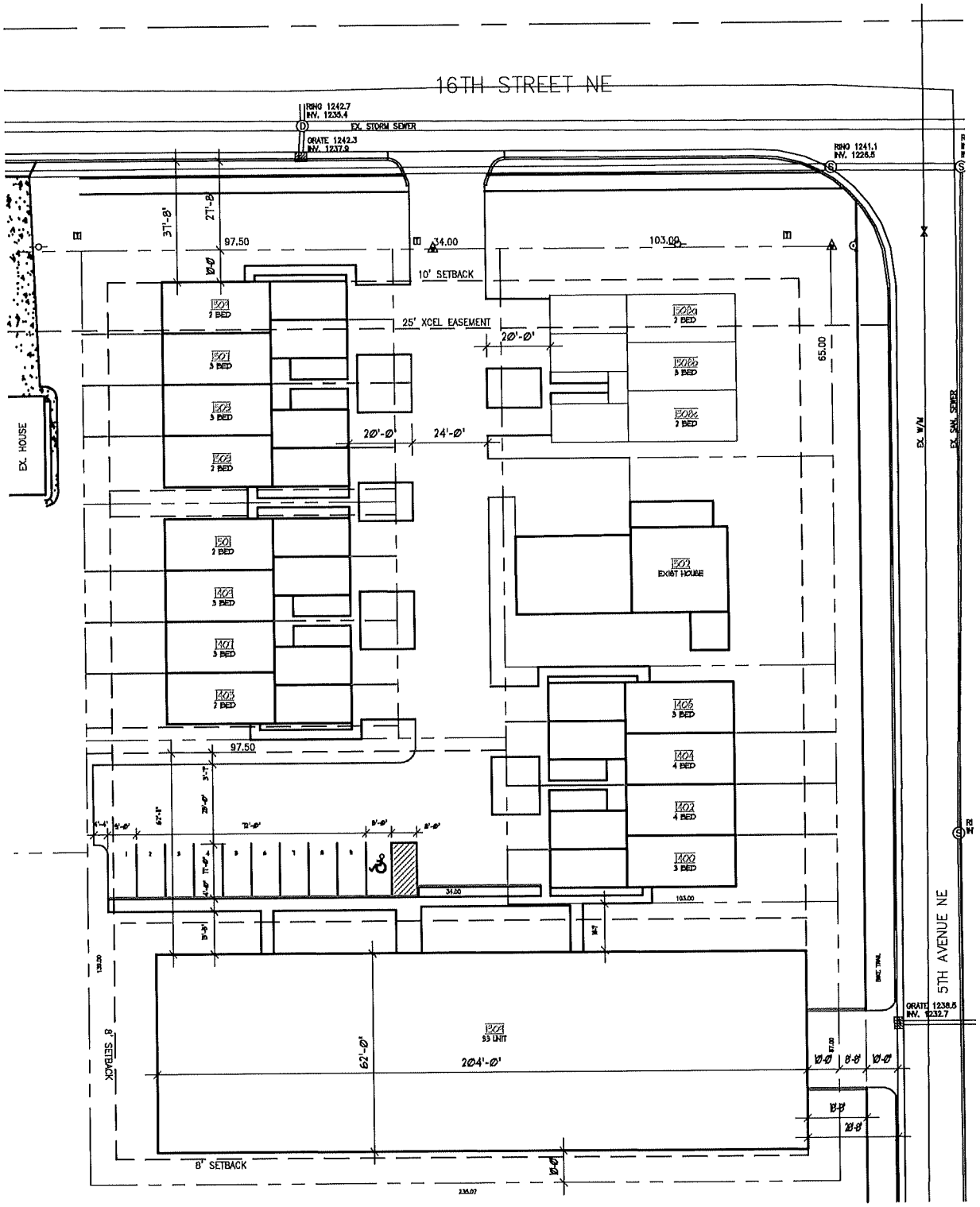
ADOPTED this ____ day of _____, 2022, by the City Council of the City of Kasson.

By: _____
Chris McKern, Mayor

ATTEST:

_____
Timothy Ibisch, City Administrator

DRAFT



NORTH

1 SITE PLAN
SCALE: 1"=30'-0"

THOMPSON FIRST SUBDIVISION
4TH LANE NE
KASSON, MINNESOTA

PROJECT #:	20150 / 17087
DRAWN BY:	AJT
CHECKED BY:	AJT
REVIEW DATE:	JUNE 15, 2019
REVISION :	MAY 05, 2022
PRINTED:	May 05, 2022

SITE PLAN

C1.0

MEMORANDUM

Hoisington Koegler Group Inc.

To:	Kasson Planning Commission
From:	Brad Scheib, Consulting Planner
Subject:	May 9th 2022 PC Meeting – Thompson Addition Preliminary PUD Approval consideration – continued from April PC meeting
Date:	05/04/2022

Background

At the April PC meeting, a public hearing was held regarding the 4th Avenue Lane Apartments requesting an amendment to the existing PUD and a comprehensive plan amendment from low density to high density. A public hearing was open and closed at the meeting. Reopening the public hearing is at the discretion of the chair. At the April meeting, the PC moved the comprehensive plan amendment forward and City Council has approved the comprehensive plan amendment request. The preliminary PUD plan and zoning amendment was tabled by the PC to the May meeting. The following points address comments made at the meeting.

- Parking as proposed meets the zoning standard of 1.25 parking spaces per unit. In the event that parking becomes an issue, resolutions may include limiting vehicle ownership or exploring shared parking off site. Adjacent school uses create opportunities for sharing parking if property owners agree due to different peak parking period demands. Shared parking would require the property owner to enter into an agreement with nearby excess parking lot owners and for peak parking demands to vary. Parking along the main access street shall be signed to prohibit parking on both sides of the street so as to ensure adequate access for emergency vehicles.

- Traffic was expressed as concern on adjacent streets and particularly as it pertains to sidewalk and trial conflicts and the safety of walkers/bikers. Trips generated by the proposed use can be accommodated with the design of the adjacent street infrastructure. Signage will be required as a condition of approval notifying drivers to be particularly aware of biker/walkers on sidewalks. Additional information will be provided about planned and programed improvements based on Safe Routes to School planning.

- At the meeting, an Excel power line easement was discussed. The easement is located on the south side of 16th Street and has been added to the site plan exhibit and extends approximately 25 feet into the subject property. Staff will continue to work with the applicant to understand the impacts of the easement on the property.

- Open space is the final issue to discuss. Use of a PUD requires residential projects to meet a 30% open space requirement for the PUD site. The applicant has submitted the attached revised exhibit to reflect adherence to the 30% requirement. To achieve the 30% requirement consistent with the zoning code, the apartment building foot print and some hard surface areas were reduced and setback areas were removed from the calculations. The following table reflects the open space tabulations:

800 Washington Avenue N, Suite 103, Minneapolis, MN 55401
Direct (612) 252-7122 Email brad@hkgi.com

4th Lane Apt					
Green Space SF					
Main East				8,415	
Main West				3,658	
Apt Front #1				682	
Apt Front #2				520	
Apt Side #1				1,872	
Dr Island	3	x	530	1,590	
Island				205	
Island				400	
Outer Walk 1503 & 1501	2	x	102	203	
Outer Walk 1405 & 1406	5	x	56	280	
Outer Walk 1400				118	
				72	
Total SF				18,015	30.8%
Property SF				58,530	

Action Considerations

Planning Commission recommended approval and Council affirmed approval of the Comprehensive Plan amendment from low density to high density residential. That leaves the consideration of the zoning amendment.

Staff recommends that the Planning and Zoning Commission discuss the application and consider a recommendation for the rezoning of 4th Avenue Lane NE to Planned Unit Development (PUD R-3) District.

In the event the Planning Commission finds the application consistent with the general intent and purpose of the PUD district a recommendation for approval can be made with the following conditions:

1. The applicant provide updated stormwater and erosion control plans with updates in consideration of the revised PUD to be approved by the City Engineer.
2. The applicant provide full civil site plan set with updates in consideration of the revised PUD to be approved by the City Engineer.
3. The applicant provide a landscape plan and sign plan consistent with 154.161 (G) and (H)
4. A sidewalk be developed and laid along 16th Street as was previously a condition of approval on the past PUD.
5. Adequate fire protection shall be demonstrated and approved by city fire officials.
6. Other conditions as deemed appropriate by the Planning Commission.

This recommendation is based on the following findings of fact:

1. With Conditions, the proposed zoning of Planned Unit Development complies with the overall guidance of the comprehensive plan as amended and the R-3 High Density Residential land use for the site; and
2. The proposed zoning will not have a negative impact on the function and character of the site and adjacent properties.

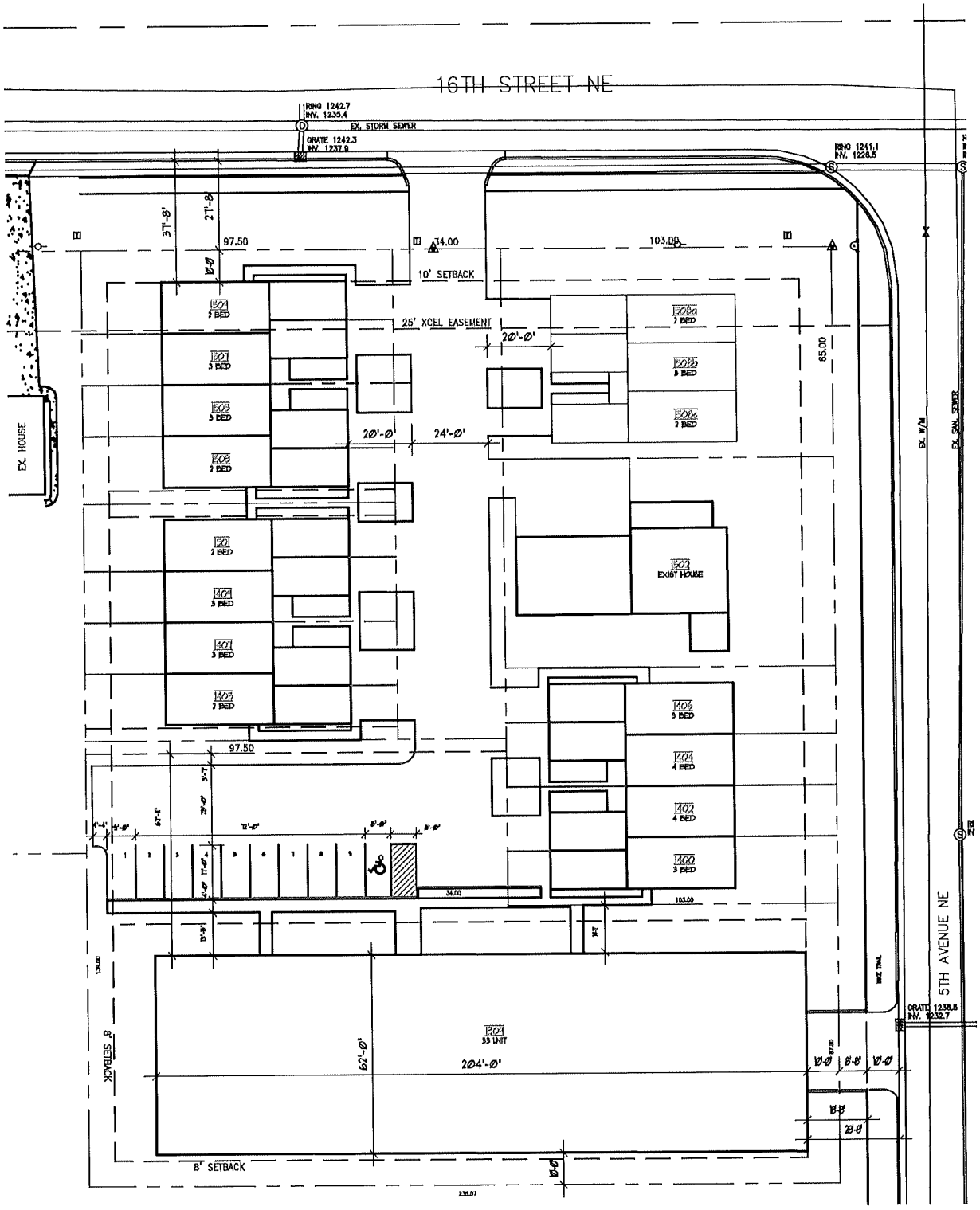
City Council Review

In the event a recommendation is received from the Planning and Zoning Commission and there are no significant outstanding issues or items to resolve, it will be forwarded to the City Council for action.

Approval of this Preliminary PUD Plan for the Thompson Addition will constitute rezoning. Consistent with city code 154.070, subpart (D) the applicant will need to file for Final PUD approval from the City Council.

Attachments

A. Revised PUD Site Plan (regulating plan C1.0)
B. Revised Open Space Site Plan (Sheet C2.0)
C. East elevation drawing
D. PC Report from April 2022 (please refer to PC packet from April PC Meeting)



NORTH

1 SITE PLAN
SCALE: 1"=30'-0"

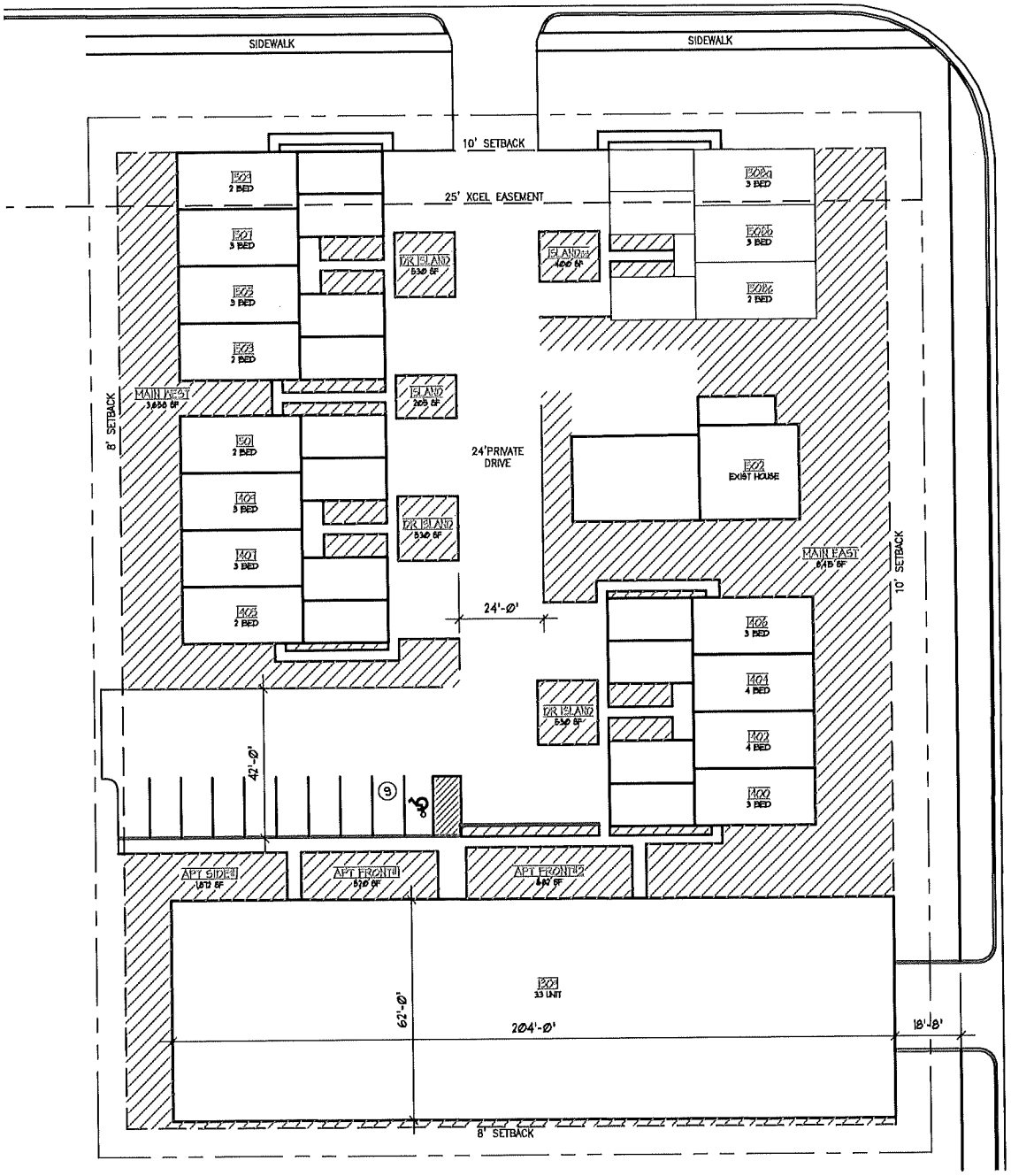
THOMPSON FIRST SUBDIVISION

4TH LANE NE
KASSON, MINNESOTA

PROJECT #:	20150 / 17087
DRAWN BY:	AJT
CHECKED BY:	AJT
REVIEW DATE:	JUNE 15, 2019
REVISION :	MAY 05, 2022
PRINTED:	May 05, 2022

SITE PLAN

C1.0



NORTH

1 GREEN SPACE
SCALE: 1"=30'-0"

THOMPSON FIRST SUBDIVISION
4TH LANE NE
KASSON, MINNESOTA

PROJECT #:	17087
DRAWN BY:	AJT
CHECKED BY:	AJT
REVIEW DATE:	JUNE 15, 2019
REVISION :	.
PRINTED:	Apr 25, 2022

GREEN SPACE SITE PLAN

C2.0

1 SITE PLAN
SCALE: 3/32"=1'-0" (22" x 34")
SCALE: HALF SCALE (11" x 17")

The design connection
Residential and Commercial Design - Planning
Serving Rochester and Southern Minnesota
1647 16th Ave. NW
Rochester MN 55901
PHONE (507) 286-7869
aaron@thedesignconnection.net
www.thedesignconnection.net

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PRELIMINARY
NOT FOR
CONSTRUCTION

4TH LANE APARTMENTS
3 STORY APARTMENT BUILDING
XXXX 4th LANE
KASSON
MINNESOTA

PROJECT #:	20150
DRAWN BY:	AJT
CHECKED BY:	AJT
PRELIM DATE:	APRIL 25, 2022
BID SET DATE:	
FINAL SET DATE:	
REVISION:	
PRINTED:	Apr 25, 2022

SITE PLAN

A1.0

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City of Kasson
We're Ready For You!

STAFF REPORT

TO:	Planning and Zoning Commission
FROM:	Brad Scheib & Trey Rouse, City Planner
DATE:	April 4th, 2022
SUBJECT:	Comprehensive Plan Amendment & PUD Rezoning
APPLICANT:	James Judisch, 504 Ventures LLC
OWNER:	504 Development LLC
LOCATION:	4th Avenue Lane NE, Kasson, MN
MEETING DATE:	**04/11/2022**
COMPREHENSIVE PLAN:	Low-Density Residential
ZONING:	Planned Unit Development – Fixed District

OVERVIEW

The applicant, James Judisch, representing 504 Ventures LLC, has applied for the development of property located at the corner of 16th Street NE and 5th Avenue NE on behalf of the owner of the property 504 Development LLC. The application is requesting a comprehensive plan and PUD zoning amendment (rezoning) to accommodate an approximately 34 unit multi-family housing development as part of a previously approve PUD. The proposed structure would include three stories of housing over ground level parking.

The proposed development for the multi-family structure will occupy 0.59 acres of the total PUD area of 1.58 acres. The original PUD was approved with 12 townhomes and an existing single-family home. Some of the original 12 townhomes are currently under construction. The proposed amendment to the PUD includes three additional townhomes on Lot 15 Block 1. As amended the PUD will include 34 units of multi-family stacked housing, 15 attached townhomes, and 1 single family detached unit.

The applicant has gone through previous site plan, plat, and rezoning processes for this area. The Comprehensive Plan future land use designation was never revised as part of the original plan approval process. Therefore, the Comprehensive Plan land use designation needs to be amended from Low Density Residential to High Density Residential to accommodate the proposed use. The area is currently zoned as a Planned Unit Development-Flex District. The application is requesting to amend the existing PUD and therefore this amendment will result in a rezoning to PUD R-3. The existing PUD will be repealed replaced.

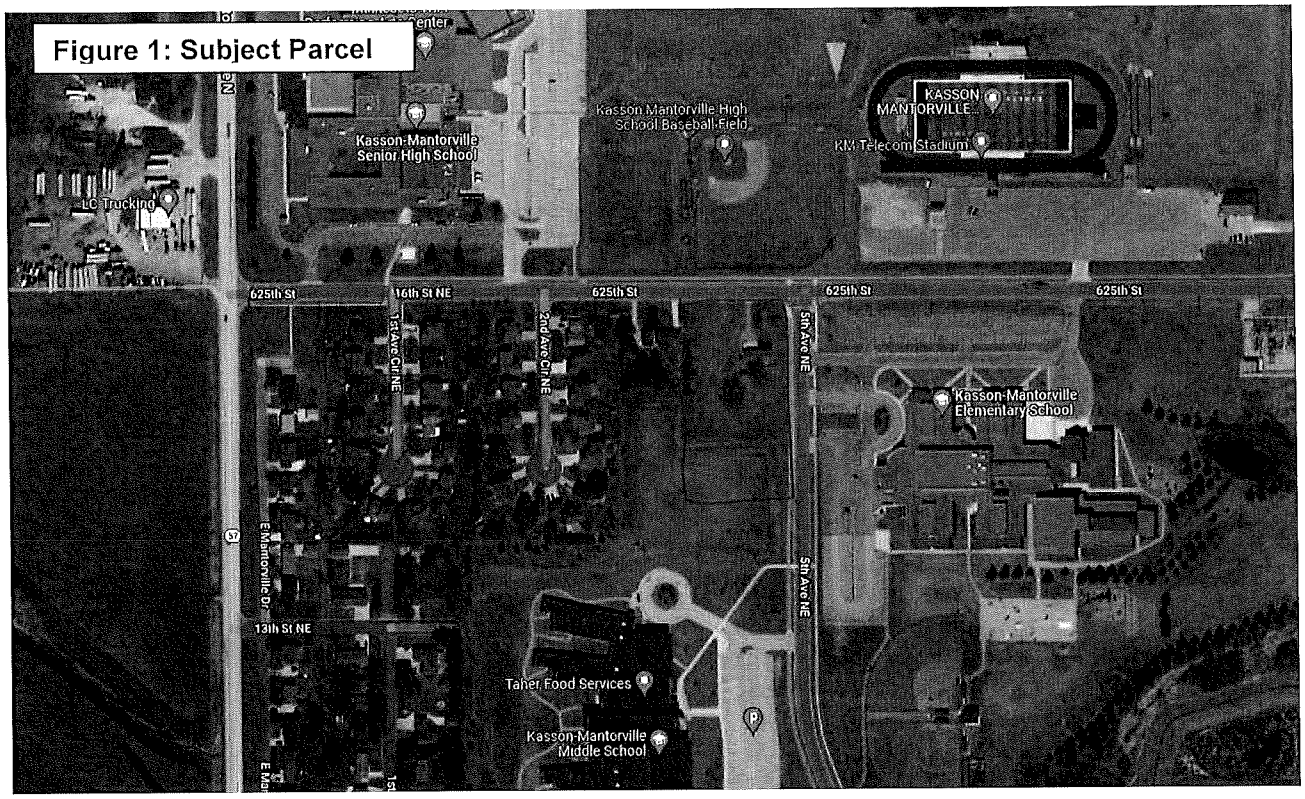


Figure 1: Subject Parcel

REVIEW PROCEDURE

The applications submitted include the following requests:

- Comprehensive Plan amendment of future land use of property to High-Density Residential.
- Repeal of current Planned Unit Development and establishment of new amended Planned Unit Development
- Site Plan Review (only require administrative approvals)

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. For the purpose of Minnesota Statutes Section 15.99, "Day 1" for the Comprehensive Plan amendment and Rezoning applications was determined to be March 23, 2022. The City's deadline for action or extension is on May 22, 2022.

Public Hearing

City Code Section 30.034 requires the Planning and Zoning Commission hold a public hearing for any amendment to the Comprehensive Plan. Section 154.069 requires that a public hearing for a zoning amendment, including rezoning of parcels, be held by the Planning and Zoning Commission. The public hearing notices for the comprehensive plan amendment and the zoning amendment were published in the Dodge County Independent and posted on the City website. The public hearing notices were mailed to all affected property owners located within 350 feet of the subject property.

COMPREHENSIVE PLAN AMENDMENT REVIEW

This land is currently guided for low-density residential by the Comprehensive Plan as it has single-family homes existing in this area. A Comprehensive Plan amendment is needed to re-guide the area to the High-Density Residential land use category. This designation allows a variety of residential development types with densities above 12 units per acre. The proposed development includes a single family home, attached townhomes, and multi-family building with a density of approximately 30 units per acre, which is consistent with the High-Density Residential land use category. Land to the north, west, and south of the site is guided for Public/Institutional use while to the east is Low-Density Residential. Higher density housing adjacent and proximate to School facilities provides walkable places of housing for employees and students and as such is an appropriate guiding.

Future Land Use Map Amendment

Applicant Request:
Change the Future Land Use category of the site from "Low Density Residential" to "High Density Residential".

From the Comprehensive Plan:

High-Density Residential: Includes stacked orientation of multi-family housing such as apartments and condos. Generally, this land use category would not include any single family detached housing product type but could include attached side by side townhome or condominium type structures. Density in this land use pattern would generally exceed 12 units per acre.

Figure 2: Existing FLU

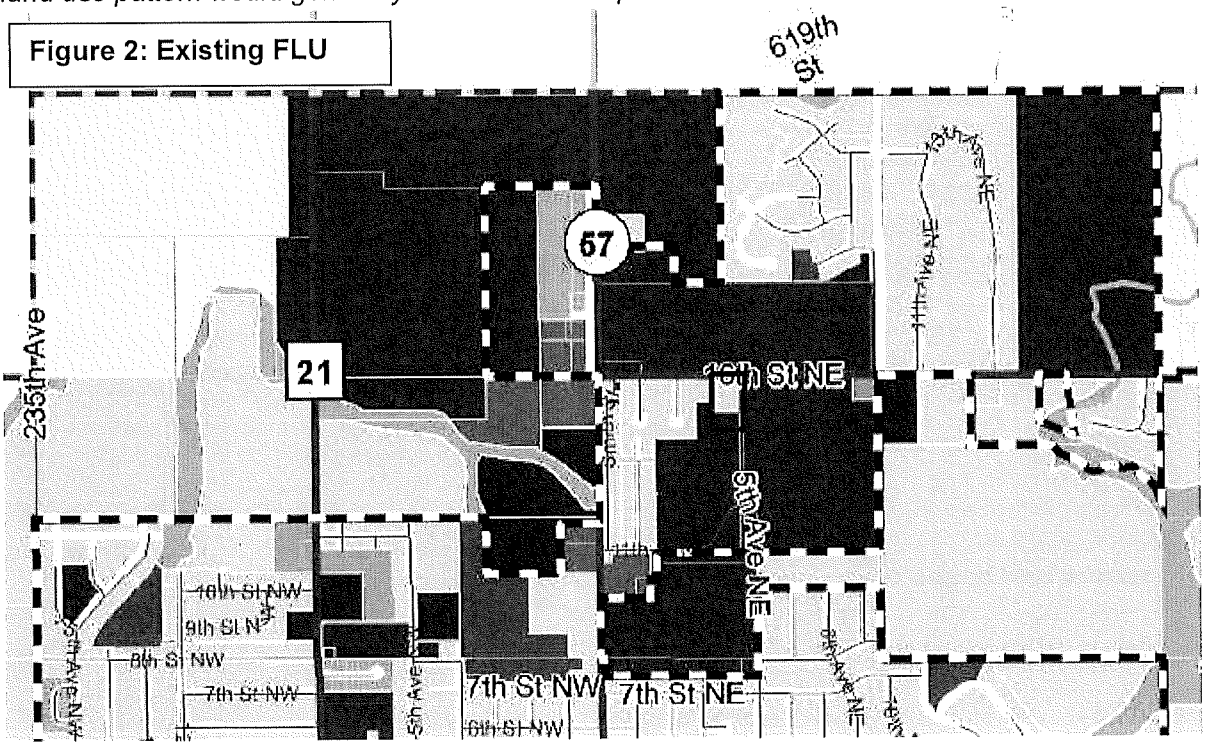
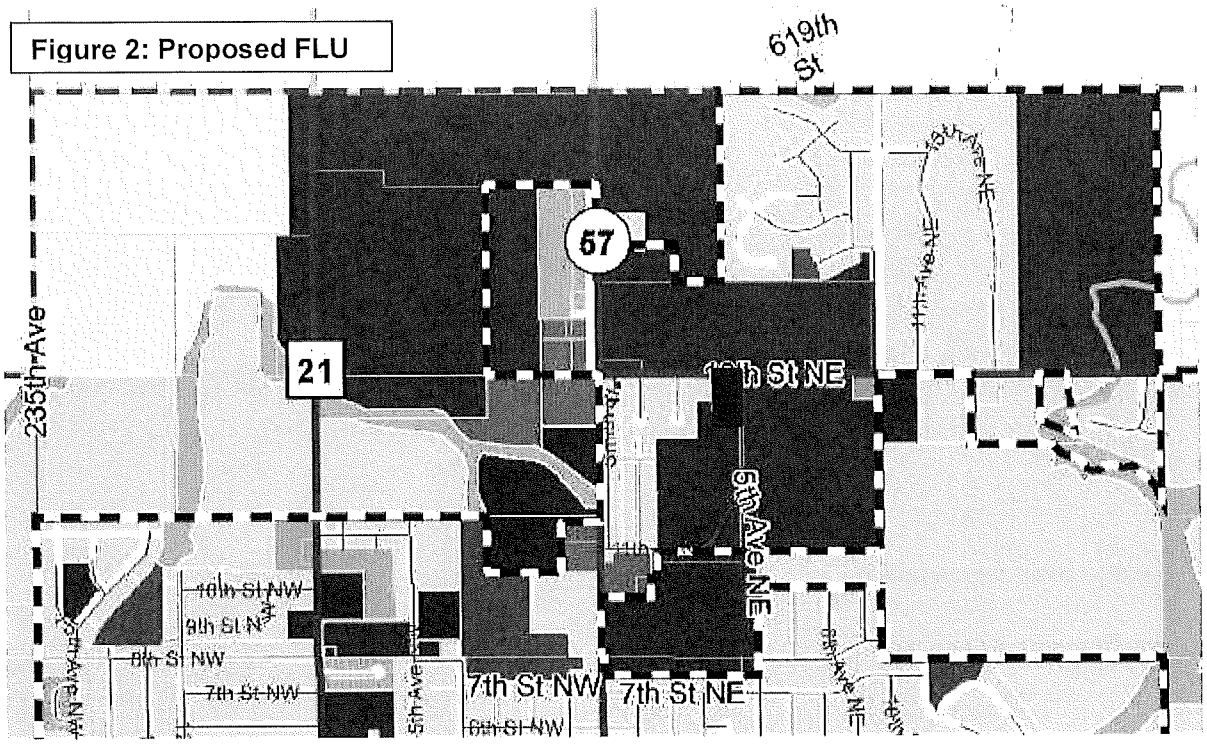


Figure 2: Proposed FLU



Discussion:

- This area was already previously approved (although no Comprehensive Plan Amendment was done) for a higher density residential development and is still suited to be able to include "High-Density" housing along with the proposed townhomes.

REZONING and PUD REVIEW

In 2020, the site was granted a conditional use permit for a Planned Unit Development within an R-1 zoning district. The city's comprehensive rezoning completed at the end of 2020 established the PUD Flex District for all existing PUD's. The applicant is proposing to amend the existing PUD. This amendment would result in a rezoning a Planned Unit Development utilizing the R-3 zoning district standards to allow for higher density residential development such as townhomes and an apartment building to be developed in the area. PUD districts are based off of the base City zoning district which most closely fits the proposed development which in this case is the R-3 district, as this district is intended for high density residential uses but can allow for higher density single family dwellings as well including townhomes.

Density: The overall density on the PUD is roughly 30 units per acre. This would be consistent with the land use category of high density residential (Comp Plan Amendment needed).

Lot Area: Overall the lot area per unit exceeds the standards of the R-3 District. The PUD would allow for lot area to be approximately 1,750 square feet per unit for the Townhomes proposed and 750 square feet per unit for the multi-family stacked structure.

Setbacks: The proposed multi-family structure does not meet the setbacks in the R-3 district based on what is proposed. Setbacks may vary through PUD. As the site is adjacent public open space as part of

the school district facilities the proposed setbacks of 20 feet on the west and 10 ½ feet on the south could be acceptable setbacks.

Building Height: The proposed building height of the multi-family structure is 3 stories of residential units over 1 story of parking for a 4 story structure. This may exceed the standards for R-3 district by a half story. Accommodating parking within the structure is a site amenity worthy of deviation of building height. Grading and landscaping will also help mitigate potential building height concerns. A 4 story structure is acceptable.

Parking: The proposed project includes both structured parking and surface parking spaces. The overall parking ratio is approximately 1.5 spaces per unit. Industry wide, 1.5 parking spaces per unit has been an acceptable parking ratio for multi-family projects. In the event a problem emerges, the applicant may be required to reduce vehicle ownership of residents or make other physical site improvements to correct any parking issues as there is no available space for proof of parking. 1.5 spaces per unit is an acceptable standard for the PUD.

Streets, Access, Traffic, Utilities, and Drainage: The site will be accessed via an existing private street extending north to 16th Street NE and a driveway to 5th Avenue NE. Concern has been expressed regarding traffic generally peak hours directly related to school drop off and pick up. The existing street capacity overall is adequate to accommodate the development. Traffic to and from the site will be distributed to 16th Street and 5th Avenue. Peak periods will need to continue to be monitored and managed in collaboration with school activities.

The applicant submitted a full set of civil drawings addressing drainage, erosion control and utility connections. These drawings will be required to be updated as part of the site plan approval process and adequate storm water management and construction standards shall be satisfied per the City engineer. There is adequate water and sewer capacity to serve the site and the site is in the city electric utility jurisdiction.

There is a potential issue with an excel energy transmission easement on the north side of the PUD along 16th Street. This issue is currently being evaluated. Additional information will be made available when known.

Landscaping: A landscaping plan has not been submitted as part of the applicant. Landscaping will be required and reviewed as part of the site plan approvals. Landscaping will help mitigate setbacks and other aesthetic concerns.

Common Open Space: PUDs shall include common open space as part of the plan. Enabling a PUD approach requires development projects to deviate from certain standards in exchange for other public benefits including enhanced aesthetics, pedestrian connectivity, preservation of natural features, creation of life cycle-housing (variety and affordability), and common open space. For Residential projects the threshold is 30%. This was identified as a condition of approval when originally approved. The application did not include specific plans for how this is to be achieved and in staff evaluation it appears that achieving the 30% threshold will be problematic. Staff recommends this be a discussion topic at the meeting and it either be a condition of approval that an open space plan be submitted to demonstrate the 30% threshold or action be tabled to determine an alternative course of action.

RECOMMENDATIONS

Comprehensive Plan Amendment

Staff recommends that the Planning and Zoning Commission recommend to the City Council the proposed change in the future land use map for the subject property from Low Density Residential to High Density Residential. Doing so will bring additional housing to Kasson and will allow for more life

cycle housing choices proximate to a concentration of public-school facilities supporting housing for jobs and students within close walking distance.

Rezoning Amendment
Staff recommends that the Planning and Zoning Commission discuss the application and consider a recommendation for the rezoning of 4th Avenue Lane NE to Planned Unit Development (PUD R-3) District. In the event the Planning Commission finds the application consistent with the general intent and purpose of the PUD district a recommendation for approval can be made with the following conditions:

1. The applicant provide plan details for open space demonstrating consistency with the 30% open space provision as specified in 154.161 (F) (6) (d) 1.
2. The applicant provide updated stormwater and erosion control plans with updates in consideration of the revised PUD to be approved by the City Engineer.
3. The applicant provide full civil site plan set with updates in consideration of the revised PUD to be approved by the City Engineer.
4. The applicant provide a landscape plan and sign plan consistent with 154.161 (G) and (H)
5. A sidewalk be developed and laid along 16th Street as was previously a condition of approval on the past PUD.
6. Adequate fire protection shall be demonstrated and approved by city fire officials.
7. Other conditions as deemed appropriate by the Planning Commission.

This recommendation is based on the following findings of fact:

1. With Conditions, the proposed zoning of Planned Unit Development complies with the overall guidance of the comprehensive plan ***as amended*** and the R-3 High Density Residential land use for the site; and
2. The proposed zoning will not have a negative impact on the function and character of the site and adjacent properties.

In the event the Comprehensive Plan amendment is not approved, staff recommends denial of the rezoning request due to inconsistency with the Comprehensive Plan.

CITY COUNCIL REVIEW

In the event a recommendation is received from the Planning and Zoning Commission and there are no significant outstanding issues or items to resolve, it will be forwarded to the City Council for action.

ATTACHMENTS

A. Applicant Narrative
B. Thompson First Addition Subdivision Site Plan
C. 4th Avenue Lane Apartment building sets (sheets T1, A1.1, A1.2, and A1.3)

4th Avenue Lane Apartment Building – as submitted by applicant 03/23/2022

Building Class and Unit Mix

Market research performed by members of 504 Ventures, LLC and supported by housing studies in Southeastern Minnesota indicate that Kasson needs additional rental units, and that demand exists for a class A apartment building. Experience in communities surrounding Rochester indicates that 2-bedroom apartments in this product class are the unit type in the highest demand.

Preliminary plans are for a three-story building over underground parking. This basic layout will not change, however, variances and approval conditions could impact the building footprint which could affect the final unit count. As of now, the building is expected to have 34 units in total. 28 2-bedroom units and 6 – 1 bedroom units. 2-bedroom units are expected to average 950 square feet and the 1-bedroom units will average approximately 825 square feet.

Amenities

A centrally located elevator will service the parking garage level and all three living floors. Two stairwells will be located on opposite ends of the structure and will also service additional access and emergency exits.

Inside of the main entrance of the building will be an office for the onsite manager, mailbox and package area, and an elevator lobby.

Building amenities include zero entry under building parking, large living units, granite or similar luxury counter tops, stainless steel appliances, in unit laundry, and private wifi for each unit. Private balconies are also being considered for the majority of the units. The entire building will be sprinkled for fire protection and safety.

Each unit will have independent control over heating and cooling through the use of a Magic Pak or similar system. These systems draw air directly from the outside and run through a filter so each unit gets clean air that hasn't run through other units in the building. Units will also have operable windows so tenants can have full control of the comfort in their space with lots of natural light and air flow.

Our hope is to be allowed to design a building with a pitched roof as these systems perform better over time with less maintenance, and we believe it will allow the building to better fit in with the character of the neighborhood.

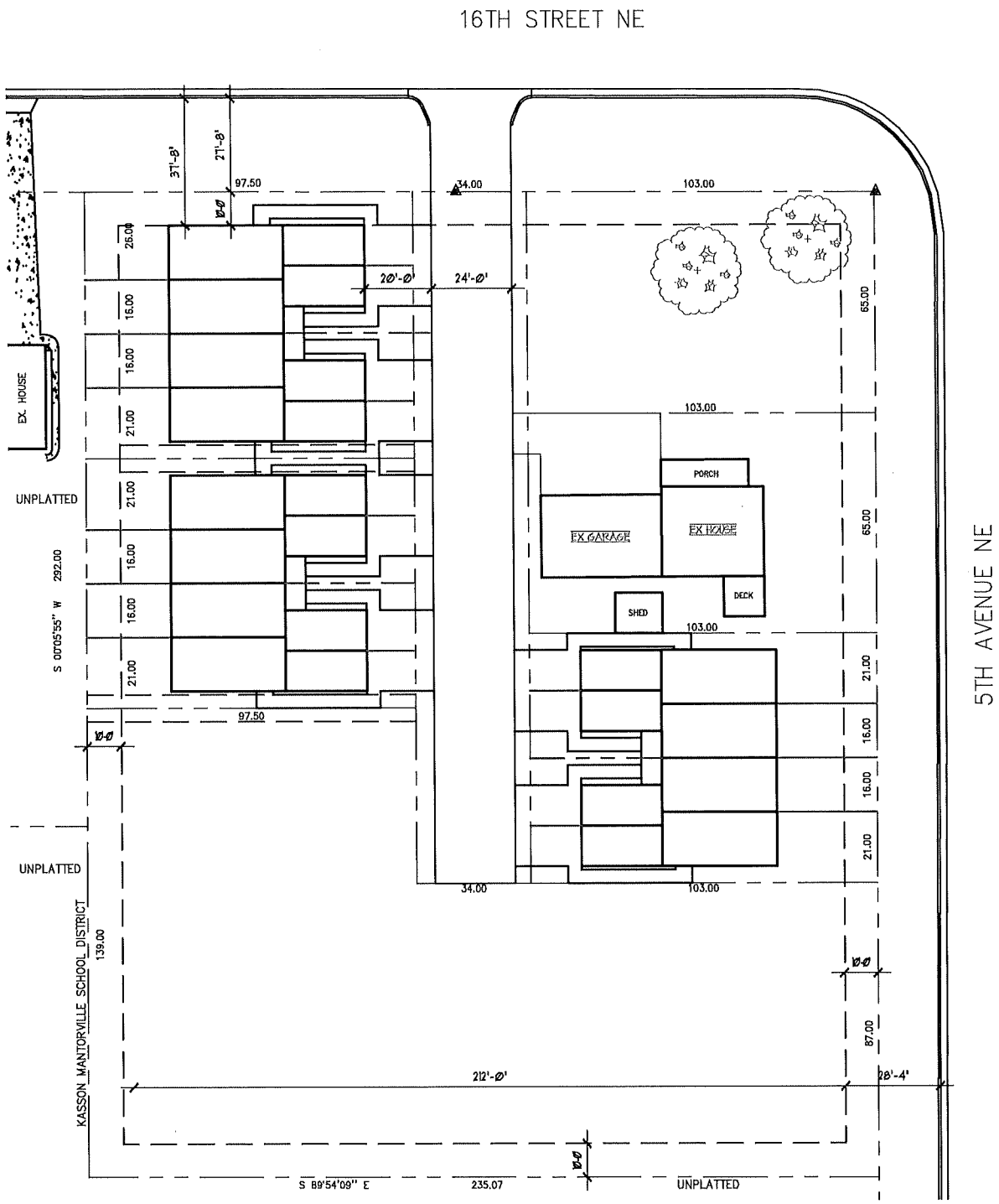
Parking

Three living levels over parking has been a successful formula with other projects as it allows good economies of scale and provides one under building parking spot per unit. In our experience, buildings in Rochester can get by with less than one parking spot per unit as not all residents elect to own a vehicle. However, outside of Rochester we have found that one underbuilding spot per unit is ideal. This building will also have at least a dozen surface parking spots near the front level and has the ability to achieve a total parking ratio of nearly 1.5 spots per unit.

301 Main Apartments was built in 2018 in Pine Island, MN. This building is located downtown across the diagonally across main street from City Hall built on a 20,400 square foot lot. This building is 3 stories over underground parking with a total of 36 units (26 – 2 bed, 10 – 1 bed). The building has 36

underbuilding parking spots, with 3 additional surface spots on site and eight reserved spots across 3rd Street to the North. Public parking is also available on the Street on the North side of the building. After nearly 3.5 years of operation, the building manager reports that visitors occasionally use the surface parking spots on site or park on the street. The reserved spots across the road are rarely used and never full. The manager noted that despite the size of the building on a downtown lot, parking around it is never an issue, and the building has had no impact on traffic patterns. She also noted that most tenants elect to have a parking spot under the building with very few who have not had vehicles.

Recently, the city of Pine Island contacted the building manager to see if there was a need to continue reserving the eight spots across the street in a city lot. It was determined that the spots are not required. The manager only asked that people visiting the building be allowed to leave their cars in the lot without moving them for up to 72 hours as visitors occasionally park there over a weekend, this request was granted. The city only allows others to park in the lot for a maximum of 24 hours. Despite adding significant density along the primary road leading to the community high school, the building has had virtually no impact on parking or traffic flows.



1 SITE PLAN
SCALE: 1"=30'-0"

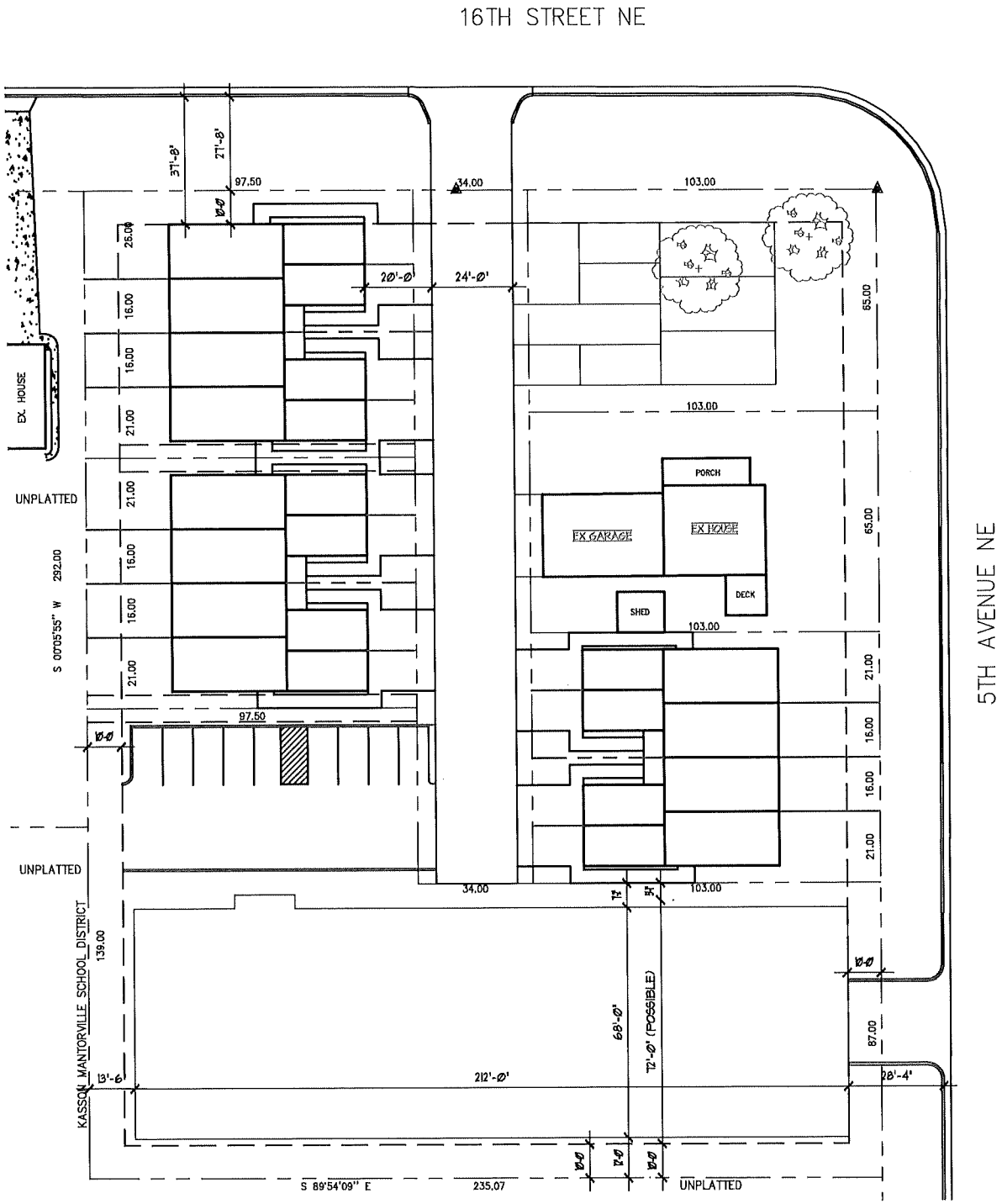
NORTH

THOMPSON FIRST SUBDIVISION
4TH AVE LANE
KASSON, MINNESOTA

PROJECT #:	17087
DRAWN BY:	AJT
CHECKED BY:	AJT
REVIEW DATE:	JUNE 15, 2019
REVISION :	.
PRINTED:	Feb 28, 2022

SITE PLAN

C1.0



NORTH

1 SITE PLAN W/APT
SCALE: 1"=30'-0"

THOMPSON FIRST SUBDIVISION
4TH AVE LANE
KASSON, MINNESOTA

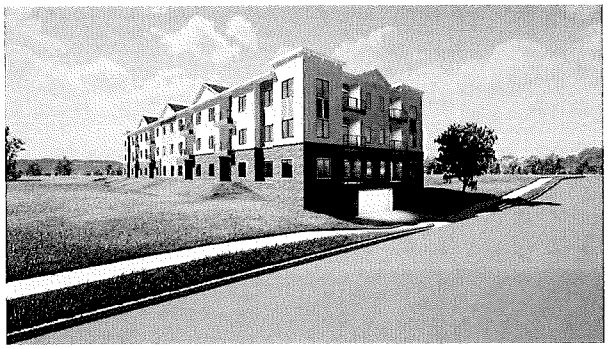
PROJECT #:	17087
DRAWN BY:	AJT
CHECKED BY:	AJT
REVIEW DATE:	JUNE 15, 2019
REVISION :	.
PRINTED:	Feb 28, 2022

SITE PLAN

C1.A

4TH AVE LANE APARTMENTS

KASSON, MN



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PRELIMINARY
NOT FOR
CONSTRUCTION

4TH AVE LANE APARTMENTS
3 STORY APARTMENT BUILDING
4th AVE LANE
KASSON
MINNESOTA

T1.0

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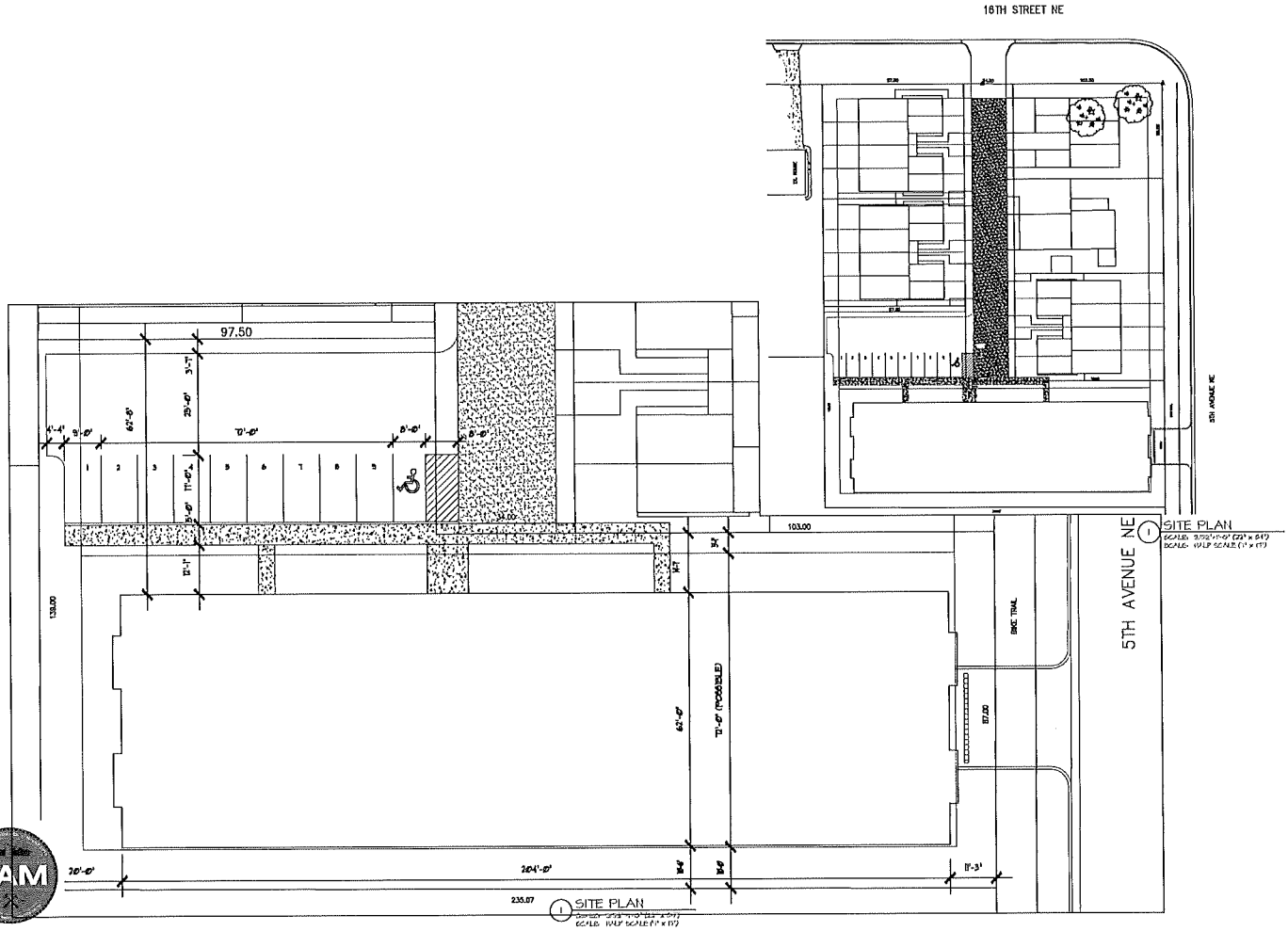

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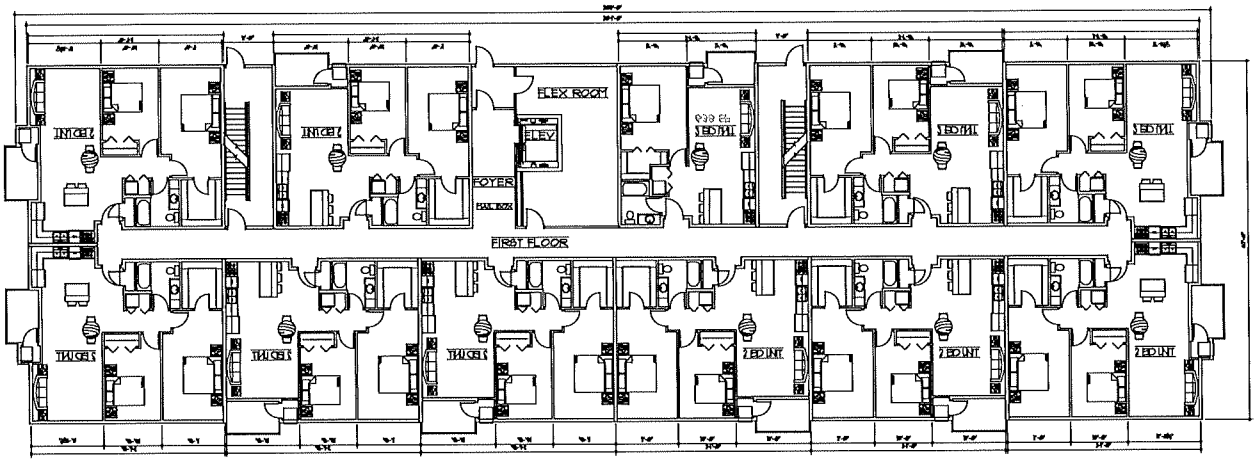
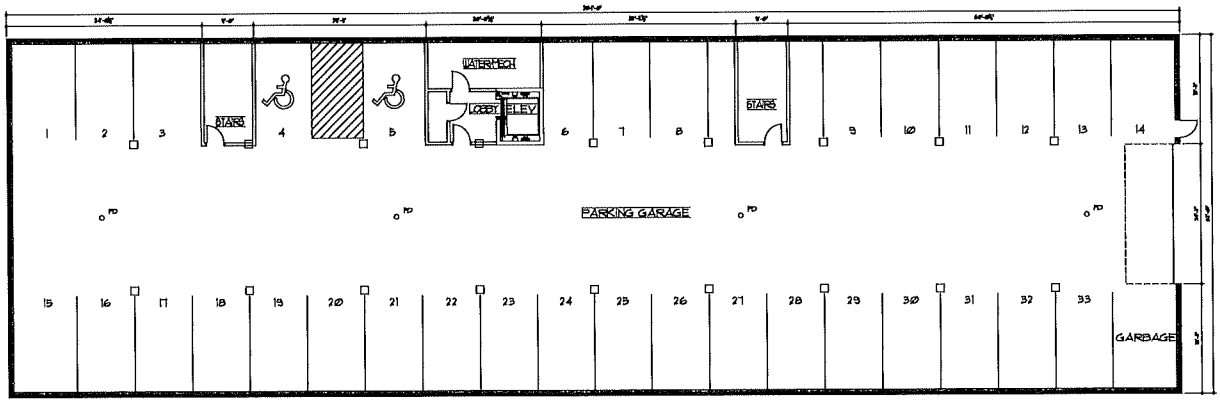
4TH AVE LANE APARTMENTS
3 STORY APARTMENT BUILDING
4th AVE LANE
KASSON
MINNESOTA

SITE PLAN

A1.1



2 FIRST FLOOR LEVEL
SCALE: 1/8"=1'-0" (22" x 34")
SCALE: HALF SCALE (1" x 17")



1 PARKING LEVEL
SCALE: 1/8"=1'-0" (22" x 34")
SCALE: HALF SCALE (1" x 17")

Modern Connection

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NOT FOR
CONSTRUCTION

4TH AVE LANE APARTMENTS
3 STORY APARTMENT BUILDING
4th AVE LANE
KASSON
MINNESOTA

PROJECT #	20152
DRAWN BY	CTK
CHECKED BY	AJT
PRELIMINARY	8/23/21
REVISED	
ENGINEERING	
REVISED	
PRINTED	Aug 23, 2021

GARAGE LEVEL AND
FIRST LEVEL FLOOR PLANS

A1.2

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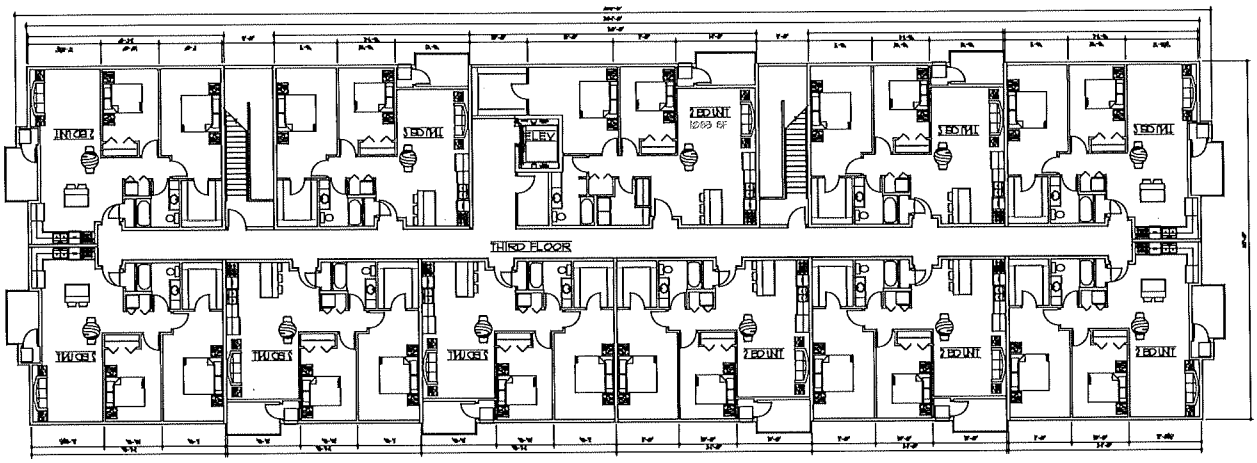
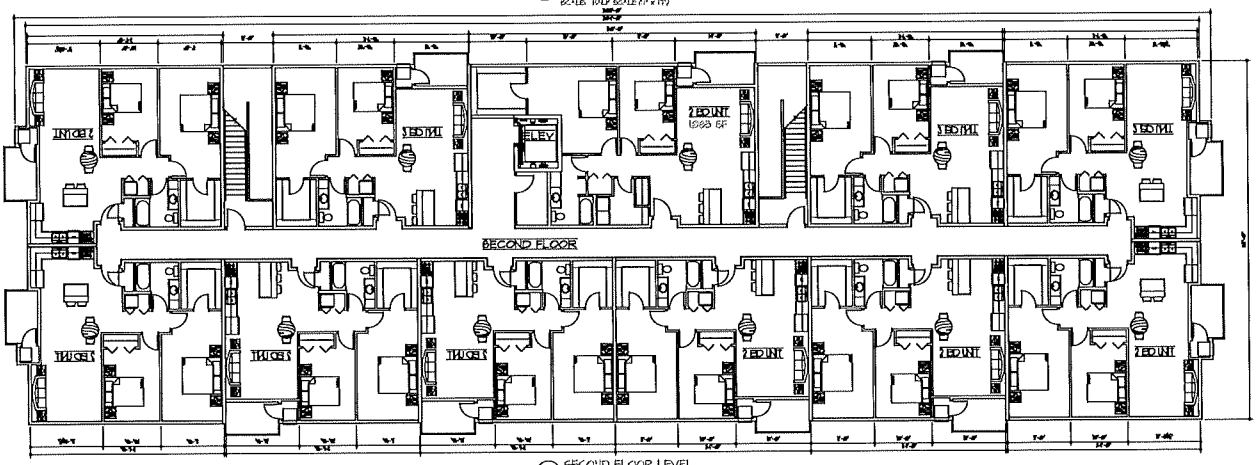
BAM



2 THIRD FLOOR LEVEL
SCALE: 1/8"=1'-0" (22" x 34")
SCALE: 1/16" SCALE (11" x 17")



1 SECOND FLOOR LEVEL
SCALE: 1/8"=1'-0" (22" x 34")
SCALE: 1/16" SCALE (11" x 17")

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PRELIMINARY
NOT FOR
CONSTRUCTION

4TH AVE LANE APARTMENTS

3 STORY APARTMENT BUILDING
4th AVE LANE
KASSON
MINNESOTA

PROJECT #	20150
DRAWN BY	GEN
CHECKED BY	AJT
PRELIMINARY	8/25/21
REVISED DATE	
FINAL SET DATE	
REVISION	
PLOTTED	Aug 23, 2021

SECOND AND THIRD FLOOR PLANS

A1.3

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ORDINANCE NO. _____

CITY OF KASSON, MINNESOTA
DODGE COUNTY

AN ORDINANCE APPROVING REZONING OF THOMPSON ADDITION FROM PLANNED UNIT DEVELOMENT - FIXED TO PLANNED UNIT DEVELOPMENT R-3 (PUD R-3)

THE CITY COUNCIL OF THE CITY OF KASSON, DODGE COUNTY, MINNESOTA, ORDAINS:

Section 1. Pursuant to Kasson City Code Section 154.161, the property legally described as Lots 1 through 15, Block 1, Thompson Addition, according to the recorded plat thereof, Dodge County, Minnesota is hereby rezoned from Planned Unit Development - Fixed to Planned Unit Development R-3 (PUD R-3):

Section 2. Attached and made part of this ordinance is Exhibit 1 – PUD Site Plan Sheet C1.0 which shall be the regulating site plan for the PUD R-3 rezone for the Thompson Addition.

Section 3. The following conditions shall apply to Thompson Addition property rezoned PUD R-3 by this ordinance:

1. The following are permitted principal uses:

   (A) Townhomes
   (B) Multi-family dwellings

2. Minimum dimensional standards including lot width and lot area for Lots 1-15 shall be as shown on the PUD Site Plan:

3. Minimum setbacks for the residential lots shall be as shown on the PUD Site Plan:

4. The principal structures shall be limited in height to 35 feet for townhomes and 45 feet for apartment building.

5. All general zoning standards in the Kasson City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 4. The PUD R-3 Zoning for the Thompson Addition shall include the following special provisions:

1. Snow removal on the site shall be managed on site or trucked off site.

2. Signage on the main access drive shall be installed to prohibit parking on both sides to ensure adequate access for emergency vehicles.

3. Signage shall be installed on site where the driveway access to 5th Avenue conflicts with sidewalk or trails to alert drivers of potential pedestrians.

4. Parking for residents and guests shall be managed on site. If excess parking is necessary owners shall limit car ownership or an agreement shall be entered with adjacent property to allow for offsite parking.

Section 5. The Zoning Map of the City of Kasson referred to and described in Section 154.036 of the Kasson City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 6. This Ordinance shall be effective upon its passage by the City Council and official publication.

ADOPTED this ____ day of _____, 2022, by the City Council of the City of Kasson.

By: _____
Chris McKern, Mayor

ATTEST:

_____
Timothy Ibisch, City Administrator

DRAFT

CITY OF KASSON
DODGE COUNTY, MINNESOTA

RESOLUTION NO. _____AUTHORIZING PUBLICATION OF ORDINANCE NO. _____ BY SUMMARY

WHEREAS, on _____, 2022, Ordinance No. _____ was adopted by the City Council of the City of Kasson, Minnesota; and,

WHEREAS, the ordinance adopted by the City Council rezones Lots 1-15 Block 1 Thompson Addition from Planned Unit Development Fixed to Planned Unit Development R-3; and,

WHEREAS, because of the lengthy nature of Ordinance No. _____, the City Council is authorized to publish such ordinance by summary upon Council approval.

NOW THEREFOR BE IT RESOLVED that the following summary of Ordinance No. _____ is provide for summary publication:

The City Council creates a Planned Unit Development (PUD) District which establishes development specific standards related to lot size, setbacks, and building height among other requirements and applies other standards consistent with the R-3 Multi-Family District. A printed copy of the entire ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

APPROVED by the City Council of the City of Kasson, Minnesota this __day of _____2022.

BY: _____
Chris McKern, Mayor

ATTEST:

_____
Timothy Ibisch, City Administrator

MEMORANDUM

Hoisington Koegler Group Inc.

To: Kasson Planning Commission

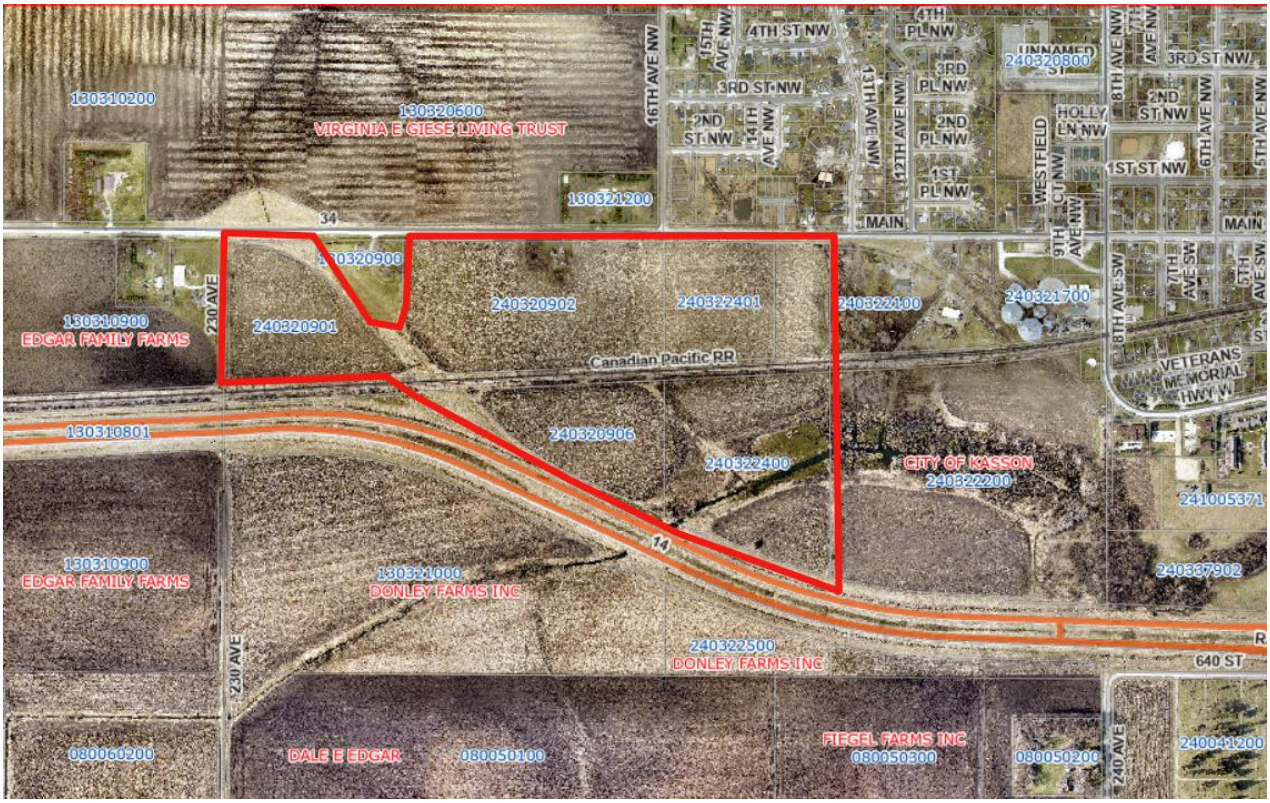
From: Brad Scheib, Consulting Planner

Subject: May 4th 2022 PC Meeting Concept Plan Review

Date: 05/04/2022

Background

Staff has requested a concept plan be developed as a precursor to splitting off an existing farmstead of a recently annexed parcel west of town off Highway 34. The concept plan review is for lands located owned by Golden Kernel Farms that are bounded by Highways 34 and US TH 14 and bisected by the railroad tracks. Concept reviews are stipulated in the subdivision code as process that enable applicants to understand key issues or concerns surrounding sometimes complex projects. In this case, because the applicant is planning to split off an existing farmstead from a larger parcel, the concept plan is necessary to ensure near term actions do not negate an orderly subdivision and extension of municipal infrastructure. In addition, the concept plan supports the recently approved annexation of the property. The Planning Commission's role in reviewing concepts is review and comment only.



800 Washington Avenue N, Suite 103, Minneapolis, MN 55401
Direct (612) 252-7122 Email brad@hkgi.com

In this case, the applicant requested the city (through its consultants) to assist with generating the concept. Because this is a concept only and does not grant any official entitlements, and it is at the request of the applicant, staff determined this does not represent a conflict of interest. The applicant is covering the cost of the concept development through an escrow fund. No official action is required.

Golden Kernel Farms Kasson Holdings

Golden Kernel property includes five separate parcels comprising approximately 95 acres in area. The site is bounded by County Highway 34 on the north, 230th Avenue on the west, US Highway 14 on the south, and a combination of developed/undeveloped lands on the east including a private home/business site and parklands. The property is bisected by the railroad tracks and Masten Creek. The following discussion points are for PC consideration as it pertains to this concept:

- **Land use:** the land use for on the easterly side of the project is guided for medium density residential. The concept plan reflects this density. South of the railroad is guided as open space in the comprehensive plan. The concept plan shows residential; however, access to this site will depend on if the railroad grants access. Access is shown on the west side via an existing farm crossing and a new access on the east side of the development. The remaining lands are guided as "long term growth". A logical development pattern in this area would be low density residential. The concept shows a greater depth of lots along County Highway 34 and abutting the railroad in order to offer greater buffer opportunities to constructed homes. Densities for low density would likely range in the 2-3 unit per acre range. In the Medium density areas, density could range from 6-10 units per acre consisting of small lot residential or townhome type development.
- **Park Land:** The City has an existing park, Lion's Park, to the east and is planning park improvements at some point in the future. Access to the park area is constrained by the Railroad and Masten Creek. A small triangle of land would be a logical extension of the proposed future park improvements. This triangle could be part of required park dedication. As the area north of the railroad tracks develops, a small neighborhood park should be considered to provide public park opportunities within a reasonable walking distance and without having to cross a major barrier such as the railroad or creek. Additional park land maybe considered for the land area south of the tracks shown on the concept plan for low density residential. Access again is a challenge to this site and will require negotiations with the railroad and potential discussions with MnDOT for emergency access to TH 14.
- **West Main Street (Hwy 34)** is the main corridor that connects this area to the rest of the city. Local streets are designed to connect to Highway 34 following a spacing pattern consistent historical block patterns. Intersections will be reviewed by Dodge County.
- **Streets:** all streets within this development would be considered local streets. A connected street/block pattern is shows. The layout of streets could serve the two existing homestead areas should future redevelopment be desired. At that time, access would be directed to the local streets.
- **Stormwater**: Stormwater will be managed on site and will include typical storm water infrastructure.
- **Public and Private** Utilities and city services can generally be provided to the site.
- **Entitlement Process:** Will include an amendment to the comprehensive plan for the long term growth areas or open space land uses, platting and rezoning.

Attachment:
- Concept Plan
- Future Land Use Plan

This is my placeholder for the Mobile Food Truck Policy permitting fees!

I will put them in dropbox on Monday and email you when they are done.

Linda Rappe

From: Timothy Ibisch <cityadministrator@cityofkasson.com>
Sent: Tuesday, May 03, 2022 5:29 PM
To: 'Linda Rappe'
Subject: FW: LIQUOR LICENSE PREMISES RESTRICTION
Attachments: 20220428164609321.pdf

-----Original Message-----
From: Jan Naig <Acctspay@cityofkasson.com>
Sent: Thursday, April 28, 2022 4:47 PM
To: 'Timothy Ibisch' <cityadministrator@cityofkasson.com>
Subject: FW: LIQUOR LICENSE PREMISES RESTRICTION

I have done some research on the Liquor Licensing location question. Here is a sampling of the cities I was able to find online:

Blue Earth: within 300 feet of any PUBLIC high school or elementary school
structure, or within 100 feet of any church structure
Stewartville: within 200 feet of church or school buildings Cannon Falls:
within 300 feet of and PUBLIC elementary or secondary school structure or within 100 feet of any church structure
Albert Lea: within 300 feet of any PUBLIC elementary or secondary school structure or within 100 feet of any church structure Red Wing: within 300 feet of any school ground, or within
100 feet of any place of worship, unless specifically authorized by the City Council
Zumbrota: within 150 feet of any school or church.

As you can see most of them use the 300 feet distance, but there are a few that require less distance. Some of them specifically say PUBLIC school structure. It looks like we could specify Public school in our ordinance if we don't want to change the distance we now require.

Jan

-----Original Message-----
From: scanner@cityofkasson.com [mailto:scanner@cityofkasson.com]
Sent: Thursday, April 28, 2022 4:46 PM
To: Jan
Subject: LIQUOR LICENSE RESTRICTION

This E-mail was sent from "RNP583879205B12" (IM C3000).

Scan Date: 04.28.2022 16:46:09 (-0500)
Queries to: scanner@cityofkasson.com

Blue Earth

possess, or operate or permit the keeping, possession, or operation on the licensed premises of any gambling devices except gambling equipment may be kept or operated and raffles conducted on licensed premises and adjoining rooms when the use of the gambling equipment is authorized by Minnesota Statutes Chapter 349 and Section 330 of this Code.

Subd. 5. No Federal Liquor Dealers. No beer licensee shall, during the effective period of such license, be the owner or holder of a Federal retail liquor dealer's tax stamp for the sale of intoxicating liquor, and ownership of holding thereof shall be grounds for revocation.

Subd. 6. No Manufacturers. No license shall be granted to a manufacturer of beer or to anyone holding a financial interest in such manufacture.

Subd. 7. Licensees Must Own Business. All licensees shall be sole or part owner of the business, trade fixtures and personal property used in connection therewith.

Subd. 8. Licenses for Both On-Sale and Off-Sale Only. All licenses shall be issued for both on-sale and off-sale.

Subd. 9. On Sale Licenses. All on-sale licenses shall be granted only to restaurants and hotels where food is prepared and served for consumption on the premises, or bona fide clubs. For the purpose of this Section, a restaurant is defined as having facilities for seating not less than thirty (30) guests at one time.

Subd. 10. Location of Business. No license shall be granted for any business location within 300 feet of any public high school or elementary school structure, or within 100 feet of any church structure, until a public hearing is held. The Public hearing shall be held within thirty (30) days after the license request has been received. Notice of the hearing shall be published in the official newspaper designated by the Council at least 10 ten (10) days prior to the public hearing. The Clerk-Administrator shall mail the same notice to the owners of property within thirty (30) feet of the outside of the business location proposed to be licensed.

Subd. 11. Hours of Sale. No sale of beer shall be made between the hours of 1:00 o'clock A.M. and 8:00 o'clock A.M. on any weekday, Monday through Saturday, inclusive. Neither shall any beer sale be made on any Sunday between the hours of 1:00 o'clock A.M. and 12:00 o'clock Noon. Establishments holding a "2 A.M. Special License", pursuant to Section 430.04 of the Blue Earth City Code, are allowed to conduct beer sales between 1:00 o'clock A.M. and 2:00 o'clock A.M., with beer sales ceasing at 2:00 o'clock A.M. Monday through Sunday.

410.07. Persons Under 21; Illegal Acts.

Subd. 1. Consumption. It is unlawful for any:

A. Retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414 of Minnesota Statutes, to permit any person under the age of twenty-one (21) years to consume alcoholic beverages on the licenses premises or municipal liquor store; or

B. Person under the age of twenty-one (21) years to consume any alcoholic beverage. If proven by the preponderance of the evidence, it is an affirmative defense to a violation of this clause that the defendant consumed the alcoholic beverage in the household of the defendant's parent or guardian and with the consent of the parent or guardian. As used in this clause, "consume" includes the ingestion of an alcoholic beverage and the physical condition of having ingested an alcoholic beverage.

410.09 Premises Restrictions. No "on-sale" license shall be issued to permit the sale of malt liquor within two hundred (200) feet of church or school buildings, nor to any other location where a license would be prohibited by State law.

410.10 Ineligible Persons. No license required under this Section shall be issued to any person ineligible to hold such a license under State law.

410.11 Granting of License after Second Violation. No license required by this Section shall be granted for a period of one (1) year from the date of a second violation of this Section or of the provisions of any ordinance relating to the sale, possession, manufacture or transportation of alcoholic beverages.

410.12 Expiration Date of Licenses. All licenses granted and issued under the provisions of this Section shall be issued for one year, and shall expire on the last day of December; except that for the purpose of coordinating the time of expiration of licenses in general, licenses may be issued for a shorter time, in which case a pro rata license fee shall be charged.

410.13 Violation of State Law Grounds for License Revocation. Any person licensed pursuant to this Section, who has been found guilty of any violation of the State laws relative to the sale of malt liquor, shall have his or her license revoked by the Council.

410.14 Hours of Sale.

A. No sale of malt liquor shall be made between the hours of 1:00 a.m. and 8:00 a.m. on any weekday Monday through Saturday inclusive; nor shall any sale be made on any Sunday between the hours of 1:00 a.m. and 12:00 noon.

B. Any violation of this Section shall be a misdemeanor and shall also be cause for the revocation or suspension of the license of the offender.

410.15 Sale to Person under Twenty-one (21) Years of Age. It shall be unlawful for any person to sell alcoholic beverages to any person under the age of twenty-one (21) years.

410.16 Sale at Amusement Places. Unless special permits are obtained therefor from the Clerk-Administrator, no malt liquor shall be sold, served or consumed at or in any theater, picture show, ball park, dance hall, or other place of public gathering for the purpose of entertainment or amusement.

410.17 Licensed Premises to Be Open for Inspection. Premises licensed in accordance with this Section shall be open to inspection by the Health and Sheriff Departments during business hours.

§ 111.088 LIQUOR LICENSE RESTRICTIONS AND REGULATIONS.

(A) No license shall be granted to a wholesaler or manufacturer of liquor, or to anyone holding a financial interest in the manufacture or wholesaling.

(B) No license shall be effective until a permit shall be issued to a licensee under the laws of the United States, if the permit be required under those laws or the state.

(C) Every license shall be granted subject to the provisions of this chapter and all other applicable provisions of the city code and other laws relating to the operation of the licensed business.

(D) No licensee shall display liquor to the public during hours when the sale of liquor is prohibited.

(E) No license shall be granted for any building within 300 feet of any public elementary or secondary school structure or within 100 feet of any church structure.

(F) No licensee under this section shall be issued an on-sale or off-sale beer license, nor shall the licensee be permitted to sell beer.

(Prior Code, § 5.44) (Ord. 6, effective 7-3-1981; Ord. 25, effective 12-10-1982)

Cannon Falls Code of Ordinances

Albert Lea - Code of Ordin.

4101. - Restrictions and regulations.

(a) Prior to the issuance of any liquor license, the applicant shall file with the city clerk a written and verified application in the form prescribed. An on-sale or off-sale application shall be accompanied by proof of insurance as required in this chapter.

(b) No license shall be granted to a wholesaler or manufacturer of liquor or to anyone holding a financial interest in such manufacture or wholesaling.

(c) No gambling or gambling device shall be permitted on any licensed premises, except such as are licensed by the state.

(d) No person under the eighteen (18) years of age shall be employed upon premises or in any rooms constituting the premises, except that a person under the eighteen (18) years of age may be employed as a musician or to perform the duties of a busboy or for dishwashing services in a place defined as a restaurant, hotel or motel.

(e) No licensee shall sell, offer for sale or keep for sale liquor in any original package which has been refilled or partly refilled.

(f) No licensee shall display liquor to the public during hours when the sale of liquor is prohibited.

(g) No license shall be granted for any building within three hundred (300) feet of any public elementary or secondary school structure or within one hundred (100) feet of any church structure.

(h) No more than one (1) license shall be held by any person. For the purpose of this subsection, any person owning a beneficial interest for five (5) percent or more of any licensed establishment shall be considered a licensee.

(i) Off-sale licenses shall be granted only to exclusive liquor stores. The off-sale license fee shall be reduced by one hundred dollars ($100.00) if the following conditions are met:

(1) The licensee agrees to have a private vendor train all employees within sixty (60) days of hire, and annually thereafter, in laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;

(2) The licensee agrees to post a policy requiring identification checks for all persons appearing to be thirty (30) years old or less; and

(3) A cash award or incentive program is established by the licensee, to award employees who catch underage drinkers, and a penalty program is established to punish employees in the event of a failed compliance check.

(j) The council may issue the number of on-sale licenses authorized by statute or restrict such number from time to time as it may, in its discretion, deem proper.

(k) Every license shall be granted subject to the provisions of this chapter and all other applicable provisions of this Code and other laws relating to the operation of the licensed business.

(l) A licensing authority may issue a retail alcoholic beverage license only for a space that is compact and contiguous. A retail alcoholic beverage license is only effective for the licensed premises specified in the approved license application.

(Code 1980, § 5.52; Code 1997, § 6-107; Ord. No. 214, 8d, § 1, 5-29-2018; Ord. No. 21-058, 4-26-2021)

Sec. 4.102. - Sunday on-sale license.

(a) *Established.* In addition to such regular on-sale and off-sale liquor licenses, special on-sale licenses for the sale of intoxicating liquor on Sunday shall be issued only to hotels, restaurants and clubs as defined in Minn. Stats. §

Red Wing Code of Ord.

Beer Lic + Liquor Lic

C. No license shall be granted to a wholesaler or manufacturer of Beer or to anyone holding a financial interest in such manufacture or wholesaling.

D. No person who has not attained the age of 18 years shall be employed to sell or serve Beer in any on-sale establishment.

E. No license shall be granted for any building within 300 feet of any school ground, or within 100 feet of any place of worship, unless specifically authorized by the City Council in its sole discretion.

F. On-sale Beer Licenses may be granted to only exclusive liquor stores, motels, hotels, restaurants, clubs, drug stores, bowling centers, theaters, and congressionally chartered veterans organizations.

G. Every license shall be granted subject to the provisions of this Chapter and all other applicable provisions of the City Code and other laws relating to the operation of licensee's business.

Subd. 3. Hours And Days Of Sales.

A. No sale of beer may be made between 2:00 a.m. and 8:00 a.m. on the days of Monday through Saturday, nor between 2:00 a.m. and 12:00 noon on Sunday.

B. No off-sale beer sales may be made on Thanksgiving Day, Christmas Day, or after 8:00 p.m. on Christmas Eve.

C. No licensee may sell beer on-sale between 1:00 a.m. and 2:00 a.m. unless the licensee has received approval by the City Council and obtained a permit from the Commissioner of Public Safety State of Minnesota.

Subd. 4. Temporary License.

A. Applicant. A temporary on-sale or off-sale license for the sale of Beer within the City limits may be issued to a club or charitable, religious, or non-profit organization.

B. Conditions.

1. An application for a temporary license shall state the exact dates and place of proposed temporary sale.

2. No applicant shall qualify for a temporary license for more than a total of seven days in any calendar year.

§ 112.17 HEARING AND ISSUANCE.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.
(Ord. 2011-04, passed 12-15-2011)

§ 112.18 RESTRICTIONS ON ISSUANCE.

(A) Each license shall be issued only to the applicant for the premises described in the application.

(B) Not more than one license shall be directly or indirectly issued within the city to any one person.

(C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

(D) No license shall be issued for any place or any business ineligible for a license under state law.

(E) No license shall be issued to any person who is not a resident of the state. If the applicant is a corporation, all of the shareholders shall be residents of the state. The provisions of this division shall not apply to any license existing on the effective date of this chapter or to the renewal of an existing license.

(F) No license shall be granted within 150 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.
(Ord. 2011-04, passed 12-15-2011)

§ 112.19 CONDITIONS OF LICENSE.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

(A) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

Proposed amendments to Chapter 110: Alcoholic Beverage Ordinance

110.31 RESTRICTIONS OF ISSUANCE.

(F) No license shall be granted within 300 feet of any school or church. The distance is to be measured from the closest side of the church or school to the closest side of the structure on the premises within which liquor is to be sold.

Additions to 110.22 KINDS OF LIQUOR LICENSES.

(K) On-sale brewer taproom licenses may be issued with the approval of the Commissioner of Public Safety only to the holder of a brewer's license issued under M.S. statute 340A.301, Subd. 6 (c), (i) or (j), as amended. The license authorizes on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer, subject to the requirements of the section and M.S. statute 340A.301, subd. 6(b) as it may be amended. All provisions that apply to an on-sale liquor license apply to an on-sale brewer taproom license unless the provision is explicitly inconsistent with M.S. statute 340A.301, subd. 6(b), as the same may be amended.

(L) Brew pub on-sale intoxicating liquor licenses may be issued with the approval of the Commissioner of Public Safety to brewers who operate a restaurant in their place of manufacture and who meet the criteria established under M.S. statute 340A.301 subd.6 (d), as it may be amended. Sales under this license at on-sale may not exceed 3,500 barrels per year. If a brew pub licensed under this section possesses a license for off-sale, the brew pub's total combined retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brew pub is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores, except that malt liquor in growlers only may be sold at off-sale on Sundays.

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2021 Minnesota Statutes

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340A.301 MANUFACTURERS, BREWERS, AND WHOLESALERS LICENSES.

Subdivision 1. **Licenses required.** No person may directly or indirectly manufacture or sell at wholesale intoxicating liquor, or 3.2 percent malt liquor without obtaining an appropriate license from the commissioner, except where otherwise provided in this chapter. A manufacturer's license includes the right to import. A licensed brewer may sell the brewer's products at wholesale only if the brewer has been issued a wholesaler's license. The commissioner shall issue a wholesaler's license to a brewer only if (1) the commissioner determines that the brewer was selling the brewer's own products at wholesale in Minnesota on January 1, 1991, or (2) the brewer has acquired a wholesaler's business or assets under subdivision 9, paragraph (c) or (d). A licensed wholesaler of intoxicating malt liquor may sell 3.2 percent malt liquor at wholesale without an additional license.

Subd. 2. **Persons eligible.** (a) Licenses under this section may be issued only to a person who:

(1) is of good moral character and repute;

(2) is 21 years of age or older;

(3) has not had a license issued under this chapter revoked within five years of the date of license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested; and

(4) has not been convicted within five years of the date of license application of a felony, or of a willful violation of a federal or state law, or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of alcoholic beverages. The Alcohol and Gambling Enforcement Division may require that fingerprints be taken and may forward the fingerprints to the Federal Bureau of Investigation for purposes of a criminal history check.

(b) In order to determine if an individual has a felony or willful violation of federal or state law governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage, the applicant for a license to manufacture or sell at wholesale must provide the commissioner with their signed, written informed consent to conduct a background check. The commissioner may query the Minnesota criminal history repository for records on the applicant. If the commissioner conducts a national criminal history record check, the commissioner must obtain fingerprints from the applicant and forward them and the required fee to the superintendent of the Bureau of Criminal Apprehension. The superintendent may exchange the fingerprints with the Federal Bureau of Investigation for purposes of obtaining the applicant's national criminal history record information. The superintendent shall return the results of the national criminal history records check to the commissioner for the purpose of determining if the applicant is qualified to receive a license.

Subd. 3. **Application.** An application for a license under this section must be made to the commissioner on a form the commissioner prescribes and must be accompanied by the fee specified in subdivision 6. If an application is denied, $100 of the amount of any fee exceeding that amount shall be retained by the commissioner to cover costs of investigation.

Subd. 4. **Bond.** The commissioner may not issue a license under this section to a person who has not filed a bond with corporate surety, or cash, or United States government bonds payable to the state. The proof of financial responsibility must be approved by the commissioner before the license is issued. The bond must be conditioned on the licensee obeying all laws governing the business and paying when due all taxes, fees, penalties and other charges, and must provide that it is forfeited to the state on a violation of law. This subdivision does not apply to a Minnesota farm winery, licensed under section 340A.315, that is in existence as of January 1, 2010. Bonds must be in the following amounts:

Manufacturers and wholesalers of intoxicating liquor except as provided in this subdivision	$	10,000
Manufacturers and wholesalers of wine up to 25 percent alcohol by weight	$	5,000
Manufacturers and wholesalers of beer of more than 3.2 percent alcohol by weight	$	1,000
Manufacturers and wholesalers of fewer than 20,000 proof gallons	$	2,000
Manufacturers and wholesalers of 20,000 to 40,000 proof gallons	$	3,000

Subd. 5. **Period of license.** Licenses issued under this section are valid for one year except that to coordinate expiration dates initial licenses may be issued for a shorter period.

Subd. 6. **Fees.** The annual fees for licenses under this section are as follows:

(a) Manufacturers (except as provided in clauses (b) and (c))	$	30,000
Duplicates	$	3,000
(b) Manufacturers of wines of not more than 25 percent alcohol by volume	$	500
(c) Brewers who manufacture more than 3,500 barrels of malt liquor in a year	$	4,000
(d) Brew pubs. A brew pub licensed under this clause must obtain a separate license for each licensed premises where the brew pub produces malt liquor	$	500
(e) Wholesalers (except as provided in clauses (f), (g), and (h))	$	15,000
Duplicates	$	3,000
(f) Wholesalers of wines of not more than 25 percent alcohol by volume	$	3,750
(g) Wholesalers of intoxicating malt liquor	$	1,000
Duplicates	$	25
(h) Wholesalers of 3.2 percent malt liquor	$	10
(i) Brewers who manufacture fewer than 2,000 barrels of malt liquor in a year	$	150
(j) Brewers who manufacture 2,000 to 3,500 barrels of malt liquor in a year	$	500

If a business licensed under this section is destroyed, or damaged to the extent that it cannot be carried on, or if it ceases because of the death or illness of the licensee, the commissioner may refund the license fee for the balance of the license period to the licensee or to the licensee's estate.

Subd. 6a. [Renumbered subd 7]

Subd. 6b. [Repealed by amendment, 2015 c 9 art 1 s 7]

Subd. 6c. [Repealed by amendment, 2015 c 9 art 1 s 7]

Subd. 6d. [Repealed by amendment, 2015 c 9 art 1 s 7]

Subd. 7. [Renumbered subd 8]

Subd. 7. **Permits and identification cards; fees.** Any person engaged in the purchase, sale, or use for any purpose other than personal consumption of intoxicating alcoholic beverages or ethyl alcohol shall obtain the appropriate regulatory permit and identification card from the commissioner as provided in this subdivision. The fee for each permit, other than one issued to a state or federal agency, is $35 and must be submitted together with the appropriate application form provided by the commissioner. Identification cards and permits must be issued for a period coinciding with that of the appropriate state or municipal license and are not transferable. In instances where there is no annual license period, cards and permits expire one year after the date of issuance. The authority to engage in the purchase, sale, or use granted by the card or permit may be revoked by the commissioner upon evidence of a violation by the holder of such a card or permit of any of the provisions of this chapter or any rule of the commissioner made pursuant to law.

Subd. 7a. [Renumbered subd 9]

Subd. 8. [Renumbered subd 10]

Subd. 8. **Interest in other business.** (a) Except as provided in this subdivision, a holder of a license as a manufacturer, brewer, importer, or wholesaler may not have any ownership, in whole or in part, in a business holding a retail intoxicating liquor or 3.2 percent malt liquor license. The commissioner may not issue a license under this section to a manufacturer, brewer, importer, or wholesaler if a retailer of intoxicating liquor has a direct or indirect interest in the manufacturer, brewer, importer, or wholesaler. A manufacturer or wholesaler of intoxicating liquor may use or have property rented for retail intoxicating liquor sales only if the manufacturer or wholesaler has owned the property continuously since November 1, 1933. A retailer of intoxicating liquor may not use or have property rented for the manufacture or wholesaling of intoxicating liquor.

(b) Except as provided in subdivision 9, no brewer as defined in subdivision 9 or importer may have any interest, in whole or in part, directly or indirectly, in the license, business, assets, or corporate stock of a licensed malt liquor wholesaler.

Subd. 9. [Renumbered subd 11]

Subd. 9. **Permitted interests in wholesale business.** (a) A brewer may financially assist a wholesaler of malt liquor through participation in a limited partnership in which the brewer is the limited partner and the wholesaler is the general partner. A limited partnership authorized in this paragraph may not exist for more than ten years from the date of its creation, and may not, directly or indirectly, be recreated, renewed, or extended beyond that date.

(b) A brewer may financially assist a malt liquor wholesaler and collateralize the financing by taking a security interest in the inventory and assets, other than the corporate stock, of the wholesaler. A financial agreement authorized by this paragraph may not be in effect for more than ten years from the date of its creation and may not be directly or indirectly extended or renewed.

(c) A brewer who, after creation of a financial agreement authorized by paragraph (b), or after creation of a limited partnership authorized in paragraph (a), acquires legal or equitable title to the wholesaler's business which was the subject of the agreement or limited partnership, or to the business assets, must divest the business or its assets within two years of the date of acquiring them. A malt liquor wholesaler whose business or assets are acquired by a brewer as described in this paragraph may not enter into another such financial agreement, or participate in another such limited partnership, for 20 years from the date of the acquisition of the business or assets.

(d) A brewer may have an interest in the business, assets, or corporate stock of a malt liquor wholesaler as a result of (1) a judgment against the wholesaler arising out of a default by the wholesaler or (2) acquisition of title to the business, assets, or corporate stock as a result of a written request of the wholesaler. A brewer may maintain ownership of or an interest in the business, assets, or corporate stock under this paragraph for not more than two years and only for the purpose of facilitating an orderly transfer of the business to an owner not affiliated with the brewer.

(e) A brewer may continue to maintain an ownership interest in a malt liquor wholesaler if it owned the interest on January 1, 1991.

(f) A brewer that was legally selling the brewer's own products at wholesale in Minnesota on January 1, 1991, may continue to sell those products at wholesale in the area where it was selling those products on that date.

(g) A brewer that manufactures no more than 20,000 barrels of malt liquor or its metric equivalent in a calendar year may own or have an interest in a malt liquor wholesaler that sells only the brewer's products, provided that a brewer that manufactures between 20,000 and 25,000 barrels in any calendar year shall be permitted to continue to own or have an interest in a malt liquor wholesaler that sells only the brewer's products if: (1) that malt liquor wholesaler distributes no more than 20,000 barrels per calendar year; and (2) the brewer has not manufactured 25,000 barrels in any calendar year. Notwithstanding the foregoing, a brewer that manufactured between 20,000 and 25,000 barrels in 2012 shall be permitted to continue to own or have an interest in a malt liquor wholesaler that sells only the brewer's products until that brewer manufactures 25,000 barrels in a calendar year.

(h) When the commissioner issues a license to a malt liquor wholesaler described in paragraph (a) or (b), the commissioner may issue the license only to the entity which is actually operating the wholesale business and may not issue the license to a brewer that is a limited partner under paragraph (a) or providing financial assistance under paragraph (b) unless the brewer has acquired a wholesaler's business or assets under paragraph (c) or (d).

(i) For purposes of this subdivision and subdivision 8, paragraph (b), "brewer" means:

(1) a holder of a license to manufacture malt liquor;

(2) an officer, director, agent, or employee of such a license holder; and

(3) an affiliate of such a license holder, regardless of whether the affiliation is corporate or by management, direction, or control.

Subd. 10. **Sales without license.** A licensed brewer or brew pub may without an additional license sell malt liquor to employees or retired former employees, in amounts of not more than 768 fluid ounces in a week for off-premise consumption only. A collector of commemorative bottles, those terms are as defined in section 297G.01, subdivisions 4 and 5, may sell them to another collector without a license. It is also lawful for a collector of beer cans to sell unopened cans of a brand which has not been sold commercially for at least two years to another collector without obtaining a license. The amount sold to any one collector in any one month shall not exceed 768 fluid ounces. A licensed manufacturer of wine containing not more than 25 percent alcohol by volume nor less than 51 percent wine made from Minnesota-grown agricultural products may sell at on-sale or off-sale wine made on the licensed premises without a further license.

Subd. 11. **Unlicensed manufacture.** (a) Nothing in this chapter requires a license for the natural fermentation of fruit juices or brewing of beer in the home for family use.

(b) Naturally fermented fruit juices or beer made under this subdivision may be removed from the premises where made for use at organized affairs, exhibitions, or competitions, including, but not limited to, homemaker's contests, tastings, or judging.

(c) For purposes of this subdivision, "tastings" means an event where the general public may sample unlicensed naturally fermented fruit juices or beer.

(d) Beverages produced pursuant to this subdivision may be sampled or used in tastings provided that the beverage is made and transported in containers and equipment that shall not allow the migration of toxic substances.

(e) Public notice meeting the requirements of this paragraph must be given in writing or signage at any tasting. The notice shall include disclosure that the unlicensed naturally fermented fruit juices or beer being offered is homemade and not subject to state inspection, and may be consumed by persons over the age of 21 at their own risk. The notice must include the name and address of the person who processed and bottled the beverage.

(f) Naturally fermented fruit juices or beer removed under this subdivision may not be sold or offered for sale.

Subd. 12. **3.2 percent malt liquor; label.** 3.2 percent malt liquor, as defined under section 340A.101, subdivision 19, may be sold with a label that states "MAX 3.2% ALC/WT" or equivalent, on the side of the can or bottle, and does not require a similar disclosure on the can top or bottom. The commissioner shall establish standards to implement this requirement.

History: *1985 c 305 art 5 s 1; 1985 c 308 s 1; 1Sp1985 c 16 art 2 s 3 subd 1; 1986 c 330 s 4; 1987 c 152 art 1 s 1; 1987 c 249 s 1,2; 1990 c 554 s 4-6; 1991 c 249 s 1,31; 1992 c 513 art 3 s 53; 1993 c 350 s 7; 1994 c 611 s 7-9; 1995 c 198 s 4,5; 1996 c 418 s 1; 1997 c 179 art 2 s 2; 2002 c 321 s 5; 2003 c 126 s 2,3; 1Sp2003 c 2 art 4 s 23; 2005 c 25 s 1,2; 2005 c 131 s 1,2; 2005 c 136 art 8 s 12; 2006 c 210 s 3; 2007 c 89 s 3; 2009 c 120 s 2; 2011 c 55 s 3-5; 2013 c 42 s 1-5; 2013 c 82 s 34; 2014 c 240 s 6-10; 2015 c 9 art 1 s 7,8; art 2 s 2,3; 1Sp2017 c 4 art 5 s 6*

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	Small Brewer Off Sale	Taproom On-Sale	Brew Pub/Restaurant	Taproom Off-Sale	Brew Pub Off-Sale
Kasson	**$200.00**				
Rochester	$250.00	$600.00	$5,100.00		
Winona	$335.00	$1,155.00		$335.00	$230.00
Cannon Falls	$100.00	$400.00			
Pine Island	$200.00	$300.00	$300.00		
Blue Earth	$500.00				
Fergus Falls	$275.00	$275.00			
Montgomery	$100.00	$100.00			

KASSON PUBLIC UTILITIES

ELECTRIC SERVICE
RULES AND REGULATIONS

Revised: **March 2022**

INTRODUCTION

Kasson Public Utilities (hereafter referred to KPU) has assembled this booklet to assist its customers and their architects, engineers, or electrical contractors to plan for and obtain electric service. The requirements herein supersede all previous publications of the "Electric Service Rules and Regulations" issued by KPU prior to the above date and is subject to change without notice.

The information presented here is intended to supplement the requirements of the National Electrical Code® (NEC®), National Electric Safety Code® (NESC®), National Fuel and Gas Code (NFPA54), Liquefied Petroleum Gas Code (NFPA58), and all other applicable federal, or state, and municipal codes, regulations, laws and ordinances. It is always necessary to refer to and comply with such other codes, regulations, laws, and ordinances when planning, designing, and installing a new electrical service. Specific requirements of KPU do not intentionally conflict with any other requirements known to be in effect as of the publication date of this booklet. Any apparent conflicts of this nature should be brought to the attention of KPU for interpretation. KPU assumes no responsibility whatsoever for the manufacturer's, supplier's, electricians, or engineering consultant's compliance with all applicable codes as well as all local and state codes. Any waiver at any time of KPU's rights or privileges under the electric service rules and regulations will not be deemed a waiver as to any breach of other matter subsequently occurring.

All questions or requests should be directed to KPU's Customer Care Department at the contact number or email address listed on page 2.

These electric rules and regulations are available for download from KPU's website Contact KPU for more details.

KPU ELECTRIC CONTACT INFORMATION

Main Office Address: 401 5th ST SE
Kasson, MN 55944

Web Address: www.cityofkasson.com

Contact	Phone Number	Email
Customer Care	507-634-7071	electricdept@cityofkasson.com
Electric Dept. Supervisor (desk)	507-634-6330	
Emergency Electrical Outages (24/7)	833-342-1158	
Metering Department	507-634-6330	
Modified or New Service (Utility Billing)	507-634-6325	utilitybilling@cityofkasson.com

OTHER CONTACT INFORMATION

Contact	Phone Number	Website
GOPHER STATE ONECALL	800.252.1166	www.gopherstateonecall.org

REVISION HISTORY

Revision Date	Brief Description of Revisions
Aug 2011	Starting Revision for tracking
May 2015	Major Revisions
August 2017	Revisions
March 2022	Revisions

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SECTION 100 – DEFINITIONS

Application for Service: The agreement or contract between KPU and the customer under which electric service is supplied and taken.

Accessible: Allowing or admitting, close approach; not guarded by locked doors, elevation, or other effective means including any portion of a temporary or permanent structure.

Approved: Acceptable to the authority having jurisdiction.

Building: A structure with roof and walls. Two (2) or more structures shall not be considered a single building merely by the existence of skyways, tunnels, common heating or cooling facilities, common garages, entry halls or elevators, or other attachments.

Cold Sequence: In a cold meter sequence, a disconnecting device is located on the line side (before) of the metering equipment.

Conduit: Standard tubular material used for mechanical protection of electrical distribution lines which may be exposed, buried beneath the surface of the ground, or encased in a building as required. (See definition for Duct).
NOTE: For the purpose of this document, the terms Conduit and Duct are used interchangeably

Connected Load: The combined manufacturer's rated capacity of all motors and other electric energy consuming devices on the customer's premises which may, at the will of the customer, be operated with the electric energy to be supplied from the service of KPU.

Contractor: Licensed individual or company who performs work on behalf of the customer or KPU.

Current Transformer (CT): An instrument transformer designed for the measurement or control of current.

Customer: Any individual, partnership, corporation, or other legal entity now being served or to be served, using the electric service of KPU at any specified location.

Customer's Service Equipment: The necessary equipment and accessories, located near the point of entrance of supply conductors to a building, which constitute the main control and means of disconnecting the supply to that building. This equipment usually consists of a circuit breaker or a switch and fuses.

Disconnection Means: A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Distribution Lines: KPU's lines located along streets, alleys, highways, or easements on private property, when used or intended for use for general distribution of electric service to customers.

Distributed Energy Resource (DER): Often referred to in the past as Distributed Generation (DG) and on occasion also interchanged with the term Qualifying Facility (QF). DER are all types of generation and energy resources that can be interconnected to KPU's electric distribution system. DER technologies can include photovoltaic solar systems, wind turbines, storage batteries, or fossil fuel generators are not limited to renewable types of technologies.

Distributed Generation (DG): Distributed Energy Resources that are derived from a generation source, not from energy storage.

Duct: Standard tubular material used for mechanical protection of electrical distribution lines which may be exposed, buried beneath the surface of the ground, or encased in a building as required. (See definition for Conduit).
NOTE: For the purpose of this document, the terms Conduit and Duct are used interchangeably

Dwelling:

> **Dwelling Unit**: One or more rooms for the use of one or more persons as a housekeeping unit with space for eating, living and sleeping, and permanent provisions for cooking and sanitation.
>
> **Multi-Family Dwelling**: A building containing two or more dwelling units.
>
> **Single-Family Dwelling**: A building consisting solely of one dwelling unit.

Easement: The right of use over and under the property of another, such as a right-of-way.

Electric Service: The availability of electric power and energy, regardless of whether any electric power and energy is actually used. The supplying of electric service by KPU consists of the maintaining, at the point of delivery, approximately the agreed voltage, phase and frequency by means of facilities adequate for carrying the load which KPU is thereby obligated to supply by reason of the known requirements.

Excess Facilities: Those instances where KPU provides distribution and/or metering facilities at the customer's request, in excess of the facilities KPU deems necessary to supply service to the customer.

Fault Current: The current that will flow through the system to a point where a piece or a conductor has failed, such as bare conductors touching together or a bare conductor touching a ground point.

Frost (Frozen Ground): A condition where the water contained within the ground freezes, resulting in additional difficulty and expense in excavation work.

Hot Sequence: In a hot meter sequence, there is not a disconnecting device located on the line side (before) the meter.

Individual KPU Metering: Direct measurement by KPU, using a KPU meter, of all electrical consumption of a customer supplied by the company.

Instrument Transformer: A transformer that reproduces in its secondary circuit, the voltage or current proportional to its primary circuit.

Instrument Transformer Cabinet: A cabinet installed and owned by the customer, complying with KPU's requirements, and designed for housing instrument transformers used for metering.

Junction Cabinet: A pad-mounted enclosure where underground primary cables are connected together, either by splices or separable connectors, for underground distribution systems.

Master Metering: Metering configuration where a single meter (Master meter) measures the consumption for a building, and then sub-meters on the Customer side of the Master Meter measure the consumption of individual load, loads, or groups of loads.

Meter/Meter Set: An instrument or instruments, together with auxiliary equipment for measuring the electric power and energy supplied to a customer.

National Electrical Code® (NEC®)[1]: The current edition of the National Electrical Code as issued by the National Fire Protection Association (NFPA No. 70).

National Electric Safety Code® (NESC®)[2]: The current edition of the National Electric Safety Code as issued by the Institute of Electrical and Electronics Engineers (IEEE® C2), American National Standards Institute (ANSI® C2).

Nominal Voltage: The value, expressed in volts, which is assigned to a circuit or system for the purpose of conveniently designating its voltage class (such as 120/240V, 277/480Y, etc.). The actual voltage at which a circuit operates can vary from the nominal within a range established by ANSI C84.1. The customer is responsible for making sure that their systems are capable of operating within range B of ANSI C84.1.

Occupancy Unit: A room, office, apartment, or other space separated by walls or partitions that enclose the area, or a contiguous grouping thereof when occupied by a single customer.

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[1] National Electrical Code® and NEC® are registered trademarks of the National Fire Protection Association, Inc., Quincy, MA 02269

[2] National Electric Safety Code® and NESC® are registered trademarks and service marks of the Institute of Electrical and Electronics Engineers, Inc. New York, NY 10017

Paved: A surface covered with a material such as stone, asphalt, or concrete designed for vehicular traffic.

Point of Delivery: The point where the electric energy first leaves the line or apparatus owned by KPU and enters the line or apparatus owned by the customer. This is not necessarily the point of location of KPU's meter.

Point of Interconnection: The location designated by KPU that the Customer must extend conduits to in order for KPU to install our facilities on customer property.

Primary Service: Any type of service with a nominal voltage greater than 600 volts.

KPU: Kasson Public Utilities

Rate Schedules: The classification of the use of electricity into categories considering the amount of power supplied and the purpose of its use.

Redistribution: The provision of unmetered electrical supply by a customer to customer's tenants or other occupant, or to any person who qualifies for unmetered service.

Redundant Facilities: Duplicate (partial or full) facilities installed at the request of the customer for the purpose of increasing reliability of the system for a particular customer.

Secondary Connection Cabinet: Cabinet required when the number and/or size of the conductors exceeds KPU's limit for terminating in a specific pad-mounted transformer. If a secondary connection cabinet is used, it will also be the location of the metering equipment.

Secondary Service: Any type of service with a nominal voltage less than or equal to 600 volts.

Secondary Terminal: The secondary side of a pad-mounted transformer, service pedestal, or vault, whichever is designated by KPU.

Series Subtractive Metering: An arrangement to measure consumption in a multiple occupancy unit building using individual KPU meters on each occupancy unit in series with one KPU master meter to measure total building consumption on the set of service entrance conductors or feeder supplying the individual occupancy units with billing for common area usage determined by company formula.

Service: The conductors and equipment for delivering energy from KPU's system to the wiring system of the customer.

Service Drop: The overhead service conductors from the last pole or other aerial support up to, and including the splices (if any), connecting to the service-entrance conductors at the building or other structure.

Service Entrance Conductors, Overhead System: The service conductors between the terminals of the service equipment and a point usually outside the building, clear of building walls, where joined by tap or splice to the service drop.

Service Entrance Conductors, Underground System: The service conductors between the terminals of the service equipment and the point of delivery.

Service Equipment: The necessary equipment, usually consisting of a circuit breaker or switch and fuses, and their accessories, located near the point of entrance of supply conductors to a building or other structure, or an otherwise defined area, and intended to constitute the main control and means of cutoff of the supply.

Service Upgrade: An electric service is considered upgraded if any of the following conditions are met:

- If the rating of the customer disconnect is increased
- If the main service disconnect type is changed (i.e., from fuses to a circuit breaker)
- If either the conductors between the meter socket and the customer disconnect <u>or</u> the conductors on the supply side of the meter are changed
- A new DER system is installed by the customer

Sub-metering: The provision of metered electrical supply through a customer owned meter to a customer's tenants, cooperative or condominium owners, other occupants, or to a portion of the customer's own electrical consumption.

Underground Residential Distribution (URD) Areas: Those residential subdivisions, or other specified areas, within which all customers are served by underground distribution lines.

Underground Service Lateral: The secondary service conductors from KPU's distribution system.

Unsuitable Backfill Material: Includes, but is not limited to, the following materials:

- Granular material (individual stones, soil in clumps or clods, etc.) larger than ¼" in diameter
- Frozen materials
- Materials removed as rock excavation or over-excavation
- Trash, metal, or construction waste
- Environmentally contaminated soils

Utility: For the purpose of this document any public, city, or city-franchised organization that furnishes electric service.

Voltage to Ground: For grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded; for underground circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

Voltage Transformer (VT): An instrument transformer intended for use in the measurement or control of a circuit and designed to have its primary winding connected in parallel with the circuit.

SECTION 200 – GENERAL INFORMATION

201 SERVICE JURISDICTION

KPU has been established by the City of Kasson for the purpose of providing electricity to the residents of the City. Service will be provided to all eligible applicants only when all applications, agreements, easements, deposits, payments, and other required information have been provided to KPU.

202 APPLICATIONS FOR SERVICE

Application for initial, additional, or temporary electric service must be made by the customer, or a designated representative, to KPU. Applications can be made at KPU's Service Center or by contacting a Modified or New Service Representative (refer to page 2 for contact information). At the time of application, the customer will be required to provide, in writing on the form(s) provided, information relating to the service request, including the following:

(1) Exact location of premises to be served, including building street address, apartment or unit number if applicable, lot and block numbers, and name of subdivision

(2) The type of service desired (e.g., temporary, permanent, residential subdivision, dwelling unit, commercial, industrial, rewire, etc.)

(3) The approximate date that electric service is required

(4) The name, address, and telephone number of the customer's designated representative who will be responsible for working with KPU representatives in providing the electric service (e.g., customer, employee, engineer, contractor, etc.)

(5) Commercial Services:

a) Load Data Sheet: The customer, or their representative, shall submit to KPU's Engineering Department a completed Electrical Load Data sheet specifying the type of service required by the customer and expected magnitudes of connected and peak load. Additional data in the form of construction drawings and the proposed service entrance may also be necessary for KPU to adequately determine the capacity and arrangement of service to the customer. The completed Load Data sheet must be received before KPU can perform the necessary planning and design of the project. Failure to provide this information at the start of a project may result in significant delay in KPU being able to provide service

b) The Commercial Service Application must be submitted as soon as feasible in order for KPU to establish an account, and allow adequate time to invoice and receive payment for the Line Extension Fee, if applicable

c) Notification to KPU Engineering that the customer is ready for installation of the transformer must be received a minimum of ten (10) working days prior to energizing the service

KPU should be advised of planning installations as early as possible so that details for furnishing service may be arranged and construction completed by the desired date. Application forms and additional information may be obtained at www.cityofkasson.com under the Electric Department tab. Contact a KPU Modified or New Service Representative (refer to page 2 for contact information) with questions concerning the application process.

203 OWNERSHIP OF EQUIPMENT

203.1 KPU-Owned Equipment - The meter and associated metering equipment furnished or installed by KPU are the property of KPU.

(1) Overhead Service – In addition to the metering equipment, the overhead service drop installed by KPU is the property of KPU

(2) Underground Service – In addition to the metering equipment, all equipment up to and including the designated point of delivery is the property of KPU

203.2 Customer-Owned Equipment - The meter socket, instrument transformer compartment (if required, see Section 610), the service entrance conductors and conduit from the meter socket to the service entrance disconnect, the service entrance switch or circuit breaker, the service entrance ground equipment, and the concrete transformer pad and grounding grid are the property of the customer.

(1) Overhead Service – In addition to the equipment on the customer side of the meter socket, the service drop wire holder or bracket, the weather head, and either the service mast and conduit with entrance wires, or the service entrance cable with watertight connection to the meter socket are the property of the customer

(2) Underground Service – In addition to the equipment on the customer side of the meter, all conduit and cable required to extend the secondary service lateral from KPU's point of delivery to the meter socket are the property of the customer

203.3 Responsibilities - The customer and KPU are responsible for the installation, maintenance, repair, and replacement of the electric service equipment which each owns.

204 EASEMENTS

Whenever any KPU-owned underground and/or overhead material and equipment is located above or below the customer's property, the customer shall grant an easement to KPU to the extent which KPU deems necessary. All utility easements required by KPU are to be granted by the customer at no cost to KPU.

204.1 Easement Legal Description and Exhibit Processes

(1) Kasson Community Development – When the easement is sought during the Kasson Community Development process, the customer or property developer shall provide the legal description and exhibit by a Registered Land Surveyor

(2) Other Easement Request – When the easement is sought after the property has been developed, KPU will provide an electronic copy of the assembled easement (legal description and exhibit by a Registered Land Surveyor) for the property owner's signature. Once sign-off by the property owner is received by KPU, KPU will record the signed easement paperwork

(3) Where no formal Utility easement exists on the recorded plat but electric service exists and has existed, whether overhead or underground and for the express purpose of supplying electric service to the property and/or customer, an implied easement is assumed by the City of Kasson to have existed and be currently existing.

204.2 Change of Grade - The finished grade in any platted or recorded utility easement shall not be altered without first contacting KPU Engineering to determine if electric facilities are installed within the easement. Permission may be granted to change the finished grade by KPU Engineering if the proposed grade change will not affect minimum burial depth requirements for ducts or require removal and reinstallation of above grade facilities such as transformers, poles, secondary pedestals, etc. Replacement and/or relocation of KPU facilities, at customer's expense, may be required if necessitated by the proposed grade change. KPU Engineering will provide a cost estimate for all work associated with the proposed grade change for approval prior to the commencement of any proposed grade change work. Payment must be received and cleared prior to the start of any work by KPU.

205 INSPECTION OF CUSTOMER'S FACILITIES

205.1 Requirements – As a minimum, wiring and electrical equipment of the customer shall be installed in accordance with the latest edition of the National Electrical Code®.

205.2 Inside City Limits – Customer services and associated wiring installations located within the Kasson city limits, including temporary installations, must be inspected and approved by an authorized inspector of the City Building Safety

Department as required by Minnesota Statutes Section 326.B.36. KPU will make connection only after approval by the authorized inspecting authority. The inspector is required by Minnesota Statutes Section 326.B.36 to disconnect or have disconnected by the utility any installation that is declared by the inspector to be unsafe and a hazard.

205.4 Disconnected Service Inspection – For any electric service that has been disconnected for more than ninety (90) days prior to a reconnection request, the customer will be required to hire a licensed electrical contractor to perform an inspection of the building or dwelling's electrical wiring to verify that no unsafe or hazardous conditions are present prior to KPU re-energizing the service.

Exception:
Multi-family dwellings that have 6 meters or more installed, with at least one (1) meter in the ganged service entrance energized, are exempt from the above requirement

205.5 Other Required Inspections

(1) Transformer Pad – Prior to pouring concrete, the customer, or customer's contractor, shall complete and submit to KPU's Engineering Department the completed "Request for Transformer Pad Inspection" form, with multiple photos. KPU personnel will review the photos and visually inspect the formed pad within the timeframe noted on the form. Observed deficiencies will be communicated to the contact listed on the submitted inspection form. **Corrections and re-inspection by KPU personnel must be made before approval to pour concrete will be given**. KPU reserves the right to refuse service if the transformer pad is poured prior to inspection and correction of noted deficiencies

(2) Subdivision Installation – The customer, or customer's contractor, shall complete and submit plans to Kasson Planning and Zoning. The site will then be inspected for compliance with requirements. If no deficiencies are found, the site will be scheduled for joint utility installation. If any deficiencies are found, corrections must be made and inspected prior to the site being scheduled for joint utility installation.

206 SERVICE CONNECTION, DISCONNECTION & RECONNECTION

206.1 Site Readiness – After the customer's installation has been inspected and approved by the proper authority, a meter will be installed by KPU and the electric service made available provided that all applications, fees, agreements, and deposits have been submitted by the customer and approved by KPU. Inspection notices must be received by KPU two (2) business days prior to the date that the connection is desired. NO connections will be made on weekends

or holidays. Under special circumstances, verbal inspections will be accepted as long as written inspection documentation is submitted immediately thereafter.

206.2 Notification – Customer requests for disconnection or reconnection of existing services must be received by KPU two (2) business days prior to the desired time of disconnection or reconnection (weekends and holidays excluded). For the mutual protection of the customer and KPU, only authorized employees of KPU are permitted to set and remove meters, or to make and energize or break and de-energize the connection between KPU's service drop or secondary terminals and the customer's service entrance conductors or underground service laterals.

206.3 Building Demolition – If a building is scheduled for demolition, the contractor shall notify KPU's New Services Department for a service disconnect a minimum of two (2) business days prior to the start of demolition. KPU will then issue a work order to disconnect the service. There is no KPU charge for the retirement of electric service.

If at some future time the owner at the location requires service, the owner shall be required to submit a new "APPLICATION FOR SERVICE" request, pay any and all liens or amounts encumbered by KPU and/or any outstanding KPU charges before an account will be reactivated.

206.4 Commercial Customer Requested Outage – Customer shall contact the City of Kasson Electric Dept. at 507-634-6330 a minimum of 2 days prior to requested outage. Individual cases necessitating scheduled weekend, evening or holiday outages will need prior additional approval from the Public Works Director. Compensation for related employee overtime may be requested and paid PRIOR to any work being completed.

207 LIABILITY

207.1 Damage as Result of Service – KPU does not engage in the practice of doing interior wiring on the customer's premises except for the installation and maintenance of its own property, and therefore, is not responsible for service beyond the point of delivery. KPU shall not be liable for damage to any customer or to any third party resulting from the use of the service or from the presence of KPU appliances or equipment on the customer's premises.

207.2 Responsibility – The customer is solely responsible for any accidents, fires, or failures resulting from the condition and use of his wiring installation or equipment.

208 SERVICE INTERRUPTIONS

208.1 Notice – KPU reserves the right to interrupt service at any time. Interruptions for maintenance and system improvements will be prearranged and advance notice will be given to the customer whenever practical.

208.2 Responsibility – KPU will not be responsible for consequential damages resulting from service interruptions or fluctuations outside its control or from operations in response to abnormal system conditions. Customers requiring service reliability and/or stability exceeding KPU's normal service should consider uninterruptible power supplies, isolation transformers, power conditioners, redundant services, or other options to provide the level of service needed. KPU's Engineering Department is available to discuss such needs.

209 ACCESS

Employees of KPU shall have the right of access to the customer's premises at all reasonable times for the purpose of installing, reading, inspecting, maintaining, or removing any of its meters, devices, or other equipment which is used in connection with the furnishing of the customer's electric service.

210 CUSTOMER RESPONSIBILITY

Failure of the Customer to notify KPU in a timely manner of any planned alteration to electric service facilities or increased electrical load, and failure to comply with KPU's published rules, regulations, and rate schedules may result in delayed connections, interruption of service, or damage to equipment, for which KPU disclaims all responsibility.

211 REVISIONS OF REQUIREMENTS

All requirements stated or implied herein are subject to change at any time without prior notice.

SECTION 300 – STANDARD SERVICES

301 GENERAL CHARACTERISTICS

This section describes the types of services offered to customers under KPU's standard rate schedules. Electric service supplied by KPU is alternating current having a nominal frequency of 60 Hertz (cycles per second).

302 AVAILABILITY OF SERVICE

Although the types of service listed in subsequent sections are generally available through the area served by KPU, service of the type requested by a customer may not be available at the location where such service is desired, and in certain cases may be available only through special contractual arrangements and at the expense of the customer. Each customer will generally be allowed only one type of service and one point of delivery for each location.

302.1 Redundant Services – Refer to Section 404 for requirements.

302.2 Multiple Services – Only one (1) service installation to a customer's service equipment is allowed. During customer renovation or service upgrade work, should KPU determine that a customer's service equipment has multiple services connected to it, KPU Engineering will work with the customer to eliminate the multiple service installation as soon as possible.

303 SECONDARY SERVICE VOLTAGE

The following types of secondary service are generally available to customers served under KPU's standard rate schedules:

303.1 Single Phase Service – 120/240 Volt, 3-Wire, Grounded Neutral: Generally available where the total load is 100 kVA or less for pad-mount service, or 50 kVA or less for pole-mounted service, with an underground secondary in each case

303.2 Three Phase Service – Generally available where facilities of adequate capacity are adjacent to the premises to be served

(1) 208Y/120 Volt, 4-Wire, Grounded Neutral: Generally available to customers with loads determined by KPU to be 75 kVA or greater for pad-mount service, or 45 kVA or greater for pole-mounted service with an underground secondary in each case. The maximum size pad-mounted transformer that KPU will install for this service voltage is 1000 kVA

(2) 240/120 Volt, Delta, 4-Wire, Grounded Neutral: **No longer available as a new standard service**

(3) 240 Volt (and 480 Volt), Delta, 3-Wire**: No longer available as a new standard service**

(4) 480Y/277 Volt, 4-Wire, Grounded Neutral: Generally available to customers with loads determined by KPU to be 75 kVA or greater for pad-mount service, or 45 kVA or greater for pole-mounted service with an underground secondary in each case. The maximum size pad-mounted transformer that KPU will install is 2500 kVA

303.3 New Development Cost Calculation – Refer to KPU Line Extension Policy. Any costs assessed to the project by KPU will need to be paid by the customer prior to KPU performing facility installation.

303.4 Redevelopment Cost Calculation – Contact KPU's Engineering Department for determination of cost (if any) that will be assessed to the project by KPU.

304 PRIMARY SERVICE VOLTAGES

Three-Phase, 12470Y/7200 Volt, 4-Wire, Grounded Neutral Service: Available only by special request where the total annual peak load at one site is projected by KPU to exceed 500 kW. KPU reserves the right to deny a request for a primary voltage service. Where provided, the point of delivery will normally be the terminals of KPU's cable in the customer's switchgear.

SECTION 400 – SPECIAL SERVICES

401 TEMPORARY SERVICE REQUIREMENTS

401.1 General – Temporary service is intended to be supplied at secondary voltages only to customers for use during the construction of permanent facilities and before the permanent service can be installed.

401.2 Address – The address of the location to be supplied with temporary service must be permanently displayed at the location and on the temporary pedestal/meter location and be easily readable from the street before KPU will install the temporary service. All overhead and underground temporary services will be metered and billed under one of KPU's standard rate schedules.

401.3 Installation – The customer shall provide an approved meter socket with the necessary raceway and a suitable rigid support for attachment of the metering equipment and service drop. On all three phase temporary services, where required, the customer shall also provide a suitable enclosure for installation of KPU's instrument transformers.

401.4 Installation Length – Service to any electrical installation for a period of less than two (2) years shall be considered as "temporary service". Any installation that remains in service longer than this timeframe must be changed to a permanent service installation when directed by KPU.

401.5 Fees - Temporary electrical services costs shall be in accordance with the following requirements listed below:

(1) Secondary Available at Property:

a) A temporary meter installation fee will be assessed for the first single phase temporary service installed for construction. The location of the temporary service will be designated by KPU

(2) KPU has primary voltage facilities available on or adjacent to the lot and setting of a transformer is required:

a) A temporary meter installation fee and a temporary facilities installation fee will be assessed for the first temporary service installed for construction. The location of the temporary service will be designated by KPU

(3) KPU does not have adequate facilities in the area:

a) The customer will be required to pay KPU for the actual cost to install and remove the temporary service(s)

(4) KPU may require temporary service fees to be paid in advance.

402 SERVICES FOR UNUSUAL LOAD CHARACTERISTICS

402.1 Customer Transients – The operation of customer equipment having a relatively high load of short or intermittent duration, such as welders, compressor motors, elevators, and X-ray equipment, may cause serious fluctuations of voltage and interfere with the service being provided by KPU to other customers. If such a load is anticipated, the customer must consult with KPU and agree to install such protective devices as may be required so as not to cause damage to any of KPU's equipment or in any way inhibit service to other customers.

402.2 Special Compensation - Special compensation may be required by KPU, from the customer, in those cases where it is necessary for KPU to install non-standard, or larger, facilities than would normally be required to provide satisfactory service. (Refer to Section 700 for additional details).

403 EXCESS FACILITIES

KPU will size utility electric facilities (primary cable and transformer) to serve the load projected by KPU. If a customer desires KPU to install excess facilities, KPU must be advised as soon as possible so the feasibility of such a service can be determined. If KPU determines that excess facilities can and will be provided, the customer will be required to reimburse KPU for the difference in cost between the standard service and the excess facilities, including all labor, materials, and overheads. A written agreement between the customer and KPU shall also be executed at KPU's discretion.

404 REDUNDANT FACILITIES

KPU will provide one set of facilities (such as a set of primary cables and a transformer) to one point of service for each customer. If a customer requires redundant facilities (more than one set of facilities to the same point of service), KPU must be advised as soon as possible so the feasibility of such service can be determined. If KPU determines that redundant facilities can and will be provided, the customer will be required to reimburse KPU for the entire cost of additional facilities, including all labor, materials, vehicle charges, and overheads. An agreement between the customer and KPU may also be executed at KPU's discretion.

405 IN-BUILDING TRANSFORMER VAULT INSTALLATIONS

405.1 Availability –Additional fees and agreements between the customer and KPU will be required for this type of transformer installation. KPU reserves the right to refuse service to this type of installation.

406 RELOCATION OR PROTECTION OF KPU FACILITIES

406.1 Responsibilities – It is the responsibility of the customer to arrange for the relocation and/or protection of KPU's facilities whenever such action is appropriate. Any intended relocation or protection of KPU's facilities must be reviewed with and approved by KPU in advance.

406.2 Customer Costs – The cost of any change or relocation of KPU's facilities for the benefit only of the customer, and which has been initiated by the customer, shall be borne solely by the customer. A deposit by the customer may also be required before the changes are made.

406.3 KPU Costs – KPU will bear costs to the extent that a change or relocation benefits KPU. The customer shall not be required to pay for changes necessitated through public improvements by the City, County or State.

406.4 Painting – The customer shall not paint or otherwise modify the appearance of any KPU owned equipment or facilities.

407 REWIRING OR UPGRADING EXISTING FACILITIES

407.1 General – The customer or electrical contractor shall contact KPU when it is necessary to rewire or upgrade an existing electric service. All KPU Electric Service Rules & Regulations must be followed. The customer shall be responsible for maintaining the same phase rotation for 3-phase rewires.

407.2 Not Permitted – Customers shall not be allowed to convert an existing underground electric service to an overhead service.

407.3 Conversion of Overhead Facilities – Customer-initiated service work that necessitates any change in the existing overhead wire size shall be required to move to an underground service. **(Ex: Upgrading a service size from 60A to a 200A panel)**. KPU will provide either 1/0 or 4/0 URD triplex conductor from the meter installation on the house to KPU's point of service as designated by a KPU representative. Customer will pay all associated additional labor charges to their licensed electrician. Customer owns wire upon completion as indicated above (refer to 203.2 / 203.3) and below (refer to 407.5).

407.4 Meter Socket location - Meter sockets shall only be attached to the exterior of a building or house (or if approved by KPU a remote customer owned site) in a location accessible at all times by KPU personal. Any service work initiated by the customer shall relocate the meter from inside a structure or attached to a KPU pole to the exterior of that structure as explained above. (Refer to Section 600 for meter requirements)

407.5 Underground Service – All underground services from the point of attachment to KPU's service point (pedestal, transformer, etc.) are the owned by

the customer. Repair, replacement or upgrades due to changes in load requirements are the responsibility of the owner. (Refer to 203.2 & 203.3)

SECTION 500 – DISTRIBUTED ENERGY RESOURCES

501 GENERAL INTERCONNECTION REQUIREMENTS

The State of Minnesota has interconnection process standards in effect to address interconnection of distributed energy resources (DER) to the distribution grid. Kasson Public Utilities has process and technical requirements that meet the State standards. The customer shall follow KPU's process for projects to install, modify existing, and operate generating equipment interconnected with KPU's distribution system. No generation equipment shall be allowed to operate interconnected to KPU's distribution system without prior approval from KPU and meeting all requirements of KPU, the State of Minnesota, and all other applicable regulations and standards.

502 TECHNICAL REQUIREMENTS

A copy of KPU's rules, technical requirements, process documentation, and applications for operation of Distributed Energy Resources are available through KPU's website www.cityofkasson.com (look for the NOVA Portal). If the DER is under 10 MW in size, it will follow the appropriate State of MN mandated process. If the DER size is over 10 MW, contact KPU's Engineering Department for guidance prior to starting design.

SECTION 600 – METERS AND METERING EQUIPMENT

600 GENERAL

This section covers the installation of meters and associated equipment such as current and potential transformers for both overhead and underground services. Further description of KPU requirements for both overhead and underground services is covered in other sections of this booklet. The requirements contained in this section are for services rated 600 volts or less. When services are required at primary voltage (such as 12470Y/7200 volts), the metering requirements and equipment will be determined on an individual basis.

601 METERING EQUIPMENT RESPONSIBILITIES

All metering equipment, with the exception of the meter, current and potential transformers, must be purchased and installed by the customer or electrical contractor. All metering equipment installed must be certified and labeled and have prior approval of KPU's Electric Metering Department. Metering equipment installed without KPU approval will not be energized unless special permission from KPU's Electric Metering Department is obtained. KPU will energize only one (1) set of metering equipment under each contract or application for one class of service.

602 LOCATION OF METERS

602.1 General – Meter locations will be agreed upon by representatives of the customer and KPU, subject to final approval by KPU.

602.2 Clearances – Meters shall be installed in a location with not less than three (3) feet of unobstructed space in front and 30 inches total in width. Meters shall not be located where they are subject to corrosive fumes, dust, vibration or physical damage. Outdoor meters shall not be located in carports, under porches whether open or enclosed, or along walkways or driveways where they might create a hazard to people or be subject to damage by passing objects. Required meter working and safety clearances are shown in Section 1200, Exhibit 11.1.

602.3 Accessibility – Meter locations shall not be hazardous or cause inconvenience to employees of KPU when installing, maintaining, or reading the meters. KPU personnel shall have direct and unobstructed access to KPU's metering equipment at all times. Recessed meter socket installations shall not be permitted.

602.4 Height Limits - All meters located outdoors on residential, industrial, or commercial services, where the meter is mounted on a permanent structure, shall have a maximum installation height of 5'-0" and a minimum installation

height of 3'-0" from final grade to the center of the meter. A typical residential underground service meter installation is shown in Section 1200, Exhibit 1.

602.5 Residential – Residential meter installations shall comply with the following requirements:

(1) All new services must have the electric meter located outside

(2) Existing residential customers where the meter is located inside shall relocate the meter to the outside during a service upgrade as defined under Section 100 Definitions

(3) Any service upgrade or DER installation requires the existing meter socket to be changed to an approved self-contained lever bypass type (if non-compliant). DER installation shall also require that a separate lever bypass meter socket for a KPU production meter to be installed. Production meter information is for KPU's use only.

(4) All new self-contained meter sockets installed under (1), (2), or (3) above must be on the list of approved meter sockets (refer to Section 613)

602.6 Multi-Family Dwelling – Where more than one meter is installed (typical for apartment complexes), meters shall be grouped outdoors at a point accessible at all times to each customer and to KPU personnel.

Exceptions:

a) *Multi-family dwellings that have 24 meters or more may request to locate the meters inside as long as they are grouped at one (1) location and accessible at all times to each customer and to KPU personnel*

b) *Multi-family dwellings where the building has over three (3) occupied stories fully above grade, the customer may request in writing for permission to be allowed to install grouped metering panels in multiple locations. The metering locations should be minimized and typically would only be allowed on every 3rd story of the building*

In all cases where multi-metering panels with stacked meter sockets are used, the maximum height to the center of the top meter shall be not more than 6'-0" indoors and 5'-0" outdoors and the minimum height to the center of the bottom meter shall be not less 1'-0" indoors and 3'-0" outdoors. Individual apartment disconnects must be connected on the load side of the meter. If the service voltage is 120/208 volts, a fifth terminal located at the 9 o'clock position is required in the socket and must be connected to the service neutral in accordance with the National Electric Code® (Refer to Section 1200, Exhibit 11.0). The house meter socket for apartment buildings requires an approved lever actuated positive bypass mechanism which will provide clamping pressure on the meter blades. Only one (1) meter may be installed under one socket cover in multi-metering panels

KPU will set a minimum of one floor of meters at a time. Meter service charges will start at the time of the meter set.

602.7 Mobile Homes - KPU will individually meter each mobile home located in a mobile home court or addition to a mobile home court. Resale of metered electrical energy by the court owner will not be permitted in these facilities. Individual meter pedestals, with bypass sockets, shall be provided by the customer or his representative. Maintenance and repair of the meter pedestal is the responsibility of the customer. A typical mobile home metering arrangement is shown in Section 1200, Exhibit 2.

602.8 Industrial and Commercial – Industrial and Commercial self-contained meter installations shall comply with the following requirements:

(1) All new services must comply with the requirements of Sections 602.1 through 602.4 listed above

(2) Any service upgrade or DER installation requires the existing meter socket to be changed to an approved self-contained lever bypass type (if non-compliant)

(3) All new self-contained meter sockets installed must be on the list of approved meter sockets (refer to Section 613)

602.9 Commercial Multi-Metering Panels – Installations shall comply with the following requirements:

(1) All commercial multi-metering panels used in shopping centers, spec. buildings, and multi-commercial tenant buildings shall have a maximum of four (4) meter sockets per vertical stack. In all cases, the maximum height to the center of the top meter shall be not more than 6'-0" indoors and 5'-0" outdoors and the minimum height to the center of the bottom meter shall be not less 1'-0" indoors and 3'-0" outdoors. An approved lever bypass is required on all meter sockets and each individual unit disconnect shall only be connected to the load side of the meter. Each individual meter socket shall have a barrier to isolate the customer's disconnect switch and wiring from the metering area. Only one (1) meter may be installed under one socket cover. A system neutral is required to each 5 and 7 terminal meter socket in accordance with the National Electric Code®

(2) Each meter shall have a separate accessible lockable service disconnect wired in cold sequence to be used by KPU

Exception:
In situations where the building has over three (3) occupied stories fully above grade, the customer may request in writing for permission to be allowed to install

grouped metering panels in multiple locations. The metering locations should be minimized and typically would only be allowed on every 3rd story of the building

603 GROUPED METERS

In installations requiring more than one meter, the meters shall be grouped and suitably connected such that a meter serves no more than one customer. The height limits stated previously also pertain to grouped meters where practicable. If deemed necessary by the space available, the meters may be stacked in an orderly fashion. Any dwelling with more than one customer living therein must have an individual meter for each dwelling unit. These meters must be easily accessible to all tenants and to KPU personnel. There shall be an approved type of disconnecting means for each meter, which is lockable in some way to prevent reconnection by other than KPU personnel. A typical multiple metering arrangement is shown in Section 1200, Exhibit 3.

604 METER IDENTIFICATION

604.1 Requirements – If more than one meter is required for a building, each meter socket shall be identified and permanently designated in a suitable manner indicating the particular customer served. An engraved hard plastic tag will be required with ½ inch block letters or numbers. The tag shall be securely attached to the exterior, non-removable portion of the meter socket and at the individual meter main disconnect. Any other means of identification is not acceptable. **Meters will not be installed until the above requirements are met.**

604.2 Circuit Checking – Each circuit shall be carefully traced and rechecked by the customer or contractor to ensure against errors in wiring that would result in one customer obtaining service through the meter serving another customer. This is especially important when the wiring is concealed. Electric service shall not be energized if meter sockets are not identified. It will be the contractor's/owner's responsibility to correct any errors due to misidentification of meter sockets. KPU reserves the right to charge the building owner and/or electrical contractor for actual costs incurred by KPU to make corrections.

605 METER MOUNTING

605.1 Outdoor Meters and Meter Mounting Devices – Outdoor meters and meter mounting devices shall be mounted securely on permanent structures such as houses, garages, and other buildings. Where outdoor meters are installed on surfaces that prevent installation of the meter-mounting device in an exact vertical plane, a meter board must be installed or the surface modified in such a manner that the meter-mounting device can be installed vertically.

605.2 Preferred Meter Location(s) – The preferred meter location is within ten (10) feet of the front end of the building (house or attached garage) on a single-family dwelling for new customer hook ups. All meter locations for rewired or upgraded services shall be located outdoors with locations agreed upon between

customer, contractor, and KPU personnel with final approval by KPU personnel. KPU has the right to refuse to energize service if these requirements have not been met.

605.3 Indoor Meter Location(s) – Indoor meters, where permitted, shall be mounted in accordance with the preceding requirements of this section and shall be located as close as possible to the point where service enters the building. Indoor metering equipment shall be mounted securely in a vertical plane on permanent structures in a location free from moisture, high temperature, vibration, dust, or dirt. KPU generally does NOT allow indoor metering. Please contact a KPU Electric Dept. Representative.

606 METER CONNECTIONS

606.1 General – The customer shall provide the necessary wiring for the meter set with the wiring so arranged that the line (supply) side can be connected to the top terminals of the socket and the load side to the bottom terminals. All conductors shall extend into the meter socket and shall be of equal length and at a minimum distance equal to the length of the socket trough. All neutral conductors must be insulated.

606.2 Underground Services – Underground service installations shall comply with the following requirements:

(1) Line side neutral wire shall be identified in accordance with the National Electrical Code®

(2) An expansion joint shall be furnished and installed by the customer on all new underground residential meter installations. The expansion joint shall be a minimum eighteen (18) inch length Schedule 80 PVC installed at the bottom of the meter housing

(3) Sufficient slack should be left in the underground cables to make up for any ground shifting due to settling or extreme cold

607 WIRING RESTRICTIONS ON METERS & METERING SETS

607.1 General – Meters and metering sets shall comply with the following requirements:

(1) No customer wiring shall be permitted to be connected to the metering, secondary wiring, or under the terminals of the meter

(2) No part of the metering set shall be used as a junction box for the customer's wiring

(3) No non-KPU owned equipment shall be permitted to be installed between the self-contained meter and the customer-owned meter socket.

608 METER TESTING

608.1 Testing Request – Any customer, who believes that a meter is failing to register properly the use of electricity, may request a meter check by contacting an KPU Electric Dept. Representative. KPU will test the meter using standard calibration equipment and generally accepted test procedures within a reasonable period of time. Customers who request additional meter tests within a twelve (12) month period may be charged for the additional tests at a standard fee.

608.2 Meter Error Standard – Whenever a watt-hour meter is found upon test to have an average error of more than two percent (2%) from one hundred percent (100%) or a demand meter more than one and one-half percent (1.5%) from one hundred percent (100%), a recalculation of bills for service will be made on the basis that the meter should be one hundred percent (100%) accurate with respect to a working test standard.

608.3 Meter Inaccuracy (Working) – If the period of inaccuracy cannot be determined, it will be assumed that the metering equipment has become inaccurate at a uniform rate since it was installed or last tested unless there is a valid reason to use another method. Recalculation of bills is based upon KPU Utility Billing best practices.

608.4 Meter Inaccuracy (Failure) – When the average error cannot be determined by test due to complete failure of all or part of the metering equipment, then an estimate of the quantity of energy consumed based upon available data will be used to determine the adjusted bills.

609 METER SEALS

All connections to KPU service equipment shall be made by KPU Electric Metering Department personnel only. Unauthorized connections to or tampering with any KPU meter, associated equipment or meter seals, or indications or evidence thereof subjects the customer to immediate discontinuance of service, prosecution under the laws of Minnesota, adjustment of prior bills for services rendered, and reimbursement to KPU for all extra expense incurred on the account. In addition, when the unauthorized connections or tampering involve an inside meter, the customer shall, at his own expense, relocate all service equipment and metering facilities outside the building.

610 INSTRUMENT TRANSFORMER METER INSTALLATIONS

KPU no longer furnishes instrument rated meter sockets. Please contact a local electrical distributor of your choice to purchase an KPU approved instrument rated meter socket. If requiring an 8 terminal meter socket, please contact KPU's Electric Metering Department for prior approval.

610.1 Where Required – It will be necessary for KPU to use instrument transformers in the metering installation under the conditions listed below:

(1) Single Phase Service: When any single phase service exceeds 320 continuous amps in size or exceeds 240 volts

(2) Three Phase Service: When any three phase service exceeds 320 continuous amps in size or exceeds 240 volts

610.2 Instrument Transformer Provision & Location – All instrument transformers will be furnished by KPU and installed by KPU's Electric Metering Department, or delivered to the customer/contractor to install into an approved instrument transformer cabinet. The instrument transformer cabinet will be located before the customer service entrance disconnect switch.

610.3 Secondary Metering Instrument Transformer Cabinet Requirements – Cabinet shall be furnished and installed by the customer. This includes all services, either overhead or underground. All cabinets must be certified and labeled, approved by KPU personnel and meet all National Electric Code® requirements prior to installation. All cabinets must conform to the following:

(1) The meter socket shall not be mounted to the door of the cabinet

(2) Cabinets must be UL approved and be the correct NEMA class for the area environment in which it is installed

(3) Minimum instrument transformer cabinet sizes are as follows:

a) 250 volts and below: 48 inches high, 25 inches wide, and 15 inches deep

b) 251 – 600 volts: 48 inches high, 36 inches wide, and 15 inches deep

(4) The door must have a single closure with provisions for locking with a standard padlock through the handle

(5) Cabinet must be hinged on the right or left side only

(6) Cabinet shall not be used as a junction box or service connection cabinet

(7) Only KPU metering transformers may be contained therein

(8) A 1-inch conduit installed between the cabinet and meter socket location is required

(9) Cabinet must accept bar-type current transformers on all services 1200 amps or less

(10) Customer is required to label the line side and load side of the conductors within the instrument transformer cabinet

610.4 New Service Secondary Metering Requirements – For any new electrical services requiring the use of instrument transformers, the instrument

transformers must be mounted in an approved instrument transformer cabinet complying with the requirements of 610.3 above and be located as follows:

(1) Underground Service from Pad-Mounted Transformers: When service is supplied underground from a pad-mounted transformer, the location of the instrument transformer cabinet must be approved by KPU during installation

(2) Overhead Services: When service is provided by overhead service drops, approved outdoor instrument transformer cabinets will be required. Location of transformer cabinets will have final approval by KPU's Electric Metering Department before installation. No open air CT's or PT's will be allowed

(3) Indoor Mounted Instrument Transformers: Instrument transformers installed indoors must have a service size of 1200 amps or greater, be installed inside the customer switchgear in a compartment designated for instrument transformers only, and have prior approval from KPU's Electric Metering Department. KPU reserves the right to refuse indoor installation of instrument transformers.

610.5 New Indoor Primary Metering Equipment Requirements

(1) When primary metering service is to be installed, the customer shall furnish a compartment or switchgear cubicle to house the primary current and potential instrument transformers. All current and potential instrument transformers shall be rated for metering accuracy as approved by the KPU's Electric Metering Department. The metering point shall be located electrically between the customer's main disconnect and customer's circuits ("cold sequence" metering arrangement

(2) When practical, KPU may request that the customer install the primary current and potential transformers per KPU specifications. (Contact a Customer Care Advisor to obtain Engineering assistance.)

610.6 New Outdoor Primary Metering Equipment Requirements – When outdoor primary service is to be installed, KPU may elect to utilize either a pole-mounted or pad-mounted primary metering equipment set. Outdoor primary metering units are furnished and installed by KPU. Sharing of the material and installation costs for primary metering will be determined on a case-by-case basis.

610.7 Existing Service Emergency Repairs – In situations requiring emergency repairs to an existing electrical service where instrument transformers are installed in any location other than an instrument transformer cabinet, the customer/contractor must receive prior approval for the new mounting location of the current transformers from KPU's Electric Metering Department. These types of installations include, but are not limited to:

(1) Instrument transformers mounted on a pole

(2) Instrument transformers installed inside a distribution transformer

(3) Instrument transformers installed inside customer switchgear

611 SELF-CONTAINED METER INSTALLATIONS

611.1 Requirements – In general, KPU will install self-contained meters (meters without instrument transformers) on single or three phase services (240V or less) where the service rating is 400 amps or less (Class 320 meter socket). Where such metering is to be used, the customer shall provide a ringless lever-operated bypassing socket (Refer to Section 613). Such meter sockets permit a continuation of service upon removal of the meter for testing or maintenance. If a lever-operated bypass meter socket is not installed, the service will not be energized.

612 MASTER METERING INSTALLATIONS

612.1 All new residential units will be individually metered.

Exception Provided in Minnesota Rule 326B.106 Subd. 12:
Buildings intended for occupancy primarily by persons who are 62 years of age or older or disabled, supportive housing, or buildings that contain a majority of units not equipped with complete kitchen facilities, shall be exempt from the provisions of this subdivision. For purposes of this section, "supportive housing" means housing made available to individuals and families with multiple barriers to obtaining and maintaining housing, including those who are formerly homeless or at risk of homelessness and those who have a mental illness, substance abuse disorder, debilitating disease, or a combination of these conditions."

(1) A customer claiming the above exception above takes all legal responsibility for proving the exemption for the life of their building

(2) Any customer claiming the exception above must provide KPU, in writing, a statement that they are claiming an exception under Minnesota Rule 326B.106 Subd. 12 and why they feel their building meets the requirements for an exception. KPU does not determine the validity of the claimed exception and this required filing is for KPU's documentation only

612.2 All new commercial or industrial units will be individually metered. Exceptions must be approved by KPU's Electric Metering Department.

612.3 Sub-metering by others for the purpose of charging individual occupants based on measured use must be in accordance with statutory requirements. Sub-metering by others for information purposes or to control the use of electric power for energy is permitted.

613 APPROVED METER SOCKETS

Meter installations made with unapproved meter sockets will not be energized, or subject to disconnection if non-approved equipment is installed. Refer to the table on the following page for a list of meter sockets approved for installation by KPU.

KPU APPROVED METER SOCKETS		
SELF CONTAINED	SERVICE VOLTAGES	APPROVED MFG./PART NUMBER
4 Terminal 100A to 320A, Lever Bypass (Residential, 1-Phase)	120V, 2 wire Single Phase OR 120-240V, 3 wire Single Phase OR **(240/480V, 200A MAX)**	Milbank: U3791, U5844, or U6281 Series GE: TSMB Series Siemens/Talon: UAPB, UAPC, UAP, 4040, 4760, UAB, or LGMN Series Eaton-Cutler Hammer: MBX or CMBX Series
5 Terminal 100A to 320A, Lever Bypass (Residential, 1-Phase)	120V, 2 wire Single Phase OR 120-208V, 3 wire Single Phase OR 120-240V, 3 wire Single Phase Network	Milbank: U3791 or U6281 Series GE: TSMB Series Siemens/Talon: UAPB, UAPC, UAP, 4040, 4760, UAB, or LGMN Series Eaton-Cutler Hammer: MBX or CMBX Series
7 Terminal 400A MAX, Lever Bypass (Commercial, 3-Phase)	120-208V 4-Wire-WYE OR 120-240 4 Wire-DELTA **(This service is not allowed for new installations)**	Milbank: #U4701-RRL Series Eaton-Cutler Hammer: MBX, CMBX, UTE7213BCH Series Siemens/Talon: UAPB, UAPC, UAP, 4040, 4760, UAB or LGMN Series
INSTRUMENT RATED	SERVICE VOLTAGES	APPROVED MFG./PART NUMBER
6 Terminal Over 400A and larger (Residential or Commercial, 1-Phase)	120-240V, 3 wire Single Phase	Milbank: #UC7478-RL-WC-271 **(Pre-wired to KPU spec.)**
8 Terminal Over 200A and larger (Commercial 3-Phase)	120-240 3 Wire-DELTA	Contact KPU for approval
13 Terminal 100A and larger (Commercial, 3-Phase)	120-208V, 277-480V 4-Wire-WYE OR 120-240 4 Wire-DELTA **(This service is not allowed for new installations)**	Milbank: #UC7445-RL-WC-951 **(Pre-wired to KPU spec.)**

614 SERVICE AT 480 VOLTS

All 277/480V metering services will require the installation of CT's and VT's. KPU will supply and install all metering CT's and VT's at no cost to the customer/contractor.

Exception:
Self-contained services (200A or smaller) supplying roadway lighting operating at 240/480V and fed from a single phase transformer only supplying the lighting service shall be exempt from the above requirement

615 LOCATION OF HIGH-LEG IN METER SOCKET ON 240/120 VOLT, 3-PHASE SERVICES

The conductor with the higher voltage to ground must be connected to the terminal on the right side. The high-leg conductor must be identified as required by the National Electric Code®. Meter sockets with the high-leg in the wrong position will not be energized. Incorrectly wired sockets will be subject to disconnection until wiring is corrected.

616 REMOVING KPU SEALS AND METERS

Disconnection of KPU metering equipment and cutting of seals is not allowed.

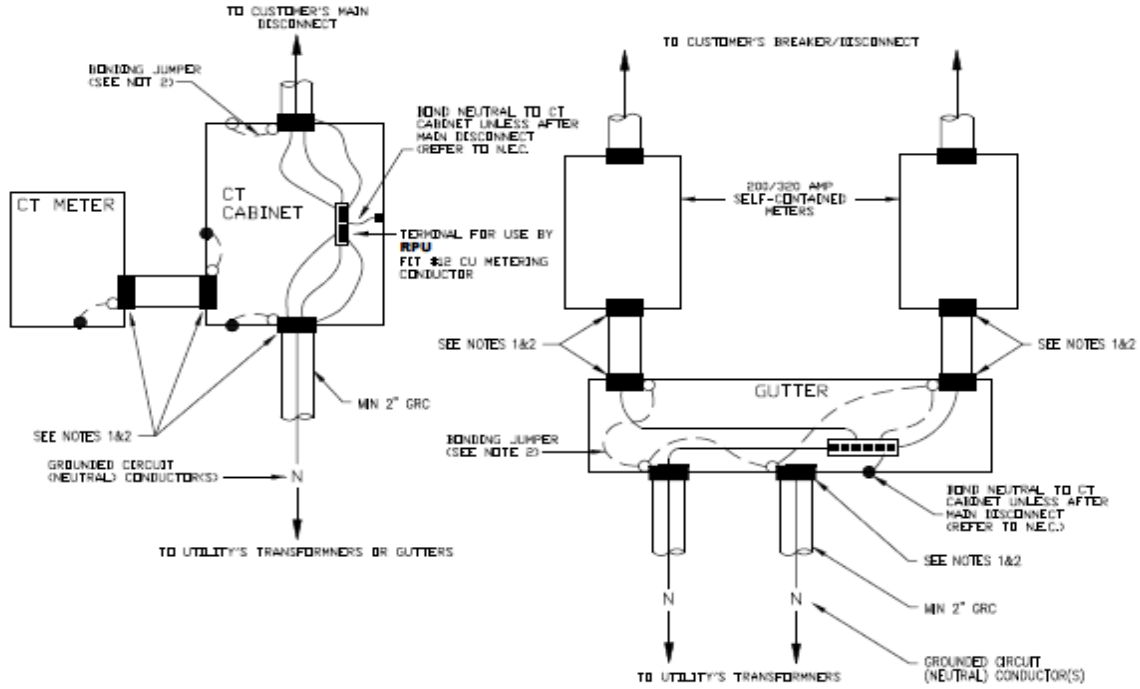
617 CUSTOMER GENERATION

Refer to Section 500 – Distributed Energy Resources for metering requirements pertaining to DER facilities interconnected to KPU's distribution system.

618 PROPER GROUNDING/BONDING OF METER SOCKETS & SERVICES

618.1 Proper Grounding/Bonding – Service equipment and enclosures may need to carry heavy fault currents in the event of a ground-fault. For this reason, it is imperative that meter sockets and conduits be adequately bonded to the neutral and to the ground. Bonding is to be done by threaded couplings and threaded bosses in a rigid metal conduit system where the joints will be made up wrench tight. Locknuts and bushings do not fulfill the requirement of bonding at service equipment. Grounding bushing (with bonding jumpers), bonding locknuts, threaded conduit hubs, or other means are approved (Refer to National Electric Code® Article 250). All metering conduits and sockets must be properly grounded. If PVC conduits are used, grounding conductors must be provided and installed by the customer or electrical contractor in accordance with the National Electric Code®. Electric services will not be connected if improperly grounded/bonded upon inspection. Refer to the Typical Grounding/Bonding for CT Cabinet and Gutter drawing below for additional details:

TYPICAL GROUNDING/BONDING FOR CT CABINET AND GUTTER



NOTES:

1. The metal conduit raceway (PVC is allowed on the load side of the meter socket or CT cabinet) shall be bonded to the neutral conductor by the use of a grounding bushing (with bonding jumper), bonding locknuts, threaded conduit hub.

2. When a grounding bushing is used, a bonding jumper shall be installed to connect with the bonded enclosure. The bonding jumpers shall be sized to meet NEC Table 250102(c)(1). Bonding to be completed by contractor.

SIZE OF LARGES SERVICE ENTRANCE CONDUCTOR OR EQUIVALENT AREA FOR PARALLEL CONDUCTORS		SIZE OF BONDING JUMPER CONDUCTOR
COPPER	ALUMINUM OR COPPER-CLAD ALUMINUM	COPPER
#1/0 or smaller	#3/0 or smaller	6
#2/0 or #3/0	#4/0 or 250 kcmil	4
Over #3/0 thru 350 kcmil	Over 250 kcmil thru 500 kcmil	2
Over 350 kcmil thru 600 kcmil	Over 500 kcmil thru 900 kcmil	#1/0
Over 600 kcmil thru 1100 kcmil	Over 900 kcmil thru 1750 kcmil	#2/0
Over 1100 kcmil	Over 1750 kcmil	#3/0 or 12 ½% of conductor kcmil, whichever is larger

3. All neutral conductors shale be terminated in CT cabinets and gutters to a common connection.

618.2 Neutral for 5 and 7 Terminal Sockets - A system neutral is required to each 5 and 7 terminal socket. Conductor should be sized in accordance with the National Electric Code®.

619 CUSTOMER DISCONNECT SWITCH

619.1 Location – Disconnect switches shall be installed in a location that meets the same requirements for location as those for electric meters (Refer to Section 602)

619.2 Residential Customers – Individual Customer disconnect switches shall be connected on the load side of the meter. No customer devices, e.g. surge suppressors, load management equipment, etc., may be installed on the line side of the meter.

619.3 Non-residential Customers – Each installation must have a separate securable disconnect, installed on the load side of the meter, and accessible to KPU at all times. If the building is a multi-tenant building, each non-residential customer must have a separate securable disconnect installed on the load side of the meter. The securable disconnect shall be labeled and mounted adjacent to the meter location.

620 SPECIAL SOCKETS

All special sockets, such as ganged meter sockets and free-standing metering pedestals, must have KPU Engineering approval prior to installation.

621 KPU OWNED EQUIPMENT

Any metering equipment furnished by KPU, such as meters, instrument transformers, relays, totalizers, test switches, etc., remain the property of KPU. If the equipment has to be removed or disconnected for any reasons, please call KPU so that the equipment can be picked up.

622 TEMPORARY REMOVAL OF CUSTOMER OWNED METER SOCKETS

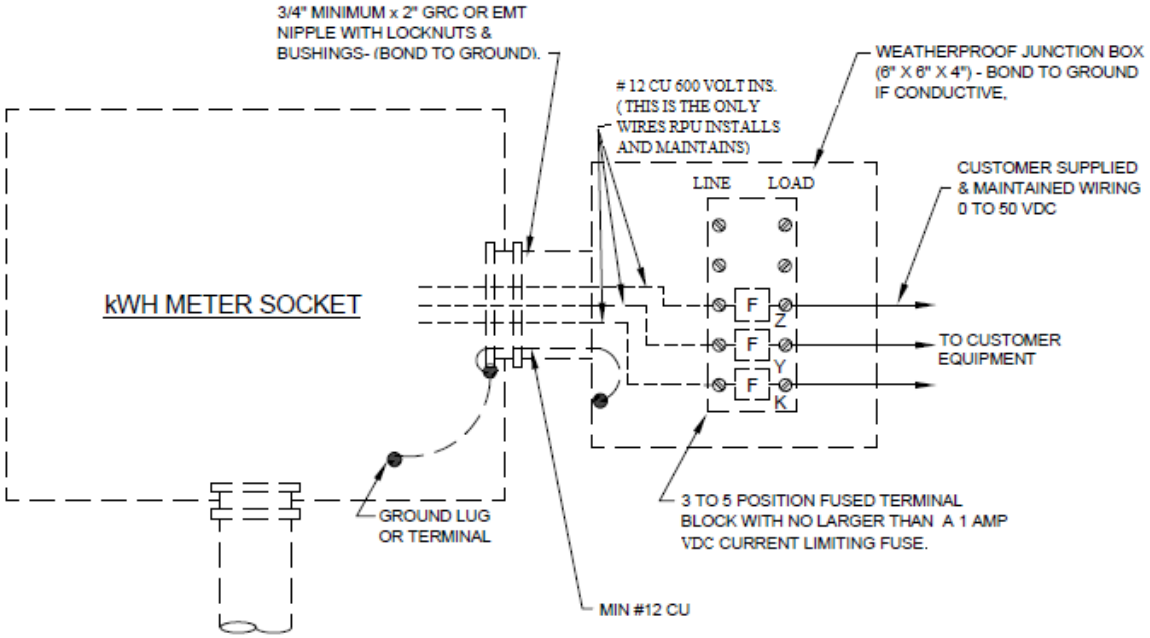
Any meter socket removal request will be at the discretion of KPU's personnel. Should KPU's personnel not be able to perform the work, it will be up to the customer to hire an electrician/contractor to perform the task. If at any time safety is a concern, KPU will have the service de-energized to perform the work. The customer/contractor shall contact KPU two (2) business days in advance to schedule the temporary removal of the meter socket for siding purposes.

623 PULSE INITIATING DEVICE

Upon the customer's request, the customer/contractor will install a pulse-initiating device on a customer's existing meter socket. To initiate a request for a pulse-initiating device, the customer shall contact KPU. The customer should submit, in writing, all technical information concerning the customer's load-monitoring equipment to KPU. KPU will determine what type of pulse and the amount of pulses available in a given time interval. The customer/contractor will install a weatherproof junction box, a 3 to 5 position fused terminal block, a 3/4-inch galvanized rigid conduit with ground wire from the meter socket to the weatherproof junction box. The customer will furnish, install and maintain all necessary equipment. This wiring will be in accordance with the requirements of the electrical code governing such installation with KPU stipulation that one-amp current limiting fuses be installed on the load side of the terminal block. KPU will then install pulse-initiating device and wiring from the meter socket to the

terminal block. Note: KPU's responsibility and liability ends at the line side of the terminal block. **KPU reserves the right to interrupt pulses at any time in order to test or change the meter and to change the pulse value whenever it becomes necessary to upgrade the metering equipment. Every effort will be made to notify the customer when it becomes necessary to interrupt pulses for equipment maintenance. The customer will be notified of any change to the pulse values.**

CUSTOMER CONNECTIONS FOR
PULSE-INITIATING DEVICE INSTALLATION



PULSE INITIATING DEVICE INSTALLATION

SECTION 700 – CUSTOMER UTILIZATION EQUIPMENT

The customer's service entrance and utilization equipment shall be installed in accordance with all local, state, and National Electrical Code® requirements. It is the intent of this section to provide the customer with recommendations concerning factors that can affect both KPU and the customer in the selection, installation, maintenance, and operation of the customer's utilization equipment. If concerns arise that are not covered in this section, please contact a KPU Electric Dept. Representitive for assistance.

701 PROTECTION OF CUSTOMER EQUIPMENT

701.1 General – The customer is advised to provide adequate protection against the effects of outages or voltage spikes in accordance with the National Electric Code® or other pertinent sources of information for all types of motors and other equipment. Equipment that should be protected includes, but is not limited to:

(1) Motors

(2) Computers

(3) Electronic Equipment

(4) Equipment in which computers or electronics form an integral operating part

701.2 Protection Conditions – Equipment should be protected under all conditions, including:

(1) Overload

(2) Voltage Loss

(3) High or low voltage

(4) Phase loss (e.g. single phasing on polyphase motors)

(5) Re-establishment of service after any of the foregoing

(6) Phase reversal

(7) Motors that cannot be subjected to full voltage on starting

(8) Harmonics or wave form irregularities

701.3 Failure to Protect – Failure to provide such protection may result in needless damage to equipment and the expense of delay and repair.

701.4 Sensitive Electronics – Sensitive electronics, such as microprocessor-based home electronics and business computers, are susceptible to damage due

to voltage spikes or surges. Before any microprocessor-based electronics are installed:

(1) Wiring practices that meet manufacturer specifications need to be assured (e.g. proper grounding and dedicated circuits are important)

(2) Consideration should be given to installation of transient voltage surge suppression

a) At the main service entrance

b) At the point of use

(3) An uninterrupted power supply (battery backup) should be considered if a momentary voltage dip or outage would cause loss of data

702 MOTOR STARTING CURRENTS

702.1 General – Typically, all motors require a starting current substantially greater than their normal running current. Where starting currents are excessive, an abnormal drop in supply voltage will result. In order to minimize the unfavorable effects of such voltage drops, it is essential that the customer's motors do not exceed the allowable starting characteristics as shown in Table 430-251(A and B) of the National Electric Code®.

NOTE: Customers planning to install any motor larger than 5 HP single phase or 25 HP three phase, must contact KPU Engineering. Motor installations that cause power quality problems for other customers shall be corrected at the owner's expense.

702.2 Voltage Flicker – KPU uses IEEE Standard 141 (IEEE Red Book) as a guideline for the level of allowable flicker. Customers are not allowed to start any load on KPU's system that produces unacceptable levels of flicker which affect other customers. Customers are responsible for correcting unacceptable flicker problems in a timely manner when notified by KPU.

703 POWER FACTOR

703.1 Requirements – In order to improve the efficiency of KPU's distribution system, the customer's utilization equipment shall maintain an average power factor as close to unity as possible.

703.2 Penalties – Some of KPU's rate schedules include a demand charge and a penalty for an average power factor that is less than 95%. Details of the method of billing for such customers can be obtained from an KPU Utility Billing Specialist. For new services, it is suggested that the customer's utilization equipment be designed for operation at high power factor or with capacitors that are switched on and off with the equipment. Refer to Section 1109, Table 11.1 for correcting customer's power factor.

703.3 Calculation – KPU will calculate the power factor of customers in designed rate classes by the power factor calculated and displayed by the utility's revenue grade meter.

704 FAULT CURRENTS

The customer's service equipment and other devices shall be adequate to withstand and interrupt the maximum available fault current. For single-family residences with service equipment rated 200 amperes maximum and 120/240 volts, single phase, equipment shall have a minimum interrupting rate of 10,000 amperes symmetrical and other equipment shall be braced to withstand that minimum value. Refer to Section 1003 for more information.

705 WIRING ADEQUACY

The National Electrical Code® (NFPA No. 70) specifies the adequacy of wiring with respect to safety; however, such installations may not be efficient or adequate for future expansion of electrical use.

706 CUSTOMER-OWNED GENERATING EQUIPMENT

Unless authorized by written agreement, electric generating equipment installed by the Customer shall not be interconnected or operated in parallel with KPU's distribution system. The customer shall own, install, operate, and maintain electrical interlocking equipment which will prevent parallel operation and such equipment shall be approved by KPU prior to installation.

706.1 Distributed Energy Resources (DER) – For generation and storage systems designed to operate in parallel with KPU's distribution system, refer to Section 500 for requirements governing this type of installation.

707 CUSTOMER'S OBLIGATIONS

707.1 Increased Load – In the event the customer desires to increase load materially, such as adding electric heat, increased motor loads, EV chargers, etc., they shall give KPU sufficient advance notice, so that KPU may provide added facilities if necessary. If the customer fails to notify KPU and KPU's equipment is damaged as a result of such increased load, the customer shall reimburse and make payment to KPU for all such damages.

707.2 Balancing of Load – Except in the case of three-phase, four-wire delta services, the current unbalance in three-phase services shall not exceed 10 percent of the current that would be required at maximum load under balanced conditions.

707.3 Total Harmonic Distortion (THD) Requirements

(1) Nonlinear Load – The application of any nonlinear load by the customer (e.g. static power converters, arc furnaces, adjustable speed drive systems, etc.) shall not cause voltage and/or current Total Harmonic Distortion (THD) levels greater than industry accepted levels on KPU's electric system at the point of power delivery to the customer's facility (Refer to IEEE Standard 519)

(2) Nonlinear Load Disclosure – the customer shall disclose to KPU all nonlinear loads prior to connection. KPU may test the customer's load to determine the THD levels

(3) Nonlinear Load Responsibilities – It shall be the responsibility of the customer to assure that the THD requirements are met, including the purchase of necessary filtering equipment. Any load found not in compliance with this policy shall be corrected immediately by the customer at the customer's expense. If not corrected, KPU may disconnect service to the customer's facility

(4) Nonlinear Load Damages – The customer shall be liable for all damages, losses, claims, costs, expenses and liabilities of any kind or nature arising out of, caused by, or in any way connected with the application by the customer of any nonlinear load operating with maximum THD levels in excess of the values stated in Section 707.3(1) above. The customer shall hold harmless and indemnify KPU from and against any claims, losses, costs of investigation, expenses, reasonable attorney's fees, damages and liabilities of any kind or nature arising out of, caused by, or in any way connected with the application by the customer of any nonlinear load operating with maximum THD levels in excess of the values stated in Section 707.3(1) above

SECTION 800 – OVERHEAD SECONDARY SERVICES

KPU will supply overhead secondary service (600 volts or less) only if any and all reasonable underground options are unavailable as determined by KPU, in areas where overhead facilities are available, at the voltages and under the conditions specified in other sections of this publication. The service entrance location will be specified by KPU. This section includes information on distribution transformer size, overhead service drop, and connections to the customer's premises or equipment. Metering and customer equipment requirements are covered in other sections of this publication. The requirements of this section apply to all residential, commercial, and industrial customers.

801 MAXIMUM TRANSFORMER SIZE

801.1 Maximum Size – The maximum standard overhead transformer size installed by KPU will be either one 50 kVA transformer for a single-phase application or three 15 kVA transformers for multiphase applications. If a larger transformer size is required for a particular application, it shall be a pad-mounted type.

801.2 Number of Secondary Services – One (1) or more secondary services may be supplied from a transformer; the number of services from a transformer shall be determined by KPU depending upon the application.

802 SERVICE DROP CONDUCTORS

802.1 New Services – The service drop for new services will be a twisted wire triplex (3 wires) or quadruplex (4 wires) configuration from the distribution system to the point of attachment on the customer's premises.

802.2 Existing Services – The service drop may either be a twisted wire or open wire configuration. If necessary for various reasons, KPU may change a service from an open wire to a twisted wire configuration.

803 CLEARANCES

803.1 Required Clearances (Roofs, Balconies & Windows/Doors) – The service drop must be so located that the minimum clearance as specified in the latest editions of the National Electrical Code® and the National Electric Safety Code® are maintained. Illustration drawings of the clearances required are shown in Section 1200, Exhibits 4, 4.1, and 4.2. Please contact KPU's Engineering Department if there are any questions about the clearances depicted. KPU will not energize an electric service with an observed clearance violation.

803.2 Required Clearances (Patios, Pools & Hot Tubs) – Service drop conductors must be located so that the minimum clearance as specified in the latest editions of the National Electrical Code® and the National Electric Safety

Code® are maintained. Illustration drawings of the clearances required are shown in Section 1200, Exhibits 4.3, 4.4 and 4.5. Please contact KPU's Engineering Department if there are any questions about the clearances depicted. KPU will not energize an electric service with an observed clearance violation.

804 POINT OF ATTACHMENT

804.1 Buildings – A solid point of attachment for supporting the service drop on the building shall be provided by the customer at a point which will comply with previously stated clearances in Section 803. Where the required heights and clearances cannot be maintained by a point of attachment on the building, the customer shall provide a service mast which is of a permanent nature and of sufficient strength to support the service drop at the required minimum clearance. Illustration drawings of the attachment clearances and service mast installations are shown in Section 1200, Exhibits 6 and 6.1. In such an installation, 2-inch or larger galvanized iron conduit or 3-inch or larger rigid aluminum conduit shall be used. KPU reserves the right to decline to connect its service drop to an extension support, which, in its judgment, constitutes a hazard to life or property.

805 SERVICE ENTRANCE

805.1 Location – The customer's service entrance wiring shall terminate at a point so located that the service drop from the supply lines will not interfere with windows, doors, awnings, drainpipes, or other parts of the building or other obstructions so that only one bracket is required.

805.2 Customer's Responsibility – Customer's portion of the service entrance shall consist of the point of attachment (house knob, service mast and guy wires), conduit from the meter socket, a weather head, and wire. Tails shall be left on the customer's service wires extending a minimum of three (3) feet beyond the weather head. The neutral wire shall be identified and shall be continuous (no cut) from the weather head to the entrance switch (unless otherwise approved by KPU).

SECTION 900 – UNDERGROUND SERVICES

901 NEW RESIDENTIAL DEVELOPMENTS

901.1 Point of Delivery – KPU will designate a point of delivery for the connection of the customer's secondary underground service. The point of delivery may be the secondary terminals of a pad-mounted transformer, service pedestal, or secondary vault. In general, KPU will install, own, operate, and maintain all facilities on the source side of the point of delivery, including the junction cabinet and connections; the customer will install, own, operate, and maintain all secondary cables, conduit, and related service equipment specified in other sections of this publication on the load side of the point of delivery.

901.2 Point of Delivery Location – Points of delivery will be located within KPU's easement area along or near a front or rear property line unless it is necessary or desirable to designate locations which are closer to the metering point(s). In such cases, the customer will be charged for the installed cost of any additional lengths of underground distribution cable and conduit from the property line to the point of delivery. Such charges shall be in addition to any other charges specified herein.

901.3 Responsibilities – Additional information regarding KPU and customer responsibilities for URD installations is provided in Section 1200, Exhibit 9.

902 RESIDENTIAL UNDERGROUNDING IN OVERHEAD AREAS

902.1 Customer Initiated – Customers residing in residential zones presently served by overhead lines may request underground electric service. Customers intending to relocate, upgrade, or replace an existing overhead service are required to convert to underground service. In either situation, the customer shall own, operate, and maintain the facilities specified in Section 901 above. KPU will provide 1/0 or 4/0 URD triplex at the electrician's request.

902.2 Additional Customer Responsibilities – Customers replacing an existing overhead service with an underground service will install the service conductors to an KPU installed secondary pedestal. The location of the pedestal will be determined by KPU. The customer should contact KPU's Engineering Department for more details prior to proceeding.

903 UNDERGROUND SERVICE TO COMMERCIAL & INDUSTRIAL CUSTOMERS

903.1 Where Required – KPU requires the underground installation of primary and secondary distribution service to new commercial and industrial structures.

903.2 Point of Delivery – KPU will designate a point of delivery for the connection of the customer's secondary underground service lateral. The point of delivery will normally be the secondary terminals of a pad-mounted transformer placed at a mutually agreeable location on the customer's property, as close as practicable to the metering point.

903.3 KPU Owned Material – KPU will install, own, operate, and maintain the primary underground cable, the distribution transformer, and the secondary connections at the distribution transformer.

903.4 Conduit Required (KPU Underground Facilities) – If underground primary distribution facilities are located on the customer's property, the customer or their electrical contractor shall provide the conduit from a designated point of interconnection to the distribution transformer.

903.5 Conduit Required (KPU Overhead Facilities) – If overhead main distribution facilities are located on or adjacent to the customer's property, the customer shall provide conduit from the riser pole, including the long sweep elbows, to the pad-mounted distribution transformer. Refer to Section 1200, Exhibit 8 for details.

903.6 Concrete Transformer Pad – The customer shall install, own and maintain a concrete transformer pad constructed to KPU specifications.

(1) If the transformer is located in an area subject to physical damage (e.g. from vehicular traffic), KPU will require the customer to furnish and install an approved means of protection (such as bollards)

(2) The customer will be required to construct or position the concrete transformer pad in such a way to avoid other types of transformer damage, such as corrosion resulting from snow-melt chemicals

903.7 Customer Owned Material – The customer shall install, own, and maintain all secondary cables, conduits, and cabinets from the transformer or secondary pedestal to the building service entrance.

(1) Secondary Bus Duct – KPU must approve the design of all secondary bus duct and cable bus designs. The installation may be inspected by KPU and the secondary connections to the transformer and the transformer side of the connection cabinet will be made by KPU

(2) Customer Coordination – It is the customer's responsibility to coordinate with and provide the necessary information to KPU to assure that adequate connections are made at the secondary terminals of the transformer

903.8 Metering – KPU will furnish and install the meter set in accordance with the requirements of Section 600.

903.9 Maximum Secondary Connections – The maximum number of secondary connections available shall be:

(1) Single Phase: Six (6) 350 MCM conductors per phase

(2) Three Phase:

TRANSFORMER SIZE	# OF CONDUCTORS PER PHASE
45 KVA	3
75 KVA to 500kVA	6
750kVA to 2500kVA	10

(3) The maximum size secondary conductor to be installed in a 3-phase transformer is 500 MCM. Conductors may be aluminum or copper and parallel conductors shall be of identical wire size

Exception: Where the customer's NEC ® service ampacity requirement (as determined by others) exceeds the maximum allowable cable quantity shown above for 500 MCM copper conductors at 90°C temperature rating, contact KPU's Engineering Department for assistance.

(4) Any service requiring more conductors per phase than listed above must utilize a customer provided secondary connection cabinet complying with the requirements of Section 904

903.10 Manhole Secondary Connections – Secondary cables installed in an KPU manhole must be copper conductor.

904 SECONDARY CONNECTION CABINETS

904.1 General – Where secondary connection cabinets are necessary, the following requirements apply:

(1) Cabinet assemblies will be suitable for the installation and comply with all KPU and National Electric Code® requirements

(2) Cabinets shall be constructed with provisions for bar-type or donut-type current transformers

(3) Conduits from service equipment to the connection cabinet and from the transformer to connection cabinet will be furnished and installed by electrical contractor as concrete pads are being formed and poured. Conduit systems shall meet KPU requirements. Above-grade raceway from the transformer to the connection cabinet is not allowed.

904.2 Clearance Requirements – Secondary connection cabinets must be installed such that the minimum clearance requirements for pad-mounted transformers specified in Section 1200, Exhibit 7 are maintained.

904.3 Inspections – During the required transformer pad inspection, if the secondary connection cabinet is found to be in violation of the minimum required pad-mount transformer clearances, the inspection will be marked as 'FAILED'. The contractor will need to correct the observed deficiencies and submit a new form for inspection.

905 TRANSFORMER CLEARANCES

Where pad-mounted transformers are installed, the minimum clearances specified and shown in Section 1200, Exhibit 7 must be maintained. Fences, shrubbery, manholes, junction boxes, and trees may be installed by the customer if the specified clearances are maintained, grade is not altered, and the underground cable is not endangered.

906 OTHER PAD-MOUNTED EQUIPMENT CLEARANCES

Where pad-mounted equipment such as capacitor banks, switchgear, or primary metering cabinets are installed, the following minimum clearances shall be provided:

(1) Ten (10) feet in front of the access doors

(2) Three (3) feet from the sides and/or back of the equipment

The above minimum clearances must be at the same grade as the equipment.

907 WINTER INSTALLATION

The customer shall be required to pay a per foot additional fee for underground cable installation, at the customer's request, after frost has been established in the ground to an average depth of 6 inches or more. The amount of the frost fee depends on the depth of the frost. KPU may require that the estimated frost charges be paid in advance of performing work.

908 INSTALLATIONS IN UNSUITABLE SOILS

The customer shall be required to pay an additional fee if unsuitable backfill material is encountered during the installation of KPU's facilities. The fee will be

based on the cubic feet of unsuitable backfill material encountered by KPU or our contractor during installation. KPU may require that the customer pay an estimated fee prior to performing the work.

909 TOTAL UNDERGROUNDING

KPU does not install underground vaults, manholes, or submersible transformers on customer property. If the presence of permanent structures up to the property lines, or other conditions, precludes the installation of pad-mounted equipment on the customer's property, primary service will normally be provided.

SECTION 1000 – TRANSFORMERS AND TRANSFORMER DATA

1001 TRANSFORMERS

1001.1 Ownership – Necessary transformers will be installed and maintained by KPU in accordance with its established Rate Schedules and Electric Service Rules and Regulations.

1001.2 Requirements – KPU will not furnish transformers unless they are of standard size and voltage as established by KPU. The customer shall notify KPU in advance of any change in the customer's load requirements that may affect the installed transformer capacity.

1002 GROUNDING

1002.1 Grounded System – All service systems that operate below 600 volts contain a grounded neutral or a grounded phase conductor used as a circuit conductor in the system. The grounded neutral or grounded phase conductor is grounded at the supply transformer and will be run from the transformer bank to the meter socket and to each service disconnection means in accordance with National Electric Code® Article 250.24(B), or as may be amended.

1002.2 Ungrounded System – Customers requiring an ungrounded service for operation of a ground detection system, or for other operations permitted by the National Electric Safety Code®, shall submit an exception request detailing the special circumstances necessitating the request. In addition, the customer shall state in the exception request that he is aware of and accepts the increased risk to personal safety associated with an ungrounded service. When supplying an ungrounded service results in an additional cost to KPU, the additional cost may be passed on to the customer.

1003 SPECIAL RULES

1003.1 Customer Furnished Equipment – When a customer is furnished primary service by KPU and installs transformers or other equipment, in accordance with the applicable KPU rate schedule and Electric Service Rules & Regulations, KPU accepts no responsibility for maintaining or replacing the customer's transformers or other equipment if damaged or destroyed.

1003.2 Required Clearances – The customer shall provide a minimum of ten (10) feet of level clearance on the door side(s) of pad-mounted transformers for hot-stick operation and ten (10) feet level clearance on the door side(s) of pad-mounted primary metering cabinets for instrument transformer maintenance. KPU reserves the right to remove obstructions such as fences, landscaping, decorative bushes, etc. at any time and shall not be held liable for restoration of, or any costs associated with removal of said obstructions.
Additional clearance requirements are located in Section 1200, Exhibit 7.

1003.3 Easements and Right of Way Obstructions – Fences, trees, landscaping, gardens, etc. located in an easement or right of way will be removed at any time deemed necessary by KPU to maintain electrical equipment, lines, etc. City Ordinance prohibits the installation of fences or any customer owned property located on or in a right of way or utility easement. The City of Kasson or its employees, contractors, etc. will not be held physically or financially liable for removal of obstructions. All efforts to provide notice of removal will be made in a reasonable timeframe to allow removal by the customer. Emergency situations will necessitate little to no notice to customers.

1004 FAULT CURRENT

1004.1 Intention – It is KPU's intent to address the customer's need for information concerning fault current and transformer protective device requirements pertaining to new construction, rewiring, or additional load. Refer to the current edition of the National Electric Code®, Article 110.9 Interrupting Rating and Article 110.16 Arc Flash Hazard Warning, or as may be amended.

1004.2 Tables – Tables 10.1 through 10.3 in this Section show the maximum available RMS symmetrical fault current that may be expected at the secondary terminals of distribution transformers. Each fault current value listed in the tables is based on the percent impedance value of the transformer that might be set initially or as a replacement. No primary source or secondary line impedance has been included since it is generally relatively small, may change, and cannot be accurately forecasted.

Note: Because an overloaded transformer is typically replaced with the next larger standard size transformer, and an under-loaded transformer may be replaced with the next smaller standard size transformer, the customer shall use this range of transformers to perform their analysis and select equipment such as fuse or circuit breakers and service entrance bus bar bracing. When selecting the fault current interrupting rating of the customer protection devices, the customer should also take into account the minimum size transformer that would be required to serve the load rating of the customer main protection device.

1004.3 Variability – Due to the variability of the transformer and electric distribution system characteristics, these tables should be used as a general guideline and shall not be used as a design tool to replace engineering that may be required by the Code Authorities having jurisdiction. Customers or contractors requiring specific fault current calculations should consult a registered professional engineer of their choice.

Note 1: All installations served from a single-phase pad-mount transformer should as a minimum use the calculations based on the installation of a 37.5 kVA transformer.

Note 2: All temporary construction meter installations may use the actual transformer size.

1005 ARC FLASH

1005.1 Intention – It is KPU's intent to address the customer's need for information concerning arc flash data requests as follows:

(1) For secondary voltage services, KPU will provide upon request from the customer:

a) Transformer size, primary voltage, secondary voltage and typical transformer percent impedance

b) Transformer primary fuse information and size type

c) Calculated symmetrical bolted three-phase fault current, bolted single-line ground fault current, and calculated system impedance (R and X) at the high side of the transformer

d) The upstream protective device information nearest the service point. This information will include the device model, rating and applicable settings

(2) For primary voltage services, KPU will provide upon request from the customer:

(3) Calculated symmetrical bolted three-phase fault current, bolted single-line ground fault current and calculated system impedance (R and X) at the service point

(4) The upstream protective device information nearest the service point. This information will include the device model, rating and applicable settings

1005.2 Calculations – Fault current calculations are based upon the distribution system configuration at the time of the calculations. KPU does not provide minimum fault current information or associated protective device clearing times.

1005.3 Use of Data – It is understood that this data is to be used for arc flash calculations. Parties using this data must understand that it may change due to various reasons. KPU will not notify the customer when such changes occur.

1005.4 Table Data – Tables 10.1 through 10.3 in this Section are only intended to provide the basic information necessary for secondary service customers to make their own internal system fault current and basic arc flash calculations. Primary service customers will still need to consult with KPU's Engineering Department to obtain fault current and protective device information for their service locations.

Note: As a safety measure, KPU recommends that when customers are performing maintenance work on or near exposed electrical equipment that their electrical system be de-energized whenever possible.

Table 10.1 Single Phase Underground

SINGLE-PHASE PADMOUNT TRANSFORMERS EXPECTED SINGLE-PHASE FAULT CURRENTS (IN RMS AMPS) AT THE SECONDARY TERMINALS						
					PROTECTIVE DEVICE, OVERHEAD FUSE	
TRAN	TRAN	TRAN	TRAN	Fault Current	**7960V PRIMARY**	
KVA	%Z	%R	%X	240V Secondary	BAY-O-NET	Amps
5	1.00	0.39	0.92	2,085	4000358C05	8
15	1.00	0.39	0.92	6,250	4000358C05	8
25	1.00	0.32	0.95	10,420	4000358C08	15
37.5	1.00	0.25	0.97	15,630	4000358C08	15
50	1.10	0.57	0.94	18,940	4000358C08	15
75	1.10	0.38	1.03	28,410	4000358C10	25
100	1.10	0.34	1.05	37,880	4000358C10	25
167	1.20	0.34	1.05	57,990	4000358C12	50
					PROTECTIVE DEVICE, OVERHEAD FUSE	
TRAN	TRAN	TRAN	TRAN	Fault Current	**7960V PRIMARY**	
KVA	%Z	%R	%X	480V Secondary	BAY-O-NET	Amps
15	1.1	0.39	1.03	2,840	4000358C05	8
Note: BAY-O-NET fuse is a COOPER/EATON or equivalent						

Table 10.2 Single Phase Overhead

SINGLE-PHASE OVERHEAD TRANSFORMERS EXPECTED SINGLE-PHASE FAULT CURRENTS (IN RMS AMPS) AT THE SECONDARY TERMINALS										
									PROTECTIVE DEVICE, OVERHEAD FUSE	
TRAN	TRAN	TRAN	TRAN	Fault Current	TRAN	TRAN	TRAN	Fault Current	**7960V PRIMARY**	
KVA	%Z	%R	%X	240V Secondary	%Z	%R	%X	120V Secondary	Typical	Limited Use
10	1.20	0.35	1.15	3,470	1.48	0.53	1.38	5,630	1.5X	6 ELF
15	1.20	0.66	1.00	5,210	1.56	0.99	1.20	8,010	2X	6 ELF
25	1.20	0.50	1.09	8,680	1.51	0.75	1.31	13,800	3.5X	6 ELF
37.5	1.20	0.39	1.13	13,020	1.48	0.59	1.36	21,110	5.5X	8 ELF
50	1.20	0.43	1.12	17,360	1.49	0.65	1.34	27,960	7X	12 ELF
75	1.20	0.17	1.19	26,040	1.45	0.26	1.43	43,100	10X	18 ELF
167	1.20	0.17	1.19	57,990	1.45	0.26	1.43	95,980	25KS	18 ELF

Table 10.3: Three Phase Pad-mount Transformers

THREE-PHASE PADMOUNT TRANSFORMERS EXPECTED THREE-PHASE FAULT CURRENTS (IN RMS AMPS) AT THE SECONDARY TERMINALS									
						TRANSFORMER PROTECTIVE DATA			
TRAN	TRAN	TRAN	TRAN	Fault Current	Fault Current	Current Limiting	Size	BAY-O-NET	Size
KVA	%Z	%R	%X	120/208V Secondary	277/480V Secondary	Cooper/Eaton or Equivalent	Amps	Cooper/Eaton or Equivalent	Amps
45	1.3	1.04	0.78	9,600	N/A	CBUC08030C100	30	4000358C05	8
75	1.3	0.7	1.10	16,000	6,900	CBUC08080C100	80	4000358C08	15
112.5	1.4	0.49	1.31	22,300	9,700	CBUC08080C100	80	4000358C08	15
150	1.4	0.35	1.36	29,700	12,900	CBUC08080C100	80	4000358C08	15
225	1.4	0.43	1.33	44,600	19,300	CBUC08100C100	100	4000358C10	25
300	1.4	0.48	1.32	59,500	25,800	CBUC08125C100	125	4000358C10	25
500	1.6	0.40	1.55	86,700	37,600	CBUC08150D100	150	4000358C12	50
750	4.5	0.39	4.48	46,300	20,000	CBUC08250D100	250	4000358C14	65
1,000	5.1	0.32	5.09	54,400	23,600	CBUC08150D100	150	4038361C03CB	135
1,500	5.1	0.36	5.09	N/A	35,400	CBUC08150D100	150	4038361C03CB	135
2,000	5.1	0.43	5.08	N/A	47,200	CBUC08165D100	165	4038361C04CB	165
2,500	5.1	0.33	5.09	N/A	59,000	CBUC08250D100	250	4038361C05CB	185

SECTION 1100 – SUPPLEMENTAL INFORMATION

1101 USE OF SERVICE

1101.1 Purpose – Electric service may be used only for the purposes set forth in the respective rate schedules. KPU is in the business of providing retail electricity to the ultimate consumer. Electricity is supplied for use by customer's household or business, and outside sale of such service is not permitted. KPU permits redistribution and sub-metering where allowed by law, but a landlord may not charge the tenants more than the landlord is charged by KPU.

1101.2 Arrangement – The electric service equipment and associated building wiring of buildings must be arranged by the owner to facilitate individual metering of the electrical consumption of each building and occupancy unit. (Minnesota Statute Section 326B.106 Subd.12 requires separate metering on most residential units). If desired by the owner, KPU will install and maintain necessary individual KPU meters to measure consumption and tender bills on the applicable rate schedules to each customer and separately occupied buildings and occupancy units. Installation and maintenance of individual KPU meters by KPU shall not relieve the owner or landlord of responsibility for electrical service equipment and associated building wiring, nor shall it relieve the owner or landlord of responsibility to notify KPU of a single-metered residential building.

1101.3 Metering – Electric service in a single-metered residential building, as defined pursuant to Minn. Stat. 504B.215, shall be billed to the landlord/building owner except when a de minimis exception exists. A de minimis exception to the determination that a building is a single-metered residential building exists if electrical service used in a common area but measured by an individual tenant's meter does not exceed an aggregate 1,752 kilowatt hours per year. The landlord shall bear the burden and cost associated with proving an exception. (Minnesota Statute 504B.215 Subd. 2 requires the landlord of a single-metered residential building shall be the bill payer responsible, and shall be the customer of record contracting with the utility, and requires the landlord to advise the utility of the existence of a single-metered residential building). Except where a de minimis exception applies, a single metered residential building includes the following situations: "shared meter" in which a utility meter measures service provided to a tenant's dwelling and also measures such service to areas outside that dwelling; or "mixed wiring" in which electric outlets, fixtures or devices outside the individual unit are included on an individual meter; or "mixed plumbing" when related to electric utility service such as when an electric water heater serves more than one individual unit. KPU shall respond to a tenant customer's request for a shared meter investigation within ten (10) business

days. KPU's investigation shall consider whether a de minimis exception applies.

1101.4 De Minimis – The following may be representative de minimis exception examples:

(1) Common area lighting fixtures up to two (2) 100-watt light bulbs operating 24 hours/day, seven days per week
(2) Common area outlets without constant motor loads, such as an outlet in a hallway used for housekeeping
(3) Common area garage door opener for non-commercial use.
(4) Mixed wiring with another tenant unit
(5) Laundry appliances accessible by multiple tenants
(6) Common area lighting fixtures exceeding two (2) 100-watt light bulbs operating 24 hours/day, seven days per week usage

A landlord seeking to prove a de minimis exception shall do so by providing evidence establishing by actual measurement that the usage does not exceed 1,752 kilowatt hours per year. Where such actual measurement is not possible the landlord shall present written documentation from a licensed tradesperson or housing inspector that this usage is not likely to exceed 1,752 kilowatt hours per year. Such evidence must be presented prior to, during, or within 30 days of the conclusion of a shared meter investigation.

1101.5 Adjustments – Upon discovery of a single-metered residential building, as defined pursuant to Minnesota. Statute Section 504B.215, whether shared metering, mixed wiring or mixed plumbing in which individual metered service had been established and billed, KPU shall, within thirty (30) business days, recognize and make adjustments to its records to reflect that the landlord/building owner is the bill payer responsible and customer of record. KPU shall make adjustments to the tenants and landlord/building owners account based on Minnesota State Statute and KPUs standard practices. Additionally, the tenant or landlord/building owner may seek additional adjustment of charges or challenge KPU's finding of a shared meter situation by filing a complaint with the Minnesota Public Utilities Commission, or by court action. Upon request, KPU will provide to the tenant available billing history in relation to such additional actions. The Minnesota Public Utilities Commission has determined that regardless of how or by whom an investigation is initiated leading to utility account adjustments, credits and/or refunds as herein described, the investigation and any resulting adjustments, credits and/or refunds shall implicate the protections of Minnesota Statute Sections 504B.285 Subds. 2 and 3, and 504B.441.

In the event the landlord/building owner denies access to the building or fails to cooperate with an investigation to determine whether a single-metered residential building exists, as defined pursuant to Minnesota Statute Section

504B.215, the building shall be presumed to be a single-metered residential building as defined pursuant to Minnesota Statute Section 504B.215, and the landlord/building owner shall be the bill payer responsible and customer of record. KPU shall make adjustments to the tenants and landlord/building owners account based on Minnesota State Statute and KPU's standard practices. Additionally, the tenant or landlord/building owner may seek additional adjustment of charges or challenge KPU's finding of a shared meter situation by filing a complaint with the Minnesota Public Utilities Commission, or by court action. The Minnesota Public Utilities Commission has determined that regardless of how or by whom an investigation is initiated leading to utility account adjustments, credits and/or refunds as herein described, the investigation and any resulting adjustments, credits and/or refunds shall implicate the protections of Minnesota Statute Sections 504B.285 subds.2 and 3, and 504B.441.

1101.6 Service Re-establishment – In order to reestablish individual metered service for the individual tenant units, the landlord/building owner shall be required to provide certification of a licensed electrician that the building has been inspected sufficiently to determine that all instances of mixed wiring, shared metering and mixed plumbing have been eliminated or that the building qualifies for a de minimis exception, as shown by actual measurement or by certification by a licensed tradesperson or housing inspector. Additionally, the building owner may be required by KPU to post a deposit equal to the expected charges for up to two months of usage for electric service to the building.

KPU shall have the right to verify the certification at the landlord/building owner's expense prior to establishing metered service for individual units. Such verification shall not relieve the landlord/building owner of its responsibility to be the bill payer and customer of record of a single-metered residential building as defined pursuant to Minnesota Statute Section 504B.215.

1101.7 MN PUC Petition – In the event of discovery of a single-metered residential service, as defined pursuant to Minnesota Statute Section 504B.215, after previous certification to reestablish individual metered service for tenants, in addition to the above adjustments, the building shall be ineligible for individual metered service for tenants without petition to the Minnesota Public Utilities Commission by the landlord/building owner and a showing by the building owner by clear and convincing evidence justifying the reestablishment of individual metered service for tenants. Additionally, the MPUC may require consent of the building's tenants in determining that reestablishment of the individual metered service for tenants is appropriate.

1101.8 Series Metering – KPU will not install, operate, maintain, or acquire any series metering system. KPU may, however, require series subtractive

metering for its own purposes to measure consumption and render bills for electric energy not otherwise measured.

1101.9 Service Arrangement – Electricity is normally supplied to each separate customer through a single service and meter. KPU does not engage in the practice of doing interior wiring on customer's premises except for the installation and maintenance of its own property. The customer may combine the supply of electricity through one meter and one service to two or more buildings or occupancy units if they are located on the same or contiguous parcels of property and occupied by the same customer, solely for customer's own use. If separate buildings are occupied in whole or part by tenants of the customer, then each tenant occupied building, or area, or occupancy unit must be segregated from other loads of the customer and metered by KPU.

1101.10 Legacy Arrangement – If more than one building with tenants, or portions of more than one building with tenants, are served through one meter, this practice may continue until such time as material structural changes are made that will result in major modifications to the customer's service entrance equipment. If such modifications do occur, provisions must be made to allow for individual KPU metering of each tenant occupied building, or area, or occupancy unit. While the single meter service continues, the bill for the buildings will be computed as though each building used an equal portion of the total metered service and was separately billed.

1101.11 Customer Responsibility – All wiring and equipment on customer's side of the point of delivery, except metering equipment, will be furnished, installed, and maintained at the customer's expense in a manner approved by the public authorities having jurisdiction over the same. Customer will protect all electrical equipment and systems with devices that conform to the industry accepted standard for the various classes of electrical equipment and systems to prevent fire or damage to equipment from electrical disturbances or fault occurring in the customer's system or in the supplying system. The "industry accepted standard" will be as required in the National Electrical Code and such additional devices as are prescribed by any public authority with jurisdiction over the installation of electrical facilities.

1101.12 Inspections – Any inspection of a customer's wiring and equipment by KPU is for the purpose of avoiding unnecessary interruptions of service to its customers or damage to its property, and for no other purpose, and will not be construed to impose any liability upon KPU to a customer or any other person by reason thereof. In addition, KPU will not be liable or responsible for any loss, injury, or damage that may result from the use of or defects in a customer's wiring or equipment.

KPU may, however, at any time require a customer to make such changes in customer's electrical or non-electrical property or use thereof as may be necessary to eliminate any hazardous condition or any adverse effect which the operation of the customer's property or equipment may have on said customer, other customers of KPU, the public, or KPU's employees, equipment or service. In lieu of changes by the customer, KPU may require reimbursement from the customer for the cost incurred by KPU in alleviating an adverse effect on KPU's facilities caused by the customer's property.

1101.13 Capacity – The transformers, service conductors, meters, and appurtenances used in furnishing electric service to a customer have a definite capacity. Therefore, no material increase in load or equipment will be made without first making arrangements with KPU for the additional electric supply.

1102 RATE SCHEDULE CLASSIFICATION

Electric service is supplied to customers under various rate schedule classifications as determined by the type of service, the amount of electric power supplied, and the purpose for which the electric service is to be used. Copies of KPU's rate schedules are available at KPU's Service Center and www.cityofkasson.com.

1103 PAYMENT

1103.1 Meter Reading – KPU will, insofar as possible, read all meters every month and bill the customer for service used during the period. Payment of the bill is due by the date noted on the bill.

1103.2 Estimated Billing – If the meter cannot be read during a billing period, or the reading seems erroneous, an estimate will be made for that billing period. Adjustments to bills resulting from inaccuracies in the meters will be handled in the manner described in Section 608, Meter Testing.

1104 CUSTOMER CHARGE

There is a customer charge for each meter/service provided. The amount of this customer charge will vary based on the type and number of services provided (refer to KPU's rate schedule(s) for more information).

1105 NEW UNDERGROUND RESIDENTIAL SERVICE CONNECTION CHARGE

1105.1 Charges – KPU will charge an underground service connection charge (New Underground Service fee) for the extension and/or connection of new underground electrical service to any single-family home, townhome, condominium, duplex or triplex located in a R-1, R-1x, R-Sa, R-2, R-4 or Special District, zoning districts. The amount of the charge can be obtained from Utility Billing.

1105.2 Service Connections – There will be no charge for connections or reconnections of existing services, in good payment standing, during KPU's normal working hours. If connection must be made outside of normal working hours at the request of the customer, a special connection charge will be assessed. The charge for such work can be obtained from Utility Billing.

1106 SERVICE DISCONNECTION/RECONNECTION

1106.1 With Notice – KPU may disconnect a customer's service, with notice, for any of the following reasons:

(1) Nonpayment of billings or issuance of non-negotiable check
(2) Nonpayment of a deposit or other charges/fees
(3) Failure to meet credit requirements
(4) Failure to provide access to KPU owned metering equipment

1106.2 Without Notice – KPU may disconnect a customer's service, without notice, for any of the following reasons:

(1) A condition determined to be hazardous – to the customer, to other customers, or to KPU personnel
(2) Unauthorized use of electricity, water, or equipment belonging to KPU

1106.3 Reconnection Fee – In the event service has been disconnected for nonpayment, deposit, theft, or other credit cause, the customer will be required to pay a reconnection fee before the service is restored. In the event that the service is disconnected because of hazardous conditions on the customer owned equipment or unauthorized use, the customer will be required to have all required inspections performed prior to service being restored.

1106.4 Fee Schedule – A schedule of fees is available from KPU Utility Billing and on www.cityofkasson.com.

1107 SERVICE DEPOSIT

KPU has established a credit policy whereby existing customers with an acceptable credit history and customers never having had service with KPU may not be required to provide a deposit as a condition of service. A new or additional deposit may be required in cases where a deposit has been refunded or where the current deposit amount is inadequate. The deposit amount is based on two times the average monthly bill and bears interest at the rate established by Minnesota Statute Section 325E.02. Further information is available in the KPU Deposit Policy.

1108 SECURITY LIGHTING

Security lighting is available under its own rate schedule classification for those customers requesting it.

1109 POWER FACTOR CORRECTION CALCULATION

Refer to Table 11.1 on the following page for instructions for multipliers to determine required capacitor kVARs for correcting power factor

TABLE 11.1 – POWER FACTOR CORRECTION CALCULATION TABLE

ORIGINAL POWER FACTOR	CORRECTED POWER FACTOR						
	90%	92%	94%	95%	96%	98%	100%
60%	0.849	0.907	0.970	1.005	1.042	1.130	1.333
62%	0.781	0.839	0.903	0.937	0.974	1.062	1.265
64%	0.716	0.775	0.838	0.872	0.909	0.998	1.201
66%	0.654	0.712	0.775	0.81	0.847	0.935	1.138
68%	0.594	0.652	0.715	0.750	0.787	0.875	1.078
70%	0.536	0.594	0.657	0.692	0.729	0.817	1.020
72%	0.480	0.538	0.601	0.635	0.672	0.761	0.964
74%	0.425	0.483	0.546	0.580	0.617	0.706	0.909
76%	0.371	0.429	0.492	0.526	0.563	0.652	0.855
78%	0.318	0.376	0.439	0.474	0.511	0.599	0.802
80%	0.266	0.324	0.387	0.421	0.458	0.547	0.750
82%	0.214	0.272	0.335	0.369	0.406	0.495	0.698
84%	0.162	0.220	0.283	0.317	0.354	0.443	0.646
86%	0.109	0.167	0.230	0.265	0.302	0.390	0.593
88%	0.055	0.114	0.177	0.211	0.248	0.337	0.540
90%	0	0.058	0.121	0.156	0.193	0.281	0.484
92%		0	0.063	0.097	0.134	0.223	0.426
94%			0	0.034	0.071	0.160	0.363
96%					0	0.089	0.292
98%						0	0.203
100%							0

INSTRUCTIONS:

1. Determine the average power factor that your system operates at during peak demand months. Call this your ORIGINAL POWER FACTOR.
2. In the row titled CORRECTED POWER FACTOR at the top of the page, find the power factor that you wish to correct your system to.
3. Read from left to right along the row corresponding to your ORIGINAL POWER FACTOR until you reach the column that shows your desired CORRECTED POWER FACTOR.
4. Read the number that you find at the intersection of the row and column. Multiply your KW Demand by this number to calculate the total amount of capacitor KVAR you need to install to your electric service.
5. If your plant operates with a 3 phase electric service, divide the total KVAR by 3 to determine the amount of KVAR to connect per phase.

Example: If your plant has a 3 phase demand of 410 KW and operates at 76% power factor, but you want to correct to 95%:

a) Find 95% in the CORRECTED POWER FACTOR row at the top of the page
b) Find 76% in the ORIGINAL POWER FACTOR column along the left edge of the page. Read from left to right along this row until you reach the 95% column
c) Read the number at the intersection of the row and column (0.526)
   410 KW x 0.526 = 216 KVAR needed to correct your system to 95% power factor
d) 216 ÷ 3 = 72 KVAR per phase

SECTION 1200 – EXHIBIT DRAWINGS & INFORMATION

EXHIBIT

1	Typical Underground Residential Metering Arrangement
2	Typical Mobile Home Metering Arrangement
3	Typical Multiple Metering Arrangement
4	Service Conductor Clearances (480V and below)
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4.3	Service Conductor Clearances to Patios and Pools
4.4	Service Conductor Clearances to Aboveground Swimming Pool With Deck
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5	Overhead Supply Secondary Temporary Service Installation
6	Typical Residential Service Mast Installation with Guying
6.1	Typical Residential Under Eaves Service Installation
7	Clearance Requirements of Pad-Mounted Transformers
7.1	Transformer Bollard Detail
8	KPU and Customer Responsibilities Associated with Non-Single Family Underground Installations
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10	Installation Guidelines
11	Meter Socket Types
11.1	Required Meter Working and Safety Clearances

Kasson Public Utilities

Electric Utility Operating Results

(Proposed Rates - 2% Increase in 2022 - without South Fork)

	Estimated			
	2022	**2023**	**2024**	**2025**
Total system retail kWh sales	34,465,290	34,637,617	34,810,805	34,984,859
kWh Change	0.5%	0.5%	0.5%	0.5%
OPERATING REVENUES				
Electric Sales	$ 4,431,777	$ 4,455,542	$ 4,479,444	$ 4,503,482
Other Operating Revenues	170,411	171,684	172,962	174,245
Total Operating Revenues	4,602,188	4,627,226	4,652,406	4,677,727
OPERATING EXPENSES				
Purchased Power	2,532,689	2,599,155	2,664,461	2,732,245
Personal Services	759,194	783,930	809,506	835,952
Supplies	181,250	186,688	192,288	198,057
Insurance & Utilities	23,600	24,308	25,037	25,788
Other Services and Charges	357,418	363,639	370,020	376,567
Depreciation	111,667	124,658	133,200	135,700
Total Operating Expenses	3,965,818	4,082,377	4,194,512	4,304,309
NET OPERATING INCOME	636,370	544,849	457,894	373,419
NON-OPERATING REVENUE (EXPENSE)				
Interest Income	24,131	24,232	24,836	26,255
Rents	3,030	3,060	3,091	3,122
Refunds and Reimbursements	71,787	71,886	71,985	72,085
Interest Expense and fiscal charges	(7,134)	(4,686)	(1,973)	(352)
Total Non-Operating Rev. (Exp.)	91,814	94,492	97,939	101,109
INCOME BEFORE TRANSFERS	728,184	639,341	555,833	474,528
OPERATING TRANSFERS	(243,000)	(243,000)	(243,000)	(243,000)
NET INCOME	**$ 485,184**	**$ 396,341**	**$ 312,833**	**$ 231,528**
Net Income as a % of Oper Rev.	10.9%	8.9%	7.0%	5.1%

Kasson Public Utilities

Electric Utility Cash Reserves

	Estimated			
	2022	**2023**	**2024**	**2025**
NET INCOME	$ 485,184	$ 396,341	$ 312,833	$ 231,528
LESS: Capital Expenditures	(519,667)	(341,667)	(100,000)	(350,000)
LESS: 2015 Refunding Bond Principal	(48,015)	(48,721)	(50,134)	-
LESS: Lease Principal	(9,024)	(9,778)	(12,176)	(10,384)
ADD: Depreciation Expense & Amortization	111,667	124,658	133,200	135,700
CHANGE IN RESERVES	$ 20,145	$ 120,833	$ 283,723	$ 6,844
Beginning of Year Reserves	$ 4,782,853	$ 4,802,998	$ 4,923,831	$ 5,207,554
Change in Reserves	20,145	120,833	283,723	6,844
End of Year Unrestricted Reserves	**$ 4,802,998**	**$ 4,923,831**	**$ 5,207,554**	**$ 5,214,398**
	104%	**106%**	**112%**	**111%**
End of Year Restricted Reserves	$ 43,381	$ 43,381	$ 43,381	$ 43,381
End of Year Total Cash Reserves	**$ 4,846,379**	**$ 4,967,212**	**$ 5,250,935**	**$ 5,257,779**

Historical and Projected Purchased Power and Transmission Costs (Scenario 1)

	Historical								Estimated				
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Generation Costs													
WPPI	$ 830,275	$ 788,564	$ 934,490	$ 947,746	$ 974,735	$ 1,060,741	$ 1,014,580	$ 1,068,812	$ 1,083,720	$ 1,116,231	$ 1,149,718	$ 1,184,210	$ 1,219,736
5 x 16 Contracts	1,036,095	1,043,175	1,049,327	444,512	445,041	433,005	413,494	429,962	400,585	400,585	400,585	400,585	400,585
MISO	114,397	85,643	10,356	216,468	241,996	255,635	127,395	78,116	24,545	54,459	61,651	69,254	77,288
NSP Time of Day	12,681	6,074	4,515	31,729	-	-	-	-	-	-	-	-	-
Wind / Solar - Non-Firm	242,570	171,770	236,420	280,412	237,312	185,301	205,099	295,347	230,000	230,000	230,000	230,000	230,000
Wind Shape	-	-	-	-	-	-	-	-	212,691	212,691	212,691	212,691	212,691
Agency Capacity	100,987	147,726	16,727	16,910	7,237	(2,398)	3,002	10,280	40,000	300,000	500,000	500,000	500,000
Total - Generation Costs	$ 2,337,005	$ 2,242,952	$ 2,251,836	$ 1,937,776	$ 1,906,321	$ 1,932,284	$ 1,763,570	$ 1,882,517	$ 1,991,540	$ 2,313,966	$ 2,554,645	$ 2,596,740	$ 2,640,300
CMPAS Charges													
CMPAS Scheduling Charge	$ 92,693	$ 80,542	$ 95,849	$ 81,559	$ 90,037	$ 108,386	$ 18,174	$ 18,220	$ 19,689	$ 19,787	$ 19,886	$ 19,985	$ 20,085
Contract Administration / CIP	53,914	50,484	35,172	31,377	44,211	39,326	34,057	33,675	34,000	34,000	34,000	34,000	34,000
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
CIP Fees	-	-	-	-	-	14,002	-	-	-	-	-	-	-
Subtotal - CMPAS Charges	$ 176,607	$ 161,026	$ 161,021	$ 142,936	$ 164,248	$ 191,714	$ 70,231	$ 69,895	$ 71,689	$ 71,787	$ 71,886	$ 71,985	$ 72,085
Transmission	$ 332,967	$ 283,877	$ 343,625	$ 362,154	$ 374,021	$ 429,253	$ 413,795	$ 417,650	$ 465,365	$ 486,400	$ 508,385	$ 531,364	$ 555,381
Total Costs - CMPAS Bills	$ 2,846,579	$ 2,687,854	$ 2,756,482	$ 2,442,866	$ 2,444,590	$ 2,553,251	$ 2,247,596	$ 2,370,062	$ 2,528,594	$ 2,872,153	$ 3,134,916	$ 3,200,089	$ 3,267,767
Power - Acct. 381	$ 2,702,013	$ 2,522,221	$ 2,657,596	$ 2,296,632	$ 2,280,484	$ 2,374,610	$ 2,195,147	$ 2,319,750	$ 2,453,305	$ 2,796,766	$ 3,059,430	$ 3,124,504	$ 3,192,081
Difference	$ (144,566)	$ (165,633)	$ (98,886)	$ (146,234)	$ (164,106)	$ (178,641)	$ (52,449)	$ (50,312)	$ (75,289)	$ (75,387)	$ (75,486)	$ (75,585)	$ (75,685)
Acct. 334 - Member Dues	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000
Acct. 430 - Iberdrola Fixed	4,608	4,608	2,495	3,298	3,256	3,470	3,345	3,342	3,600	3,600	3,600	3,600	3,600
Acct. 430 - Scheduling/Fees	146,607	131,026	131,021	112,936	131,072	137,815	18,039	23,161	53,689	53,787	53,886	53,985	54,085
Total in Above Accounts	$ 181,215	$ 165,634	$ 163,516	$ 146,234	$ 164,328	$ 171,285	$ 39,385	$ 44,503	$ 75,289	$ 75,387	$ 75,486	$ 75,585	$ 75,685
Energy Purchased / Generated - kWh									6.7%	13.6%	9.1%	2.1%	2.1%
WPPI	15,218,800	14,632,800	16,636,900	16,907,400	16,064,300	16,124,000	15,761,200	16,253,300	16,000,000	16,000,000	16,000,000	16,000,000	16,000,000
5 x 16 Contracts	15,443,200	15,504,000	15,564,800	9,384,000	9,273,600	9,420,800	9,032,070	9,457,600	11,300,000	11,300,000	11,300,000	11,300,000	11,300,000
MISO	3,509,504	4,503,532	1,179,330	8,036,843	8,780,518	10,487,612	10,326,530	9,384,500	1,636,308	1,815,295	1,995,176	2,175,957	2,357,642
Wind Shape Product	-	-	-	-	-	-	-	-	6,861,000	6,861,000	6,861,000	6,861,000	6,861,000
NSP Time of Day	248,600	163,800	155,900	911,100	-	-	-	-	-	-	-	-	-
Total Energy Purchased	34,420,104	34,804,132	33,536,930	35,239,343	34,118,418	36,032,412	35,119,800	35,095,400	35,797,308	35,976,295	36,156,176	36,336,957	36,518,642
Change from previous year		1.1%	-3.6%	5.1%	-3.2%	5.6%	-2.5%	-0.1%	2.0%	0.5%	0.5%	0.5%	0.5%
Costs - cents / kWh													
WPPI	5.5	5.4	5.6	5.6	6.1	6.6	6.4	6.6	6.8	7.0	7.2	7.4	7.6
5 x 16 Contract	6.7	6.7	6.7	4.7	4.8	4.6	4.6	4.5	3.5	3.5	3.5	3.5	3.5
MISO	3.3	1.9	0.9	2.7	2.8	2.4	1.2	0.8	1.5	3.0	3.1	3.2	3.3
Wind Shape Product	-	-	-	-	-	-	-	-	3.1	3.1	3.1	3.1	3.1
NSP Time of Day	5.1	3.7	2.9	3.5	-	-	-	-	-	-	-	-	-
Transmission	1.0	0.8	1.0	1.0	1.1	1.2	1.2	1.2	1.3	1.4	1.4	1.5	1.5
CMPAS Charges	0.5	0.5	0.5	0.4	0.5	0.5	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Total Cost	8.27	7.72	8.22	6.93	7.17	7.09	6.40	6.75	7.06	7.98	8.67	8.81	8.95
Change from previous year		-6.6%	6.4%	-15.7%	3.4%	-1.1%	-9.7%	5.5%	4.6%	13.0%	8.6%	1.6%	1.6%

Kasson Public Utilities

Electric Utility Operating Results (Modified)

(Scenario 1 - 2% Increase in 2022, 5% in 2023 & 2024)

	Estimated			
	2022	**2023**	**2024**	**2025**
Total system retail kWh sales	34,465,290	34,637,617	34,810,805	34,984,859
kWh Change	0.5%	0.5%	0.5%	0.5%
OPERATING REVENUES				
Electric Sales	$ 4,431,777	$ 4,678,319	$ 4,927,389	$ 4,953,831
Other Operating Revenues	170,411	171,684	172,962	174,245
Total Operating Revenues	4,602,188	4,850,003	5,100,351	5,128,076
OPERATING EXPENSES				
Purchased Power	2,796,766	3,059,430	3,124,504	3,192,081
Personal Services	759,194	783,930	809,506	835,952
Supplies	181,250	186,688	192,288	198,057
Insurance & Utilities	23,600	24,308	25,037	25,788
Other Services and Charges	357,418	363,639	370,020	376,567
Depreciation	111,667	124,658	133,200	135,700
Total Operating Expenses	4,229,894	4,542,652	4,654,555	4,764,145
NET OPERATING INCOME	372,294	307,351	445,796	363,931
NON-OPERATING REVENUE (EXPENSE)				
Interest Income	24,131	22,912	22,322	23,667
Rents	3,030	3,060	3,091	3,122
Refunds and Reimbursements	71,787	71,886	71,985	72,085
Interest Expense and fiscal charges	(7,134)	(4,686)	(1,973)	(352)
Total Non-Operating Rev. (Exp.)	91,814	93,171	95,425	98,522
INCOME BEFORE TRANSFERS	464,108	400,522	541,221	462,453
OPERATING TRANSFERS	(243,000)	(243,000)	(243,000)	(243,000)
NET INCOME	**$ 221,108**	**$ 157,522**	**$ 298,221**	**$ 219,453**
Net Income as a % of Oper Rev.	5.0%	3.4%	6.1%	4.4%

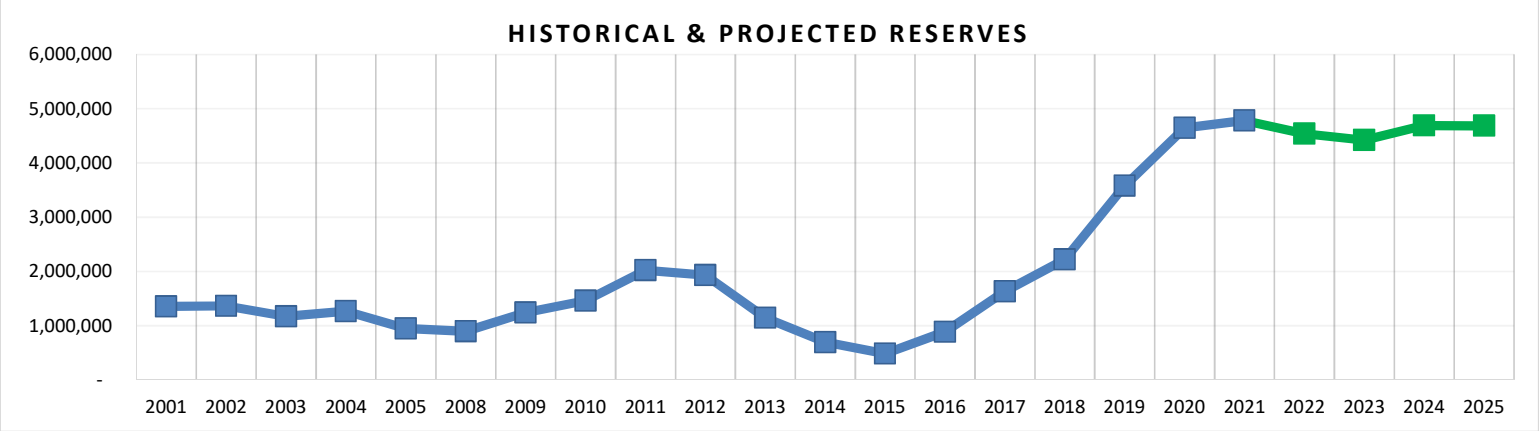
Kasson Public Utilities

Electric Utility Cash Reserves

	Estimated			
	2022	**2023**	**2024**	**2025**
NET INCOME	$ 221,108	$ 157,522	$ 298,221	$ 219,453
LESS: Capital Expenditures	(519,667)	(341,667)	(100,000)	(350,000)
LESS: 2015 Refunding Bond Principal	(48,015)	(48,721)	(50,134)	-
LESS: Lease Principal	(9,024)	(9,778)	(12,176)	(10,384)
ADD: Depreciation Expense & Amortization	111,667	124,658	133,200	135,700
CHANGE IN RESERVES	$ (243,931)	$ (117,985)	$ 269,111	$ (5,232)
Beginning of Year Reserves	$ 4,782,853	$ 4,538,921	$ 4,420,936	$ 4,690,047
Change in Reserves	(243,931)	(117,985)	269,111	(5,232)
End of Year Unrestricted Reserves	**$ 4,538,921**	**$ 4,420,936**	**$ 4,690,047**	**$ 4,684,815**
	99%	**91%**	**92%**	**91%**
End of Year Restricted Reserves	$ 43,381	$ 43,381	$ 43,381	$ 43,381
End of Year Total Cash Reserves	**$ 4,582,302**	**$ 4,464,317**	**$ 4,733,428**	**$ 4,728,196**

Historical and Projected Unrestricted Cash Reserve Balances (Scenario 1)

	Unrestricted Cash	% of Operating Revenues	Operating Revenues
2001	1,353,449	77%	1,749,442
2002	1,364,472	69%	1,981,779
2003	1,171,369	56%	2,073,765
2004	1,270,361	59%	2,142,676
2005	949,319	42%	2,267,186
2008	896,074	28%	3,150,402
2009	1,243,506	39%	3,211,722
2010	1,459,129	43%	3,413,526
2011	2,025,101	60%	3,380,156
2012	1,935,217	57%	3,394,440
2013	1,146,531	34%	3,348,518
2014	696,995	20%	3,414,031
2015	485,816	14%	3,465,820
2016	888,913	22%	4,033,282
2017	1,631,513	40%	4,073,144
2018	2,224,218	51%	4,390,919
2019	3,581,210	83%	4,340,401
2020	4,648,050	106%	4,366,186
Projections per MRES:			
2021	4,782,853	106%	4,492,729
2022	4,538,921	99%	4,602,188
2023	4,420,936	91%	4,850,003
2024	4,690,047	92%	5,100,351
2025	4,684,815	91%	5,128,076



Historical and Projected Purchased Power and Transmission Costs (Scenario 2)

	Historical								Estimated				
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Generation Costs													
WPPI	$ 830,275	$ 788,564	$ 934,490	$ 947,746	$ 974,735	$ 1,060,741	$ 1,014,580	$ 1,068,812	$ 1,083,720	$ 1,116,231	$ 1,149,718	$ 1,184,210	$ 1,219,736
5 x 16 Contracts	1,036,095	1,043,175	1,049,327	444,512	445,041	433,005	413,494	429,962	400,585	400,585	400,585	400,585	400,585
MISO	114,397	85,643	10,356	216,468	241,996	255,635	127,395	78,116	24,545	54,459	61,651	69,254	77,288
NSP Time of Day	12,681	6,074	4,515	31,729	-	-	-	-	-	-	-	-	-
Wind / Solar - Non-Firm	242,570	171,770	236,420	280,412	237,312	185,301	205,099	295,347	230,000	230,000	230,000	230,000	230,000
Wind Shape	-	-	-	-	-	-	-	-	212,691	212,691	212,691	212,691	212,691
Agency Capacity	100,987	147,726	16,727	16,910	7,237	(2,398)	3,002	10,280	40,000	300,000	300,000	300,000	300,000
Total - Generation Costs	$ 2,337,005	$ 2,242,952	$ 2,251,836	$ 1,937,776	$ 1,906,321	$ 1,932,284	$ 1,763,570	$ 1,882,517	$ 1,991,540	$ 2,313,966	$ 2,354,645	$ 2,396,740	$ 2,440,300
CMPAS Charges													
CMPAS Scheduling Charge	$ 92,693	$ 80,542	$ 95,849	$ 81,559	$ 90,037	$ 108,386	$ 18,174	$ 18,220	$ 19,689	$ 19,787	$ 19,886	$ 19,985	$ 20,085
Contract Administration / CIP	53,914	50,484	35,172	31,377	44,211	39,326	34,057	33,675	34,000	34,000	34,000	34,000	34,000
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
CIP Fees	-	-	-	-	-	14,002	-	-	-	-	-	-	-
Subtotal - CMPAS Charges	$ 176,607	$ 161,026	$ 161,021	$ 142,936	$ 164,248	$ 191,714	$ 70,231	$ 69,895	$ 71,689	$ 71,787	$ 71,886	$ 71,985	$ 72,085
Transmission	$ 332,967	$ 283,877	$ 343,625	$ 362,154	$ 374,021	$ 429,253	$ 413,795	$ 417,650	$ 465,365	$ 486,400	$ 508,385	$ 531,364	$ 555,381
Total Costs - CMPAS Bills	$ 2,846,579	$ 2,687,854	$ 2,756,482	$ 2,442,866	$ 2,444,590	$ 2,553,251	$ 2,247,596	$ 2,370,062	$ 2,528,594	$ 2,872,153	$ 2,934,916	$ 3,000,089	$ 3,067,767
Power - Acct. 381	$ 2,702,013	$ 2,522,221	$ 2,657,596	$ 2,296,632	$ 2,280,484	$ 2,374,610	$ 2,195,147	$ 2,319,750	$ 2,453,305	$ 2,796,766	$ 2,859,430	$ 2,924,504	$ 2,992,081
Difference	$ (144,566)	$ (165,633)	$ (98,886)	$ (146,234)	$ (164,106)	$ (178,641)	$ (52,449)	$ (50,312)	$ (75,289)	$ (75,387)	$ (75,486)	$ (75,585)	$ (75,685)
Acct. 334 - Member Dues	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000
Acct. 430 - Iberdrola Fixed	4,608	4,608	2,495	3,298	3,256	3,470	3,345	3,342	3,600	3,600	3,600	3,600	3,600
Acct. 430 - Scheduling/Fees	146,607	131,026	131,021	112,936	131,072	137,815	18,039	23,161	53,689	53,787	53,886	53,985	54,085
Total in Above Accounts	$ 181,215	$ 165,634	$ 163,516	$ 146,234	$ 164,328	$ 171,285	$ 39,385	$ 44,503	$ 75,289	$ 75,387	$ 75,486	$ 75,585	$ 75,685
Energy Purchased / Generated - kWh									6.7%	13.6%	2.2%	2.2%	2.3%
WPPI	15,218,800	14,632,800	16,636,900	16,907,400	16,064,300	16,124,000	15,761,200	16,253,300	16,000,000	16,000,000	16,000,000	16,000,000	16,000,000
5 x 16 Contracts	15,443,200	15,504,000	15,564,800	9,384,000	9,273,600	9,420,800	9,032,070	9,457,600	11,300,000	11,300,000	11,300,000	11,300,000	11,300,000
MISO	3,509,504	4,503,532	1,179,330	8,036,843	8,780,518	10,487,612	10,326,530	9,384,500	1,636,308	1,815,295	1,995,176	2,175,957	2,357,642
Wind Shape Product	-	-	-	-	-	-	-	-	6,861,000	6,861,000	6,861,000	6,861,000	6,861,000
NSP Time of Day	248,600	163,800	155,900	911,100	-	-	-	-	-	-	-	-	-
Total Energy Purchased	34,420,104	34,804,132	33,536,930	35,239,343	34,118,418	36,032,412	35,119,800	35,095,400	35,797,308	35,976,295	36,156,176	36,336,957	36,518,642
Change from previous year		1.1%	-3.6%	5.1%	-3.2%	5.6%	-2.5%	-0.1%	2.0%	0.5%	0.5%	0.5%	0.5%
Costs - cents / kWh													
WPPI	5.5	5.4	5.6	5.6	6.1	6.6	6.4	6.6	6.8	7.0	7.2	7.4	7.6
5 x 16 Contract	6.7	6.7	6.7	4.7	4.8	4.6	4.6	4.5	3.5	3.5	3.5	3.5	3.5
MISO	3.3	1.9	0.9	2.7	2.8	2.4	1.2	0.8	1.5	3.0	3.1	3.2	3.3
Wind Shape Product	-	-	-	-	-	-	-	-	3.1	3.1	3.1	3.1	3.1
NSP Time of Day	5.1	3.7	2.9	3.5	-	-	-	-	-	-	-	-	-
Transmission	1.0	0.8	1.0	1.0	1.1	1.2	1.2	1.2	1.3	1.4	1.4	1.5	1.5
CMPAS Charges	0.5	0.5	0.5	0.4	0.5	0.5	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Total Cost	8.27	7.72	8.22	6.93	7.17	7.09	6.40	6.75	7.06	7.98	8.12	8.26	8.40
Change from previous year		-6.6%	6.4%	-15.7%	3.4%	-1.1%	-9.7%	5.5%	4.6%	13.0%	1.7%	1.7%	1.7%

Kasson Public Utilities

Electric Utility Operating Results (Modified)

(Scenario 2 - 2% Increase in 2022, 5% in 2023)

	Estimated			
	2022	**2023**	**2024**	**2025**
Total system retail kWh sales	34,465,290	34,637,617	34,810,805	34,984,859
kWh Change	0.5%	0.5%	0.5%	0.5%
OPERATING REVENUES				
Electric Sales	$ 4,431,777	$ 4,678,319	$ 4,703,416	$ 4,728,656
Other Operating Revenues	170,411	171,684	172,962	174,245
Total Operating Revenues	4,602,188	4,850,003	4,876,379	4,902,901
OPERATING EXPENSES				
Purchased Power	2,796,766	2,859,430	2,924,504	2,992,081
Personal Services	759,194	783,930	809,506	835,952
Supplies	181,250	186,688	192,288	198,057
Insurance & Utilities	23,600	24,308	25,037	25,788
Other Services and Charges	357,418	363,639	370,020	376,567
Depreciation	111,667	124,658	133,200	135,700
Total Operating Expenses	4,229,894	4,342,652	4,454,555	4,564,145
NET OPERATING INCOME	372,294	507,351	421,824	338,757
NON-OPERATING REVENUE (EXPENSE)				
Interest Income	24,131	22,912	23,322	24,552
Rents	3,030	3,060	3,091	3,122
Refunds and Reimbursements	71,787	71,886	71,985	72,085
Interest Expense and fiscal charges	(7,134)	(4,686)	(1,973)	(352)
Total Non-Operating Rev. (Exp.)	91,814	93,171	96,425	99,407
INCOME BEFORE TRANSFERS	464,108	600,522	518,248	438,164
OPERATING TRANSFERS	(243,000)	(243,000)	(243,000)	(243,000)
NET INCOME	**$ 221,108**	**$ 357,522**	**$ 275,248**	**$ 195,164**
Net Income as a % of Oper Rev.	5.0%	7.6%	5.9%	4.1%

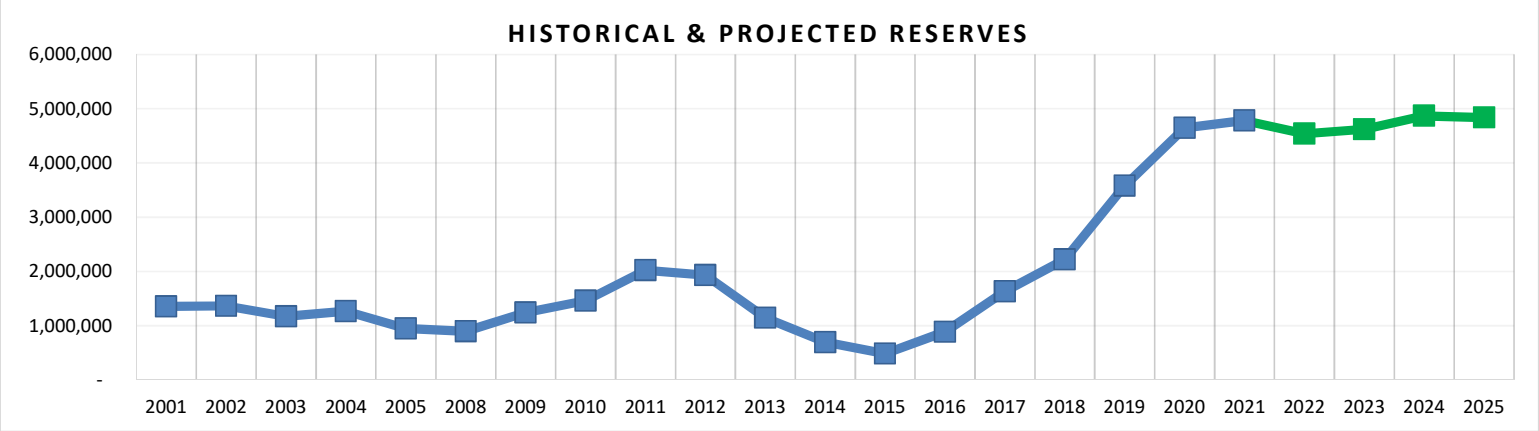
Kasson Public Utilities

Electric Utility Cash Reserves

	Estimated			
	2022	**2023**	**2024**	**2025**
NET INCOME	$ 221,108	$ 357,522	$ 275,248	$ 195,164
LESS: Capital Expenditures	(519,667)	(341,667)	(100,000)	(350,000)
LESS: 2015 Refunding Bond Principal	(48,015)	(48,721)	(50,134)	-
LESS: Lease Principal	(9,024)	(9,778)	(12,176)	(10,384)
ADD: Depreciation Expense & Amortization	111,667	124,658	133,200	135,700
CHANGE IN RESERVES	$ (243,931)	$ 82,015	$ 246,138	$ (29,521)
Beginning of Year Reserves	$ 4,782,853	$ 4,538,921	$ 4,620,936	$ 4,867,075
Change in Reserves	(243,931)	82,015	246,138	(29,521)
End of Year Unrestricted Reserves	**$ 4,538,921**	**$ 4,620,936**	**$ 4,867,075**	**$ 4,837,554**
	99%	**95%**	**100%**	**99%**
End of Year Restricted Reserves	$ 43,381	$ 43,381	$ 43,381	$ 43,381
End of Year Total Cash Reserves	**$ 4,582,302**	**$ 4,664,317**	**$ 4,910,456**	**$ 4,880,935**

Historical and Projected Unrestricted Cash Reserve Balances (Scenario 2)

	Unrestricted Cash	% of Operating Revenues	Operating Revenues
2001	1,353,449	77%	1,749,442
2002	1,364,472	69%	1,981,779
2003	1,171,369	56%	2,073,765
2004	1,270,361	59%	2,142,676
2005	949,319	42%	2,267,186
2008	896,074	28%	3,150,402
2009	1,243,506	39%	3,211,722
2010	1,459,129	43%	3,413,526
2011	2,025,101	60%	3,380,156
2012	1,935,217	57%	3,394,440
2013	1,146,531	34%	3,348,518
2014	696,995	20%	3,414,031
2015	485,816	14%	3,465,820
2016	888,913	22%	4,033,282
2017	1,631,513	40%	4,073,144
2018	2,224,218	51%	4,390,919
2019	3,581,210	83%	4,340,401
2020	4,648,050	106%	4,366,186
Projections per MRES:			
2021	4,782,853	106%	4,492,729
2022	4,538,921	99%	4,602,188
2023	4,620,936	95%	4,850,003
2024	4,867,075	100%	4,876,379
2025	4,837,554	99%	4,902,901



TREE CITY USA

CITY OF KASSON

401 FIFTH STREET SE
KASSON, MINNNESOTA 55944-2204
PHONE: (507) 634-7071
FAX: (507) 634-4737

Events Permit/Noise Permit

Name and/or Organization: _Kasson Chamber of Commerce____
Address: _PO Box 326 Kasson, MN 55944_____

Home Phone: _n/a____ Business Phone: n/a____

Cell phone: _507-413-2500____

Emergency Phone Numbers and contact names if applicable:

Name: _Tom Monson____ Phone/cell: 507-413-2500____

Name: __Matt Bradford_____ Phone/cell: _507-273-6173_____

E-mail Address/web site: _info@kassonchamber.org or tmonson@mbtbank.bank or matt.bradford@hfsb.com/www.kassonchamber.org_____

Date: ___06-03-2022_____ Time: from _10:00 AM___to _11:00 PM__

Additional details of event (please attach diagram of street/lot closure)
Diagram of event/street closure attached. Event description outline attached. Summary - Main Street event to attract foot traffic to storefronts impacted by Hwy 57 reconstruction project. Event will include multiple stations targeted to children and families, 'sidewalk sales' with vendors placing items for retail in front of storefronts, food/drink vendors, live entertainment both on public and private property, and other similar activities. The event from 4:00 PM to 11:00 PM will shift to primarily live music and dining totally on the American Legion's premises.

Plans for garbage disposal/portable restroom
Either partnership with City on receptacles and portables or Chamber will contract Hometown Haulers and Affordable Portables to place necessary resources.

Applicant Signature: _____

Area Below for Office Use Only

Approvals

Police Chief: _____ City Administrator: _____

Date: ___/___/___ Date: ___/___/___

City of Kasson's Chamber of Commerce "Around & About Shop Local Friday Event"
Friday June 3rd
Downtown Main Street

Ideas for Events: To help support our downtown main street business owners during the Highway 57 Project.

-Shop Local Friday. Register at participating Chamber businesses for a chance to win one of three $50.00 cash prizes.

-Children's games. Check with Just Like Home to see if they would be willing to coordinate this event. If not check with Community Ed or Creation Kids Preschool.

-Encourage main street business owners to set up shop outside offering discounted store items for sale.

-Check with Trail Creek Coffee Roasters to see if their coffee cart could be set up on main street that day. Check with Country Pleasures to see if they could combine with Trail Creek selling freshly made cinnamon rolls that morning.

-Check with the Legion to see if they would be willing to have a band outside that evening complete with food & drink.

-Check with the K-M Highschool Marching Band and the local Just for Kix Dance Group to see if either or both could schedule a main street performance that day.

-Check with the State Theatre to see if they could be open that day for concessions and a possible children's movie showing.

-Check with our Fire & Police departments to see if they would be willing to park their vehicles just off main street accompanied by personnel to hand out safety information and any applicable giveaways they might have.

-Announce that the Chamber Phantom Shopper will be frequenting main street that day and pay for some lucky shopper's purchases.

Kasson's "Around & About" Shop Local Friday Main Street Event
Friday, June 3rd.

Scheduled Events:

10:00 a.m. – 4:00 p.m.: Main Street Business "Sidewalk Sales"

10:00 a.m. – 4:00 p.m.: Register to win 1 of 3 $50.00 Cash Drawings

10:00 a.m. – 4:00 p.m.: Chamber "Phantom Shopper" Appearances

10:00 a.m. – 4:00 p.m.: Main Street Food & Drink Vendors

11:00 a.m. – 1:00 p.m.: Kasson Police & Fire Departments

11:00 a.m. – 3:00 p.m.: Children's Games

1:00 p.m.- Main Street Entertainment

2:00 p.m.: Free Movie @ State Theatre

4:00 p.m.: Legion "Around & About" Event Begins (Special Happy Hours Prices/Dinner/Live Entertainment)

Main Street W

April 26, 2022

Roads

CITY

Address

PIN

Parcels

1:960

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.05 km

ArcGIS WebApp Builder

Main Street ~~W~~ Central

April 26, 2022

Roads — RR — PIN

CITY — Address — Parcels

1:900

0 0.01 0.01 0.03 mi

0 0.01 0.02 0.04 km

ArcGIS WebApp Builder

Main Street E

April 26, 2022

Roads — RR — CITY — SHWY

Address — Parcels

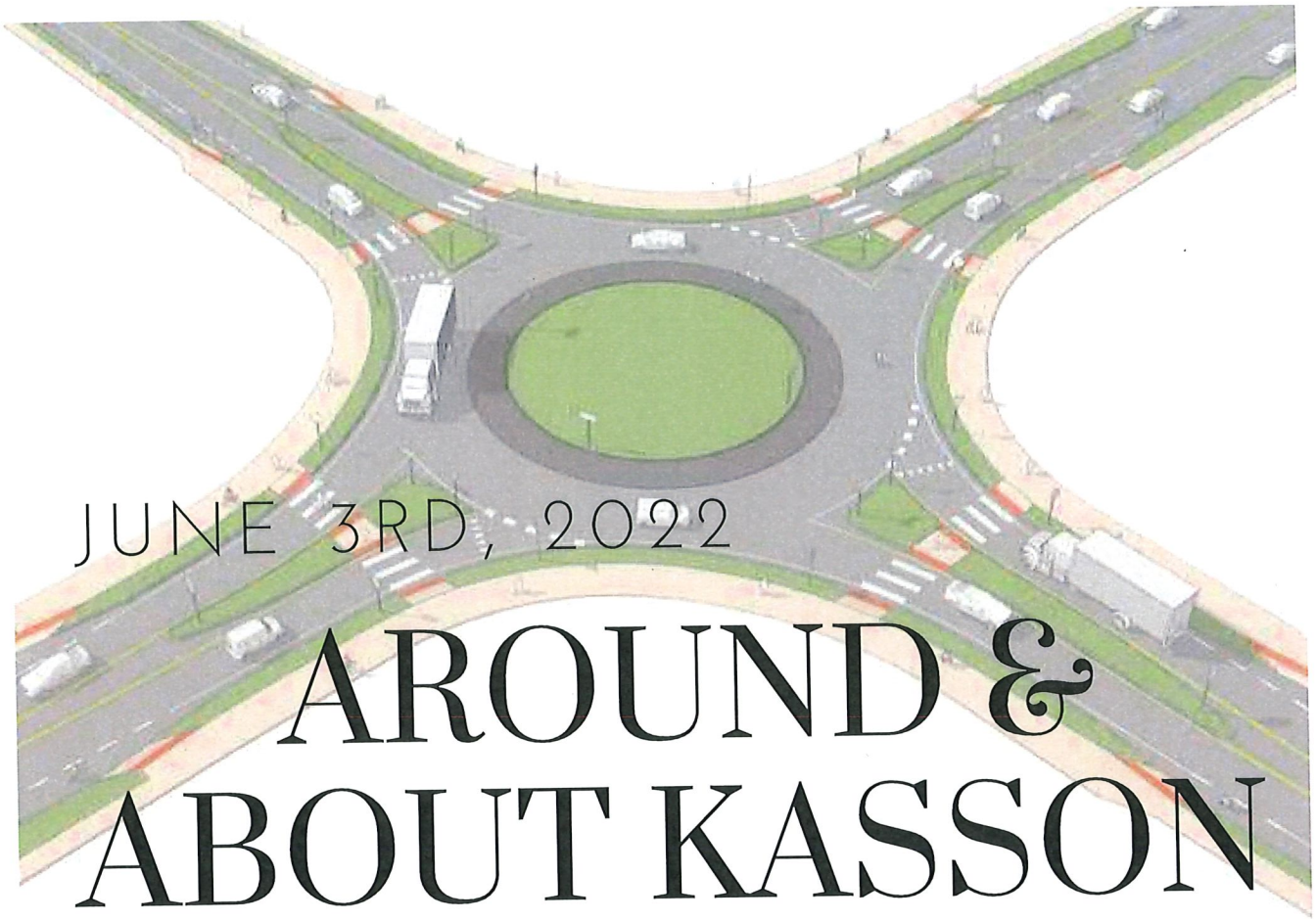
PIN

1:1,200

0 0.01 0.02 0.04 mi

0 0.01 0.03 0.06 km

ArcGIS WebApp Builder



JUNE 3RD, 2022

AROUND & ABOUT KASSON

Kasson Chamber of Commerce

Shop Local Friday Main Street Event

Support our main street businesses prior to construction beginning on HWY 57 to add multiple roundabouts in Kasson

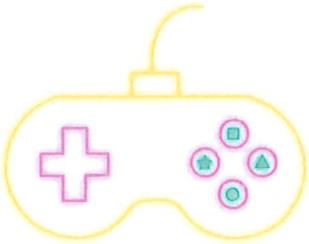
KASSON CHAMBER of COMMERCE

To strengthen, promote, and support the Kasson business community

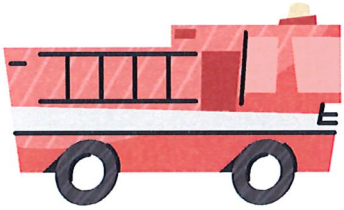
Around & About Kasson
Schedule of Events

Friday June 3rd, 2022

10:00 a.m. - 4:00 p.m.:
Main Street Business "Sidewalk Sales"
Register to win 1 of 3 $50.00 Cash Drawings
Chamber Phantom Shopper Appearances
Main Street Food & Drink Vendors



Noon - 2:00 p.m.:
Kasson Police & Fire Departments
Childrens Games & Activities
Feat. MegaWatt Game Trailer



1:00 p.m.: Performance by the K-M Jazz Band

2:00 p.m.: Free Movie @ State Theatre

3:00 p.m.: Special Happy Hour Prices @ Legion
5:00 p.m. - 7:00 p.m.: Food Available @ Legion
7:00 p.m. - 10:00 p.m.: Live Music @ Legion
Feat. Kurt Vatland, JT Thompson, and Matt Heaser

KHP LLC

Water Tower Place

PAUL WARSHAUER,
MANAGING MEMBER,
PRESIDENT

PHONE:
312-550-7868

PROPERTY
101 3RD Ave SW
Kasson, MN 55944

ADDRESS (Business)
704 Maple St SW
Sleepy Eye, MN 65085

EMAIL:
Grandevenues@gmail.com

Kasson Economic Development Authority
Mr. Timothy Ibisch, City Administrator
City of Kasson
401 5th Street
Kasson, MN 55944

Dear Mr. Ibisch,

KHP LLC formally requests assistance with Tax Incremental Financing for our project, dba, Water Tower Place, located at 101 3rd Avenue in Kasson.

The parcel number is 24.100.1350.

The Seller is KARE, NFP (1918 Kasson Public School, LLLP)

The purchase price is $150,000.

The estimated project cost is approximately $10,335,000. based on bids from Beneke and AWH Architects.

The current plan is to create approximately 32 market rate apartments with a focus on providing senior housing.

We look forward to working with you.

Paul Warshauer

Paul Warshauer

For KHP, LLC

Access Development, LLC
366 10th Ave S
PO Box 727
Waite Park, MN 56387

April 26, 2022

Sent via email to Robert Harris (robert.harris@cedausa.com)
City of Kasson and Kasson EDA
401 5th St. SE
Kasson, Minnesota

RE: Kasson Apartments (Exact Name TBD)
Kasson, Minnesota

Dear EDA and City Council Members:

Thank you for the opportunity to work together on the development of much needed work-force housing in the City of Kasson.

Access Development, LLC, as the developer of Kasson Apartments (exact name TBD), plans to apply for funding through the Minnesota Housing Finance Agency for an approximately 48-unit workforce apartment community with income and rent restrictions ranging from 30-60% of area median income. This funding application through the Minnesota Housing is a very competitive process where each project and their local communities are leveraging local participation to increase the chances of receiving state and federal dollars.

With this in mind, Access Development respectfully requests the following for City Council and EDA consideration:

1. Extend or enter into a new option agreement between the Kasson Economic Development Authority and Kasson Housing Group, LLC with a scheduled closing in May 2023;
2. Sell the Property (as defined within the Option Agreement) of approximately 3.0 acres located at 8th Ave SW to the project for $100.00;
3. Waive City water and sewer access charges in the approximate value of $20,000;
4. Waive $50,000 of project specific infrastructure special assessments; and
5. Provide Tax Increment Financing with a present value of at least $470,000.

We look forward to discussing this housing community with the City Council and EDA.

Sincerely,

Megan Carr
Vice President of Manager

Kasson Apartment Community
Kasson, Minnesota

Executive Summary

According to Kasson's 2040 Comprehensive Plan housing vision, the City values providing opportunities to live, work at a living wage, play and shop in Kasson. The City wants to develop diverse, high-quality housing that meets the current and future residents at all states of life and at various income limits.

The 48-unit Kasson Apartments rental community will incorporate innovative designs, provide affordable housing opportunities, and link transit options to housing. This high-quality housing development will serve residents with a wide range of incomes and will meet the City's housing goals.

Sand Development, LLC

Sand Development, LLC, a subsidiary of Sand Companies, Inc., and its related entities (Sand), have earned a reputation for professionalism, thoroughness and proven results in the development, design, construction, and property management industries. Sand's reputation and accomplishments can be attributed to the many successful partnerships formed over the years.

Since inception in 1991, Sand has successfully completed the construction and/or development of 74 multifamily housing developments (3,741 units), 30 hotels (2,468 guest rooms), 18 commercial projects, 6 residential subdivisions (239 lots) and various other projects. Sand also manages over $350 million in assets including 34 residential housing developments (1,430 units), 16 hotels (1,599 guest rooms) and 8 commercial/restaurant/conference facilities.

Sand developed its first workforce housing project in 1995 and still owns and operates it today. A $2.6 million renovation took place at the property in 2012, which completely renovated all buildings, units, and grounds. Since completing this first project, Sand has successfully completed the development of 38 affordable communities (1,575 units).

Site Location

Kasson Apartment's residential site is located near many services, including Hy-Vee. In addition, it provides much needed workforce housing units in a high income community that has a large employer base in and surround Kasson area.

The location of the proposed development is an excellent fit for housing and has all infrastructure complete and is near services. The site also has access to transit through Rolling Ridge Transit, which provides transportation service with notice to Dodge, Olmsted, Winona, Fillmore, and Houston counties.

Building Description

The 48 units of residential housing will be incorporated into one multifamily building three stories in height. Kasson Apartments will have surface parking with approximately two spaces for each unit. Upper floor construction will incorporate wood frame assembly.

Exterior walls finishes will be clad in several long-lasting materials including a concrete masonry component and a cement or fiber board panel system for lap siding. All units will have patios or balconies depending on grade heights. Balconies will be prefinished aluminum decking with powder coated painted railings.

Interior apartment unit walls will be fully finished with painted gypsum board with accent colors. Unit floors will be covered with residential carpeting in the bedrooms, living room and closets. Floor finishes in the baths, kitchens and laundry area will be vinyl. Custom cabinetry will be placed in the baths and kitchens. Each unit will have individual central, gas fired heating and air conditioning along with a full appliance package including range/oven combination, dishwasher, refrigerator and in-unit washer and dryer.

Corridors and stairs will be carpeted with mats used at all entrances. Public entries including lobby area and stair towers will be tile with insert mats as appropriate. Domestic hot water will be supplied from high efficiency central boilers and water storage tanks. Building public areas will be heated with gas fired central heating and air conditioning.

The site will be fully landscaped with trees, shrubs, sod and include a lawn irrigation system. The development will also feature a private children's play area along with a recreation area with benches and outdoor grills.

Attached are preliminary project concepts.

Sustainable Design

Kasson Apartments will follow the Enterprise Green Communities Design Criteria that establishes standards in green building design and construction. Minnesota Green Communities is a collaboration of the Greater Minnesota Housing Fund, the Family Housing Fund and Enterprise designed to foster the creation of healthier and more energy efficient housing throughout Minnesota. The initiative supports the production of housing with markedly reduced energy costs, the use of materials beneficial to the environment, conversation minded land use planning and attention to the creation of healthy environments and lifestyles for individuals, children, families, and communities. These standards emphasize an integrated design process that involves the developer, architect, engineers, energy consultant, contractor, and the building management team from the start of the design process.

The project standards will focus on location and neighborhood fabric, site improvements, water conservation, energy efficiency, beneficial materials selections, a healthy living environment and operation and management practices. Examples will include efficient land use, use of Energy Star appliances, water conserving plumbing fixtures, high efficiency HVAC systems and extensive use of LED lighting.

Sustainable building strategies are intended to increase resource efficiency and reduce environmental impacts, but they can also yield cost savings through long-term reductions in operating expenses. Increased energy performance, comfort of residents and a healthier indoor environment are the major benefits, but increased durability of building components and simplified maintenance requirements can lead to financial efficiencies for the development. Sand believes in *"building green with common sense,"* rather than scoring points on abstract scales.

All of Sand's properties are smoke-free. Air filtration and ventilation systems do not eliminate the health hazards caused by secondhand smoke. Tobacco smoke from one unit may seep through the walls, open windows, beneath doors or be circulated by a shared ventilation system or otherwise enter the living space of another resident. In addition to the negative health effects, smoking significantly increases fire hazard and increases cleaning and maintenance costs for the property.

The proposed development will implement and enforce a no-smoking policy for the building. All residents will sign a smoke free lease addendum which prohibits smoking and specifies that it is a violation of the lease. The no-smoking restriction applies to all owners, managers, residents, guests, and servicepersons.

Development Description

Kasson Apartments is a new construction, multifamily development that will consist of 48 units within one building. The target residents will be working families along 4 units designated for individuals and families experiencing long-term homelessness and 5 units serving individuals with developmental disabilities.

The focus of Kasson Apartments will be to meet the significant housing needs of Kasson generated by the increase in people moving to the area for jobs, new and expanding local employers, proximity to Minneapolis/Saint Paul, access to high performing schools and the increasing housing costs in the area that place financial burdens on many Kasson households.

The development will provide a mix of one, two, three, and four-bedroom units, with a majority of the units being two bedrooms or larger. Rents will include water/sewer and refuse removal. All units will serve families with incomes limits 60% or less of area median income (AMI).

Projected Unit Mix, Rents & Income Limits

# of Units	# of BR's	Sq. Ft.	Contract Rents	Rent/Income Limit AMI %	Program Type
5	1	690	$816	50%/30%	PWD
3	1	690	$816	50%/30%	HPH
1	1	690	$659	50%/30%	HPH
12	2	1,089	$1,027	50%/60%	Affordable
6	3	1,262	$1,182	50%/60%	Affordable
2	4	1,500	$1,313	50%/60%	Affordable
3	1	690	$1,000	60%/60%	Affordable
10	2	1,038	$1,150	60%/60%	Affordable
4	3	1,262	$1,300	60%/60%	Affordable
2	4	1,500	$1,450	60%/60%	Affordable

Table Notes:

1. Unit square footages are approximate values
2. Unit mix, contract rents and income/rent limits are subject to change based on final design and underwriting
3. HPH = high priority homeless unit
4. PWD = people with disabilities unit

Local Participation – A Key to Funding

The largest funding source for the project will be equity from federal housing tax credits which are allocated annually by the Minnesota Housing Finance Agency. This national housing program started in 1987 and has been one of the most successful housing programs in the United States as it promotes private development of affordable housing versus public ownership and management.

Funding for these projects is highly competitive and it takes an experienced developer to navigate the complex application process and a willingness locally to participate in the development. The application weighs heavily on local participation and leverage as this allows more State and Federal dollars to fund more projects. Without local participation, an application has an extremely low chance of being funded. With local participation, the Kasson Apartments application will be extremely competitive.

One of the most common forms of city participation associated with Sand's past workforce housing developments was the utilization of pay-as-you-go tax increment financing (TIF). Sand has successfully used this financing tool with projects in Lakeville, Albany, Chaska, Chanhassen, Jordan, St. Paul, White Bear Lake, St. Michael, Roseau, Plymouth, and other communities. This tends to be a tool that many cities utilize as it has no up-front costs for the city and also does not create any financial obligations.

It is important to note that the TIF does not need to be in place at the time of the Minnesota Housing tax credit application. If the project is selected and moves forward, the project would only then go through the public hearings and establishment of the TIF district. The only thing needed for the application is a letter from the City supporting the use of TIF for the project.

Leveraging

The success of most affordable projects comes from leveraging a number of sources of funds to fill the project gap. Along with the requested participation from the City of Kasson, Sand is also seeking many other funding options to move the project forward. Below is a preliminary list of funding sources for Kasson Apartments.

Projected Sources of Funds

Type of Funds	Amount	% of Total	Source of Funds
Owner Equity	$ 9,417,800	72.4%	MN Housing (Tax Credits)
First Mortgage Loan	$2,924,000	22.5%	Private Lender
Tax Increment Financing	$645,000	5.0%	City of Kasson
Energy Rebates	13,200	0.1%	Local Energy Provider
TOTALS	**$ 13,000,000**	**100.0 %**	

The purpose of the TIF assistance is to fill the funding gap between the project's uses of funds and what is achievable with the available funding sources and but for the local assistance through TIF, housing serving residents of the incomes and at the rents proposed by Kasson Apartments would not be possible.

(CITY OF KASSON LETTERHEAD)

_____, 2022

Minnesota Housing Finance Agency
400 Wabasha Street North
St. Paul, Minnesota 55102
Attention: Multifamily Underwriting

RE: Housing Tax Credit Program
Kasson, Minnesota

Dear Multifamily Development:

Our EDA and City Council are a dedicated group that acts as a professional advocate for our community. Adding to the outstanding qualities of our community, we aim to make Kasson a more livable place by creating a welcoming environment for business and residents. With our small-town community charm, excellent schools, beautiful neighborhoods and short commutes to the region's largest employers, Kasson is a great place to live and do business.

Kasson is a growing community in our region and housing is an integral component to Kasson's landscape. One of our community goals is to promote the development and preservation of quality housing that is affordable to all incomes and at all stages of the life cycle. As a developing community, Kasson has great opportunity to provide housing to meet the needs and life-cycle housing choices of all its current and future residents. Lifecycle housing refers to the mix of housing types that meet the housing demands of individuals and families throughout their lives, such as single-family detached homes, townhomes, apartments and senior housing.

The cost of housing, specifically rental rates and home prices, is an increasing concern throughout our region. Concern over the rising costs of housing affects businesses and our residents. To promote and participate in multifamily housing opportunities, the City is willing to provide incentives for developments such as this proposed housing development in our community.

As a cost reduction measure to endorse this project, the City proposes significant local, financial assistance as part of its participation and endorsement. If the project is selected for funding, the City will:

- Write-down the land for the Project Site which has participation equal to $[87,900] based on an appraisal and sale price of $100; and
- Waive Project Specific Sewer and Water Access Charges in the amount of $[20,000];
- Waive Project Specific infrastructure special assessments in the amount of $[50,000]; and
- Provide Tax Increment Financing with a present value in the amount of $[470,000] for a [10] year period.

This project will meet locally identified housing needs and that the proposed housing is in short supply in the local housing market. This need is evidenced by the high demand at other affordable properties in our community and the lack of supply of rental housing opportunities.

We respectively request funding approval for this needed development in the City of Kasson.

Sincerely,

Chris McKern
Mayor

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF KASSON

DODGE COUNTY, STATE OF MINNESOTA

RESOLUTION NO. _____

RESOLUTION SUPPORTING TAX INCREMENT FINANCING ASSISTANCE

FOR A MULTI-FAMILY HOUSING PROJECT

WHEREAS, Access Development, LLC ("Developer") has proposed to develop and construct an affordable, multifamily housing development on a vacant site along 8th Avenue SW in the City of Kasson known as Kasson Apartments ("Project"); and

WHEREAS, Developer intends to apply for Low Income Housing Tax Credit financing to the Minnesota Housing Finance Agency ("Tax Credits") for the Project; and

WHEREAS, the Project meets the needs of the City and affordable housing is found to be in short supply in the City;

WHEREAS, the success of this application for Tax Credits will depend, to some degree, on local support for the Project through this commitment of Tax Increment Financing.

NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF KASSON, MINNESOTA ("EDA"):

1. The EDA supports the application for Tax Credits for the Project; and

2. Upon receipt of a complete Application for Public Financing from Developer, including the application fee and escrow deposit, city staff is authorized to prepare a Tax Increment Financing Plan ("TIF Plan") for a tax increment financing district qualified as a housing district with $665,000 in tax increment financing assistance with a present value of $[_____] available for the Project, subject to the procedures under state law for the establishment of the tax increment district and the grant of tax increment financing assistance, for consideration by the EDA and City Council; and

3. The EDA staff is authorized to prepare a tax increment financing plan for a Tax Increment Financing District ("TIF District") qualified as a housing district; and

4. The TIF Plan preparation authorized by this resolution shall be predicated upon the award of Tax Credits for the Project, and if Developer has not secured an allocation of Tax Credits for the Project by February 28, 2023, then the support for the Project expressed by this resolution shall expire and be no longer in effect;

Adopted this _____ day of April, 2022.

_____

Dan Eggler, President

City of Kasson

We're Ready For You!

To: City Council
Date: 5/11/2022

Agenda Heading: City Administrator's Report

"Some old-fashioned things like fresh air and sunshine are hard to beat."
-- Laura Ingalls Wilder

- **2022 Legislative Session Enters Final Phase**. With just four weeks remaining in the 2022 legislative session, the focus will now be on omnibus supplemental budget and policy bills in both the House and Senate. The omnibus bills are compilations of bills heard throughout the session, and many contain provisions of interest to city officials. the LKMC is advocating for provisions it thinks would be helpful to cities and oppose provisions that would hinder local authority. The House and Senate will be spending ample time on their respective floors processing the remaining 10 omnibus supplemental budget bills. They will eventually appoint conference committees to negotiate the differences between the House and Senate positions. The list of bills does not yet include capital projects or bonding bills in either the House or Senate. Committees will continue to meet to compile their recommendations in the remaining four weeks of the session. The Bonding Bill is one that I am most interested in, so it remains to be seen what will come out on that front.

- **EDA Updates**. The EDA met to review their monthly reports and they received 2 proposals for housing projects. The proposals are from KHP LLC for the old school project and from Access Development, LLC for a parcel on the Vail section. KHP is requests assistance with Tax Incremental financing for their project, dba, Water Tower Place, located at 101 3rd Avenue in Kasson. The estimated project cost is approximately $10,335,000 and their current plan is to create approximately 32 market rate apartments with a focus on providing senior housing. Access Development, LLC, as the developer of Kasson Apartments (exact name TBD), plans to apply for funding through the Minnesota Housing Finance Agency for an approximately 48-unit workforce apartment community with income and rent restrictions ranging from 30-60% of area median income. Sand Company, whom we've heard from before is the backer of this project.

  Additionally, the EDA reviewed the information from Rethos. Kasson has been selected as one of the three Rethos Downtown Assessment communities, made possible by a grant from the SMIF Foundation. This was an incredibly competitive selection process--14 communities applied for only three places. Nancy will be serving on the downtown committee that will work with this project.
  The EDA also reviewed the CEDA Annual Report. The EDA/Community Development position is likely to be posted in the near term. We hope to have someone hired to complete transition before the end of June.

- **<u>Tennis Court Project</u>**. As you know we're not opening the courts for use this year due to the degradation of their surfaces. I have had discussions with the School Superintendent regarding the status of tennis courts. He indicated that there would be some interest in collaborating on a project. He is directing his staff to review options that the school may have to help support a project. I will continue working on this throughout 2022 and hope to have a possible project for the Park and Rec Board in early 2023.

- **<u>Governor Signs Bill for Front-Line Worker Pay/Unemployment Insurance Repayment</u>**. After months of disagreement, the House and Senate agreed on legislation allocating $500 million for bonuses to front-line workers and $2.7 billion to the unemployment trust fund. Gov. Tim Walz signed the bill into law on April 29 to be effective upon enactment. Under this new law, employers in front-line sectors, including cities, must provide notice advising all current employees who may be eligible for the front-line worker pay. The new law includes an agreement to repay the state's unemployment trust fund debt to the federal government of $1.4 billion and replenish the state's account with an appropriation of $1.3 billion to prevent increases to businesses' unemployment taxes. Without action by the Legislature, businesses and cities would have had to pay to refill the state's fund, which was emptied during the COVID-19 pandemic, through a surcharge and increased base rates on payroll taxes. The law directs the Department of Employment and Economic Development to refund or credit businesses that have already paid in advance of the first quarter payments due April 30.

- **<u>Liquor License Premises Restrictions</u>**. The Deputy Clerk has done some additional research on this subject and it's included in the packet tonight. She found several other readily accessible options. Here is a sampling of the cities she was able to find online:

  - *Blue Earth: within 300 feet of any PUBLIC high school or elementary school structure, or within 100 feet of any church structure*
  - *Stewartville: within 200 feet of church or school buildings*
  - *Cannon Falls: within 300 feet of and PUBLIC elementary or secondary school structure or within 100 feet of any church structure*
  - *Albert Lea: within 300 feet of any PUBLIC elementary or secondary school structure or within 100 feet of any church structure*
  - *Red Wing: within 300 feet of any school ground, or within 100 feet of any place of worship, unless specifically authorized by the City Council*
  - *Zumbrota: within 150 feet of any school or church.*

  As you can see most of them use the 300 feet distance, but there are a few that require less distance. Some of them specifically say PUBLIC school structure. It looks like we could specify Public school in our ordinance if we don't want to change the distance we now require. Please advise as to the ordinance change you prefer.

- **<u>Firefighter Recruitment and Health Screening Assistance</u>**. The Minnesota State Fire Department Association (MSFDA) received a four-year grant for $1.4 million from the Federal Emergency Management Agency to start a statewide firefighter recruitment campaign. These funds will help develop a statewide informational website (www.mnfirehire.org), market the fire service, develop recruitment training for the fire

service, and assist communities with their marketing efforts. With our current recruitment issues, I've asked the Fire Chief to review this and look towards joining this group. Additionally, the grant provides $600,000 for personal protective equipment (PPE) and health screenings to new firefighters hired during the grant award period. Each community must be a member of the MSFDA, participate in the recruitment study, and file the proper documentation to the grant administrator. Grant applications will be accepted until all funds are distributed. If the Council is interested, we can move an application forward. To date, 117 fire departments are participating in the reimbursement program.

- **Personnel Committee Updates**. After final review and authorization by the Personnel Committee the Community Development/Planner Position was posted this week. We hope to have someone onboard in June. Chief Hanson presented information that indicates police hiring will continue to be problematic, as a result, the Committee authorized an early hire for the planned office in 2023. This will allow us to recruit from this year's graduating class. We discussed cost saving measures in the dept, however because of the nature of the costs, there may not be many to find. We may schedule a meeting with Dodge County to review options for better economies of scale and to improve the service level that we have. Additionally, the position of Parks/Streets Lead has been authorized. This will be a new position that is needed with the pending retirement of Ron Unger. We hope to formulate the new job description over the next 2 months in preparation for that retirement.

Meetings of Event Attended or Planned

April 18	MISO Planning Resource Auction Follow-up
April 19	MCMA Member Connect
	Park Board
April 21	Vail Property Meeting
	City Engineer
	Dodge County Environmental Reuse Meeting
April 27	City Council Meeting
April 28	LMC Loss Control
April 29	DRG Kick-off
	Arbor Day Celebration
	Dept. Heads Meeting
	Library Director Meeting
May 2	Shared facility use meeting-Sup. Matuska
	Xcel Energy Dollar General Meeting
May 3	EDA Board
	Personnel Committee
May 4	MCMA Conference
May 5	MCMA Conference
May 6	MCMA Conference
May 9	PZ Board
May 10	Hwy 57 Pre-con
May 11	Chamber of Commerce
	City Council

Electric Vehicles for Police Dept

Types of Electric Vehicles:

- **Battery Electric Vehicles (BEVs):**
  BEVs use a battery to store the electric energy that powers the motor. EV batteries are charged by plugging the vehicle into an electric power source. Examples of BEVs include the Nissan Leaf, Chevy Bolt, Tesla Model 3, etc…

- **Plug-In Hybrid Electric Vehicles (PHEV)**
  PHEVs are powered by an internal combustion engine that can run on conventional or alternative fuel and an electric motor that uses energy stored in a battery. The vehicle can be plugged into an electric power source to charge the battery. Examples of PHEVs include the Mitsubishi Outlander, Chrysler Pacifica Hybrid, and Chevy Volt.

- **Hybrid Electric Vehicles (HEV)**
  HEVs are primarily powered by an internal combustion engine that runs on conventional or alternative fuel and an electric motor that uses energy stored in a battery. These vehicles do not get plugged into an electric power source for charging and are not a focus of Drive Electric MN. A common example of an HEV is the Toyota Prius.

Benefits

Environmental:

- Energy Independence: Gas powered vehicles used about 75% of imported petroleum to create fuel (gasoline, diesel) whereas Plug-in Electric Vehicles uses the electrical grid made up of a mixture of renewables, coal, natural gas, and nuclear sources.

- Environmental savings come as EV produces about half the amount of Greenhouse Gas Emissions than that of a gas powered vehicle. Also depending on source of electricity being used, it can produce less than 5% of emissions of a gas powered vehicle. EVs also have zero tailpipe emissions.

Performance:

- EV have a better capacity of going from idle to high speed much faster, doesn't have the acceleration lag like gas powered vehicles.

- Long-range battery packs can be tucked away to make room for specialized police equipment and customization. EV have no issues running all varieties of electronics with modern electronics being so efficient, like LED lights.

- Some vehicles are capable of reaching speeds up to 135-145 and going from 0 to 60 in 3.5-4.8 seconds (Tesla Model Y)

- The cab room in a Tesla Model Y was roomy enough for all the squad equipment for the City of Eden Prairie.

Maintenance:

- City maintenance crew/normal mechanic may be able to manage all issues unless factory warranty issue
- It costs less to maintain as there are no fluids, plugs, and belts to change creating minimal maintenance costs.
- If vehicles are taken home each night, they could be topped off/ charged overnight.
- Some vehicles are capable of reaching speeds up to 135-145 and going from 0 to 60 in 3.5-4.8 seconds (Tesla Model Y)

Costs

Eden Prairie (EP):

- EP paid $52,290 for a Tesla Model Y in 2020. The current cost for a Tesla Model Y is $62,990. It was selected for its speed and handling.

- EP's PW director and maintenance lead amortized the cost of an EV versus traditional gas squad. After 4-5 years the cost for the EV saved them 20K! (Likely even more figuring the price of gas today!)

- EP looked into a **DC Fast Charge** from Tesla but the cost quoted was over $20,000 and would not offer any deals or discounts.

- Although there is a larger upfront cost for EV, many offer Federal Tax credits
- of up to $7,500, depending on the vehicle's battery.

Charging:

Level 1 charging:

- Charging a vehicle at “Level 1” means plugging into a standard 120-volt outlet (a typical household electrical outlet). All drivers can charge their EVs at Level 1, which requires no extra equipment or installation. On average, Level 1 provides two to five miles of vehicle range per hour the vehicle is connected.

  Level 1 chargers are well-suited to places where people park vehicles for a long time, such as workplaces and homes. EV drivers who typically drive 40-50 miles per day or less may find that a Level 1 charger is adequate for home charging.

Level 2 charging (J1772):

- Charging a vehicle at “Level 2” means plugging into a 240-volt outlet (the same kind that powers appliances like refrigerators). On average, Level 2 stations provide 10 to 20 miles of range per hour the vehicle is connected.

  Places where EV drivers will be staying for a while are great locations for Level 2 chargers. Level 2 stations offer faster charging than Level 1 chargers but are much less expensive to install than DC fast chargers. Examples of public locations include workplaces and destinations like hotels, retail centers, major attractions like zoos and parks, park and ride lots, and public parking ramps. Residential examples include single-family homes and multi-unit dwellings such as apartment buildings and condominiums. Homeowners who often drive more than 40-50 miles in a day or want the option for faster charging may choose to install a Level 2 charger.

Direct current (DC) fast charging:

DC fast-charging stations offer the quickest charge available, fully charging a vehicle in around 30 minutes or less, depending on several factors including how "empty" the vehicle battery is, battery capacity, and fast charger's power output. Additionally, vehicles take longer to charge in cold weather.

The higher the power output of the charger, the quicker the charge:

- 50kW stations are most common, providing vehicles with 80-90 miles of range in 30 minutes.
- 150kW is becoming more common, offering increased speeds and convenience.
- Tesla V3 Supercharging stations with a peak efficiency of 250kW can charge a 2020 long-range Tesla Model 3 (322-mile range) about 23 percent in about five minutes, 80 percent in about 20 minutes, and 100 percent in less than 25 minutes.
- Ultra-fast charging stations with an energy output of 350kW can charge vehicles with large batteries (100kWh+) to 80 percent in about 15 minutes. Vehicles that can accept that power level are only starting to enter the market.

Fast charging provides the ability for EV drivers to travel beyond their home base, making long-distance trips doable in a shorter amount of time. Additionally, they are important in metropolitan settings, with public and private fleets, and for people without good access to home charging.

Things to Think About

- Faribault and Winona both had an EV study completed and funded (by a grant) by Xcel Energy, which would have cost them around **$12,000-13,000** otherwise.

- Cold Minnesota winters reduce battery life as it can drop the efficacy by 10-15%. (According to Winona and Eden Prairie.)

- Battery packs have to be replaced every 5-7 years which can be very costly (likely not a problem if leased and switched out every few years within warranty period)

- There would be a lot of electronics running, possible using more miles per charge or diminishing the battery life

- If vehicles are continuously being used (not being parked at night or taken home by officers) then the downtime of charging may be a hindrance.

- Eden Prairie is experiencing an issue with "darking out"; running the vehicle without any lights on (to be stealthy) but are in the process of trouble shooting.

- It may be a longer wait to upfit with modifications that are standard like a roll cage, lights, push bumper, ect.

- To upgrade the infrastructure and add charging stations, there are high costs involved.

Additional Information

- The City of Winona chose not to go all electric. They currently have 3 Ford Fusions and Rav 4s which are all Hybrids so they work on both electric and gas but do not plug-in. They do not have the downtime for PD vehicles in the fleet for batteries to charge as their vehicles are out 24/7.

- Eden Prairie does not keep their Tesla out 24/7 but some days have 12+ hours. When assigned officers are not using during a shift, they top-off the charge at the station.

- A way Kasson could gauge usage/savings costs may be installing a secondary electric meter specifically used for charging an electric vehicle.

MnDOT Contract Number: 1050107

STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the Kasson City, acting through its City Council, in this contract referred to as the "Other Party."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 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.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

1.1. **Effective Date**: This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State's Authorized Representative.

1.2. **Expiration Date**. This Contract will expire on June 30, 2027.

1.3. **Exhibits**. Exhibit A is attached and incorporated into this agreement.

1.4. **Work Order Contracts**. A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

1.5. **Survival of Terms**. The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.

1.6. **Sample Work Order**. A sample work order contract is available upon request from the State.

1.7. **Definition of "Providing Party" and "Requesting Party"**. For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.

2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).

2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.

2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.

2.4. **Payment Basis**. Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

3.1. **Work Order Contracts**: A party may request the other party to perform any of the following services under individual work order contracts.

3.2. **Professional and Technical Services**. A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

3.3. **Roadway Maintenance**. A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.

3.4. **Construction Administration**. A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.

3.5. **Emergency Services**. A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.

3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

4.1. **Terms Applicable to ALL Work Order Contracts**. The terms in this section 4.1 will apply to ALL work order contracts.

4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.

4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.

4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.

4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.

4.2. **Additional Terms for Roadway Maintenance**. The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.

4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.

4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.

4.3. **Additional Terms for Construction Administration**. The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.

4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.

4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.

4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.

4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.

4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.

4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.

4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.

4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.

4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.

4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:

a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.

b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.

d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.

5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).

5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.

5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).

5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

7.1. **Consideration**. The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.

7.2. **State's Maximum Obligation**. The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed $100,000.00.

7.3. **Travel Expenses**. It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

7.4.1. **Generally**. The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. **Payment by the Other Party**.

a. The Other Party will make payment to the order of the Commissioner of Transportation.

b. IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.

c. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050107W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. **Payment by the State**.

a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

b. Retainage for Professional and Technical Services. For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.

10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

11.1. **Assignment**. Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.

11.2. **Amendments**. Any amendment to this master contract or any work order contract 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 contract, or their successors in office.

11.3. **Waiver**. If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.

11.4. **Contract Complete**. This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

14.1. **Government Data Practices**. The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.

14.2. **Intellectual Property Rights**

14.2.1. **Intellectual Property Rights**. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. **Obligations with Respect to Intellectual Property**.

a. **Notification**. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

b. **Representation**. The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.2. **Covered Contracts and Contractors**. If the Contract exceeds $100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.3. **Minn. Stat. § 363A.36**. Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.4. **Minn. R. Parts 5000.3400-5000.3600**.

15.4.1. **General**. Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.4.2. **Disabled Workers**. The Contractor must comply with the following affirmative action requirements for disabled workers:

a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.4.3. **Consequences**. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.4.4. **Certification**. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. **Publicity**. Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. **Data Practices Act**. Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. **Termination by the State for Convenience**. The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. **Termination by the Other Party for Convenience**. The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. **Termination for Insufficient Funding**. The State may immediately terminate or suspend this MPC and any work order contract 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 or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct sheer, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

CITY OF KASSON

Resolution #5.X-22

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City of Kasson enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the City Council.

2. That the proper City officers are authorized to execute such contract, and any amendments thereto.

3. That the City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Kasson without further approval by this Council.

Approved this 11th day of May, 2022.

Attest:

By: _____

Title: _____

Date: _____

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 thereof: XX. Those against same: XX.

MINNESOTA DEPARTMENT OF TRANSPORTATION
CITY OF KASSON

STATE PROJ. NO. 240-090-001

CONSTRUCTION PLAN FOR STORM SEWER, GRADING, BITUMINOUS PAVING, ADA PEDESTRIAN RAMP IMPROVEMENTS, CONCRETE SIDEWALK, PEDESTRIAN FLASHING BEACON

AREA A	LOCATED ON	16TH ST NE	FROM	5TH AVE NE	TO	5TH AVE NE	IN	CITY OF KASSON
AREA B	LOCATED ON	16TH ST NE	FROM	650' EAST OF 5TH AVE NE	TO	660' EAST OF 5TH AVE NE	IN	CITY OF KASSON
AREA C	LOCATED ON	11TH ST NE	FROM	470' WEST OF 5TH AVE NE	TO	480' WEST OF 5TH AVE NE	IN	CITY OF KASSON
AREA D	LOCATED ON	5TH AVE NE	FROM	11TH ST NE	TO	11TH ST NE	IN	CITY OF KASSON
AREA E	LOCATED ON	SHARED USE PATH	FROM	5TH AVE NE	TO	11TH ST NE	IN	CITY OF KASSON
AREA F	LOCATED ON	11TH ST NE	FROM	EAST MANTORVILLE DR	TO	160' EAST OF 1ST AVE NE	IN	CITY OF KASSON
AREA G	LOCATED ON	16TH ST NE	FROM	CSAH 21	TO	1550' EAST OF CSAH 21	IN	CITY OF KASSON
AREA H	LOCATED ON	SHARED USE PATH	FROM	10TH ST NE	TO	16TH ST NE	IN	CITY OF KASSON
AREA I	LOCATED ON	11TH ST NE	FROM	1ST AVE NE	TO	1ST AVE NE	IN	CITY OF KASSON

STATE PROJ. NO. 240-090-001
GROSS LENGTH 4042.77 FEET 0.77 MILES
BRIDGES-LENGTH N/A FEET N/A MILES
EXCEPTIONS-LENGTH N/A FEET N/A MILES
NET LENGTH 4042.77 FEET 0.77 MILES

DESIGN DATA
SHARED USE PATH

PATH WIDTH	10'
DESIGN SPEED	20 MPH
HEIGHT OF EYE	4.5'
HEIGHT OF OBJECT	0'

GOPHER ONE CALL STATE

1-800-252-1166

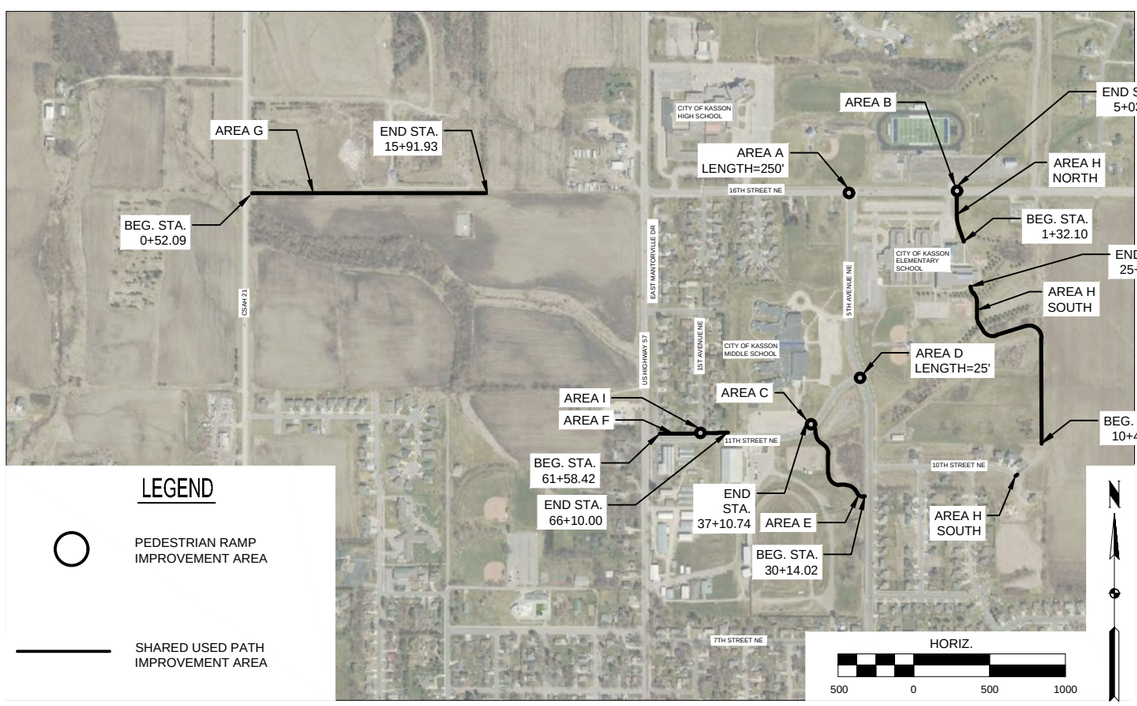
UTILITY LOCATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL C. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

UTILITY LOCATION PERFORMED ON: 4-14-2020
GOPHER ONE CALL TICKET NUMBERS: 200982742, 200982743, 200982744, 200982745, 200982746

UTILITY DESIGN MEETING HELD ON: 2-1-2022

PROJECT LOCATION MAP



LEGEND

PEDESTRIAN RAMP IMPROVEMENT AREA

SHARED USED PATH IMPROVEMENT AREA

SYMBOL LEGEND

CONTROL POINT
EXISTING SANITARY CLEANOUT
EXISTING SANITARY MANHOLE
EXISTING STORM MANHOLE
EXISTING HYDRANT
EXISTING GATE VALVE
PROPOSED HYDRANT
PROPOSED GATE VALVE
PROPOSED MANHOLE
EXISTING CONIFER TREE
EXISTING DECIDUOUS TREE
EXISTING SOIL BORE
EXISTING SHRUB
EXISTING POWER POLE
EXISTING GUY WIRE
EXISTING TELEPHONE PEDESTAL
EXISTING CURB STOP
EXISTING ELECTRIC PEDESTAL
EXISTING CABLE TV PEDESTAL
EXISTING SATELITE DISH
EXISTING MAILBOX
EXISTING SIGN
EXISTING WELL
EXISTING LIGHTPOLE
EXISTING BOLLARD
EXISTING STUMP
EXISTING GAS VALVE
BENCHMARK
EXISTING GAS METER
EXISTING TRAFFIC LIGHT

LINE LEGEND

FIBER OPTIC
CONTROLLED ACCESS
ROW
UTILITY
EX. DRAINAGE DITCH
MNDOT-ROW
BARBWIRE FENCE
CHAINLINK FENCE
SECTION LINE
QUARTER SECTION LINE
WOODEN FENCE
TREELINE
RETAINING WALL
EX. SEALCOAT
GUARD RAIL
EX. WATERMAIN
UNDERGROUND ELECTRIC
UNDERGROUND CABLE TV
EX. CRUSHED ROCK
UNDERGROUND TELEPHONE
UNDERGROUND GAS
EX. CONTOUR
EX. STORM SEWER
PERMANENT EASEMENT
TEMPORARY EASEMENT
OVERHEAD ELECTRIC
OVERHEAD TELEPHONE
EX. SANITARY SEWER
CENTERLINE
SILT FENCE

PROJECT LOCATION
COUNTY : DODGE
DISTRICT : 6
T107N R16W

MINN. PROJ. NO. TA 2022 (004)

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION", SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL LAYOUTS.

TRAFFIC CONTROL PLAN:
TRAFFIC CONTROL LAYOUT FOR EACH INSTALLATION LOCATION SHALL MEET THE REQUIREMENTS OF THE CURRENT EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD), INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	SEQ, STANDARD PLATES, & ALIGNMENT TABULATION
3-4	TYPICAL SECTIONS
5-6	DETAILS
7-12	CURB RAMP STD. PLANS
13-16	DRIVEWAY & SIDEWALK DETAILS
17-18	APS DETAILS
19-20	SWPPP
21-32	PLAN AND PROFILE
33-38	PEDESTRIAN RAMP PLANS
39-50	CROSS SECTIONS

THIS PLAN CONTAINS 50 SHEETS

PLAN REVISIONS		
DATE	REVISION	APPROVER

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: BRANDON W. THEOBALD, P.E. LICENSE # 48229
DATE: 5/2/22 SIGNATURE:
DESIGN SQUAD D. THORNTON, D. MARTIN, J. MOYER

LOCAL AGENCY APPROVAL
APPROVED: CITY OF KASSON ENGINEER DATE: 5/2/22

STATE AID APPROVAL
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE-AID AND/OR FEDERAL-AID RULES/POLICY DATE:
STATE AID ENGINEER: APPROVED FOR STATE AID AND FEDERAL AID FUNDING DATE:

whks
engineers + planners + land surveyors

STATEMENT OF ESTIMATED QUANTITIES

Item Number	Construction Note	DESCRIPTION	UNIT	TOTAL QUANTITIES
2021.501		MOBILIZATION	L.S.	1
2101.502	1	GRUBBING	EACH	5
2101.505	1	GRUBBING	ACRE	0.17
2104.502		SALVAGE HYDRANT	EACH	1
2104.502		REMOVE FOOTING	EACH	2
2104.502		SALVAGE SIGN PANEL	EACH	4
2104.503		REMOVE CURB AND GUTTER	L.F.	362
2104.503		SALVAGE CHAIN LINK FENCE	L.F.	32
2104.503		REMOVE WATER MAIN	L.F.	6
2104.504		REMOVE BITUMINOUS PAVEMENT	S.Y.	570
2104.504		REMOVE CONCRETE DRIVEWAY PAVEMENT	S.Y.	40
2104.504		REMOVE CONCRETE WALK	S.Y.	175
2105.607	(P)	COMMON EXCAVATION	C.Y.	2188
2105.607		GRANULAR BORROW (CV)	C.Y.	3437
2112.519	2	SUBGRADE PREPARATON	RDST	45
2211.507	(P)	AGGREGATE BASE CLASS 5 (CV)	C.Y.	1300
2360.509		TYPE SP 12.5 WEARING COURSE MIX (2;B)	TON	560
2360.509		TYPE SP 12.5 NON WEAR COURSE MIX (2;B)	TON	500
2501.502		12" RC PIPE APRON	EACH	4
2501.502		18" RC PIPE APRON	EACH	2
2501.502		24" RC PIPE APRON	EACH	5
2501.503		12" RC PIPE CULVERT CLASS III	L.F.	48
2501.503		18" RC PIPE CULVERT CLASS III	L.F.	65
2501.503		24" RC PIPE CULVERT CLASS III	L.F.	103
2503.602		CONNECT TO EXISTING STORM SEWER	EACH	2
2504.602		CONNECT TO EXISTING WATER MAIN	EACH	1
2504.602		ADJUST GATE VALVE	EACH	2
2504.602		INSTALL HYDRANT	EACH	1
2504.602		6" GATE VALVE & BOX	EACH	1
2504.603		6" WATERMAIN DUCTILE IRON CL 52	L.F.	6
2504.608		DUCTILE IRON FITTINGS	LB	32
2506.502	3	ADJUST FRAME AND RING CASTING	EACH	3
2506.602	4	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	2
2511.507		RANDOM RIPRAP CLASS III	C.Y.	41
2521.518	5 7	4" CONCRETE WALK	S.F.	410
2521.518	5 6	4" CONCRETE WALK SPECIAL	S.F.	80
2521.518	5 7	6" CONCRETE WALK	S.F.	1920
2531.503	5 7	CONCRETE CURB AND GUTTER DESIGN B624	L.F.	362
2531.504	5 7	6" CONCRETE DRIVEWAY PAVEMENT	S.Y.	50
2531.618		TRUNCATED DOMES	S.F.	290
2550.602		RELOCATE SIGN	EACH	1
2557.603		INSTALL CHAIN LINK FENCE	L.F.	32
2563.601		TRAFFIC CONTROL	L.S.	1
2564.502		INSTALL SIGN TYPE C	EACH	15
2564.602		FURNISH TYPE C SIGN	EACH	15
2565.616		PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	3
2573.501		STABILIZED CONSTRUCTION EXIT	L.S.	1
2573.501		EROSION CONTROL SUPERVISOR	L.S.	1
2573.502		STORM DRAIN INLET PROTECTION	EACH	9
2573.502		CULVERT END CONTROLS	EACH	2
2573.503		SILT FENCE; TYPE MS	L.F.	3200
2573.503		SEDIMENT CONTROL LOG TYPE WOOD FIBER	L.F.	90
2575.504	8	ROLLED EROSION PREVENTION CATEGORY 25	S.Y.	2425
2575.605	9	TURF ESTABLISHMENT	ACRE	2.27
2582.518	10	CROSSWALK PAINT	S.F.	1350

STATEMENT OF ESTIMATED QUANTITIES NOTES:

1. CLEARING COMPLETED BY OTHERS
2. DEPTH SHALL BE 12"
3. ADJUST STORM MANHOLE, SANITARY MANHOLE, SANITARY MANHOLE AND SHALL INCLUDE BARREL SECTION AND NEW FRAME AND RING CASTING
4. CONSTRUCT 8" STORM STRUCTURE, CONSTRUCT TYPE 4 STRUCTURE
5. 4" OF AGGREGATE BASE SHALL BE CONSIDERED INCIDENTAL
6. THICKENED EDGE WALK
7. TIE BARS SHALL BE CONSIDERED INCIDENTAL
8. ROLLED EROSION PREVENTION CATEGORY 25 SHALL BE PLACED AFTER HYDRO-SEEDING IN AREAS SHOWN IN THE PLANS.
9. TURF ESTABLISHMENT INCLUDES ALL AREAS OF DISTURBANCE AND SHALL INCLUDE HYDRO-SEEDING CONSISTING OF SEED MIX 25-151 AT A APPLICATION RATE OF 120 LBS/ACRE AND FERTILIZER 10-10-10 AT A APPLICATION RATE OF 100 LBS/ACRE
10. COLOR SHALL BE WHITE

GENERAL CONSTRUCTION NOTES:

TEMPORARY CONSTRUCTION EASEMENTS ARE ACROSS ENTIRE PROPERTY AS NOTED IN THE CROSS SECTIONS. COORDINATE WITH PROPERTY OWNERS.

TURF ESTABLISHMENT NEEDED OUTSIDE SEEDING LIMITS SHOWN ON PLAN WILL BE AT THE CONTRACTORS EXPENSE.

ELECTRONIC FILES WILL BE AVAILABLE FOR GRADING CONSTRUCTION ACTIVITIES.

ALL SAW-CUTTING NECCESSARY TO REMOVE ANY BITUMINOUS OR CONCRETE SHALL BE CONSIDERED INCIDENTAL.

ALIGNMENT LINE DATA

LINE #	AREA	START POINT	END POINT	LINE/CHORD DIRECTION	LENGTH (FT)
L1	AREA H - NORTH	STA. 1+32.10 NORTHING=176286.5395 EASTING=546386.5595	STA. 3+15.82 NORTHING=176463.0857 EASTING=546340.1134	NORTH19°34'42.69"WEST	183.72
L2	AREA H - NORTH	STA. 3+15.82 NORTHING=176463.0857 EASTING=546340.1134	STA. 4+43.55 NORTHING=176590.8091 EASTING=546341.5327	NORTH0°38'11.98"EAST	127.73
L3	AREA H - NORTH	STA. 4+43.55 NORTHING=176590.8091 EASTING=546341.5327	STA. 5+03.66 NORTHING=176650.9213 EASTING=546341.5540	NORTH0°01'13.04"EAST	60.11
L4	AREA E	STA. 30+14.02 NORTHING=174606.0095 EASTING=545727.0219	STA. 30+16.62 NORTHING=174606.0065 EASTING=545724.4227	SOUTH89°56'02.00"EAST	2.6
L5	AREA E	STA. 30+65.74 NORTHING=174628.2022 EASTING=545682.8087	STA. 30+89.86 NORTHING=174648.2489 EASTING=545669.3961	NORTH33°47'07.39"WEST	24.12
L6	AREA E	STA. 31+62.03 NORTHING=174681.5294 EASTING=545608.4702	STA. 32+05.81 NORTHING=174682.3516 EASTING=545564.6993	NORTH89°55'25.82"WEST	43.78
L7	AREA E	STA. 33+22.21 NORTHING=174757.3384 EASTING=545491.1080	STA. 34+52.43 NORTHING=174887.5588 EASTING=545491.1080	NORTH0°0'00.00"EAST	130.22
L8	AREA E	STA. 35+26.54 NORTHING=174950.1856 EASTING=545457.3739	STA. 35+44.33 NORTHING=174959.9729 EASTING=545442.5203	NORTH56°37'06.30"WEST	17.79
L9	AREA E	STA. 36+17.56 NORTHING=175021.7101 EASTING=545408.7915	STA. 36+45.40 NORTHING=175049.5509 EASTING=545408.4612	NORTH0°40'46.93"WEST	27.84
L10	AREA E	STA. 36+45.40 NORTHING=175049.5509 EASTING=545408.4612	STA. 37+10.74 NORTHING=175097.8868 EASTING=545364.4996	NORTH42°19'35.99"WEST	65.34
L11	AREA F	STA. 61+58.42 NORTHING=175015.6646 EASTING=544377.8924	STA. 63+76.07 NORTHING=175014.6490 EASTING=544595.5481	SOUTH89°43'57.57"EAST	217.65
L12	AREA F	STA. 63+76.07 NORTHING=175014.6490 EASTING=544595.5481	STA. 63+96.54 NORTHING=175018.9583 EASTING=544615.5547	NORTH77°50'40.32"EAST	20.47
L13	AREA F	STA. 63+96.54 NORTHING=175018.9583 EASTING=544615.5547	STA. 65+58.25 NORTHING=175018.7408 EASTING=544757.7485	NORTH87°24'46.10"EAST	161.71
L14	AREA F	STA. 65+58.25 NORTHING=175018.7408 EASTING=544757.7485	STA. 66+10.00 NORTHING=175019.5596 EASTING=544829.4730	SOUTH89°54'21.00"EAST	51.75
L15	AREA G	STA. 0+52.09 NORTHING=176600.0695 EASTING=541693.7272	STA. 15+91.93 NORTHING=176597.5606 EASTING=543233.5656	SOUTH89°54'23.92"EAST	1539.84
L16	AREA H - SOUTH	STA. 10+40.63 NORTHING=174951.6642 EASTING=546898.8324	STA. 17+39.35 NORTHING=175650.3843 EASTING=546896.6014	NORTH0°10'58.78"WEST	698.72
L17	AREA H - SOUTH	STA. 18+88.42 NORTHING=175726.6547 EASTING=546793.2824	STA. 20+90.43 NORTHING=175667.7705 EASTING=546600.0456	SOUTH73°03'09.67"WEST	202.01
L18	AREA H - SOUTH	STA. 21+88.73 NORTHING=175699.9315 EASTING=546514.4791	STA. 22+44.97 NORTHING=175747.6976 EASTING=546484.8003	NORTH31°51'15.03WEST	56.24
L19	AREA H - SOUTH	STA. 22+86.23 NORTHING=175786.8457 EASTING=546473.5061	STA. 23+91.55 NORTHING=175892.1631 EASTING=546472.8969	NORTH0°19'53.26"WEST	105.32
L20	AREA H - SOUTH	STA. 24+41.72 NORTHING=175938.5805 EASTING=546456.4639	STA. 24+52.41 NORTHING=175946.9255 EASTING=546449.7881	NORTH38°39'32.58"WEST	10.69
L21	AREA H - SOUTH	STA. 24+87.62 NORTHING=175977.6938 EASTING=546433.0333	STA. 25+07.74 NORTHING=175996.7795 EASTING=546426.6541	NORTH18°28'54.26"WEST	20.12

ALIGNMENT CURVE DATA

CURVE #	AREA	PC POINT	PT POINT	PI POINT	CURVE LENGTH	RADIUS
C1	AREA H SRTS Bike Path - North Portion	STA. 2+27.61 N176376.53 E546354.55	STA. 3+15.82 N176463.09 E546340.11	STA. 2+72.18 N176418.52 E546339.62	88.21'	250.00'
C2	AREA E SRTS - 11th Street Bike Path	STA. 30+16.62 N174606.01 E545724.42	STA. 30+65.74 N174628.20 E545682.81	STA. 30+43.36 N174605.98 E545697.68	49.11'	50.00'
C3	AREA E SRTS - 11th Street Bike Path	STA. 30+89.86 N174648.25 E545669.40	STA. 31+62.03 N174681.53 E545608.47	STA. 31+29.01 N174680.79 E545647.62	72.18'	75.00'
C4	AREA E SRTS - 11th Street Bike Path	STA. 32+05.81 N174682.35 E545564.70	STA. 33+22.21 N174757.34 E545491.11	STA. 32+79.41 N174683.73 E545491.11	116.40'	75.00'
C5	AREA E SRTS - 11th Street Bike Path	STA. 34+52.43 N174887.56 E545491.11	STA. 35+26.54 N174950.19 E545457.37	STA. 34+92.83 N174927.96 E545491.11	74.11'	75.00'
C6	AREA E SRTS - 11th Street Bike Path	STA. 35+44.33 N174959.97 E545442.52	STA. 36+17.56 N175021.71 E545408.79	STA. 35+84.16 N174981.89 E545409.26	73.22'	75.00'
C7	AREA H SRTS Bike Path - South Portion	STA. 17+39.35 N175650.38 E546896.60	STA. 18+88.42 N175726.65 E546793.28	STA. 18+47.00 N175758.03 E546896.26	149.07'	80.00'
C8	AREA H SRTS Bike Path - South Portion	STA. 20+90.43 N175667.77 E546600.05	STA. 21+88.73 N175699.93 E546514.48	STA. 21+48.08 N175650.97 E546544.90	98.30'	75.00'
C9	AREA H SRTS Bike Path - South Portion	STA. 22+44.97 N175747.70 E546484.80	STA. 22+86.23 N175786.85 E546473.51	STA. 22+66.13 N175765.68 E546473.63	41.26'	75.00'
C10	AREA H SRTS Bike Path - South Portion	STA. 23+91.55 N175892.16 E546472.90	STA. 24+41.72 N175938.58 E546456.46	STA. 24+17.61 N175918.23 E546472.75	50.17'	75.00'
C11	AREA H SRTS Bike Path - South Portion	STA. 24+52.41 N175946.93 E546449.79	STA. 24+87.62 N175977.69 E546433.03	STA. 24+70.20 N175960.82 E546438.67	35.22'	100.00'

STANDARD PLATES

THE FOLLOWING STANDARD PLATES APPROVED BY THE FHWA SHALL APPLY ON THIS PROJECT

PLATE NO.	DESCRIPTION
1103L	TYPICAL DOWEL BAR ASSEMBLY
3000M	REINFORCED CONCRETE PIPE (6 SHEETS)
3006H	GASKET JOINT FOR R.C. PIPE (2 SHEETS)
3133D	RIP RAP AT RCP OUTLETS
3145G	CONCRETE PIPE OR PRECAST BOX CULVERT TIES
7038A	DETECTABLE WARNING SURFACE TRUNCATED DOMES
7100H	CONCRETE CURB AND GUTTER (DESIGN B AND V)
8000K	CHANNELIZERS
8112I	PEDESTAL FOUNDATION
9322K	CHAIN LINK FENCE (2 SHEETS)

PROJECT EARTH WORK:

EXCAVATION

TOPSOIL STRIPPING *PAID AS COMMON EXCAVATION (12" OF STRIPPING THROUGH ENTIRE LENGTH OF AREA E, AREA F, AREA G, AREA H-NORTH, AND AREA H-SOUTH)	2071 CY
ADDITIONAL COMMON EXCAVATION	117 CY

EMBANKMENT

RAW FILL	7337 CY
GRANULAR BORROW FILL NEEDED TO ACHIEVE BOTTOM AGGREGATE BASE SECTION (AREA E, AREA G, AREA H-SOUTH, AREA H-NORTH)	-3437 CY
SUITABLE BACKFILL MATERIAL	-117 CY
AGGREGATE BASE SECTION	-1300 CY
BITUMINOUS PAVEMENT SECTION	-407 CY
TOP SOIL RESPREAD (INCIDENTAL)	-2071 CY

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

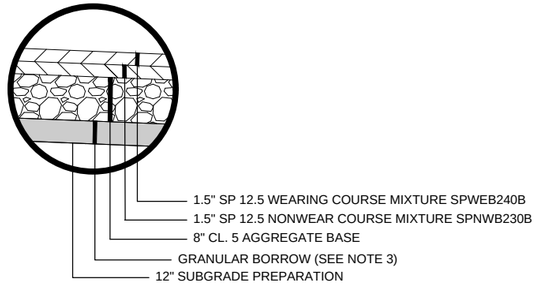
NO.	DATE	DESCRIPTION

SEQ & ALIGNMENT TAB

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 2 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-SEQ_ALIGNMENT TAB.dwg PLOT DATE: 4/28/2022 3:50 PM



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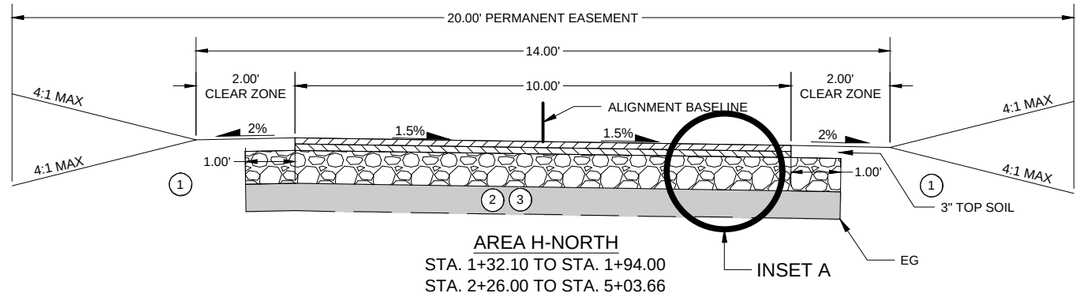
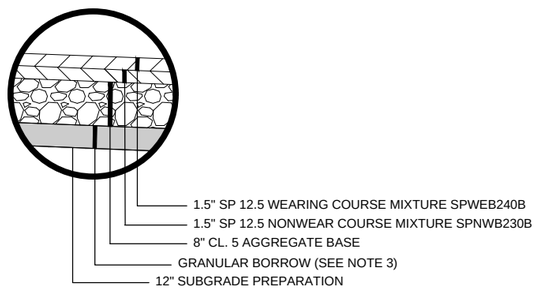


AREA H-NORTH
STA. 1+32.10 TO STA. 1+94.00
STA. 2+26.00 TO STA. 5+03.66
AREA E
STA. 30+16.15 TO STA. 36+42.15

NOTE:
1. ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.
2. TOPSOIL STRIPPING SHALL BE 1' BELOW EXISTING GRADE SURFACE.
3. GRANULAR BORROW SHALL BE PLACED ON THE STRIPPED TOP SOIL SURFACE AND THE GRANULAR BORROW FILL SURFACE SHALL MEET THE BOTTOM OF THE AGGREGATE BASE SECTION.

TOTAL GRANULAR BORROW
AREA H-NORTH = 1729 CY
AREA H-SOUTH =1230.23 CY
AREA E = 347.98 CY
AREA G = 129.79 CY

TOTAL SUITABLE BACKFILL MATERIAL
(SALVAGED COMMON EX. MATERIAL, PLACEMENT INCIDENTAL)
AREA H-NORTH = 7 CY
AREA H-SOUTH = 12 CY
AREA G = 98 CY



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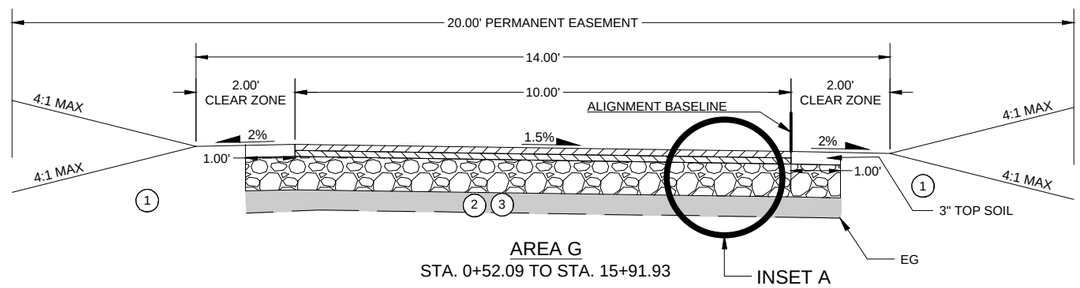

AREA G
STA. 0+52.09 TO STA. 15+91.93

NOTE:
1. ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.
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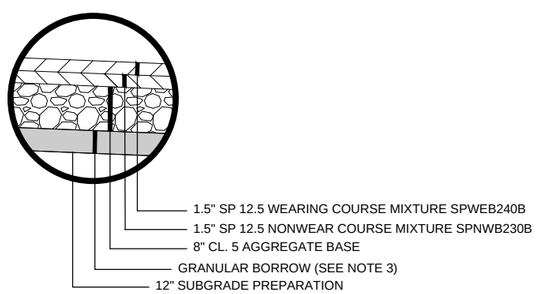
TOTAL SUITABLE BACKFILL MATERIAL
(SALVAGED COMMON EX. MATERIAL, PLACEMENT INCIDENTAL)
AREA H-NORTH = 7 CY
AREA H-SOUTH = 12 CY
AREA G = 98 CY



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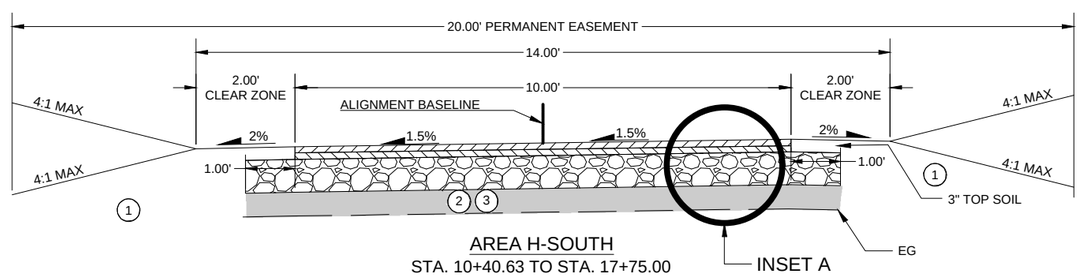

AREA H-SOUTH
STA. 10+40.63 TO STA. 17+75.00

NOTE:
1. ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.
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TOTAL GRANULAR BORROW
AREA H-NORTH = 1729 CY
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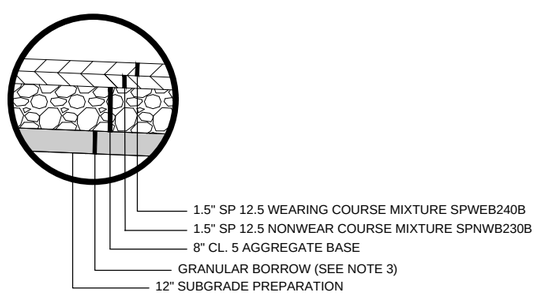
AREA G = 129.79 CY

TOTAL SUITABLE BACKFILL MATERIAL
(SALVAGED COMMON EX. MATERIAL, PLACEMENT INCIDENTAL)
AREA H-NORTH = 7 CY
AREA H-SOUTH = 12 CY
AREA G = 98 CY



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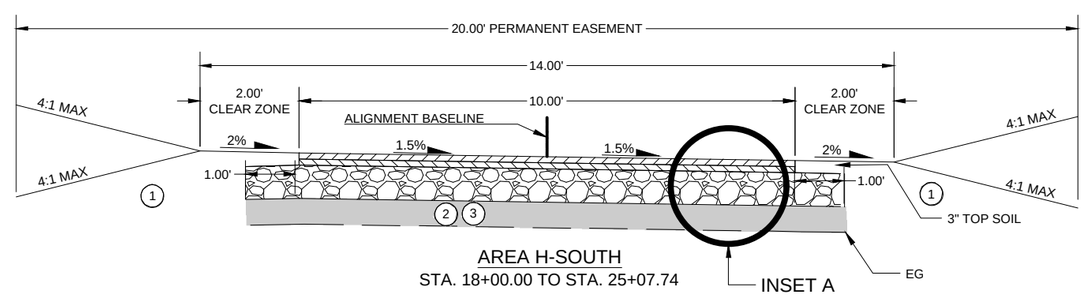

AREA H-SOUTH
STA. 18+00.00 TO STA. 25+07.74

NOTE:
1. ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.
2. TOPSOIL STRIPPING SHALL BE 1' BELOW EXISTING GRADE SURFACE.
3. GRANULAR BORROW SHALL BE PLACED ON THE STRIPPED TOP SOIL SURFACE AND THE GRANULAR BORROW FILL SURFACE SHALL MEET THE BOTTOM OF THE AGGREGATE BASE SECTION.

TOTAL GRANULAR BORROW
AREA H-NORTH = 1729 CY
AREA H-SOUTH =1230.23 CY
AREA E = 347.98 CY
AREA G = 129.79 CY

TOTAL SUITABLE BACKFILL MATERIAL
(SALVAGED COMMON EX. MATERIAL, PLACEMENT INCIDENTAL)
AREA H-NORTH = 7 CY
AREA H-SOUTH = 12 CY
AREA G = 98 CY

S.P. 240-090-001

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engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5.12.22 License No. 48229

REVISIONS

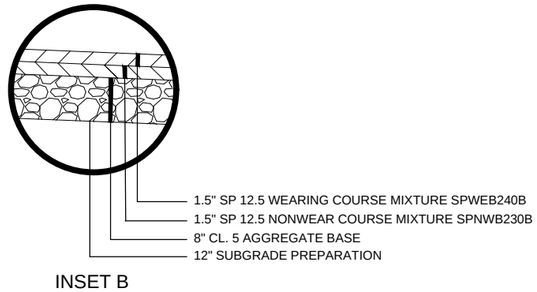
NO.	DATE	DESCRIPTION

TYPICAL SECTIONS

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 3 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Typical Sections.dwg PLOT DATE: 4/28/2022 3:51 PM



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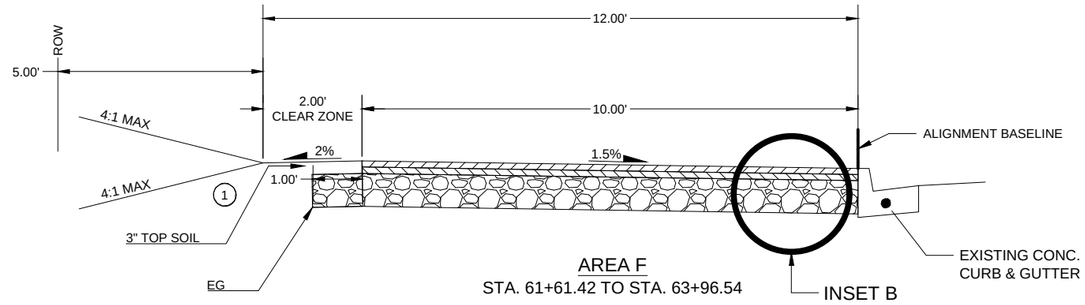
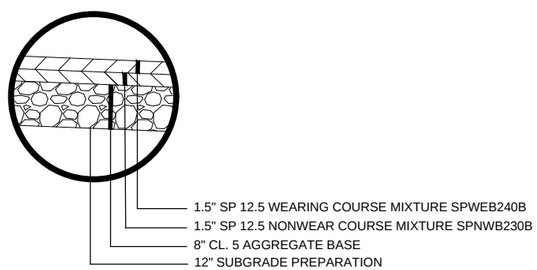


AREA F
STA. 61+61.42 TO STA. 63+96.54

(1) NOTE:
ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.



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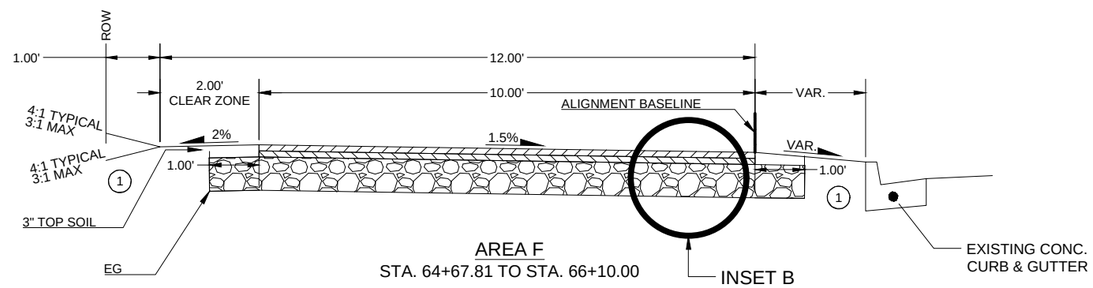
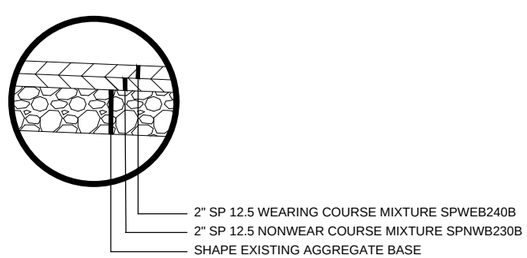


AREA F
STA. 64+67.81 TO STA. 66+10.00

(1) NOTE:
ANY DISTURBANCE DUE TO GRADING SHALL RECEIVE 6" OF TOPSOIL PRIOR TO SEEDING. TOP SOIL SHALL BE SALVAGED FROM TOP SOIL STRIPPING. ANY TOP SOIL BORROW NEEDED SHALL BE DIRECTED BY THE ENGINEER.



BITUMINOUS PAVEMENT PATCHING FOR ALL DISTURBED PUBLIC ROADWAYS

NOTE:
MATCH EXISTING PAVEMENT THICKNESS. PLACE BITUMINOUS IN 2" LIFTS MAX.
SMOOTH DRUM ROLLER COMPACTION EQUIPMENT SHALL BE USED ON FINAL WEARING COURSE LIFT PER MNDOT SPECIFICATION 2360.3D.2.

S.P. 240-090-001

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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.

Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

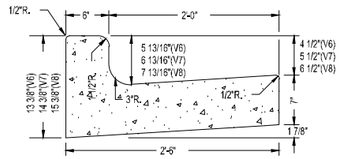
NO.	DATE	DESCRIPTION

TYPICAL SECTIONS

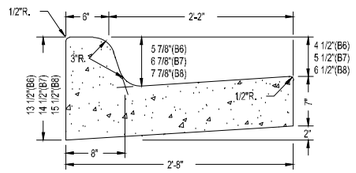
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 4 OF 50

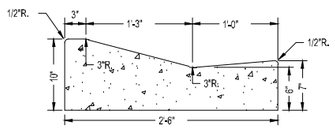
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Typical Sections.dwg PLOT DATE: 4/28/2022 3:51 PM



DESIGN "V"(VERTICAL)



DESIGN "B"(BATTERFACE)



DESIGN "D"(DRIVEOVER)

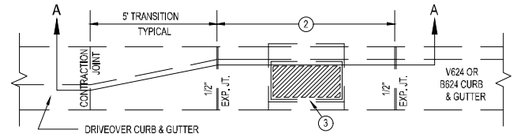
NOTES

1. CONCRETE MIX: MANUAL PLACEMENT-MN/DOT SPEC. 3752; SLIP-FORM PLACEMENT-MN/DOT SPEC. 3F32.
2. PROVIDE 1/2" EXPANSION JOINT AT 300' MAXIMUM SPACING AND TO MATCH PAVEMENT EXPANSION JOINTS IN ADDITION TO EXPANSION JOINTS SHOWN ON OTHER DETAIL PLATES. PROVIDE 1/2" PERFORMED JOINT FILLER MATERIAL PER MN/DOT SPEC. 3702.
3. PROVIDE CONTRACTION JOINTS @ 9' MAXIMUM SPACING, SAW CUT 2" MINIMUM DEPTH. TOOLED IN JOINTS SHALL ALSO BE SAW CUT.
4. ALL CONCRETE CURB & GUTTER SHALL BE PLACED ON A MINIMUM OF A 4" AGGREGATE BASE.
5. SILL REQUIRED FOR DESIGN "V" AND "B", WHEREVER SIDEWALK ABUTS CURB. SEE S.D.P. 2-02.
6. RADII OF 25' OR LESS SHALL BE HAND FORMED.

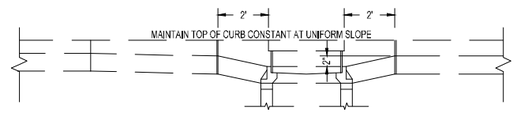
whks

CONCRETE CURB & GUTTER

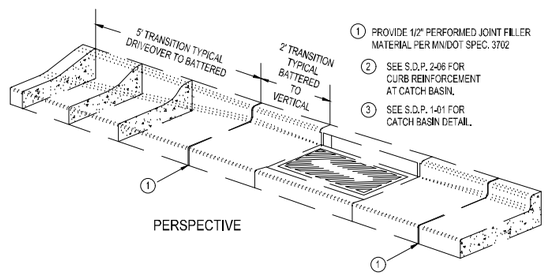
REVISED: 12/31/19
SHEET: 1 OF 1
PLATE NO. 2-01



PLAN



SECTION A-A



PERSPECTIVE

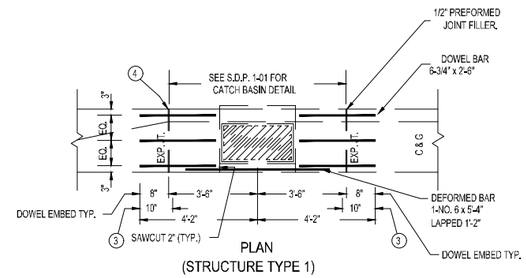
NOTES

1. PROVIDE 1/2" PERFORMED JOINT FILLER MATERIAL PER MN/DOT SPEC. 3702
2. SEE S.D.P. 2-06 FOR CURB REINFORCEMENT AT CATCH BASIN.
3. SEE S.D.P. 1-01 FOR CATCH BASIN DETAIL.

whks

TRANSITION CURB & GUTTER DRIVEOVER TO TYPE B OR V

REVISED: 12/31/19
SHEET: 1 OF 1
PLATE NO. 2-05



PLAN
(STRUCTURE TYPE 1)

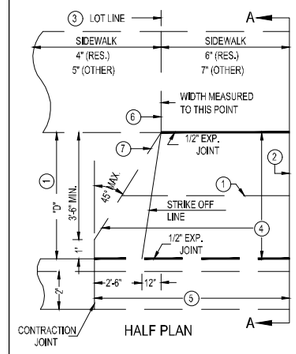
NOTES

1. DOWEL BARS SHALL BE PER MN/DOT SPEC. 3302 (EPOXY COATED).
2. DEFORMED BAR SHALL BE PER MN/DOT SPEC. 3301 (EPOXY COATED).
3. COAT THE DOWEL BARS WITH A THIN UNIFORM COATING OF AN APPROVED FORM COATING MATERIAL MEETING MN/DOT SPEC. 3902 NOT MORE THAN THAN ONE HOUR BEFORE COVERING WITH CONCRETE, OR WRAP WITH TEFLON TAPE.
4. PROVIDE 1/2" PERFORMED JOINT FILLER MATERIAL PER MN/DOT SPEC. 3702.

whks

CURB & GUTTER REINFORCEMENT AT CATCH BASINS

REVISED: 12/31/19
SHEET: 1 OF 1
PLATE NO. 2-06

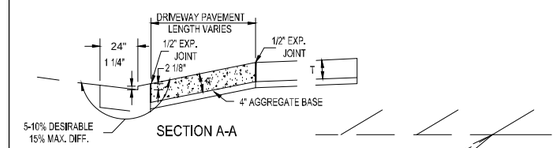


TYPE OF ENTRANCE	WIDTH	T
RESIDENTIAL, R1, R2	12'-32'	6"
COMM., IND., ALLEY, R-4	12'-32'	7"

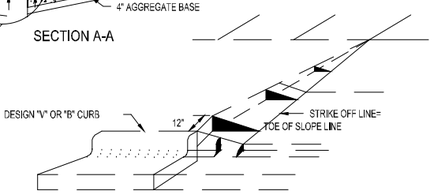
T=THICKNESS OF ENTRANCE AND SIDEWALK

NOTES

1. TRANSVERSE CONTRACTION JOINT REQUIRED WHEN "D"=10'-0" OR GREATER, PLACED AT THE CENTER OF THE APPROACH.
2. CONTRACTION JOINTS SPACED SO THAT MAXIMUM SPACING BETWEEN JOINTS DOES NOT EXCEED 1.5 "D" OR 12' WHICHEVER IS LESS, MEASURED AT THE BACK OF CURB.
3. EDGE OF APPROACH AT SIDEWALK LINE MUST BE WITHIN THE LOT SERVED.
4. PAID FOR AS CONCRETE DRIVEWAY PAVEMENT.
5. NO DEDUCTION TO BE MADE IN CURB & GUTTER FOR ENTRANCE.
6. CONTRACTION JOINT FOR RESIDENTIAL, PROVIDE 1/2" PERFORMED JOINT FILLER MATERIAL PER MN/DOT SPEC. 3702.
7. TAPER WING TO SIDEWALK WHEN "D" IS 15' OR LESS, OTHERWISE TAPER TO 1/2 "D".
8. ALL JOINTS SHALL BE SAWCUT.



SECTION A-A

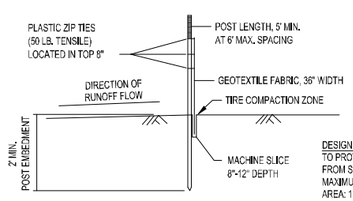


PERSPECTIVE

whks

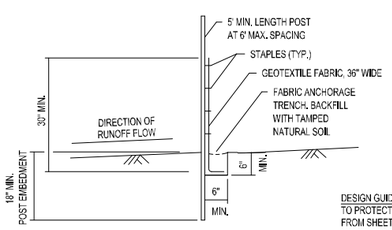
CONCRETE DRIVE APPROACH TYPE B

REVISED: 12/31/19
SHEET: 1 OF 1
PLATE NO. 2-09



DESIGN GUIDELINES:
TO PROTECT AREAS FROM SHEET FLOW.
MAXIMUM CONTRIBUTING AREA: 1 ACRE

SILT FENCE TYPE MS
(MACHINE SLICED)



DESIGN GUIDELINES:
TO PROTECT AREAS FROM SHEET FLOW.
MAXIMUM CONTRIBUTING AREA: 0.25 ACRE

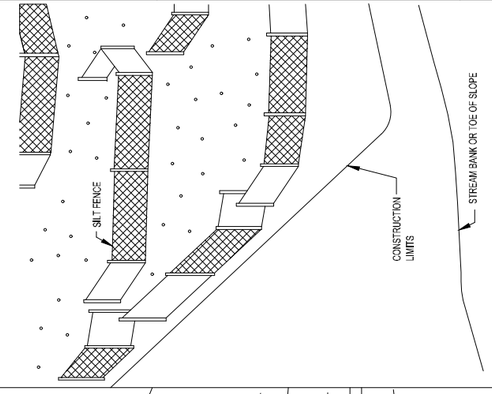
SILT FENCE TYPE PA
(PREASSEMBLED)

REFERENCE: MN/DOT SPEC. 3886

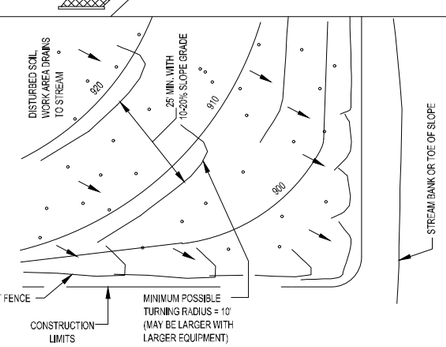
whks

SILT FENCE DETAILS
TYPES MS AND PA

REVISED: 12/31/19
SHEET: 1 OF 3
PLATE NO. 7-01



PERSPECTIVE VIEW

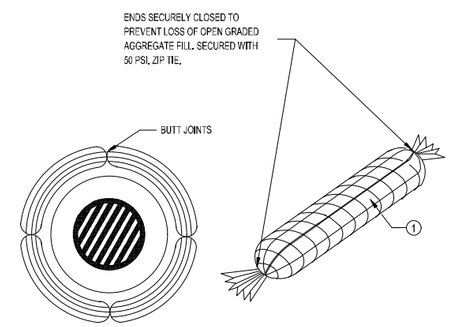


PLAN VIEW

whks

SILT FENCE DETAILS-
J-HOOK INSTALLATION

REVISED: 12/31/19
SHEET: 3 OF 3
PLATE NO. 7-01



NOTES

SEE MN/DOT SPEC. 2573

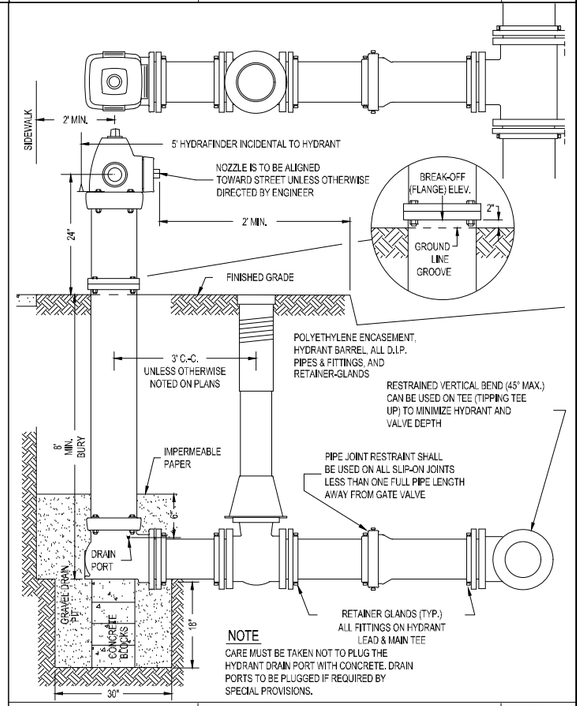
MANUFACTURED ALTERNATIVES LISTED ON MN/DOT'S APPROVED PRODUCTS LIST MAY BE SUBSTITUTED.

1. GEOTEXTILE SOCK BETWEEN 4-10 FEET LONG AND 4-6 INCH DIAMETER. THE SEAM IS TO BE JOINED BY TWO ROWS OF STITCHING WITH A PLASTIC MESH BACKING OR PROVIDE A HEAT BONDED SEAM (OR APPROVED EQUIVALENT). FILL ROCK LOG WITH OPEN GRADED AGGREGATE CONSISTING OF SOUND DURABLE PARTICLES OF COARSE AGGREGATE CONFORMING TO MN/DOT SPEC. 3137 TABLE 3137-4, DESIGNATION 1.

whks

INLET PROTECTION
ROCK LOG/COMPOST LOG

REVISED: 12/31/19
SHEET: 1 OF 5
PLATE NO. 7-05



NOTE

CARE MUST BE TAKEN NOT TO PLUG THE HYDRANT DRAIN PORT WITH CONCRETE. DRAIN PORTS TO BE PLUGGED IF REQUIRED BY SPECIAL PROVISIONS.

whks

HYDRANT BRANCH DETAIL

REVISED: 9/04/20
SHEET: 1 OF 1
PLATE NO. 6-04

CITY OF KASSON

S.P. 240-090-001

whks
engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

DETAILS

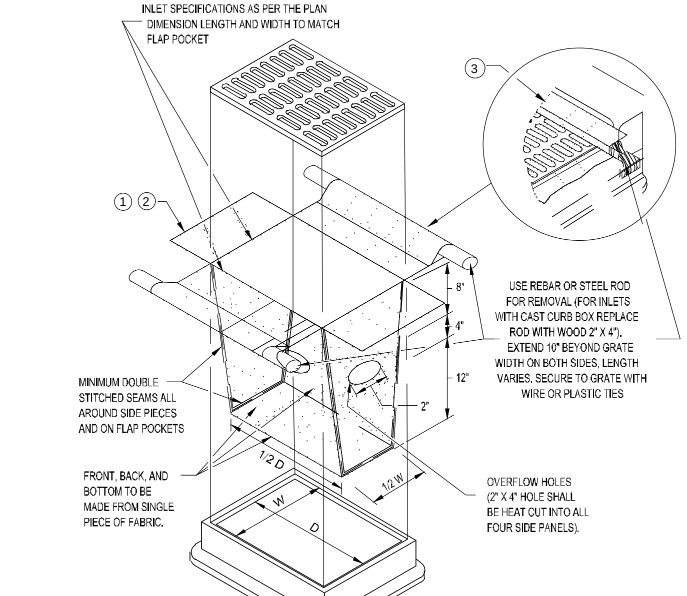
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT

SHEET 5 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:52 PM

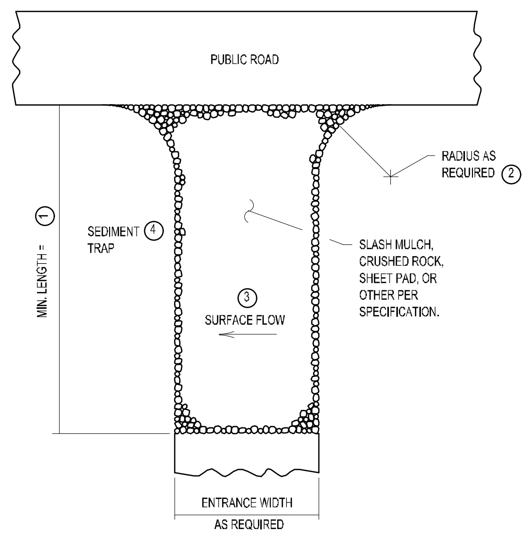
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:52 PM



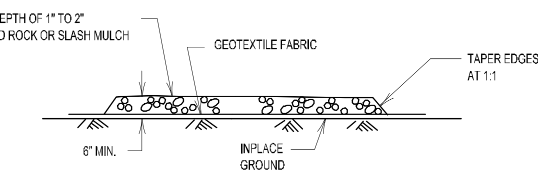
NOTES

1. ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS, MEETING MN/DOT SPEC. 3886.
2. FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED SHALL EXTEND A MINIMUM OF 10 INCHES AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
3. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2 IN. X 4 IN. OR USE A ROCK SOCK OR SAND BAGS IN PLACE OF THE FLAP POCKETS.
4. INSTALLATION NOTES: DO NOT INSTALL FILTER BAG INSERT IN INLETS SHALLOWER THAN 30 IN., MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. THE PLACED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE OF 3" BETWEEN THE INLET WALLS AND THE BAG MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES. WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" SIDE CLEARANCE.

whks — INLET PROTECTION FILTER BAG INSERT — REVISED: 12/31/19 — SHEET: 5 OF 5 — PLATE NO. 7-05



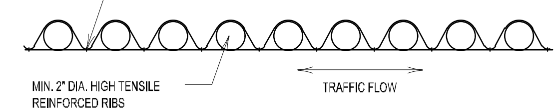
SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT (5)(7)



SLASH MULCH OR CRUSHED ROCK

SEE SHEET 2 OF 3 FOR DETAIL NOTES

whks — SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXITS — REVISED: 12/31/19 — SHEET: 1 OF 3 — PLATE NO. 7-06



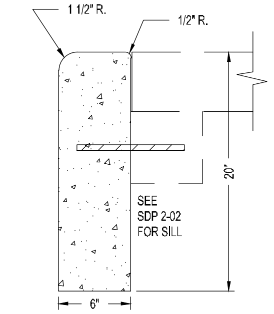
SHEET PAD

NOTES:

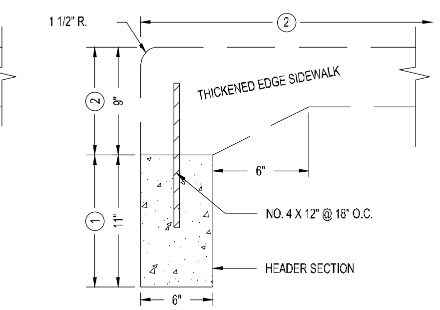
SEE MN/DOT SPECS. 2573 & 3882.

1. MINIMUM LENGTH SHALL BE THE GREATER OF 50 FEET OR A LENGTH SUFFICIENT TO ALLOW A MINIMUM OF 5 TIRE ROTATIONS ON THE PROVIDED PAD. MINIMUM LENGTH SHALL BE CALCULATED USING THE LARGEST TIRE WHICH WILL BE USED IN TYPICAL OPERATIONS.
2. PROVIDE RADIUS OR WIDEN PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
3. IF RUNOFF FROM DISTURBED AREAS FLOWS TOWARD CONSTRUCTION EXITS, PREVENT RUNOFF FROM DRAINING DIRECTLY TO PUBLIC ROAD OVER CONSTRUCTION EXIT BY CROWNING THE EXIT OR SLOPING TO ONE SIDE. IF SURFACE GRADING IS INSUFFICIENT, PROVIDE OTHER MEANS OF INTERCEPTING RUNOFF.
4. IF RUNOFF FROM CONSTRUCTION EXITS WILL DRAIN OFF OF PROJECT SITE, PROVIDE SEDIMENT TRAP WITH STABILIZED OVERFLOW.
5. IF A TIRE WASH OFF IS REQUIRED THE CONSTRUCTION EXITS SHALL BE GRADED TO DRAIN THE WASH WATER TO A SEDIMENT TRAP.
6. MINIMUM LENGTH OF RUMBLE PAD SHALL BE 20 FEET, OR AS REQUIRED TO REMOVE SEDIMENT FROM TIRES. IF SIGNIFICANT SEDIMENT IS TRACKED FROM THE SITE, THE RUMBLE PAD SHALL BE LENGTHENED OR THE DESIGN MODIFIED TO PROVIDE ADDITIONAL VIBRATION. WASH-OFF LENGTH SHALL BE AS REQUIRED TO EFFECTIVELY REMOVE CONSTRUCTION SEDIMENT FROM VEHICLE TIRES.
7. MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL (SLASH MULCH OR CRUSHED ROCK) OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.

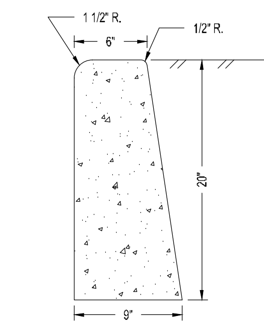
whks — TEMP. SEDIMENT CONTROL CONSTRUCTION EXITS — REVISED: 12/31/19 — SHEET: 2 OF 3 — PLATE NO. 7-06



STRAIGHT CURB
U-1A
USE WHERE SIDEWALK EXISTS AND ON CURVES



CURB & SIDEWALK
U-2A



STRAIGHT CURB
U-1B
USE WHEN THERE IS NO SIDEWALK AND CURB & GUTTER IS NOT DESIRABLE

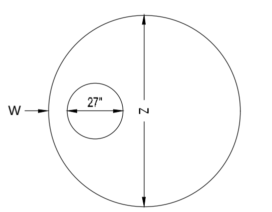
PAY QUANTITIES
URBAN TYPE CURB, GUTTER, & SIDEWALK

U-1A	STRAIGHT CURB	LINEAL FEET
U-1B	STRAIGHT CURB	LINEAL FEET
U-2A	HEADER SECTION	LINEAL FEET
	SIDEWALK SECTION	SQUARE YARD

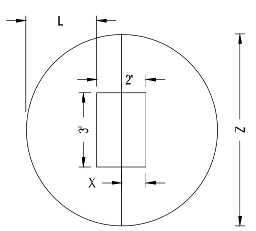
NOTES

1. INCLUDED IN PAYMENT FOR U-2A CURB PER LINEAL FOOT.
2. INCLUDED IN PAYMENT FOR SIDEWALK CONSTRUCTION PER SQUARE FOOT.
3. THESE DETAILS SHALL ONLY BE USED FOR RESTORATION OR PARTIAL RECONSTRUCTION WORK. NEW CONSTRUCTION SHALL USE CURB & GUTTER PER S.D.P. 2-01 OR CURB INTEGRAL TO CONCRETE PAVEMENT.

whks — URBAN TYPE CURB AND SIDEWALK — REVISED: 12/31/19 — SHEET: 1 OF 1 — PLATE NO. 2-03



MANHOLE TOP SLAB



ALTERNATE TOP SLAB FOR CATCH BASINS

MANHOLE TOP SLAB					MANHOLE DIMENSIONS					MAXIMUM PIPE SIZE	
L	W	X	Y	Z	A	B	C	D	E	135°-180°	90°
17"	6"	12"	-	58"	48"	5"	64"	6"	6"	27"	18"
20.5"	6"	12"	-	65"	54"	5.5"	72"	8"	8"	33"	21"
24"	7"	12"	-	72"	60"	6"	78"	8"	8"	36"	24"
27.5"	7"	12"	-	79"	66"	6.5"	85"	8"	8"	42"	30"
31"	8"	12"	3"	86"	72"	7"	92"	8"	8"	42"	33"
34.5"	8"	12"	6"	93"	78"	7.5"	100"	8"	8"	48"	36"
38"	9"	12"	9"	100"	84"	8"	106"	8"	8"	54"	42"
41.5"	9"	12"	12"	107"	90"	8.5"	114"	8"	8"	60"	42"
45"	9"	12"	15"	114"	96"	9"	120"	8"	8"	60"	42"
48.5"	9"	12"	18"	121"	102"	9.5"	127"	8"	8"	60"	48"
51"	10"	12"	21"	126"	108"	10"	132"	9"	12"	60"	54"
58"	11"	12"	24"	140"	120"	10"	146"	12"	12"	60"	60"

whks — STRUCTURE TYPE 4 (XX in.) MANHOLE DIMENSIONS — REVISED: 12/31/19 — SHEET: 2 OF 2 — PLATE NO. 1-04

CASTINGS – STRUCTURE TYPE 1

TYPE	DESCRIPTION	NEENAH REF. NO.	GRATE SLOTS	REMARKS
B	3' CURB INLET FRAME, GRATE & BOX	R-3067	DIAGONAL	
C	3' DRIVEWAY INLET FRAME & GRATE	R-3290-A	PARALLEL (BICYCLE SAFE)	USE WHERE DRIVEWAY PRECLUDES USE OF TYPE B IN BATTERFACE CURB
V	3' CURB INLET FRAME, GRATE & BOX	R-3067	PERPENDICULAR VANE	USE WHEN STREET GRADE EXCEEDS 2%

CASTINGS – OTHER STRUCTURES

	TYPE	DESCRIPTION	NEENAH REF. NO.	COVER/GRATE	REMARKS
COVER	1	9" FRAME & COVER-T GASKETED	R-1916-C	SELF-SEALING, BOLTED LID	USED IN FLOOD PRONE AREAS & IN CONCRETE PAVING
COVER	2	9" FRAME & COVER-T GASKETED	R-1733-B	INDENTED TOP	
COVER	3	7" FRAME & COVER-T GASKETED	R-1642	INDENTED TOP	USED ON EXISTING STRUCTURE WITH HEIGHT CONSTRAINT
COVER	4	7" FRAME & COVER-NON ROCKING OR T GASKET	R-1740-B	INDENTED TOP	USED FOR P.R.V. MANHOLES
GRATE	5	9" FRAME & GRATE-NON ROCKING OR T GASKET	R-2533	FLAT GRATE	PAVEMENT DRAIN
GRATE	6	DITCH GRATE-STOOL TYPE-TALL	R-4341-A	STOOL GRATE	HEAVY DUTY
GRATE	7	DITCH GRATE-STOOL TYPE-SHORT	R-4342	STOOL GRATE	LIGHT DUTY
GRATE	8	POND SKIMMER GRATE		1/2" STEEL PLATE	HOT DIPPED GALVANIZED, NOT SUBJECT TO H20 LOADING

NOTES:

1. CASTINGS SHALL BE ACCORDING TO MN/DOT SPEC 3321.1-.2 SUPPLIED BY FOUNDRIES THAT ARE APPROVED ON THE MN/DOT APPROVED/QUALIFIED PRODUCTS LIST
2. ALL CASTINGS SHALL COMPLY WITH AASHTO M-306
3. ALL CASTINGS SHALL COMPLY WITH U.S. CODE OF FEDERAL REGULATIONS 23CFR635.410, THE "BUY AMERICAN STEEL & IRON" REGULATION
4. ALL STORM SEWER CASTINGS SHALL INCLUDE IMPRINT FISH STAMP AND "DUMP NO WASTE"
5. COVERS SHALL BE STAMPED FOR SPECIFIC UTILITY (EX. SANITARY SEWER).

whks — CASTING REFERENCE NUMBERS — REVISED: 12/31/19 — SHEET: 1 OF 1 — PLATE NO. 1-11

CASTINGS – OTHER STRUCTURES

TYPE	DESCRIPTION	L	M	N	O	P	Q
1	9" FRAME & COVER-GASKETED	23	1 1/2	21	36	9	
2	9" FRAME & COVER-GASKETED	25 3/4	7/8	24	35 7/16	9	
3	7" FRAME & COVER-GASKETED	26	1 1/2	24 1/8	35 7/8	6 15/16	
4	7" FRAME & COVER-NON ROCKING	32	1 1/2	30	45 1/2	7	
5	9" FRAME & GRATE-NON ROCKING	22	1 1/2	20	33	8	
6	DITCH GRATE-STOOL TYPE-TALL	23	1 7/16		33		8 11/16
7	DITCH GRATE-STOOL TYPE-SHORT	23	1 1/2		33		6 5/8
8	POND SKIMMER GRATE	1/2" STEEL PLATE					1/2

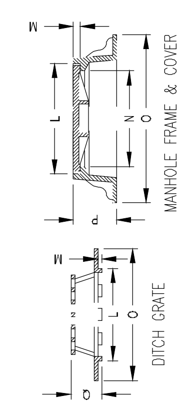
ALL DIMENSIONS ARE MINIMUM AND IN INCHES UNLESS OTHERWISE NOTED.

CASTINGS – OTHER STRUCTURES

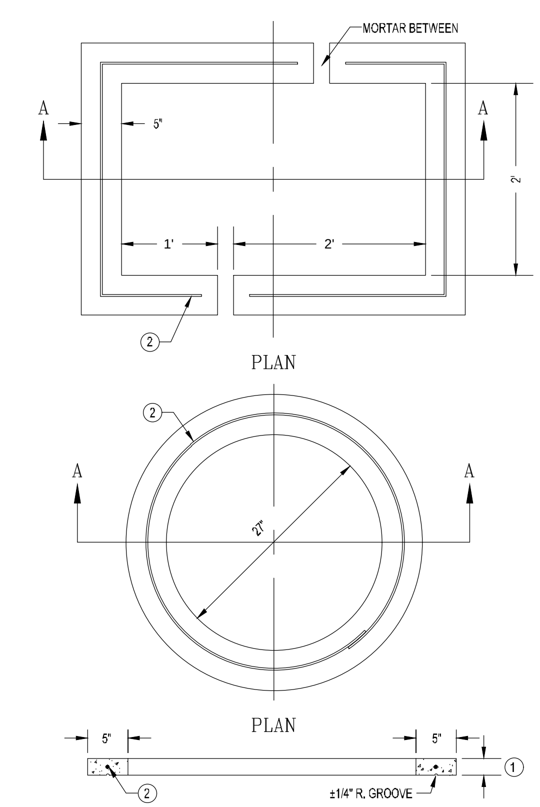
TYPE	MINIMUM OPENING	REMARKS
1		BOLTED LID, USED IN FLOOD PRONE AREAS & IN CONCRETE PAVING
2		WITH TWO CI PICK HOLES
3		WITH TWO CI PICK HOLES
4		USED FOR P.R.V. MANHOLES
5	1.1 SQ. FT.	PAVEMENT DRAIN
6	2.5 SQ. FT.	HEAVY DUTY
7	1.73 SQ. FT.	LIGHT DUTY
8	7.61 SQ. FT.	HOT DIPPED GALVANIZED, NOT SUBJECT TO H20 LOADING

NOTES:

1. CASTINGS SHALL BE ACCORDING TO MN/DOT SPEC. 3321.1-.2 SUPPLIED BY FOUNDRIES THAT ARE APPROVED ON THE MN/DOT APPROVED/QUALIFIED PRODUCTS LIST
2. ALL CASTINGS SHALL COMPLY WITH AASHTO M-306
3. ALL CASTINGS SHALL COMPLY WITH U.S. CODE OF FEDERAL REGULATIONS 23CFR635.410, THE "BUY AMERICAN STEEL & IRON REGULATION"
4. ALL STORM SEWER CASTINGS MAY INCLUDE IMPRINT FISH STAMP AND "DUMP NO WASTE"



whks — STANDARD CASTING ASSEMBLIES — REVISED: 12/31/19 — SHEET: 2 OF 2 — PLATE NO. 1-12



PLAN

PLAN

SECTION A–A

NOTES

1. VARIABLE THICKNESS OF 2" MINIMUM AND 6" MAXIMUM
2. REINFORCEMENT SHALL BE A SINGLE HOOP OF #8 GAGE STEEL WIRE
3. FULL MORTAR BED, AIR-ENTRAINED, NON-SHRINK GROUT. TUCK POINT AND BRUSH SMOOTHED INTERIOR. BACK PLASTER EXTERIOR.

whks — CONCRETE STRUCTURE ADJUSTING RINGS — REVISED: 12/31/19 — SHEET: 1 OF 2 — PLATE NO. 1-01

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

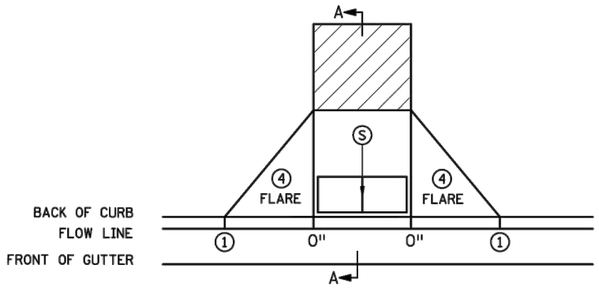
Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

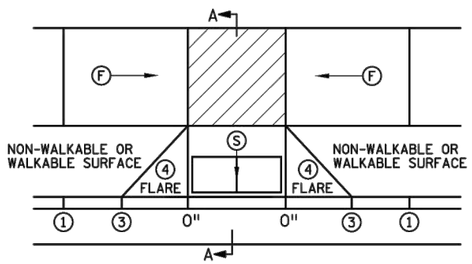
NO.	DATE	DESCRIPTION

DETAILS
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

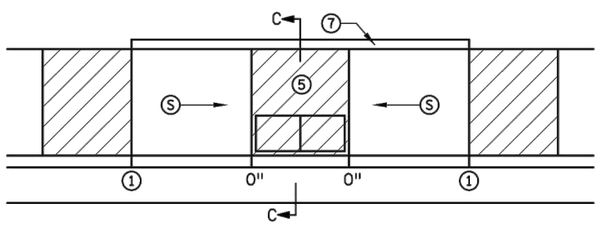
SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 6 OF 50



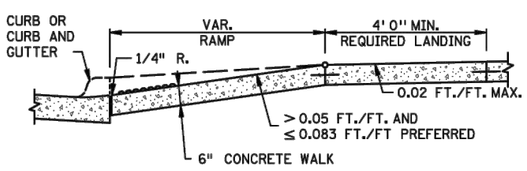
PERPENDICULAR



TIERED PERPENDICULAR

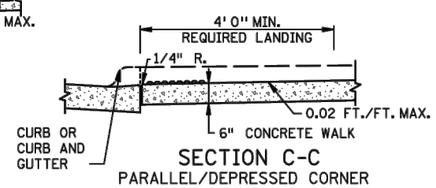


PARALLEL



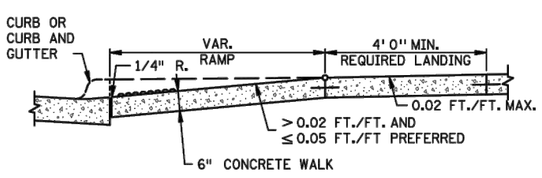
SECTION A-A

PERPENDICULAR/TIERED/DIAGONAL



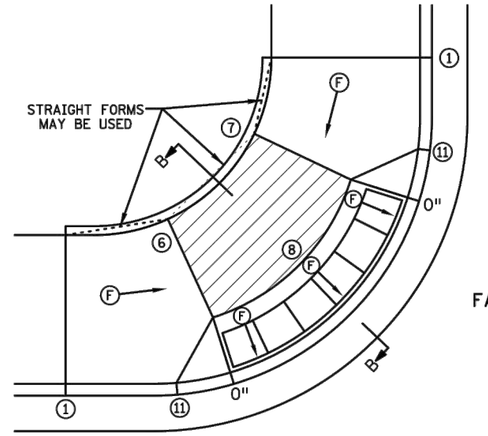
SECTION C-C

PARALLEL/DEPRESSED CORNER

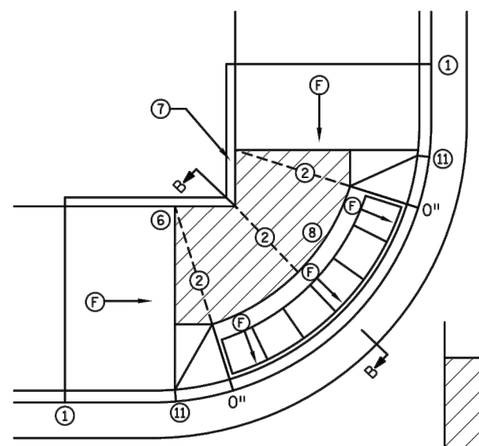


SECTION B-B

FAN

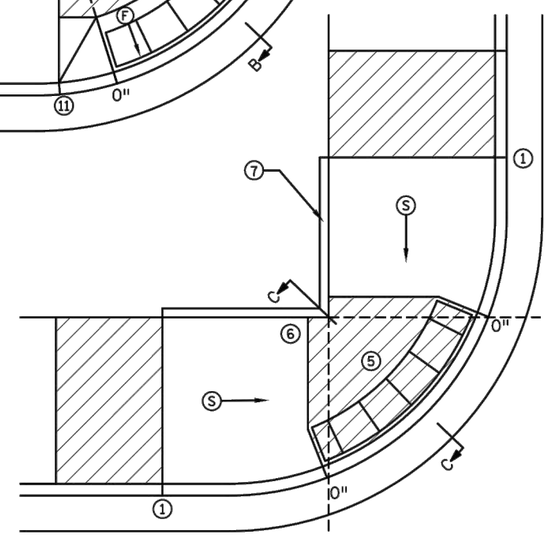


FAN 10

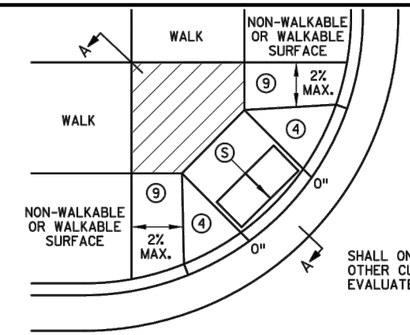


MODIFIED FAN 10

USED WHEN RIGHT-OF-WAY IS CONSTRAINED



DEPRESSED CORNER



DIAGONAL

SHALL ONLY BE USED AFTER ALL OTHER CURB RAMP TYPES HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN 6 BELOW.

TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 OF 6 FOR ALL SEPARATELY POURED INITIAL LANDINGS.

WHEN SIDEWALK IS AT BACK OF CURB, TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

MAINTAIN POSITIVE BOULEVARD DRAINAGE TO TOP OF CURB.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" - 3" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

1. MATCH FULL HEIGHT CURB.
2. 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
3. 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
4. SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS.
5. DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
6. THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
7. WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS LESS THAN 5% RUNNING SLOPE SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
8. A 7' MIN TOP RADIUS GRADE BREAK IS REQUIRED TO BE CONSTRUCTIBLE.
9. PAVE FULL WALK WIDTH.
10. "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.
11. INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3" CURB HEIGHT. REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- S — INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- F — INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- X" CURB HEIGHT

REVISION:

APPROVED: 11-04-2021

JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 1 OF 6

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

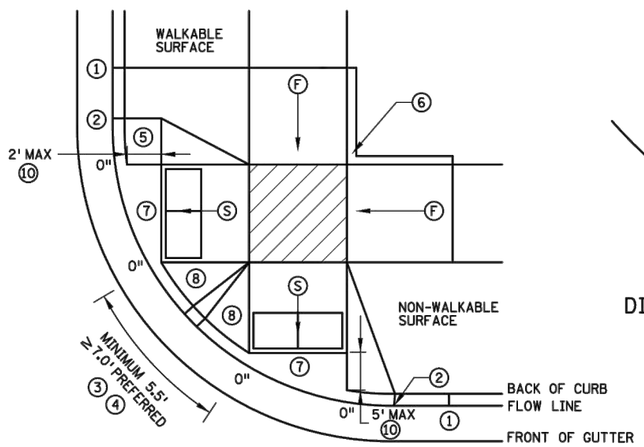
NO.	DATE	DESCRIPTION

CURB RAMP DETAILS

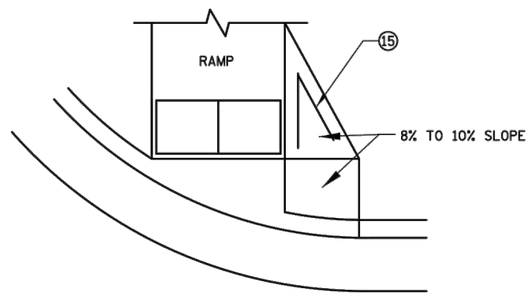
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 7 OF 50

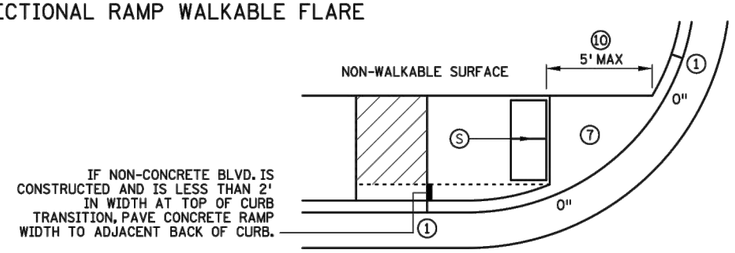
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:52 PM



COMBINED DIRECTIONAL

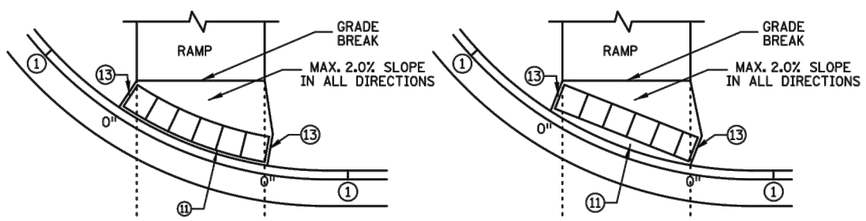


DIRECTIONAL RAMP WALKABLE FLARE



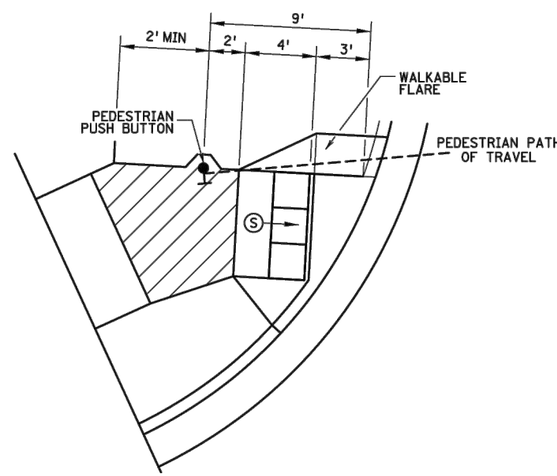
IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.

STANDARD ONE-WAY DIRECTIONAL ⑨



DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫

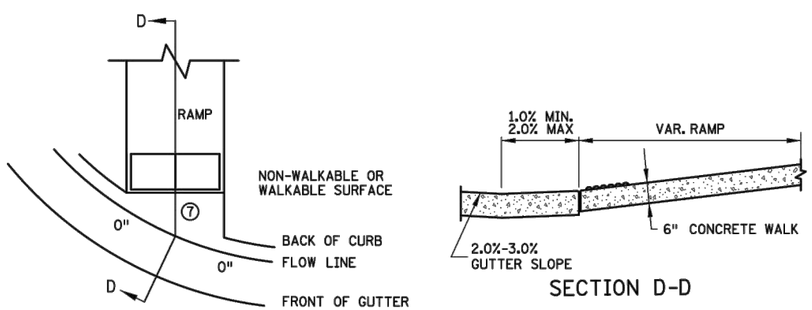
ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



SEMI-DIRECTIONAL RAMP ③④⑨

3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB

PRIMARILY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)



SECTION D-D

CURB FOR DIRECTIONAL RAMPS ⑭

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" - 3" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

① MATCH FULL CURB HEIGHT.

② 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.

③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).

④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.

⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHALL BE USED. SEE THE DETAIL ON THIS SHEET.

⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.

⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.

⑧ 8% TO 10% WALKABLE FLARE.

⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.

⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.

⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.

⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

⑮ PLACE 2 NO. 4 BARS 4 INCHES FROM SIDE OF FORMS WITH A MINIMUM 2 INCHES OF CONCRETE COVER ALONG EACH SIDE OF FLARE (INCIDENTAL).

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

Ⓢ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

Ⓕ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 2 OF 6

APPROVED: 11-04-2021
REVISED:
THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

STATE PROJ. NO. (T.H.) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5-12-22 License No. 48229

REVISIONS

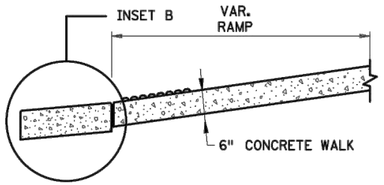
NO.	DATE	DESCRIPTION

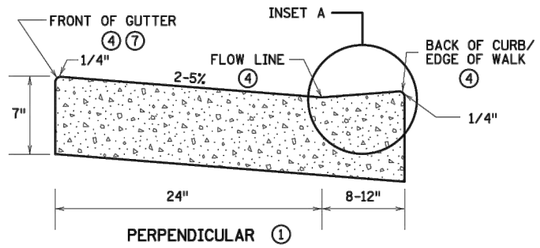
CURB RAMP DETAILS

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

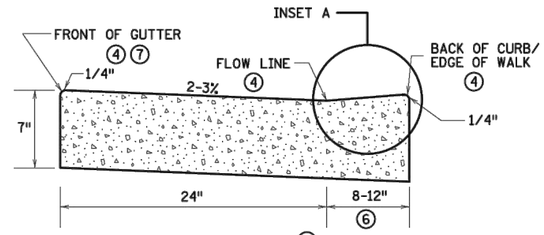
SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 8 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:52 PM

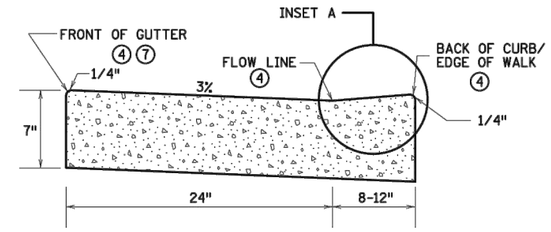




PERPENDICULAR ①

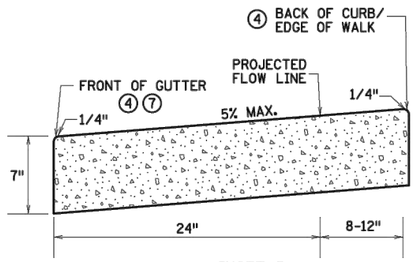


NON PERPENDICULAR ②

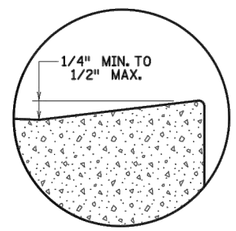


FOR CURB MACHINE PLACEMENT AROUND RADIUS ③
(REGARDLESS OF RAMP TYPE)

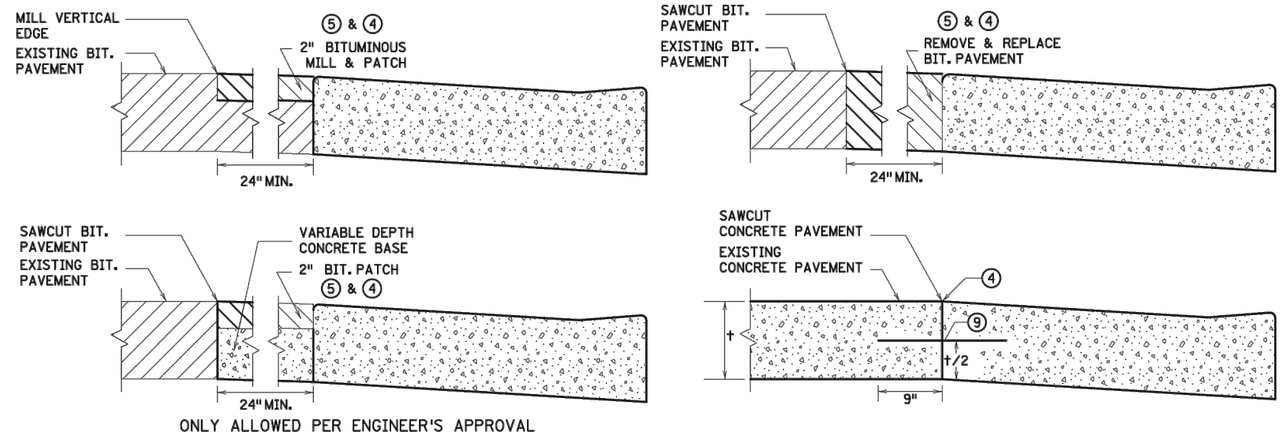
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



INSET B
OUTFLOW GUTTER ⑧

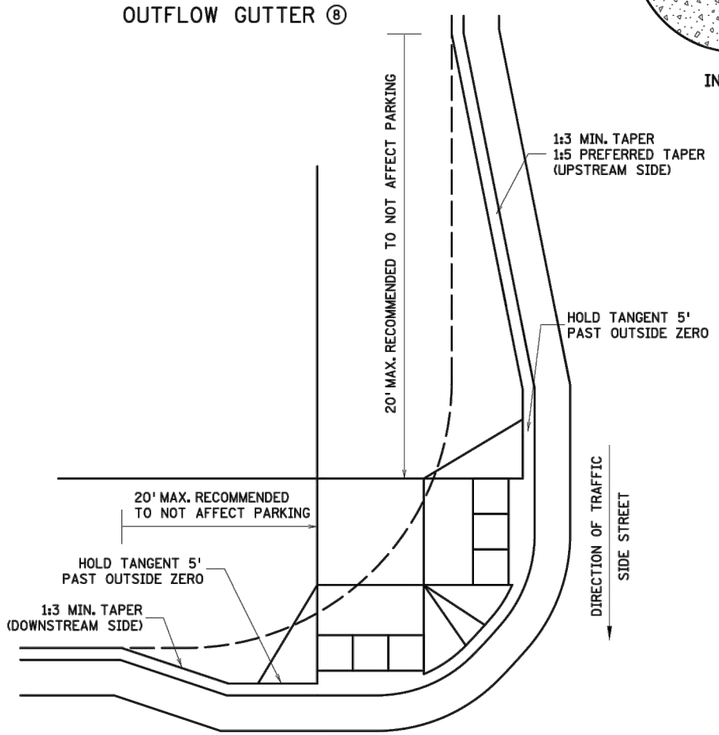


INSET A

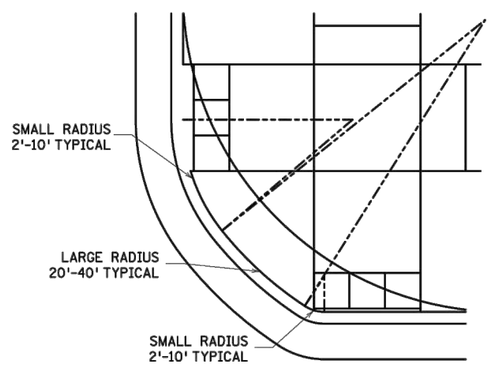


ONLY ALLOWED PER ENGINEER'S APPROVAL

PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER
FOR USE ON CURB RAMP RETROFITS



ADA CURB EXTENSION WITH COMPOUND RADIUS (BUMP OUT) ⑪



COMBINED DIRECTIONAL ⑩
(COMPOUND RADIUS)

NOTES:

POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM.
NO PONDING SHALL BE PRESENT IN THE PAR.
ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.

① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.

② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.

③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.

④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".

⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.

⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.

⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.

⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.

⑨ DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.

⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.

⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED.
PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

REVISION:
APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 3 OF 6

APPROVED: 11-04-2021
REVISED:
THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

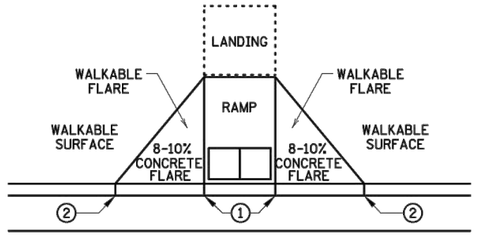
I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS
NO. DATE DESCRIPTION

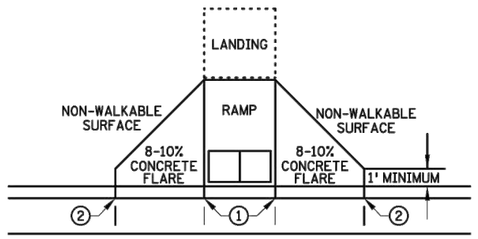
CURB RAMP DETAILS
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 9 OF 50

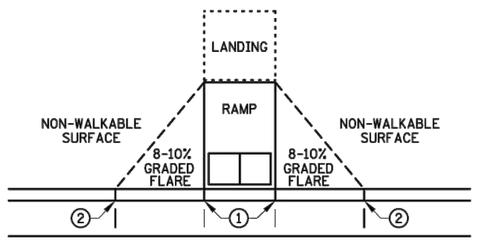
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:52 PM



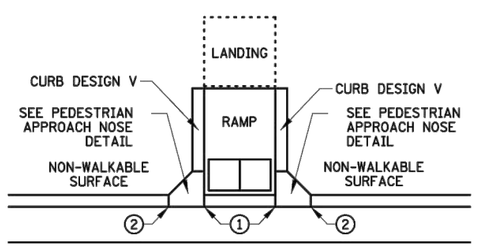
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON-WALKABLE SURFACE

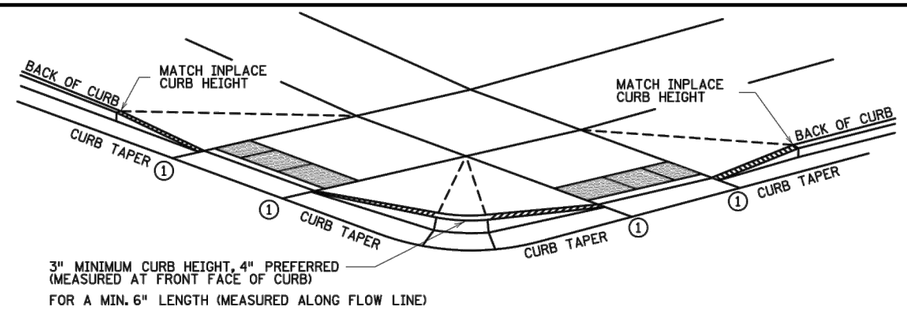


GRADED FLARES

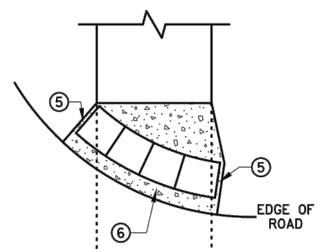


RETURNED CURB ④

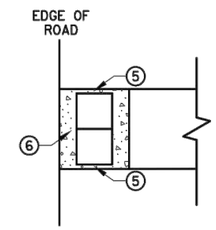
TYPICAL SIDE TREATMENT OPTIONS ③ ⑩



DETECTABLE EDGE WITH ⑦
CURB AND GUTTER

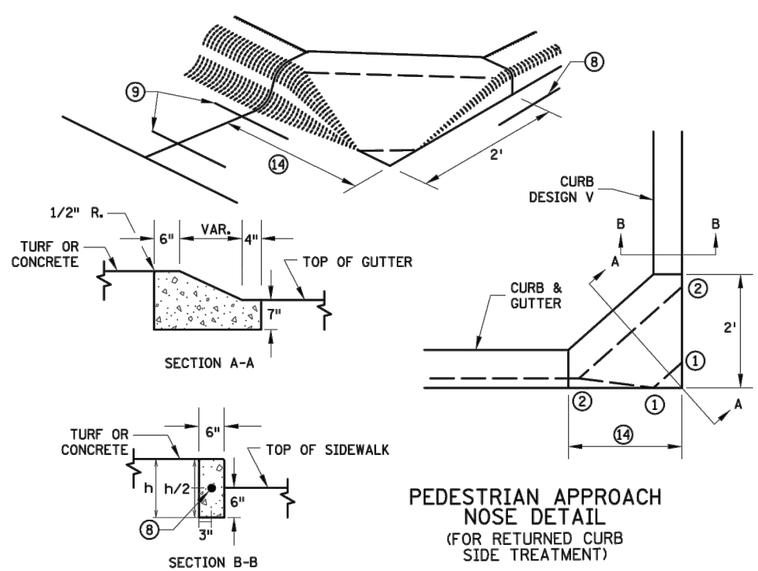


RADIAL DETECTABLE WARNING

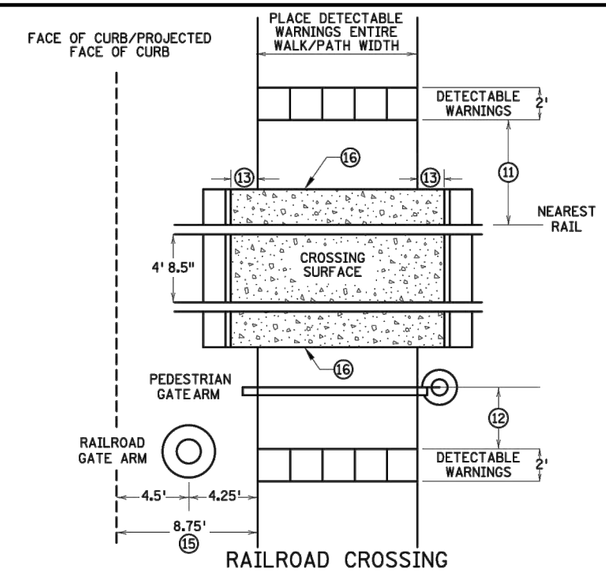


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER



PEDESTRIAN APPROACH NOSE DETAIL
(FOR RETURNED CURB SIDE TREATMENT)



RAILROAD CROSSING
PLAN VIEW

NOTES:

INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3 INCH CURB HEIGHT. INCREASE CURB TAPER LENGTH AT LESS THAN 8% OR REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.

① 0" CURB HEIGHT. SEE INSET A ON SHEET 3 OF 6.

② FULL CURB HEIGHT.

③ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.

④ TYPICALLY USED FOR MEDIANS AND ISLANDS.

⑤ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑥ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.

⑦ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS. AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.

⑧ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.

⑨ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.

⑩ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE. CONSTRUCT THESE TAPERS AT 0"-3" AT 8-10%, THEN LESS THAN 5% FROM 3" CURB TO FULL CURB HEIGHT.

⑪ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.

⑫ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑪.

⑬ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.

⑭ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.

⑮ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

⑯ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 4 OF 6

APPROVED: 11-04-2021
REVISED:
THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

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whks engineers + planners + land surveyors

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.
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Date 5/12/22 License No. 48229

REVISIONS
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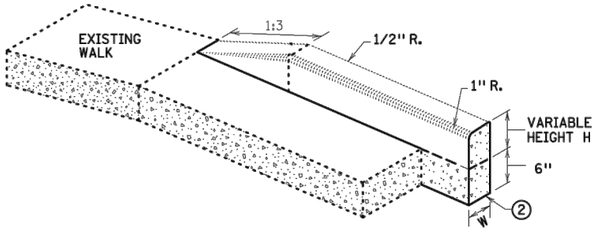
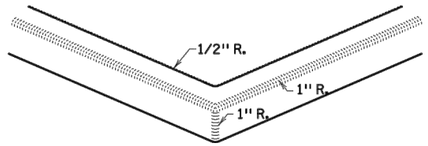
CURB RAMP DETAILS
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 10 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

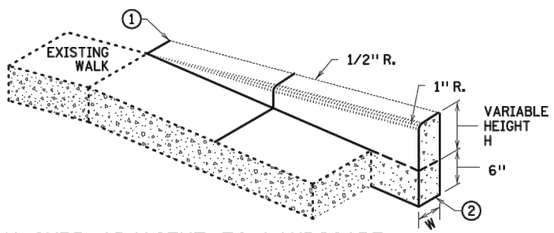


V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS

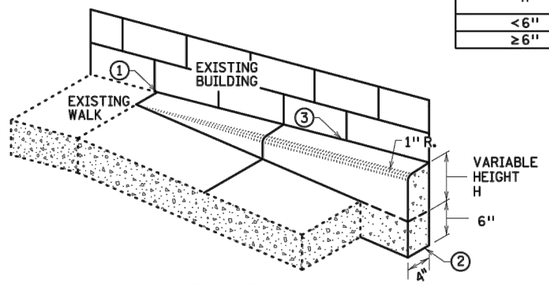


V CURB INTERSECTION

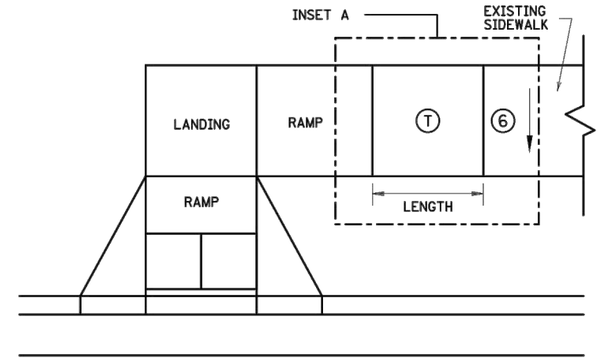
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
<6"	4"
≥6"	6"



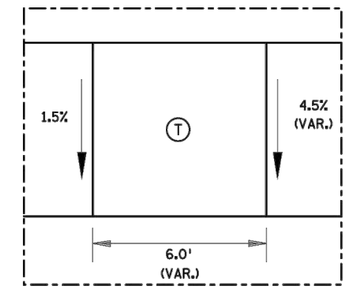
V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS



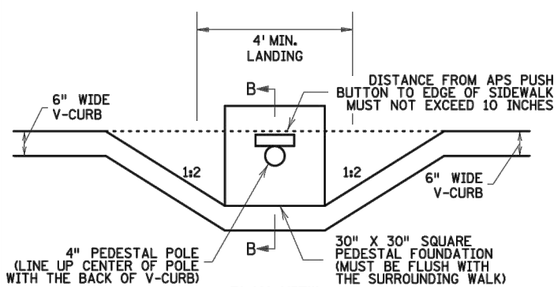
V CURB ADJACENT TO BUILDING OR BARRIER



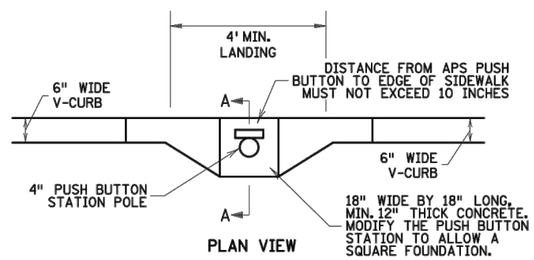
TRANSITION PANEL 4 5



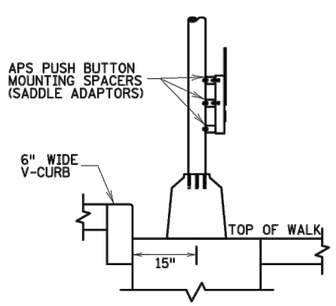
INSET A



PLAN VIEW

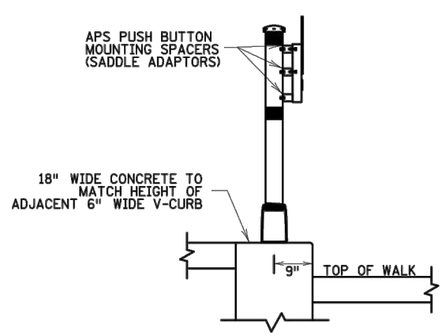


PLAN VIEW



SECTION B-B

SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



SECTION A-A

PUSH BUTTON STATION (V-CURB)

NOTES:

A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.

ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.

WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.

V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.

V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.

1. END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
2. ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
3. CONSTRUCT USING APPROVED EXPANSION MATERIAL PER MNDOT TYPE A-E EXPANSION. LEAVE A MINIMUM ½" TOP GAP AND SEAL WITH MNDOT APPROVED SILICONE PER MNDOT SPEC 3722.
4. THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
5. TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
6. EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

S — INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

T — TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 5 OF 6

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

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whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS
NO. DATE DESCRIPTION

CURB RAMP DETAILS

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
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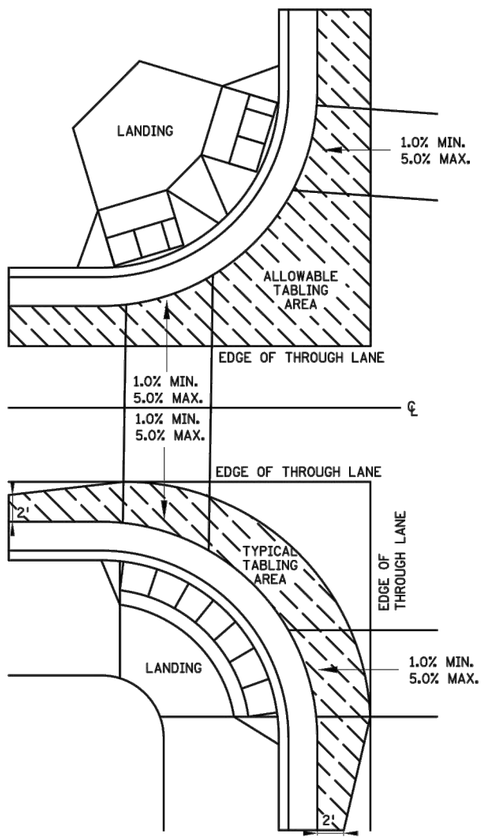
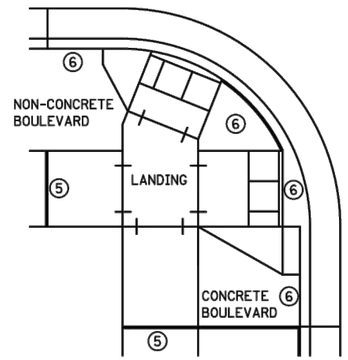
SHEET 11 OF 50

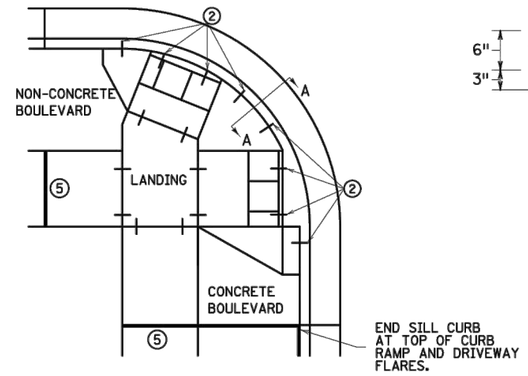
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM



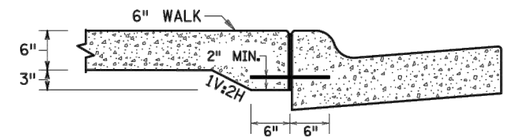
CURB LINE AND ROAD CROSSING ADJUSTMENTS



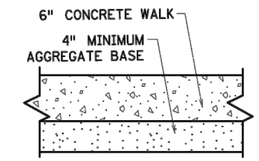
EXPANSION MATERIAL PLACEMENT
FOR CONCRETE ROADWAYS



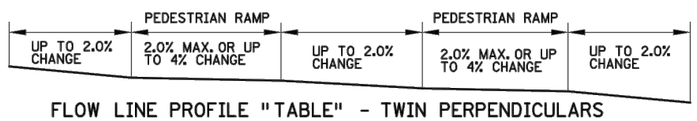
CURB LINE REINFORCEMENT ④
PLACEMENT ON BITUMINOUS ROADWAYS



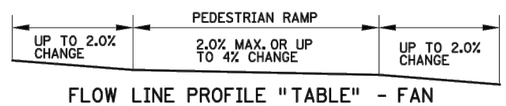
SECTION VIEW A-A
THICKENED SECTION
THROUGH CURB RAMP FLARES



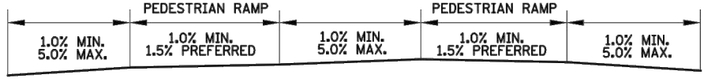
TYPICAL SIDEWALK SECTION
WITHIN INTERSECTION CORNER



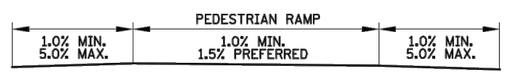
FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



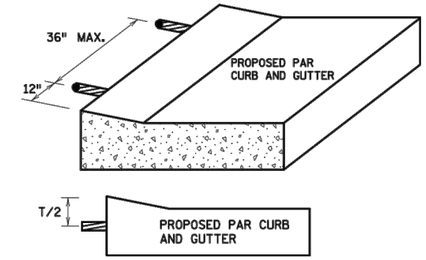
FLOW LINE PROFILE "TABLE" - FAN



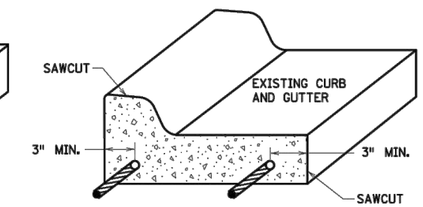
FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS



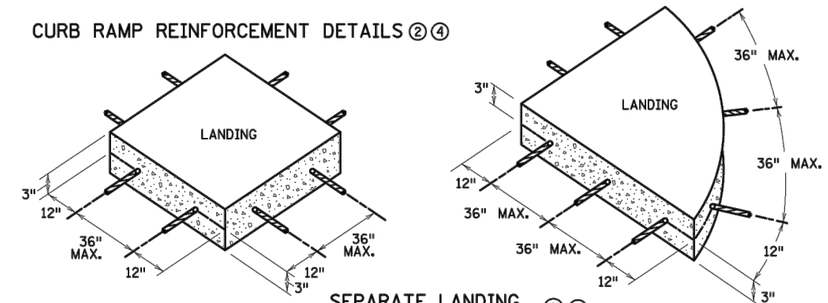
FLOW LINE PROFILE RAISE - FAN



CURB RAMP REINFORCEMENT DETAILS ②④



CURB AND GUTTER
REINFORCEMENT ③



SEPARATE LANDING
POUR REINFORCEMENT ①②

GENERAL NOTES:

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
3) 5.0% RECOMMENDED MAX. FLOW LINE
4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.

② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) AT 36" MAXIMUM CENTER TO CENTER MINIMUM 12" SPACING FROM CONSTRUCTION JOINTS. BARS TO BE ADJUSTED TO MATCH RAMP GRADE. BARS TO BE PAID BY EACH.

③ DRILL AND GROUT 2 - NO. 4 X 12" LONG (6" EMBEDDED) REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS. BARS TO BE PAID BY EACH.

④ THIS CURB LINE REINFORCEMENT DETAIL SHALL BE USED ON BITUMINOUS ROADWAYS. FOR CONCRETE ROADWAYS, SEE NOTE 6.

⑤ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

⑥ USE AN APPROVED TYPE F (1/4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 6 OF 6

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

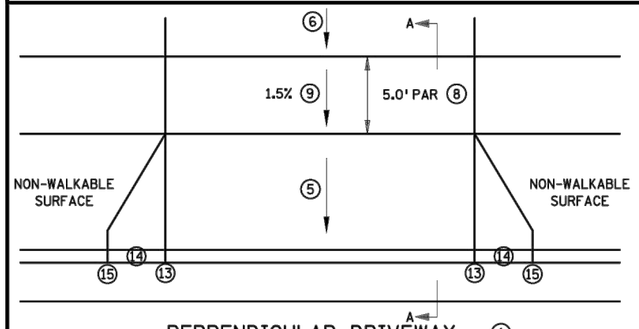
NO.	DATE	DESCRIPTION

CURB RAMP DETAILS

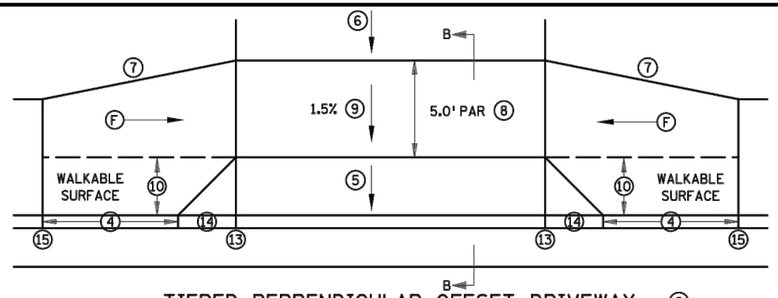
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 12 OF 50

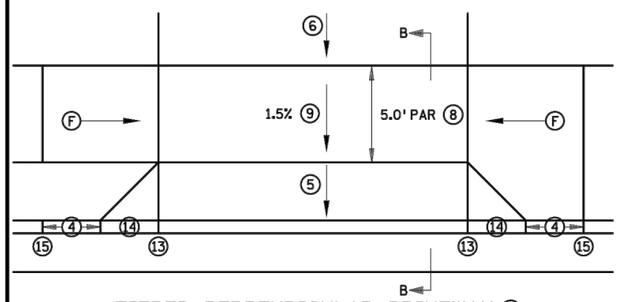
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM



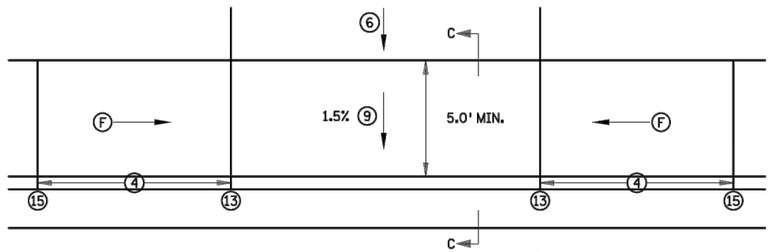
PERPENDICULAR DRIVEWAY ①



TIERED PERPENDICULAR OFFSET DRIVEWAY ②



TIERED PERPENDICULAR DRIVEWAY ②



PARALLEL DRIVEWAY ③

LEGEND

Ⓕ INDICATES DRIVEWAY RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

NOTES:

ALL SIDEWALK AND BOULEVARD WIDTHS SHALL BE MEASURE FROM BACK OF CURB.

IN URBAN ROADWAY SECTIONS, 6" CURB HEIGHT SHOULD BE USED WHEN 6' OR GREATER BOULEVARD WIDTH IS PROPOSED. WHEN BOULEVARD IS LESS THAN 6' WIDE, 4" CURB HEIGHT SHOULD BE USED.

MAINTAIN EXISTING DRAINAGE PATTERNS FLOWING TO PUBLIC RIGHT OF WAY.

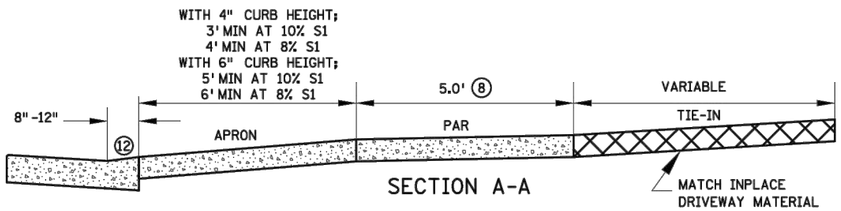
ACQUIRE ADEQUATE L3 TO ALLOW FOR A CONTINUOUS PAR PROFILE (UNIFORM TYPICAL SIDEWALK SECTION) THROUGH THE DRIVEWAY APRON.

IN NO CASE SHALL SIDEWALK PROFILES EXCEED 5.0%, EXCEPT SIDEWALK PROFILES CAN MATCH ROADWAY GRADE IF ROADWAY GRADE IS GREATER THAN 5.0%. RAMPS FOR DRIVEWAYS ARE REQUIRED TO FOLLOW THE ABOVE SIDEWALK CRITERIA.

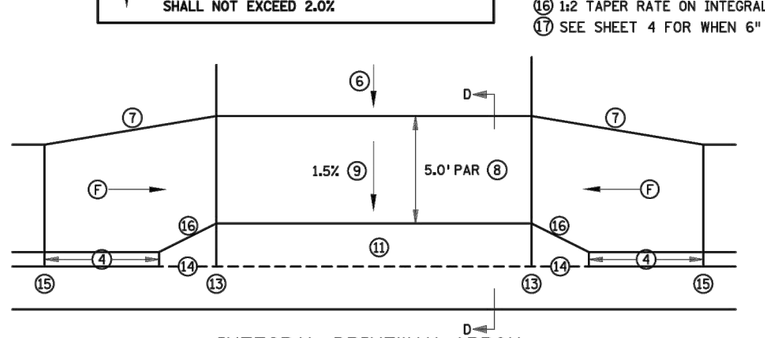
CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PEDESTRIAN ACCESS ROUTE (PAR). 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

DRIVEWAY TYPES FROM MOST PREFERRED TO LEAST PREFERRED ARE AS FOLLOWS: PERPENDICULAR, TIERED PERPENDICULAR, TIERED PERPENDICULAR OFFSET & PARALLEL.

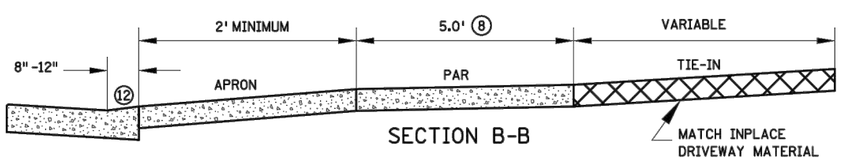
1. PERPENDICULAR DRIVEWAYS ARE THE STANDARD AND STARTING POINT FOR ALL DRIVEWAY DESIGN AND CONSTRUCTION. SHOULD BE USED TO ACHIEVE CONTINUOUS PAR PROFILE THROUGH THE DRIVEWAY. OBTAINING A PERPENDICULAR DRIVEWAY DESIGN BECOMES MORE CRITICAL WITH STEEP ROADWAY PROFILES.
2. TO BE USED WHEN PERPENDICULAR DRIVEWAY DESIGN CANNOT BE ACHIEVED, THE DRIVEWAY PAR IS BELOW ROADWAY CURB HEIGHT. THIS DRIVEWAY TYPE CAN BE USED FOR BOTH PAVED (AS SHOWN) AND GRASS BOULEVARDS.
3. TO BE USED WHEN PERPENDICULAR AND TIERED PERPENDICULAR DRIVEWAY DESIGN CANNOT BE ACHIEVED. CAN BE USED FOR STEEP NEGATIVE SLOPED DRIVEWAYS. DW CURB TYPE 2 SHOULD BE USED TO RAISE PAR ABOVE GUTTER AND REDUCE "ROLLER COASTER" EFFECT. 4" HIGH ROADWAY CURB SHOULD BE USED TO REDUCE "ROLLER COASTER" EFFECT ESPECIALLY WHEN MULTIPLE DRIVEWAYS ARE PRESENT.
4. TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
5. 8% STANDARD, 10% MAX. FOR COMMERCIAL AND 12% MAX. FOR RESIDENTIAL. SEE GENERAL NOTES ON SHEET 2 FOR MORE INFORMATION.
6. S3 8% MAXIMUM, IF THE SLOPE IS EXCEEDED OR CONTINUED FOR MORE THAN 5', ANALYZE VEHICLE TEMPLATES FOR VERTICAL CLEARANCE. IF EXISTING DRIVEWAY IS NEGATIVELY DRAINING, S3 CAN BECOME SLIGHTLY MORE NEGATIVE TO ACHIEVE PERPENDICULAR DRIVEWAY DESIGN IF THE VERTICAL CLEARANCE IS ACHIEVED IN VEHICLE TEMPLATES.
7. 1:3 MIN. 1:5 PREFERRED FOR DRIVEWAY RETROFIT PROJECTS. 1:10 PREFERRED FOR SIDEWALK REPLACEMENT PROJECTS.
8. 5.0' MIN. PAR WIDTH IS THE STANDARD THROUGH DRIVEWAYS. IF FEASIBLE WIDEN DRIVEWAY PAR WIDTH TO MATCH APPROACHING SIDEWALK PAR WIDTHS. IN VERTICALLY CONSTRAINED AREAS PAR WIDTHS CAN INCREMENTALLY BE REDUCED TO 4.5' OR 4' MIN AFTER ALL OTHER OPTIONS HAVE BEEN APPLIED.
9. THE PEDESTRIAN ACCESS ROUTE, MAY NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.
10. SIDEWALK OFFSET TO BE LESS THAN OR EQUAL TO HALF THE APPROACHING SIDEWALK WIDTH.
11. INTEGRAL DRIVEWAY APRON TO BE POURED MONOLITHICALLY/INTEGRAL WITH THE CURB AND GUTTER. SEE SHEET 2 FOR MORE INFORMATION.
12. SEE SHEET 2 FOR CURB TYPE INFORMATION.
13. 0" CURB IS AT FLOW LINE. SEE DRIVEWAY TABLE FOR BACK OF CURB HEIGHTS.
14. 3' LONG AT 8-10% PREFERRED FOR INITIAL CURB TAPER. REDUCE CURB TAPER SLOPE IF NECESSARY TO MATCH ADJACENT SIDEWALK GRADES.
15. MATCH FULL CURB HEIGHT.
16. 1:2 TAPER RATE ON INTEGRAL DRIVEWAY APRONS.
17. SEE SHEET 4 FOR WHEN 6" WALK IS REQUIRED.



SECTION A-A



INTEGRAL DRIVEWAY APRON



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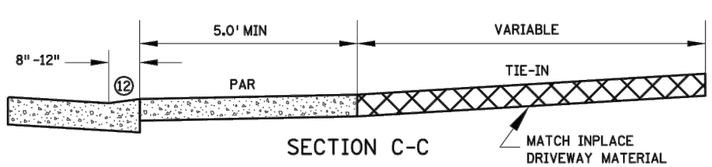

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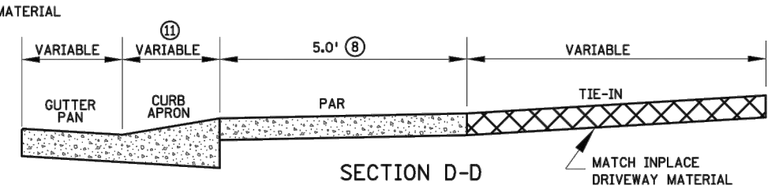
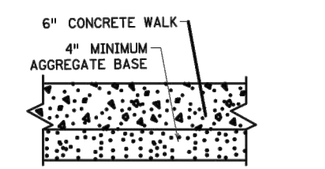
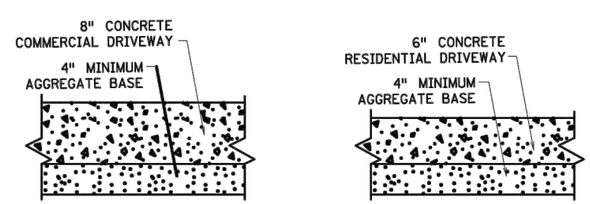


SECTION D-D



TYPICAL SIDEWALK SECTION ⑰



TYPICAL DRIVEWAY SECTIONS

REVISION:

APPROVED: 11-04-2021

JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.254 | 1 OF 4

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

DRIVEWAY AND SIDEWALK DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

DRIVEWAY AND SIDEWALK DETAILS

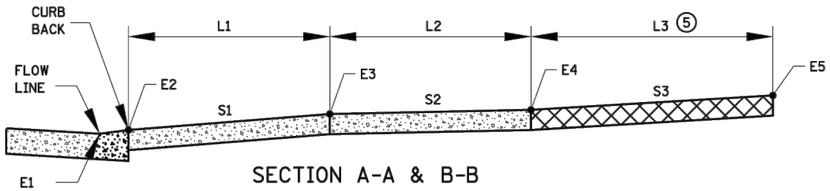
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

DRIVEWAY TABLE (1)

STATION	SIDE	DRIVEWAY TYPE (2)	CURB TYPE (3)	E1	E2	L1 FT	S1 %	E3	L2 FT	S2 (4) %	E4	L3 (5) FT	S3 %	EXISTING (6) %	E5	COMMENTS



SECTION A-A & B-B

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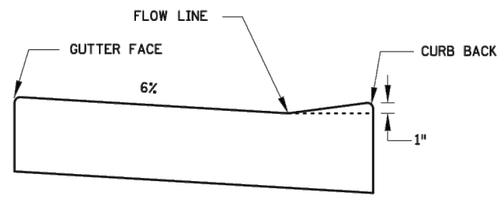
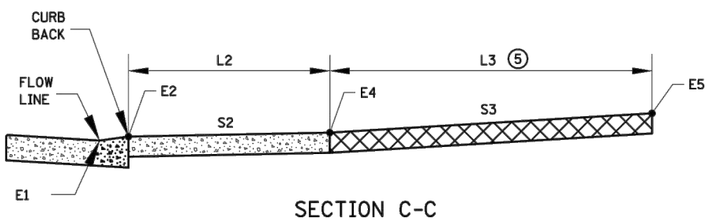


DW CURB TYPE 1

STANDARD CURB AT DRIVEWAY



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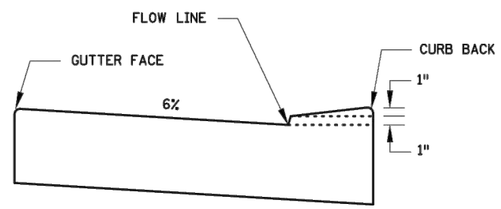
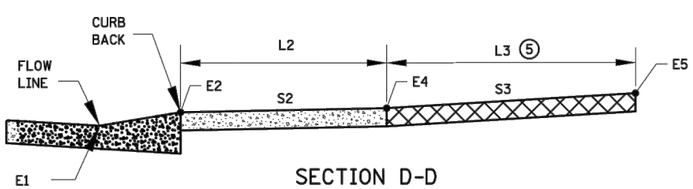


DW CURB TYPE 2

VERTICALLY CONSTRAINED



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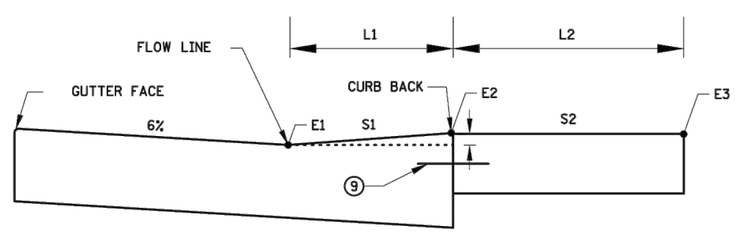


INTEGRAL DRIVEWAY APRON (IDA)

NOTES:

ALL SIDEWALK AND BOULEVARD WIDTHS SHALL BE MEASURED FROM BACK OF CURB.

DW CURB TYPE 1 SHALL BE USED WHEN THE DRIVEWAY ACTS AS A PEDESTRIAN RAMP. THE MAX. APRON SLOPE MUST ADHERE TO ADA CRITERIA AS WELL. DW CURB TYPE 1 SHOULD BE USED IF THERE IS ON STREET PARKING.

WHERE ROADWAY DRAINAGE IS A CONCERN (NEGATIVE SLOPED APRON) DW CURB TYPE 2 CAN BE USED TO HELP KEEP THE WATER ON PUBLIC RIGHT OF WAY.

S1 8% STANDARD, 10% MAX. COMMERCIAL AND 12% MAX. RESIDENTIAL. IF EXISTING GRADES ARE STEEPER DO NOT MAKE GRADES APPRECIABLY WORSE BY USING BEST PRACTICES SUCH AS DRIVEWAY CURB HEIGHTS, EXTENDING L3 AND/OR STEEPEN S3.

S3 8% MAXIMUM. IF THIS SLOPE IS EXCEEDED OR CONTINUED FOR MORE THAN 5', ANALYZE VEHICLE TEMPLATES FOR VERTICAL CLEARANCE. SEE FACILITY DESIGN GUIDE, CHAPTER 6, FOR GEOMETRIC DESIGNS OF DRIVEWAYS.

(1) EXAMPLE SHOWN TO BE INCLUDED IN PLAN FOR EACH DRIVEWAY THAT HAS PAR THROUGH IT.

(2) REFERS TO THE FOLLOWING TYPES; PERPENDICULAR DRIVEWAY, TIERED PERPENDICULAR OFFSET DRIVEWAY, TIERED PERPENDICULAR DRIVEWAY, PARALLEL DRIVEWAY, AND INTEGRAL DRIVEWAY APRON.

(3) DW CURB TYPE 1 IS THE STANDARD AND SHALL BE THE STARTING POINT FOR ALL PERPENDICULAR AND TIERED DRIVEWAYS. DW CURB TYPE 2 SHALL ONLY BE USED AFTER UTILIZING BEST PRACTICES SUCH AS MAXIMIZING S1, S3, AND L3.

(4) SHOULD BE DESIGNED AT 1.5%.

(5) ACQUIRE ADEQUATE L3 TO ALLOW FOR CONTINUOUS PAR PROFILE (UNIFORM SIDEWALK SECTION) THROUGH THE DRIVEWAY APRON.

(6) PROVIDE INPLACE TIE-IN SLOPE INFORMATION AT BACK OF PROPOSED WALK (S3 AREA).

(7) INFORMATION TO BE INCORPORATED INTO DRIVEWAY TABLE WHEN INTEGRAL DRIVEWAY APRON IS USED. OTHER CURB HEIGHTS & CURB APRON LENGTHS CAN BE USED.

(8) L1 & S1 FOR INTEGRAL DRIVEWAY APRON IS TO FLOWLINE. 12.5% IS MAXIMUM PREFERRED SLOPE.

(9) TIE ADJACENT SECTIONS. CONCRETE DRIVEWAY APRON AND CONCRETE DRIVEWAY SIDEWALK SHALL BE CONSTRUCTED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. DRILL AND GROUT OR CAST IN-PLACE THROUGH HOLES IN THE FORMS NO. 4 X 12" LONG TIE BARS (EPOXY COATED). 36" MAXIMUM SPACING WITH 2" MINIMUM CONCRETE COVER PLACED 1' MINIMUM FROM ADJACENT CONSTRUCTION JOINT.

TYPICAL INTEGRAL DRIVEWAY APRON (7)

CURB TYPE	L1 FT	E2	S1 (8) %
IDA 216	1.33	+0.16	12.5
IDA 220	1.67	+0.16	10
IDA 324	2	+0.24	12.5
IDA 432	2.67	+0.33	12.5

REVISION:

APPROVED: 11-04-2021

JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.254 | 2 OF 4

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

DRIVEWAY AND SIDEWALK DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

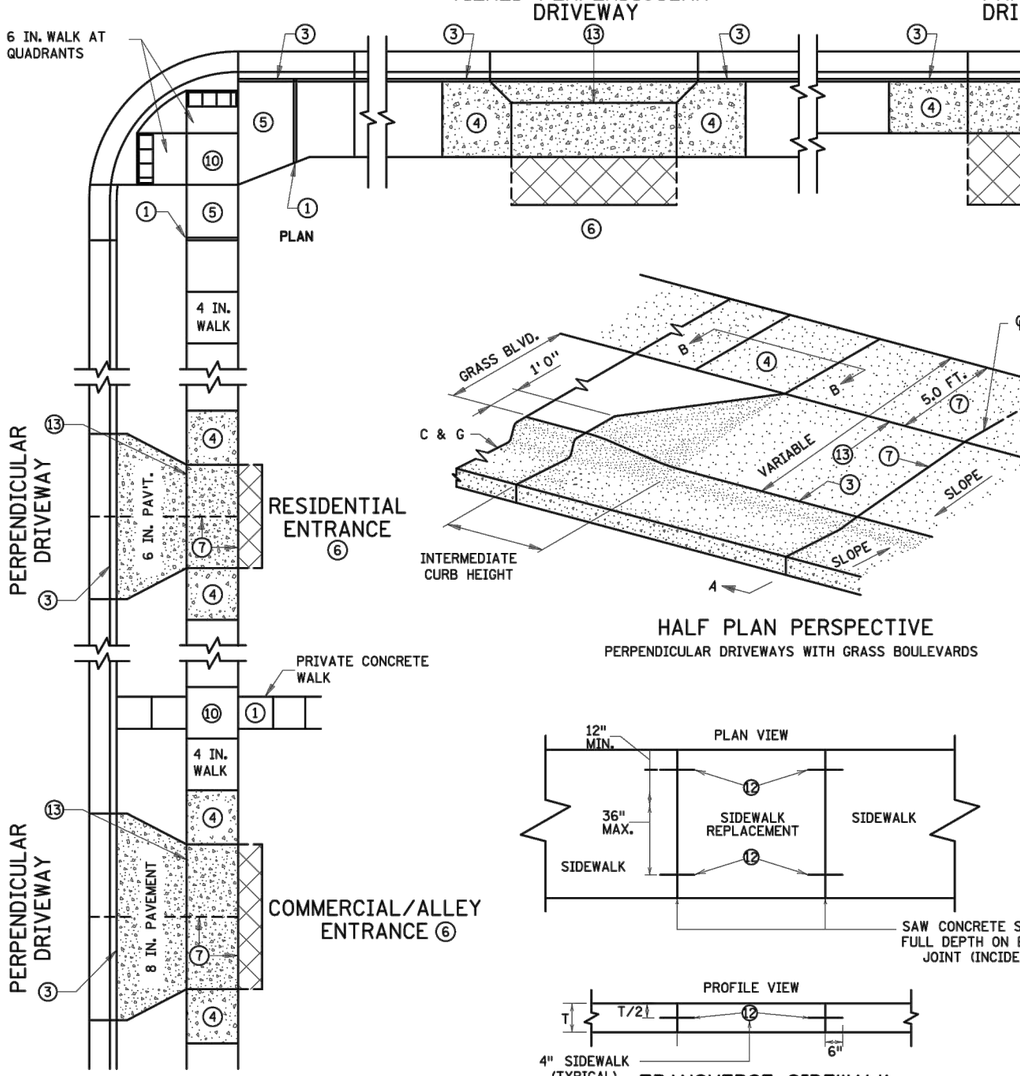
NO.	DATE	DESCRIPTION

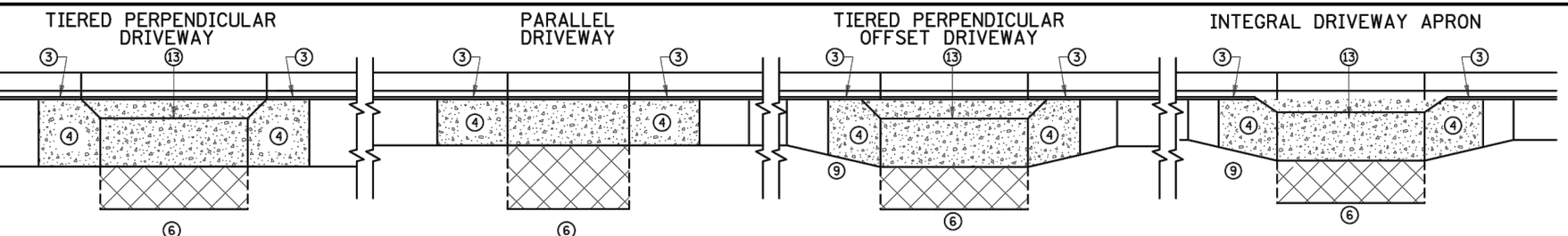
DRIVEWAY AND SIDEWALK DETAILS

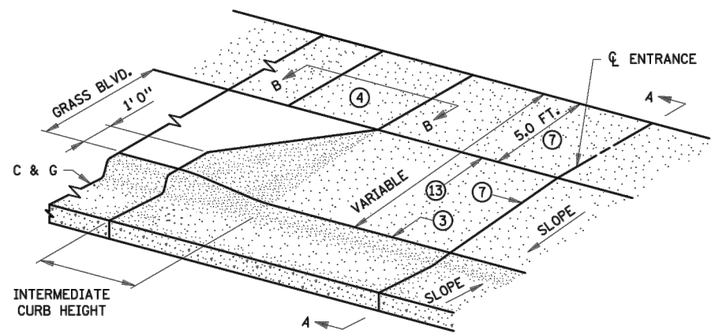
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 14 OF 50

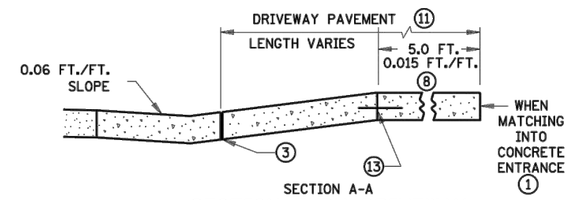
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM



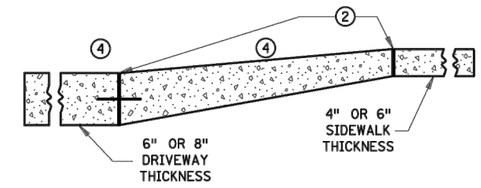




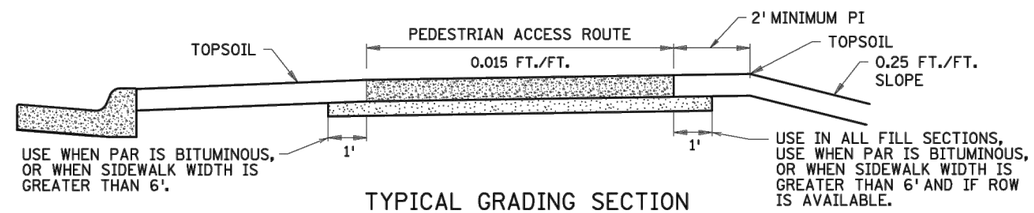
HALF PLAN PERSPECTIVE
PERPENDICULAR DRIVEWAYS WITH GRASS BOULEVARDS



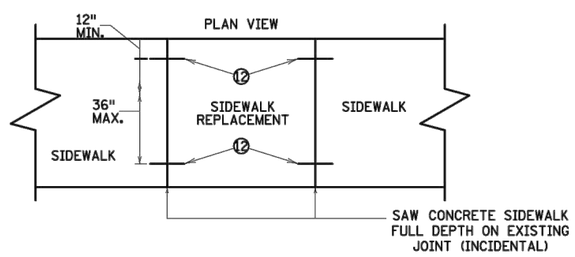
SECTION THRU DRIVEWAY

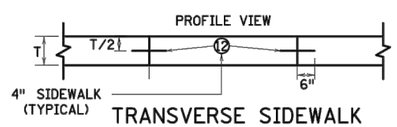


SECTION THRU SIDEWALK THICKNESS TRANSITION

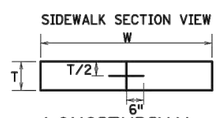


TYPICAL GRADING SECTION
(NOT USED WHEN CONFINED BY CURB, BUILDING, WALL, ETC.)





TRANSVERSE SIDEWALK TIE BAR REINFORCEMENT
RETROFITS ONLY



LONGITUDINAL SIDEWALK REINFORCEMENT JOINTS

SIDEWALK LONGITUDINAL JOINT TIE BAR TABLE

SIDEWALK WIDTH, W	SIDEWALK THICKNESS, T	TIE BAR SIZE	LENGTH	SPACING
> 7'	4"	No. 4	12"	24"
>10'	6"	No. 4	12"	36"

FOR 4" CONCRETE ONLY: CAST IN PLACE BARS MUST BE SUPPORTED WITH P-STAKES OR REINFORCEMENT BASKETS FOR FULL WIDTH CONCRETE PLACEMENTS.

FOR 6" CONCRETE ONLY: DRILL AND GROUT OR CAST IN PLACE THROUGH HOLES IN THE FORMS REQUIRED FOR STAGED ADJACENT CONCRETE PLACEMENTS.

NOTES:

ALL SIDEWALK AND BOULEVARD WIDTHS SHALL BE MEASURED FROM BACK OF CURB.

TO MINIMIZE SIDEWALK "ROLLER COASTER" EFFECT IT IS DESIRABLE TO KEEP THE PAR ELEVATION CONTINUOUS OR AT LEAST IN THE UPPER HALF OF CURB HEIGHT. 4" HIGH CURB SHOULD BE USED INSTEAD OF 6" HIGH CURB TO HELP THIS PROBLEM WHEN APPLICABLE.

4" HIGH ADJACENT CURB IS PREFERRED WHEN BOULEVARDS 4' OR LESS ARE PRESENT MEASURED FROM THE BACK OF CURB. WHEN THE DRIVEWAY IS SLOPING DOWN FROM THE ROADWAY (NEGATIVE) 4" HIGH ADJACENT CURB SHOULD ALSO BE USED.

SEE FACILITY DESIGN GUIDE, CHAPTER 6, FOR GEOMETRIC DESIGN OF DRIVEWAYS.

① CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE. DRIVEWAY EXPANSION SHALL BE PLACED AT TOP OR BOTTOM OF TRANSITION PANEL.

② CONSTRUCT WITH EXPANSION MATERIAL MNDOT PER SPEC. 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE. MAXIMUM ONE EXPANSION PER DRIVEWAY PLACED AT EITHER TOP OR BOTTOM OF CONCRETE THICKNESS TRANSITION. IF MULTIPLE DRIVEWAYS EXIST PLACE ONE EXPANSION BETWEEN EACH DRIVEWAY. IF NO DRIVEWAY EXIST PLACE A MAXIMUM OF ONE EXPANSION PER 150' OF SIDEWALK RUN.

③ USE AN APPROVED TYPE F (1/4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.

④ TRANSITION DRIVEWAY THICKNESS TO WALK THICKNESS. IF THERE IS A CONSTRUCTION JOINT AND NO EXPANSION IS USED, INSTALL TIE BARS.

⑤ TRANSITION CURB RAMP THICKNESS TO WALK THICKNESS.

⑥ MATCH INPLACE DRIVEWAY WIDTH, MATERIAL TYPE AND THICKNESS.

⑦ FORM CONTRACTION JOINT AS NEEDED TO PRODUCE APPROXIMATELY SQUARE PANELS. CONCRETE PANEL SIZE SHOULD NOT EXCEED 1 1/2 : 1 LENGTH X WIDTH. 81 SF FOR 6" CONCRETE DRIVEWAY WITH 9'X9' MAXIMUM PANEL SIZE. 144 SF FOR 8" CONCRETE DRIVEWAY WITH 12'X12' MAXIMUM PANEL SIZE. MATCH DRIVEWAY APRON AND SIDEWALK JOINTS.

⑧ THE PEDESTRIAN ACCESS ROUTE CROSS-SLOPE, SHALL NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.

⑨ 1:10 MIN. SIDEWALK OFFSET TAPER REQUIRED FOR SIDEWALK REPLACEMENT PROJECTS. 1:3 MIN. AND 1:5 MIN. PREFERRED SIDEWALK OFFSET TAPER FOR DRIVEWAY REPLACEMENT.

⑩ LANDING REQUIRED, SEE NEXT SHEET FOR MORE INFORMATION.

⑪ CONCRETE DRIVEWAY APRON AND CONCRETE DRIVEWAY SIDEWALK SECTIONS SHALL BE CONSTRUCTED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. ENGINEER'S APPROVAL REQUIRED FOR MONOLITHIC PLACEMENTS.

⑫ DRILL AND GROUT NO. 4 X 12" LONG TIE BARS (EPOXY COATED). 36" MAXIMUM SPACING BETWEEN BARS COVER PLACED 1' MINIMUM FROM ADJACENT CONSTRUCTION JOINTS. 1' MINIMUM FROM ADJACENT CONCRETE JOINTS. BARS TO BE ADJUSTED TO MATCH SIDEWALK GRADES. TO BE PAID BY EACH.

⑬ DRILL AND GROUT OR CAST IN-PLACE THROUGH HOLES IN THE FORMS NO. 4 X 12" LONG TIE BARS (EPOXY COATED). 36" MAXIMUM SPACING BETWEEN BARS WITH 2" MINIMUM CONCRETE COVER PLACED 1' MINIMUM FROM ADJACENT CONSTRUCTION JOINTS. 1' MINIMUM FROM ADJACENT CONCRETE JOINTS.

REVISION: 12-23-2021
APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.254 | 3 OF 4

APPROVED: 11-04-2021
REVISED: 12-23-2021

THOMAS STYRBICKI
STATE DESIGN ENGINEER

DRIVEWAY AND SIDEWALK DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

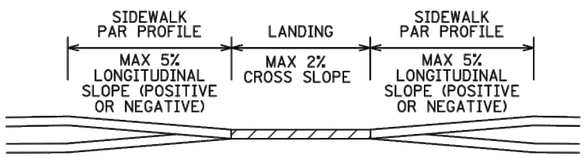
Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS
NO. DATE DESCRIPTION

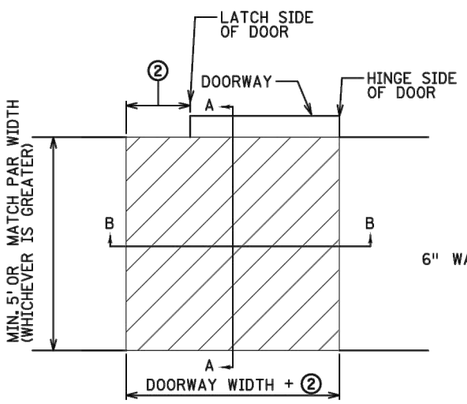
DRIVEWAY AND SIDEWALK DETAILS
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 15 OF 50

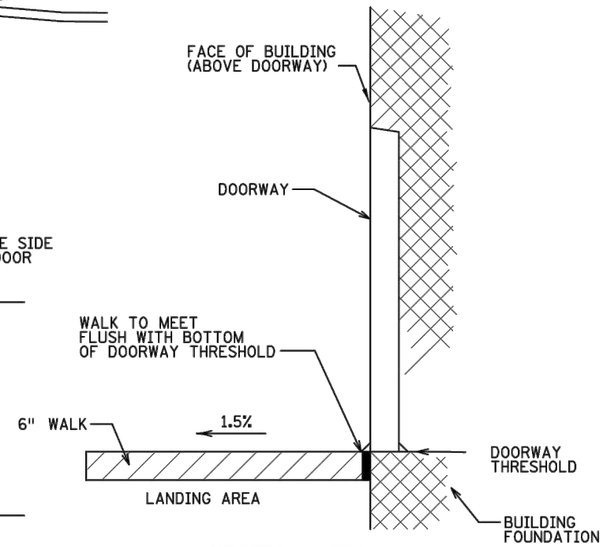
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM



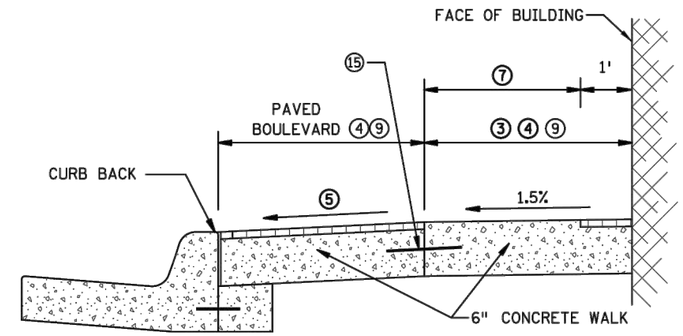
SECTION VIEW B-B



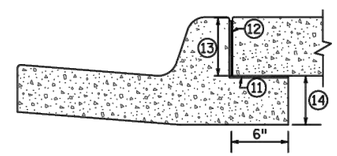
PLAN VIEW DOORWAY



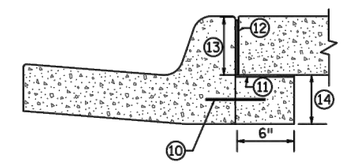
SECTION VIEW A-A



DOWNTOWN SIDEWALK TYPICAL SECTION



SLIP FORM SILL

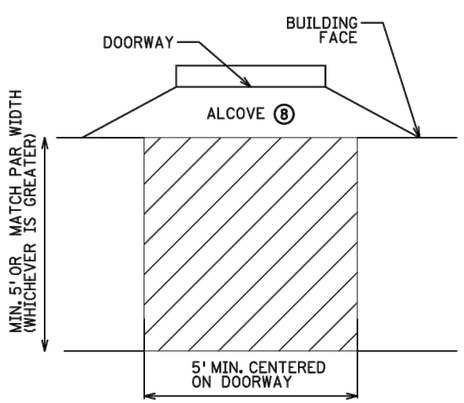


FIXED FORM SILL

SILL CURB SHOULD BE USED AT ALL LOCATIONS WHEN CONCRETE WALK IS AT BACK OF CURB, INCLUDING PAVED BOULEVARD.

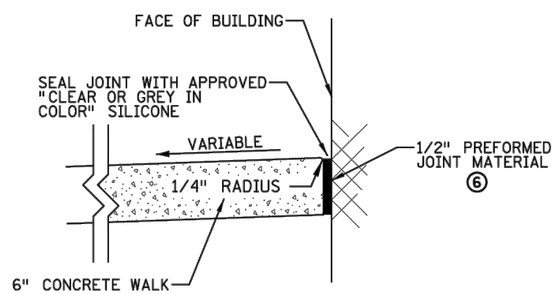
SILL CURB SHALL NOT BE USED IN CURB RAMP AND DRIVEWAY AREAS, INCLUDING CONCRETE FLARES.

SILL CURB WITH 4" WALK CAN USE FIXED OR SLIP FORM OPTIONS.



PLAN VIEW DOORWAY WITH ALCOVE

SIDEWALK LANDING REQUIREMENTS ①



BUILDING JOINT SEAL (INCIDENTAL)

NOTES:

6" WALK IS REQUIRED:
1) IN ALL SIDEWALK LOCATIONS WHERE VARIABLE SLOPED CONCRETE BOULEVARDS ARE PAVED, SUCH AS COMMERCIAL (STORE FRONT, DOWNTOWN) AREAS.
2) ANYTIME DRILL AND REINFORCEMENT IS USED TO TIE LONGITUDINAL JOINTS TOGETHER.
3) TO ELIMINATE LONGITUDINAL JOINT WHEN INCREASING PANEL SIZE OVER 36SF.
4) AT LOCATIONS WHERE MAINTENANCE EQUIPMENT WILL SUBJECT CONCRETE TO HEAVY LOADS.

ALL SIDEWALK AND BOULEVARD WIDTHS SHALL BE MEASURED FROM BACK OF CURB.

FIELD ADJUST SIDEWALK PROFILES TO MEET ALL DOORWAY THRESHOLDS.

SIDEWALK MUST MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING TO THE ROADWAY.

SEE SPECIAL PROVISIONS FOR SILICONE SPECIFICATIONS.

① LANDING CRITERIA IS REQUIRED FOR ALL DOORS, STEPS, AND PRIVATE WALKS. FEASIBILITY DECREASES WITH NARROWER BOULEVARDS AND STEEPER SIDEWALK PROFILES.
② 18" MIN. WHEN DOOR SWINGS OUTWARD FROM BUILDING. 12" MIN WHEN DOOR SWINGS INWARD FROM BUILDING.
③ 6' MIN. PAR REQUIRED WHEN ADJACENT TO BUILDINGS.
④ 2/3 PAR TO 1/3 BOULEVARD SHOULD BE USED WHEN FEASIBLE. HOLD UNIFORM BOULEVARD WIDTH. 4' PREFERRED MINIMUM BOULEVARD.
⑤ 1%-5% FOR THE MAJORITY OF THE BLOCK, WITH EXCEPTIONS UP TO 8% IN CONSTRAINED AREAS.
⑥ CONSTRUCT USING APPROVED EXPANSION MATERIAL PER MNDOT TYPE A-E EXPANSION. LEAVE A MINIMUM ½" TOP GAP AND SEAL WITH MNDOT APPROVED SILICONE PER MNDOT SPEC 3722.
⑦ TO MINIMIZE VIBRATION AND ROLLING RESISTANCE, AREA SHALL BE FREE OF PAVERS, STAMPED CONCRETE, AND/OR EXCESSIVE JOINTING.
⑧ 2% MAX. PER BUILDING CODE. IF GREATER THAN 2%, FLATTEN AS FEASIBLE.
⑨ FORM CONTRACTION JOINTS AS NEEDED TO PRODUCE APPROXIMATELY SQUARE PANEL SIZE. CONRETE PANEL SIZE SHOULD NOT EXCEED 1½ :1 LENGTH X WIDTH.
⑩ DRILL AND GROUT NO. 4 X 8" LONG TIE BARS (EPOXY COATED). 36" MAXIMUM SPACING BETWEEN BARS WITH 2" MINIMUM CONCRETE COVER PLACED 1' MINIMUM FROM ADJACENT CONSTRUCTION JOINTS. 1' MINIMUM FROM ADJACENT CONCRETE JOINTS. TIE BARS SHALL BE EMBEDDED 4" WITH 2" MINIMUM CONCRETE COVER AND ARE INCIDENTAL TO SILL PLACEMENT.
⑪ FURNISH AND INSTALL THE FULL WIDTH OF THE TOP OF SILL A MINIMUM 2ML THICK POLYTHENE SHEETING.
⑫ USE AN APPROVED TYPE F (¼ INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.
⑬ DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4" MIN.
⑭ 6" WALK: 5" MIN. FOR B424; 7" MIN. FOR B624
4" WALK: 7" MIN. FOR B424; 9" MIN. FOR B624
⑮ DRILL AND GROUT NO. 4 X 12" LONG TIE BARS (EPOXY COATED). 36" MAXIMUM SPACING BETWEEN BARS WITH 2" MINIMUM CONCRETE COVER PLACED 1' MINIMUM FROM ADJACENT CONCRETE JOINTS.

REVISION:
APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.254 | 4 OF 4

APPROVED: 11-04-2021
REVISED:
THOMAS STYRBICKI
STATE DESIGN ENGINEER

DRIVEWAY AND SIDEWALK DETAILS

STATE PROJ. NO. (TH) SHEET NO. OF SHEETS

S.P. 240-090-001

whks engineers + planners + land surveyors

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.
Brandon W. Thiebald
Date 5/12/22 License No. 48229

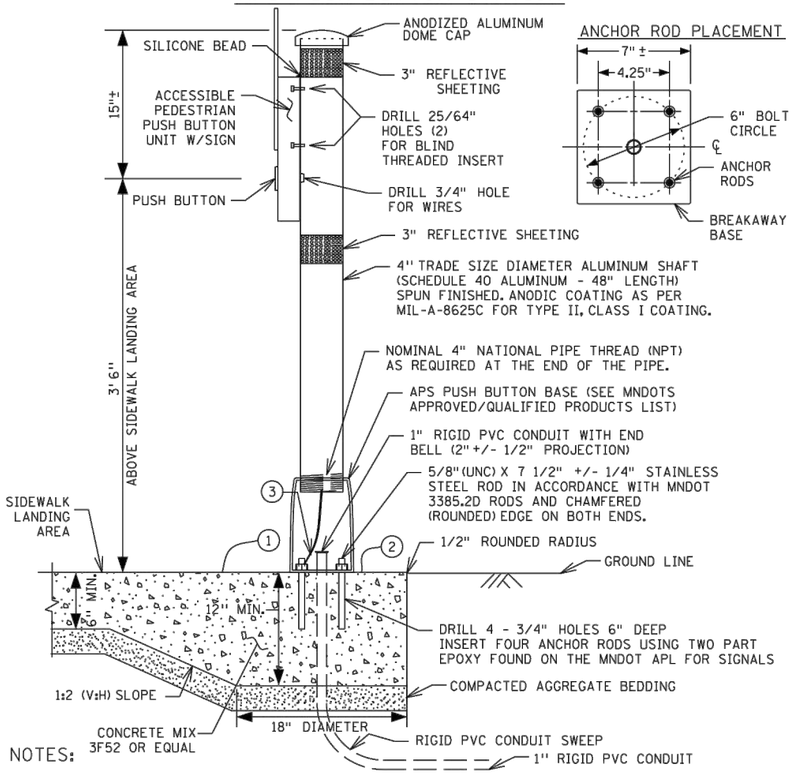
REVISIONS
NO. DATE DESCRIPTION

DRIVEWAY AND SIDEWALK DETAILS
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 16 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

APS PUSH BUTTON STATION



NOTES:

PLACEMENT AND ORIENTATION OF THE PUSH BUTTON STATION IS CRITICAL. MOUNT THE BUTTON SO THAT THE FACE IS PARALLEL WITH THE ASSOCIATED CROSSWALK. SCREW IN SHAFT TO A TIGHTENED POSITION BEFORE MOUNTING ACCESSIBLE PEDESTRIAN PUSH BUTTON UNIT TO THE SHAFT.

ORIENT ACCESS OPENING ON THE BREAKAWAY PEDESTAL DIRECTLY BELOW THE APS BUTTON.

PLUMB THE PUSH BUTTON STATION WITH LEVELING SHIMS IN ACCORDANCE WITH STANDARD PLATE 8129.

INSTALL BLIND THREADED INSERTS USING MANUFACTURER'S SPECIFIC INSERTION TOOL.

USE ZINC PLATED STEEL 1/4 - 20 UNC BLIND THREADED INSERTS SUITABLE FOR MOUNTING ON SURFACE WALL THICKNESS OF .337. APPROVED BLIND INSERTS ARE LISTED ON MNDOT'S APPROVED/QUALITY PRODUCTS LIST WEBSITE FOR TRAFFIC SIGNALS.

USE APS 1/4 - 20 STAINLESS STEEL MOUNTING BOLTS. APPLY BRUSH ON ANTI SEIZE COMPOUND TO BOLTS PRIOR TO ASSEMBLY.

APPLY A BEAD OF 100% SILICONE SEALANT ALONG THE TOP OF THE PUSH BUTTON UNIT WHERE IT COMES IN CONTACT WITH THE 4" SHAFT.

USE WHITE REFLECTIVE SHEETING AT INTERSECTION CORNERS AND YELLOW REFLECTIVE SHEETING IN CENTER MEDIANS. APPROVED TUBE DELINEATOR SHEETING IS LISTED ON MNDOT'S APPROVED/QUALIFIED PRODUCTS LIST WEBSITE FOR SIGNING.

AN 18" X 6" FIBER FORMING TUBE MAY BE USED FOR THE LOWER HALF OF THE FOUNDATION WHEN CONDITIONS DO NOT ALLOW FOR THE 18" X 6" HOLE TO STAND OPEN.

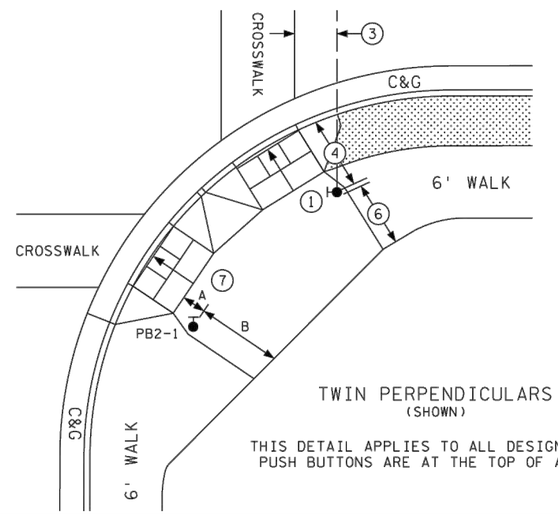
1. THE PUSH BUTTON STATION FOUNDATION IS MONOLITHIC (POURED AT ONE TIME) WITH THE SIDEWALK. PROVIDE A 1:2 (V:H) SLOPE GRADE WHERE THE 6" MIN SIDEWALK DEPTH TRANSITIONS TO THE 12" MIN FOUNDATION DEPTH. MAINTAIN THE COMPACTED AGGREGATE BEDDING AND THICKNESS USED FOR THE SIDEWALK THROUGHOUT THE SLOPE AND FOUNDATION GRADING. PROVIDE 1:2 (V:H) SLOPE GRADING 360 DEGREES FOR THE TRANSITION FROM THE SIDEWALK TO THE FOUNDATION WHEN THE FOUNDATION IS NOT LOCATED NEAR EDGE OF SIDEWALK AND IS SURROUNDED BY CONCRETE WALK.
2. ENSURE CONCRETE CONTROL JOINTS AND EDGE OF CONCRETE WALK ARE A MINIMUM 9" FROM THE CENTER OF THE PUSH BUTTON FOUNDATION.
3. INSTALL THE MANUFACTURER PROVIDED CABLE TETHER ASSEMBLY IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

TYPICAL APS PEDESTRIAN PUSH BUTTON LOCATION

THIS IS A GENERAL DETAIL INTENDED TO SHOW THE REQUIREMENTS OF APS PUSH BUTTON LOCATION. FOR PROJECT SPECIFIC INFORMATION REGARDING PEDESTRIAN RAMP LAYOUT AND PUSH BUTTON LOCATIONS, SEE THE PLAN.

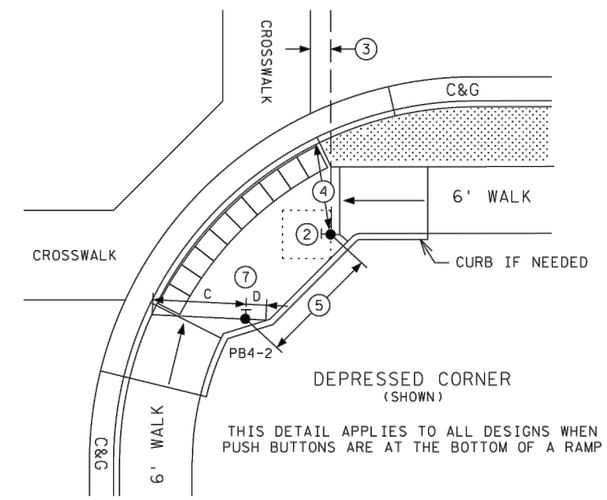
SUPPLEMENTAL GUIDANCE FOR CONSTRUCTING COMPLIANT APS PUSH BUTTONS:

1. THE FACE OF THE BUTTON SHALL BE PARALLEL WITH THE OUTSIDE EDGE OF CROSSWALK.
2. A MINIMUM 4 FT X 4 FT LANDING AREA SHALL BE PROVIDED ADJACENT TO EACH BUTTON, WITH A 2 PERCENT MAXIMUM SLOPE IN ALL DIRECTIONS.
3. BUTTONS SHALL BE WITHIN 5 FT OF THE OUTSIDE EDGE OF THE CROSSWALK.
4. BUTTONS SHALL BE BETWEEN 1.5 FT AND 10 FT FROM THE BACK OF CURB OR EDGE OF ROADWAY, MEASURED IN THE DIRECTION OF TRAVEL. STANDALONE PUSH BUTTON STATIONS SHOULD BE 4' MINIMUM FROM THE BACK OF CURB TO AVOID KNOCKDOWNS.
5. BUTTONS MINIMUM 10 FT APART.
6. PROVIDE A MAINTENANCE ACCESS ROUTE (MAR) WHEREVER POSSIBLE FOR SNOW REMOVAL PURPOSES. A MAR REQUIRES A 6 FT MINIMUM CLEAR DISTANCE BETWEEN A PUSH BUTTON AND ANY OBSTRUCTIONS, INCLUDING BUILDINGS, V-CURB, ELECTRICAL FOUNDATIONS, SIGNAL CABINETS, OR ANOTHER PUSH BUTTON.
7. BUTTON SHOULD BE 2 FT MINIMUM FROM RAMP GRADE BREAK AND BACK OF WALK.



TWIN PERPENDICULARS
(SHOWN)

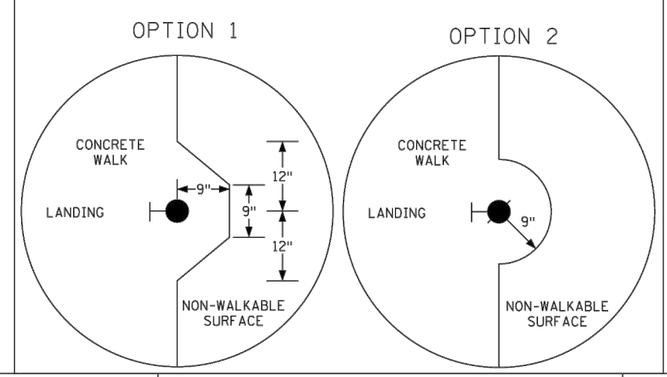
THIS DETAIL APPLIES TO ALL DESIGNS WHEN PUSH BUTTONS ARE AT THE TOP OF A RAMP



DEPRESSED CORNER
(SHOWN)

THIS DETAIL APPLIES TO ALL DESIGNS WHEN PUSH BUTTONS ARE AT THE BOTTOM OF A RAMP

CONTRACTOR MUST USE OPTION 1 OR 2 WHEN THE APS PUSH BUTTON IS SHOWN AT THE EDGE OF WALK. OPTION USED (OR SELECTED) MUST BE THE SAME THROUGHOUT THE ENTIRE PROJECT.



SIGNAL CONTROL POINTS			DISTANCE TO FRONT OF LANDING (FT)	DISTANCE TO BACK OF LANDING (FT)
SIGNAL NO.	X	Y		
PB2-1	-	-	A	B
PB4-2	-	-	C	D

A - DISTANCE MEASURED FROM THE PUSH BUTTON TO THE FRONT OF LANDING/TOP OF RAMP

B - CLEAR DISTANCE MEASURED FROM THE PUSH BUTTON TO THE BACK OF LANDING/EDGE OF WALK

C - CLEAR DISTANCE MEASURED FROM THE PUSH BUTTON TO THE OUTSIDE EDGE OF DOMES IN THE DIRECTION OF TRAVEL

D - CLEAR DISTANCE FROM THE PUSH BUTTON TO THE BACK OF LANDING MEASURED IN THE OPPOSITE DIRECTION OF TRAVEL

BY	DATE	REVISIONS

SYSTEM ID: XXXXX T.E. XXXX
METER ADDRESS: 9999 GRAND AVE.
OLD SYSTEM ID:

ACCESSIBLE PEDESTRIAN SIGNAL (APS)
PEDESTRIAN PUSH BUTTON STATION
TYPICAL APS PUSH BUTTON LOCATION DETAIL

S.A.P. NO. DRAWN BY: CKD BY: DATE:
CERTIFIED BY LICENSED PROFESSIONAL ENGINEER LIC. NO. DATE:
STATE PROJ.NO. XXXX-XX (T.H.156) SHEET NO. 4 OF 22 SHEETS

S.P. 240-090-001

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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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

APS DETAILS

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 17 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

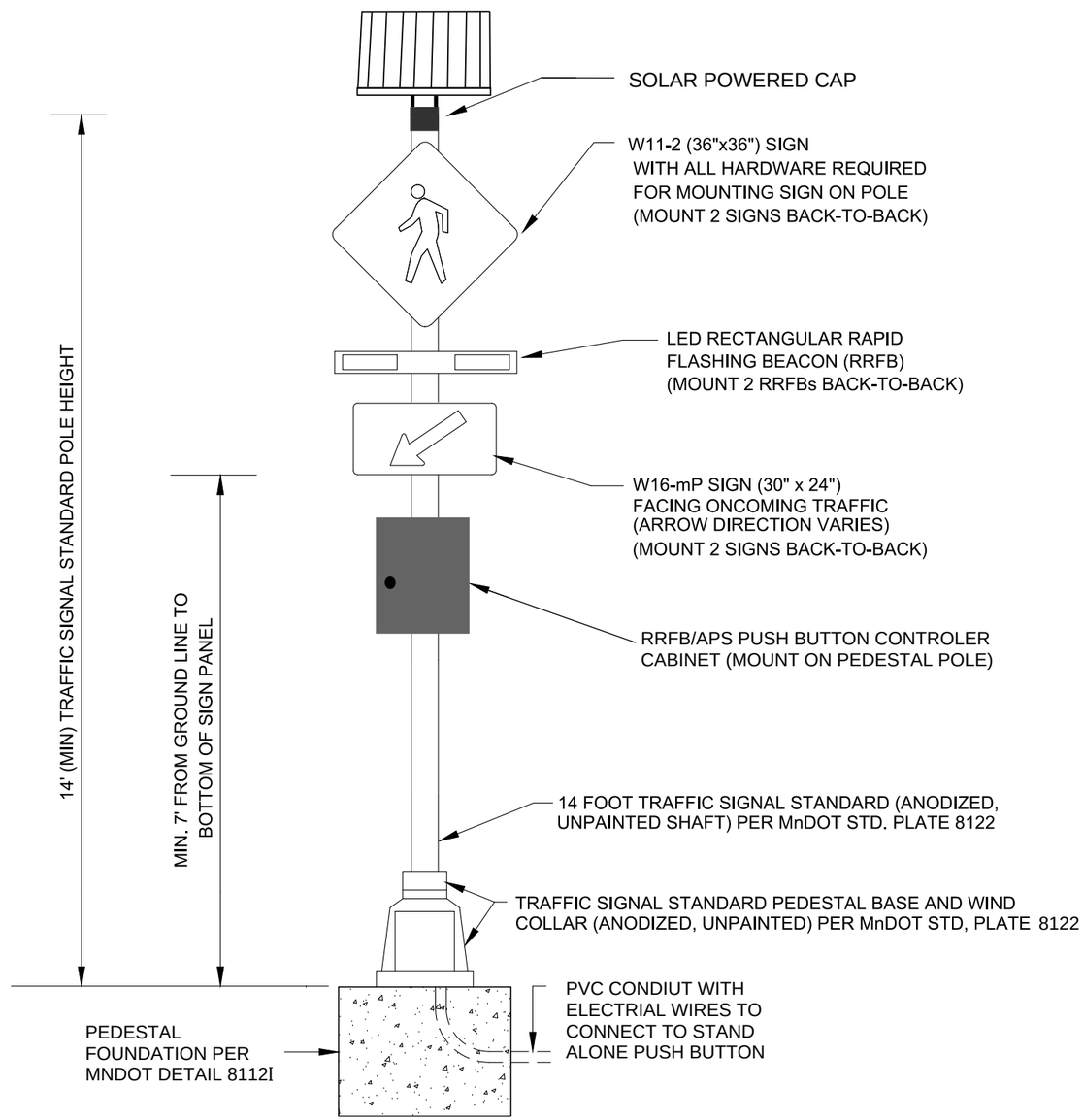
NOTE:

CONTRACTOR SHALL CONSTRUCT PEDESTRIAN FLASHER SYSTEM IN STRICT CONFORMANCE WITH MN-MUTCD MANUAL.

EACH FLASHER SYSTEM SHALL INCLUDE ALL PEDESTRAIN FLASHER SYSTEM POLES SHOWN WITHIN THE PEDESTRIAN RAMP DETAILS PER THE DETAIL SHOWN BELOW, ALL STAND ALONE PUSH BUTTON STATIONS, ALL CONDUITS, WIRE, AND INSTALLATION OF ELECTRICAL WIRES IN THE INTERSECTION TO COMPLETE OPERATIONS. DIRECTIONALLY DRILLING OF ELECTRICAL WIRES AS REQUIRED.

PUSH BUTTONS SHALL HAVE THE ABILITY TO ACITVATE ALL PEDESTRAIN FLASHERS IN THE INTERSECTION. THE SYTEMS CALLED OUT FOR THIS PROJECT WILL NOT NEED TO OPERATE SEPERATLY OF EACH PEDESTRIAN FLASHER POLE WITHIN A SINGLE INTERSECTION.

FLASHER PEDESTAL POLE DETAIL



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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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

FLASHER DETAIL / CONCRETE JOINT PLAN

SAFE ROUTES TO SCHOOL
KASSON, MN
2020

SCALE: 1" = 20'
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 18 OF 50

PROJECT LOCATION AND GENERAL SITE INFORMATION

THIS PROJECT WILL CONSIST OF STORM SEWER INSTALLATION, GRADING, REMOVAL AND REPLACEMENT OF BITUMINOUS, ADDITIONAL BITUMINOUS SHARED USED PATHS, ADA PEDESTRIAN RAMP IMPROVEMENTS, CONCRETE SIDEWALK IMPROVEMENTS , AND PEDESTRAIN FLASHING BEACON INSTALLATION.

TRAINING REQUIREMENTS

THE CONTRACTOR WILL ENSURE THAT THE TRAINING REQUIRED IN THE GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY IS COMPLIED WITH.

THE INDIVIDUAL TRAINED AND THE TRAINING RECEIVED WILL BE RECORDED IN THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED.

LONG TERM OPERATION AND MAINTENANCE

THE CITY OF KASSON MAINTENANCE DEPARTMENT WILL BE RESPONSIBLE FOR THE LONG TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT.

CHARLIE BRADFORD
PUBLIC WORKS SUPERINTENDENT
1401 16TH ST KASSON, MN 55994
(507) - 634 - 7302

KARST REGION

THERE ARE NO KNOWN KARST FEATURES (SINKHOLES, BLIND VALLEYS, MAPPED CAVES, SPRINGS, OR KARST WINDOWS).

INSPECTIONS AND REPORTS PRACTICES

ROUTINE INSPECTION OF THE ENTIRE CONSTRUCTION SITE SHALL OCCUR AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRCUTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS.

AT A MINIMUM, INSPECTIONS AND REPORTS MUST INCLUDE THE FOLLOWING:
(1) DATE AND TIME OF INSPECTION.
(2) NAME OF PERSON CONDUCTING INSPECTIONS
(3) CONDITIONS OF SURFACE WATERS, DITCHES, CONVEYANCE SYSTEMS, AND VEHICLE EXITS.
(4) FINDING OF INSPECTIONS, INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS.
(5) CORRECTIVE ACTIONS TAKEN, INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES.
(6) DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 0.5 INCHES IN 24 HOURS.
(7) DOCUMENTATION OF CHANGES MADE TO THE SWPPP WITHIN 7 DAYS.

RECEIVING SURFACE WATERS, DISCHARGE TO IMPAIRED WATERS & SPECIAL WATERS

THE TABLE BELOW IDENTIFIES ALL SURFACE WATERS WITHIN 1-MILE OF THE DISTURBED SOIL PROJECT BOUNDARIES, WHICH WILL RECEIVE STORMWATER RUNOFF FROM THE CONSTRUCTION SITE, DURING OR AFTER CONSTRUCTION.

RECEIVING SURFACE WATERS

NAME OF WATER BODY	SPECIAL WATER (1)	IMPAIRED WATER (2)
MASTEN CREEK	NO	NO

WETLAND AREAS

THIS PROJECT DOES NOT DISCHARGE STORMWATER WITH THE POTENTIAL FOR SIGNIFICANT ADVERSE IMPACTS TO A WETLAND.

DISTURBED SOIL AREA

TOTAL DISTURBED SOILS AREA FOR THIS PROJECT IS 3.00 ACRES.

IMPERVIOUS SOIL AREA

EXISTING AREA OF IMPERVIOUS SURFACE IS 0.25 ACRES.
POST CONSTRUCTION AREA OF IMPERVIOUS SURFACE IS 1.24 ACRES.
INCREASE OF IMPERVIOUS SURFACE IS 0.99 ACRES.

THE INCREASE OF IMPERVIOUS SURFACES IS LESS THAN 1.00 ACRE.

SOIL TYPES

THE SOIL TYPES FOUND ON THIS PROJECT ARE SOIL TYPE B (MARQUIS SILT LOAM, MANTORVILLE SILT LOAM, AND CLYDE-FLOYD COMPLEX).

THIS CONSTRUCTION PROJECT AS DESIGNED DOES NOT MEET ANY OF THE TEMPORARY SEDIMENT BASIN DISTURBED AREA THRESHOLD REQUIREMENTS (10 ACRES OF DISTURBED SOIL). THEREFORE A TEMPORARY SEDIMENT BASIN WILL NOT BE REQUIRED.

PERMANENT STORMWATER MANAGEMENT SYSTEM

ALL STORMWATER MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN RECEIVING WATERS OR ON DOWNSLOPE PROPERTIES, OR INUNDATION IN WETLANDS CAUSING A SIGNIFICANT ADVERSE IMPACT TO THE WETLANDS.

THIS PROJECT HAS LESS THAN 1 ACRE INCREASE IN IMPERVIOUS AREA.

CONSTRUCTION PHASING - EROSION AND SEDIMENT CONTROL SEQUENCING

SILT FENCE, CONSTRUCTION ENTRANCES, AND/OR OTHER SUITABLE PERIMETER BMP'S AS PROVIDED IN THE PLANS WILL BE INSTALLED PRIOR TO THE START OF ANY LAND DISTURBING ACTIVITY. CONSTRUCTION WILL BE REQUIRED TO BE PHASED SO THAT ALL DOWN GRADIENT SEDIMENT CONTROL MEASURES ARE INSTALLED PRIOR TO OR IN CONJUNCTION WITH ANY SOIL DISTURBING ACTIVITIES. THESE BMPS SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION.

WHEN THE EXISTING TOPSOIL IS DISTURBED, THE TOPSOIL WILL BE STRIPPED AND STOCKPILED IN SOIL BERMS. STOCK PILED TOPSOIL BERMS WILL NOT BE PLACED IN ANY STORMWATER CONVEYANCES.

UPON COMPLETION OF THE CONSTRUCTION ACTIVITIES, THE STOCKPILED TOPSOIL BERMS WILL BE RE-SPREAD AND PERMANENT VEGETATION WILL BE ESTABLISHED AS PROVIDED IN THE PLAN.

ALL SOIL DISTURBING ACTIVITIES MUST BE COMPLETED AND ALL SOILS MUST BE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70% OVER THE ENTIRE PERVIOUS SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT FUTURE SOIL FAILURE UNDER EROSIVE CONDITIONS. ALL SEDIMENT MUST BE REMOVED FROM CONVEYANCE SYSTEMS AND DITCHES MUST BE STABILIZED WITH PERMANENT COVER. FINAL STABILIZATION SHALL BE DONE IN ACCORDANCE WITH THE PERMIT

EROSION PREVENTION PRACTICES

FOR AREAS WHERE DISTURBED SOILS DRAIN TO AN IMPAIRED OR SPECIAL WATER THE EXPOSED SOIL MUST BE STABILIZED NO LATER THAN 7 DAYS (14 DAYS IF NOT IMPAIRED OR SPECIAL WATER) AFTER THE CONSTRUCTION ACTIVITY IN THAT AREA CEASED. SEE THE IMPAIRED & SPECIAL WATERS SECTION OF THIS SWPPP FOR ADDITIONAL BMP REQUIREMENTS FOR DISTURBED AREAS THAT DRAIN TO A SPECIAL OR IMPAIRED WATER.

SOILS SHALL BE STABILIZED WITHIN 24 HOURS FOR ACTIVITIES THAT ARE ADJACENT TO AND DRAIN TO PUBLIC WATERS WITH RESTRICTIONS DURING FISH SPAWING TIMES.

THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.

PIPE CULVERT OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER. THIS WILL INCLUDE DRAINAGE DITCHES THAT DRAIN WATER FROM ANY PORTION OF THE CONSTRUCTION SITE.

SEDIMENT CONTROL PRACTICES

TEMPORARY STOCKPILED TOPSOIL BERMS MUST INCLUDE PERIMETER BMP'S AS PROVIDED IN THE PLAN AT LOCATIONS WHERE CONSTRUCTION STORMWATER DRAINS FROM THE PROJECT.

A 50 FOOT NATURAL BUFFER, OR REDUNDANT SEDIMENT CONTROLS IF BUFFER IS NOT FEASIBLE, SHALL BE USED NEAR SURFACE WATERS.

IN ORDER TO MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES, THERE SHALL BE NO UNBROKEN SLOPE LENGTH OF GREATER THAN 75 FEET FOR SLOPES WITH A GRADE OF 1:3 OR STEEPER.

ALL STORM DRAIN INLETS AND CULVERTS MUST BE PROTECTED BY APPROPRIATE BMP'S DURING CONSTRUCTION UNTIL ALL SOURCES WITH A POTENTIAL DISCHARGE TO THE INLET OR CULVERT HAVE BEEN STABILIZED.

VEHICLE TRACKING OF SEDIMENT FROM THE CONSTRUCTION SITE MUST BE MINIMIZED BY THE USE OF A STABILIZED CONSTRUCTION ENTRANCE AND OTHER BMPS. STREET SWEEPING MUST BE USED IF SEDIMENT IS BEING TRACKED OFF THE CONSTRUCTION SITE.

UNLESS OTHERWISE SPECIFIED IN THE PERMIT, ALL NONFUNCTIONAL BMP'S MUST BE CLEANED, REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMP'S WITHIN 24 HOURS AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW FOR ACCESS.

PROJECT CONTACTS

RESPONSIBLE AGENCY / PARTY	PERMIT CERTIFIED TRAINING (REFRESHER EVERY 3 YEARS)	INSTRUCTOR, DATE OF TRAINING	CONTACT NAME	PHONE NUMBER
MPCA	NPDES		BRIAN GREEN	507-206-2610
MPCA	EMERGENCY		STATE DUTY OFFICER	800-422-0798
DNR	NOT REQUIRED		PETER LEETE	651-296-6569
COE	NOT REQUIRED		DAVE STUDENSKI	507-895-2064
SWPPP PREPARATION	U OF MN DESIGN OF SWPPP EXPIRES 5/24	JOHN CHAPMAN ONLINE SPRING 2021	SCOTT HUNEKE	507-288-3923
INSPECTOR			TO BE DETERMINED	
PROJECT ENGINEER	U OF MN DESIGN OF SWPPP EXPIRES 5/24	JOHN CHAPMAN ONLINE SPRING 2021	SCOTT HUNEKE	507-288-3923
EROSION CONTROL SUPERVISOR (CONTRACTOR)	TO BE DETERMINED		TO BE DETERMINED	
CHAIN OF RESPONSABILITY	NOT REQUIRED		TO BE DETERMINED	

EROSION & SEDIMENT CONTROL SCHEDULE:

1) MARK GRADING LIMITS AND "DO NOT DISTURB AREAS".
2) INSTALL PERIMETER EROSION CONTROL.
3) CONSTRUCT STABILIZED VEHICLE EXITS.
4) INSTALL INLET PROTECTION.
5) BEGIN GRADING OPERATIONS.
6) INCREMENTALLY SEED AND BLANKET AREAS OR SOD AS GRADING PROGRESSES.
7) MAINTAIN AND UPDATE INLET PROTECTION THROUGH JOB PHASES.
8) COMPLETE MAINTENANCE AND REPAIRS OF EROSION AND SEDIMENT CONTROLS.
9) STABILIZE FINAL INCREMENT OF GRADING AREA.
10) MONITOR GRASS GROWTH AND RESEED/RESOD WHERE NEEDED UNTIL SITE IS STABILIZED.
11) REMOVE SILT FENCE AND OTHER TEMPORARY EROSION CONTROLS.
12) CLEAN BASINS OF ALL CONSTRUCTION RELATED SEDIMENTATION WHENEVER VOLUME REACHES 1/2 STORAGE VOLUME.
13) FILE "NOTICE OF TERMINATION" WITH THE MPCA.

RECORD RETENTION

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) WILL BE AMENDED IF THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT IMPACT ON THE DISCHARGE TO SURFACE WATERS OR UNDERGROUND WATERS. THE PLAN WILL ALSO BE AMENDED IF IT IS PROVEN TO BE INADEQUATE IN CONTROLLING POLLUTANTS IN STORM WATER DISCHARGES DUE TO CONSTRUCTION ACTIVITIES.

THE SWPPP, ORIGINAL AND COPIES, MUST BE KEPT ON SITE DURING CONSTRUCTION BY THE PERMITTEE WHO HAS OPERATIONAL CONTROL OF THE SITE. ALL OWNERS MUST KEEP THE SWPPP, TRAINING DOCUMENTATION, RECORDS OF ALL INSPECTION AND MAINTENANCE, ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, ALL REQUIRED CALCULATIONS FOR DESIGN OF STORMWATER MANAGEMENT SYSTEMS, AND ANY OTHER PERMITS REQUIRED FOR THE PROJECT FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOTICE OF TERMINATION AS DESCRIBED IN III.D

QUANTITIES:

1 L.S. STABILIZED CONSTRUCTION EXIT (3 LOCATIONS)
1640 L.F. SILT FENCE TYPE MS
9 EACH INLET PROTECTION

ADDITIONAL TEMPORARY BMP'S MAY BE USED IF NECESSARY, AS APPROVED BY THE ENGINEER

LOCATION OF SWPPP REQUIREMENTS

REQUIREMENT	TITLE	LOCATION	MN/DOT SPECIFICATION	SPECIAL PROVISION
NPDES PERMIT COMPLIANCE	SWPPP		1701, 1702, & 1717	1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT)
CERTIFIED PERSONNNEL IN EROSION AND SEDIMENT CONTROL SITE MANAGEMENT	PROJECT CONTACTS	SWPPP PLANSET PAGE (SHEET 19)	1506, 1717, & 2573	1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT)
CHAIN OF RESPONSIBILITY	PROJECT CONTACTS			
PROJECT SCHEDULE / WEEKLY EROSION & SEDIMENT CONTROL SCHEDULE / COMPLETED INSPECTION / MAINTENANCE LOG				1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT)
SWPPP PREPARATION				
SITE MAP / RECEIVING WATERS / DIRECTION OF FLOW	GENERAL LAYOUT	SHEET 20	1717	
PROJECT SPECIFIC CONSTRUCTION STAGING			1717	1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT) 1806 (DETERMINATION AND EXTENSION OF CONTRACT TIME)
TEMPORARY EROSION AND SEDIMENT CONTROL BMP LOCATIONS, INSTALLATION, TIMING OF INSTALLATION , AND TYPE OF BMP	QUANTITY TABULATIONS	SHEET 19	2573 & 2575	2573 (STORMWATER MANAGEMENT)
ADDITIONAL TEMPORARY AND OR PERMANENT EROSION AND SEDIMENT CONTROL BMP'S NOT PROVIDED OR SHOWN IN THE PLAN			1717, 2573, & 2575	1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT) 2575 (RAPID STABILIZATION SPECIFICATION)
MAINTENANCE OF EROSION AND SEDIMENT CONTROL DEVICES, REMOVAL OF TRACKED SEDIMENT, REMOVAL OF DEVICES	SEDIMENT CONTROL PRACTICES	SHEET 19	1717 & 2573	1514 (MAINTENANCE DURING CONSTRUCTION) 1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT)
DEWATERING	DEWATERING & DRAINING	SWPPP DOCUMENT	2573.3A.6	DEWATERING MAY ALSO REQUIRE A DNR PERMIT. NO DEWATERING IS ANTICIPATED FOR THIS PROEJCT.
FINAL STABILIZATION	QUANTITY TABULATIONS	SHEET 21-32	1717, 2573, & 2575	1717 (AIR, LAND, & WATER) 1717 (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT)
TEMPORARY EROSION AND SEDIMENT CONTROL DETAILS	EROSION CONTROL	SHEET 5-6		
PERMANENT EROSION CONTROL DETAILS	EROSION CONTROL	SHEET 21-32		

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Brandon W. Theobald
Date 5/12/22 License No. 48229

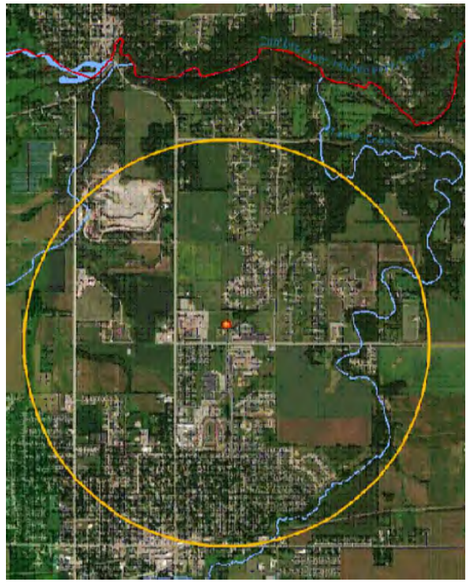
REVISIONS
NO. DATE DESCRIPTION

SWPPP
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

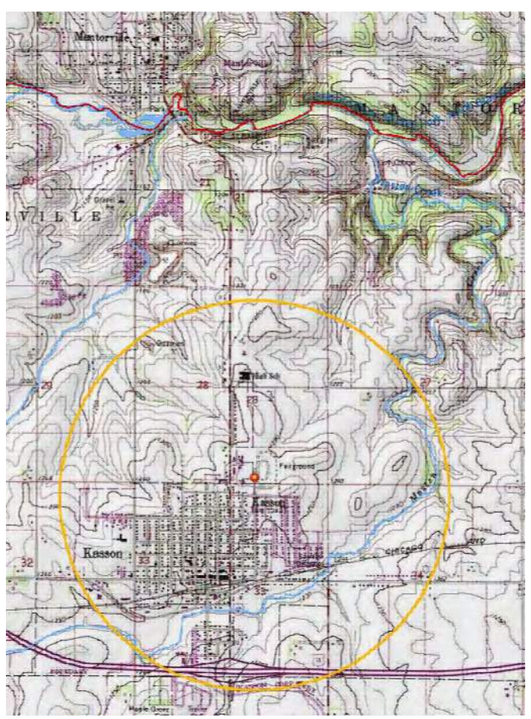
SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 19 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

SPECIAL WATERS MAP



QUAD/WETLAND MAP



POLLUTION PREVENTION MEASURES

THE CONTRACTOR WILL IMPLEMENT THE POLLUTION PREVENTION MANAGEMENT MEASURES AS DIRECTED IN THE NPDES PERMIT AS PERTAINING TO SOLID WASTE, HAZARDOUS MATERIALS, EXTERNAL TRUCK WASHING, AND CONCRETE WASHOUT ON SITE.

SOLID WASTE: NON-HAZARDOUS WASTE SUCH AS COLLECTED SEDIMENT, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION DEBRIS AND OTHER WASTES SHALL BE STOCKPILED AT AN APPROVED LOCATION. ALL NON-HAZARDOUS WASTE SHALL BE DISPOSED OF PROPERLY AND IN ACCORDANCE WITH MPCA REQUIREMENTS AND MNDOT SPECIFICATION 1717.A.4.

HAZARDOUS WASTE: ALL HAZARDOUS WASTE SUCH AS OIL, GASOLINE, PAINT AND ANY HAZARDOUS SUBSTANCES MUST BE PROPERLY STORED. STORAGE SHALL INCLUDING SECONDARY CONTAINMENT OR OTHER MEASURES TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGES. ACCESS TO STORAGE AREAS MUST BE RESTRICTED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST COMPLY WITH MANUFACTURERS' RECOMMENDATIONS AND THE MPCA REQUIREMENTS.

CONSTRUCTION VEHICLE WASHING: EXTERNAL WASHING OF TRUCKS AND CONSTRUCTION VEHICLES WILL NOT BE ALLOWED ON SITE. ENGINE DEGREASING IS NOT ALLOWED ON SITE.

FUELING AND SPILL PLAN: THE CONTRACTOR SHALL HAVE A FUELING OPERATION PLAN AND A PLAN IN THE EVENT OF A SPILL

CHEMICAL TREATMENT PLAN: THE CONTRACTOR SHALL HAVE A CHEMICAL TREATMENT PLAN THAT INCLUDES CHEMICALS USED FOR FLOCCULATION

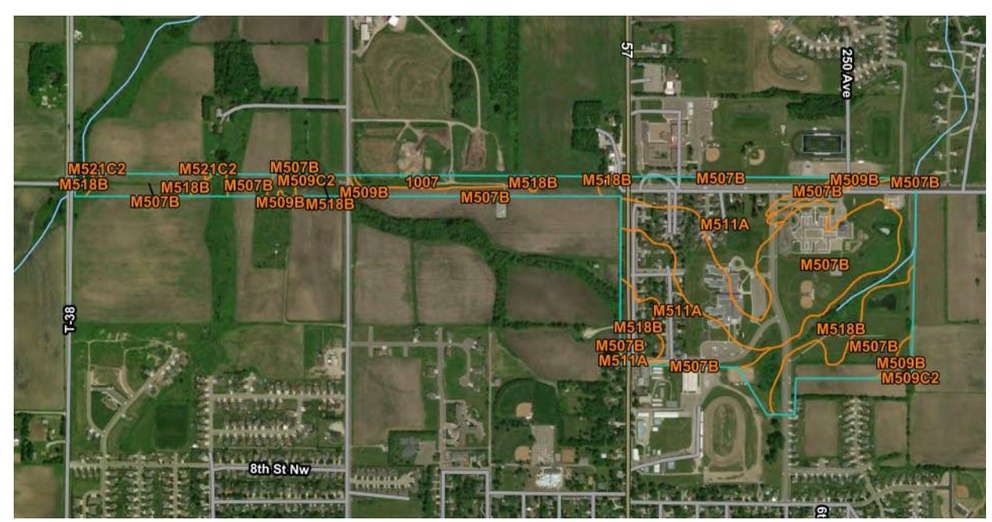
SANITARY AND SEPTIC WASTE: PORTABLE TOILETS ON THE SITE MUST BE SECURED AND SANITARY WASTE DISPOSAL WILL COMPLY WITH THE MPCA SEPTAGE MANAGEMENT GUIDELINES INCORPORATING 40 CFR PART 503.

FOR CONCRETE WASHOUT ON SITE, ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW WASHOUT LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.

THESE MANAGEMENT MEASURES FOR POLLUTION PREVENTION WILL BE STRICTLY ENFORCED.

SOILS MAP

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
1007	Anthroportic Udorthents, sanitary landfill	3.8	2.6%
M507B	Marquis silt loam, 2 to 6 percent slopes	68.9	48.1%
M509B	Mantorville loam, 2 to 6 percent slopes	2.2	1.6%
M509C2	Mantorville loam, 6 to 12 percent slopes, moderately eroded	1.1	0.7%
M511A	Readlyn silt loam, 1 to 3 percent slopes	38.3	26.7%
M518B	Clyde-Floyd complex, 1 to 4 percent slopes	28.8	20.1%
M521C2	Kenyon silt loam, 6 to 12 percent slopes, moderately eroded	0.2	0.1%
Totals for Area of Interest		**143.3**	**100.0%**



S.P. 240-090-001

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Brandon W. Theobald

Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

SWPPP

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN

WHKS PROJECT NO. 8994

DRAWN BY: JAM

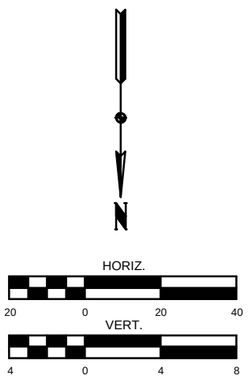
CHECKED BY: BWT

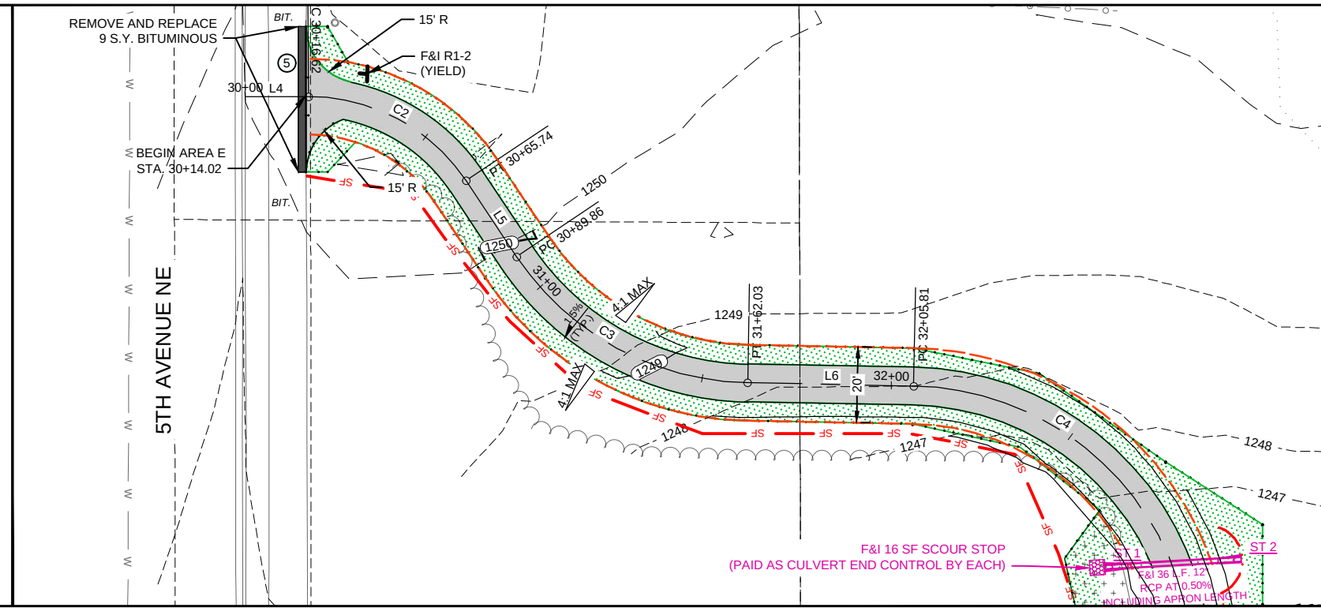
SHEET 20 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Details-ARIAL.dwg PLOT DATE: 4/28/2022 3:53 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE





NOTES:

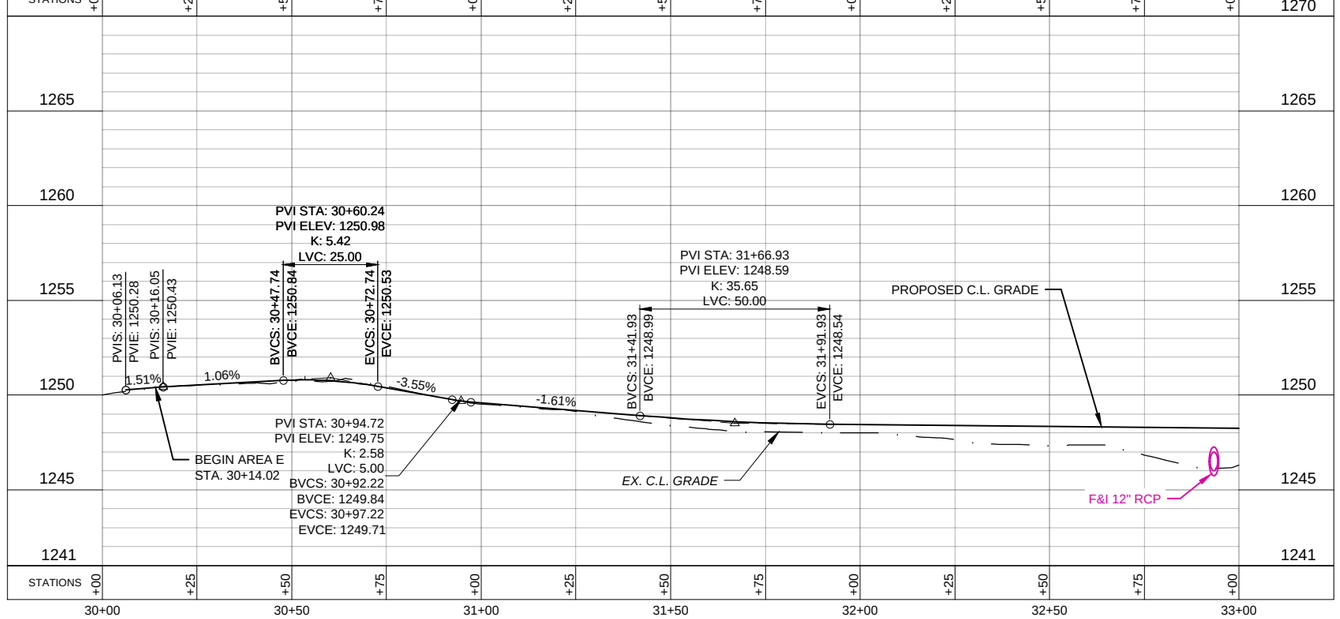
1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

ST 1
STA. 32+86.04 - 16.39' R
F&I 12" RCP APRON
ELEV. = 1245.92

ST 2
STA. 32+98.14 - 17.59' L
F&I 12" RCP APRON
ELEV. = 1246.10

AREA E

LEFT E.O.B. GRADES	1250.60	1250.86	1250.45	1249.67	1249.26	1248.87	1248.61	1248.52	1248.47	1248.42	1248.37	1248.32	
FINISHED C/L GRADES	1250.53	1250.79	1250.38	1249.59	1249.19	1248.80	1248.54	1248.45	1248.40	1248.34	1248.29	1248.24	
RIGHT E.O.B. GRADES	1250.45	1250.71	1250.30	1249.52	1249.11	1248.72	1248.46	1248.37	1248.32	1248.27	1248.22	1248.17	
STATIONS	+00	+25	+50	+75	+00	+25	+50	+75	+00	+25	+50	+75	+00



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AREA - E

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
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SHEET 21 OF 50

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LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- ROCK CONSTRUCTION ENTRANCE
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE
- STORM DRAIN INLET PROTECTION

NOTES:

1. PROTECT POWER POLE
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3. CONST. 6" CONC. DRIVEWAY APRON
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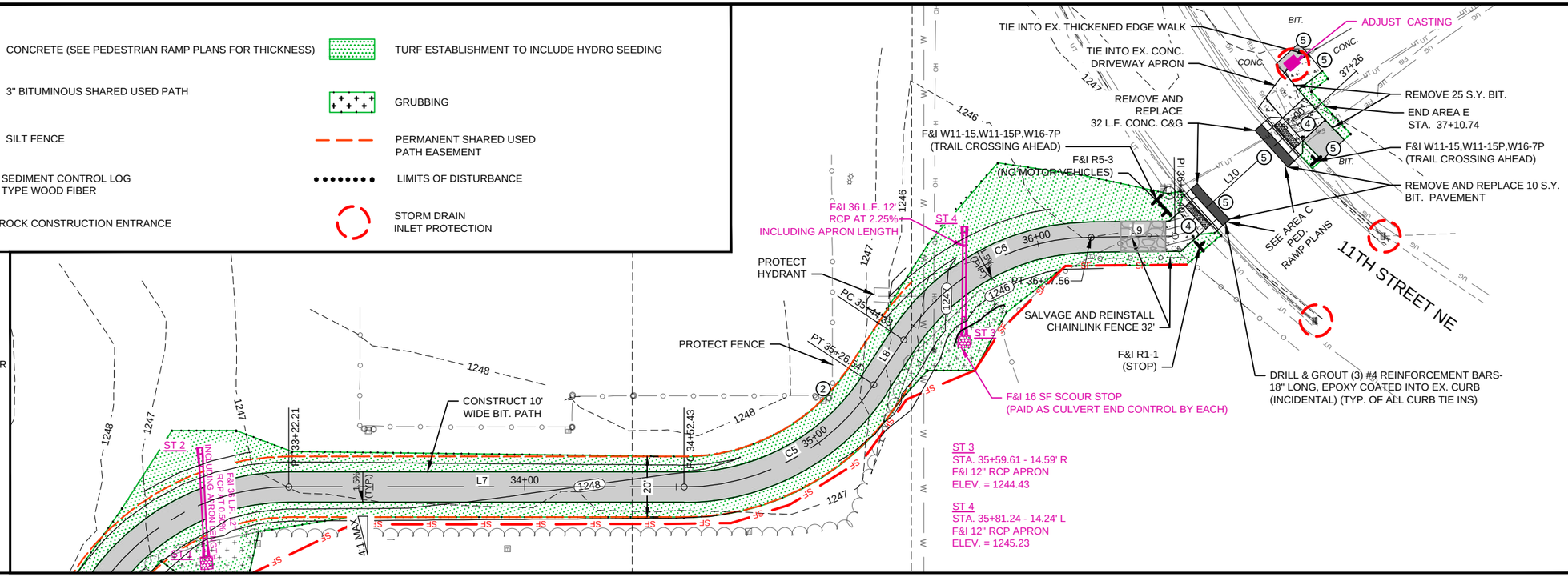
5. SAWCUT

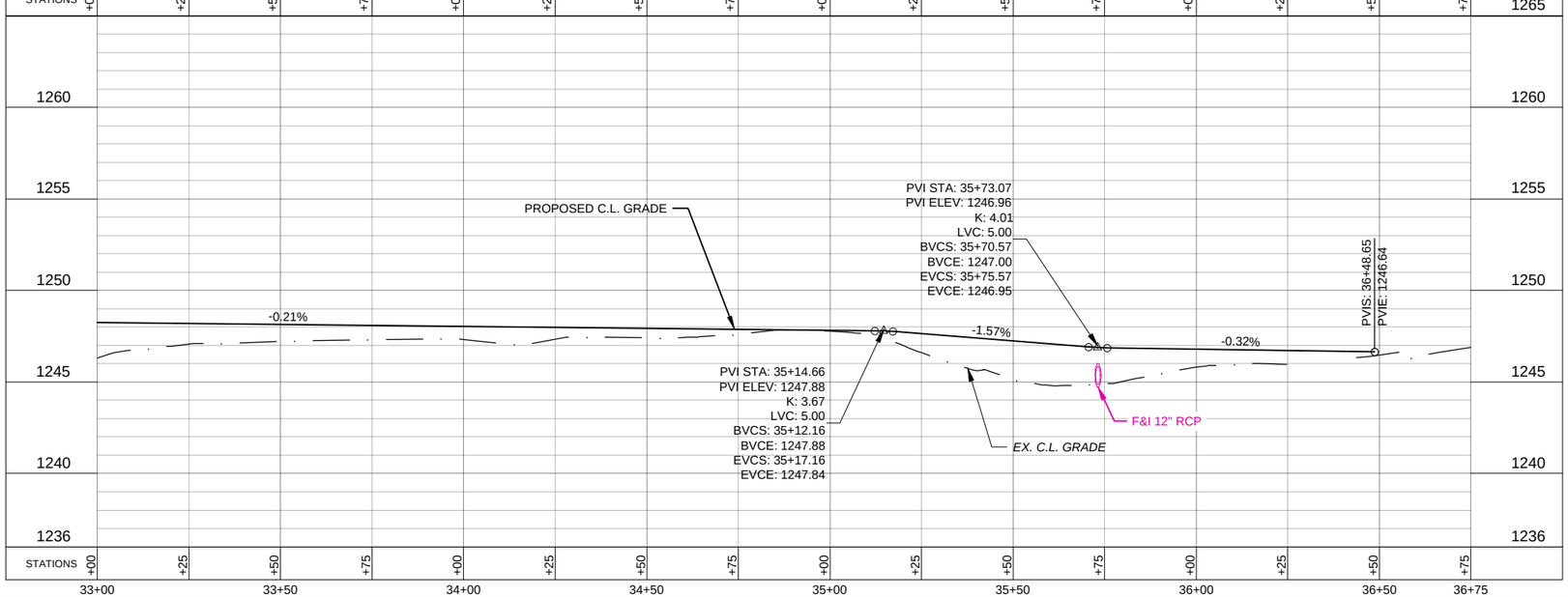
HORIZ. 20 0 20 40

VERT. 4 0 4 8



AREA E

STATIONS	LEFT E.O.B. GRADES	FINISHED C/L GRADES	RIGHT E.O.B. GRADES
33+00	1248.27	1248.19	1248.12
33+25	1248.21	1248.14	1248.06
33+50	1248.16	1248.09	1248.01
33+75	1248.11	1248.04	1247.96
34+00	1248.06	1247.98	1247.91
34+25	1248.01	1247.93	1247.86
34+50	1247.96	1247.88	1247.81
34+75	1247.91	1247.83	1247.76
35+00	1247.71	1247.64	1247.56
35+25	1247.32	1247.25	1247.17
35+50	1246.95	1246.88	1246.80
35+75	1246.87	1246.80	1246.72
36+00	1246.79	1246.72	1246.64



S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA - E

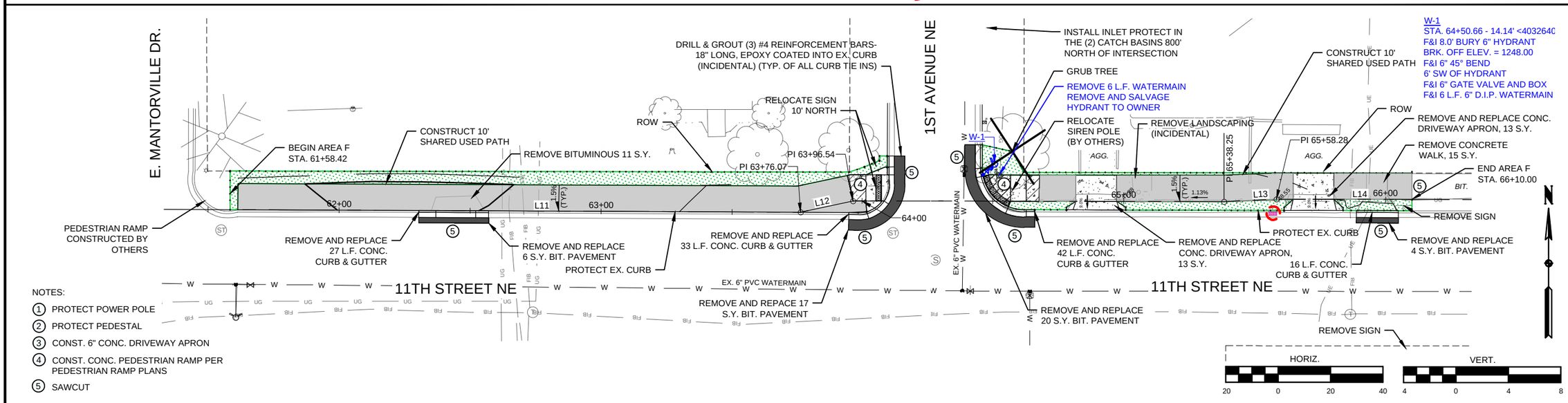
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 22 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:56 PM

LEGEND

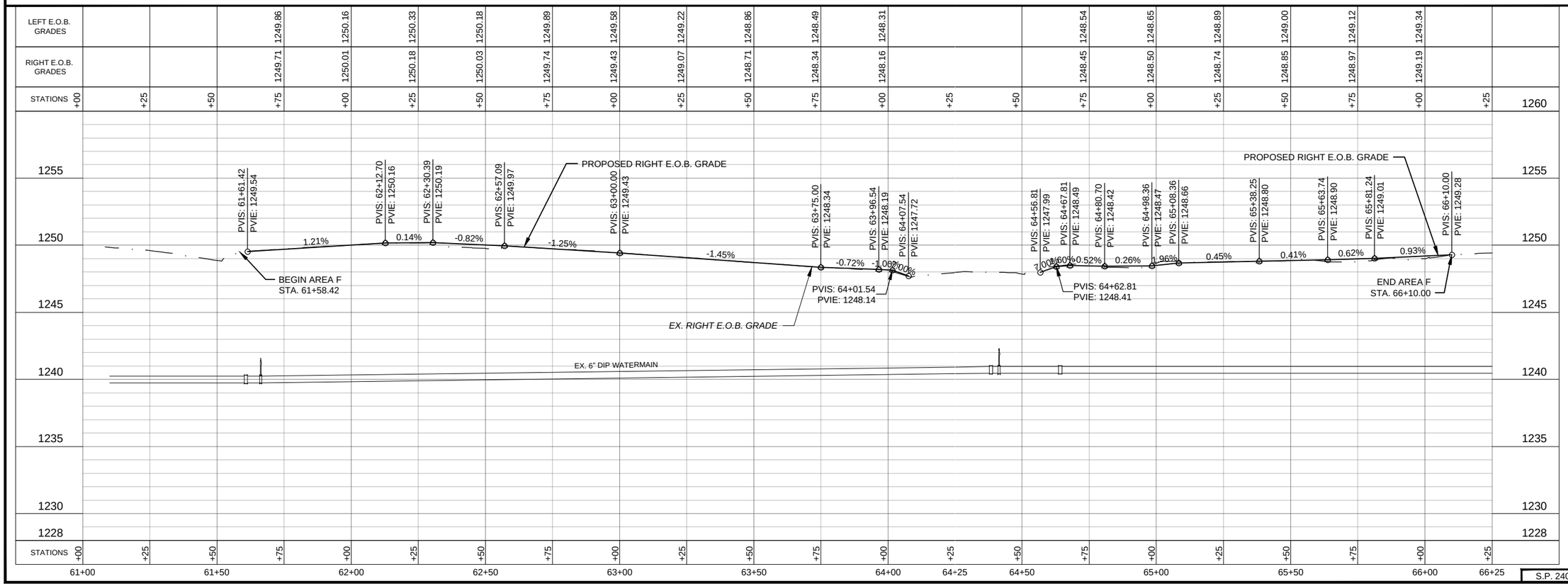
- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

AREA F



S.P. 240-090-001

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Date 5/12/22
License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA - F

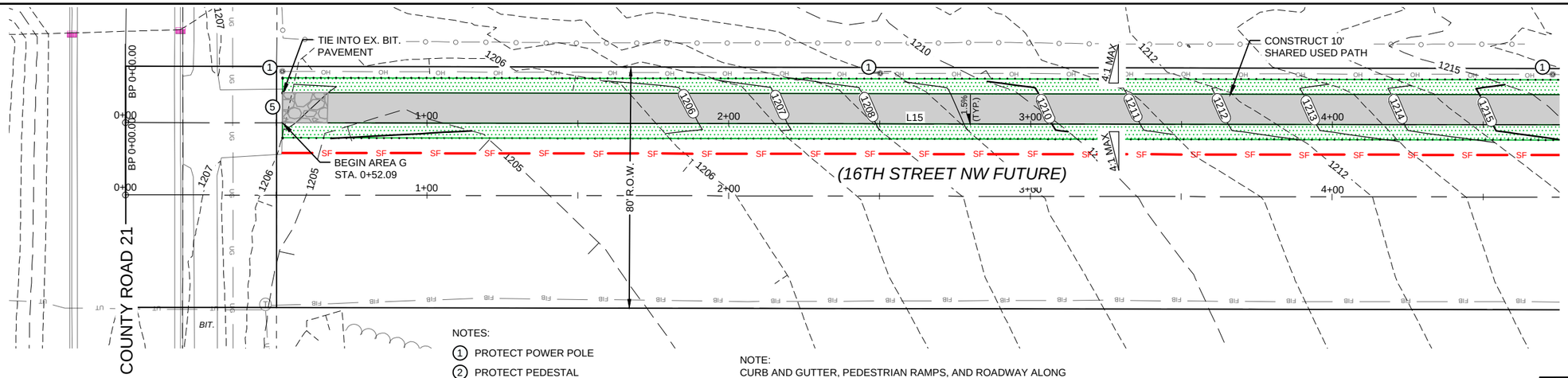
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 23 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:56 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

NOTE:
CURB AND GUTTER, PEDESTRIAN RAMPS, AND ROADWAY ALONG 16TH STREET NW "FUTURE" TO BE CONSTRUCTED BY OTHERS

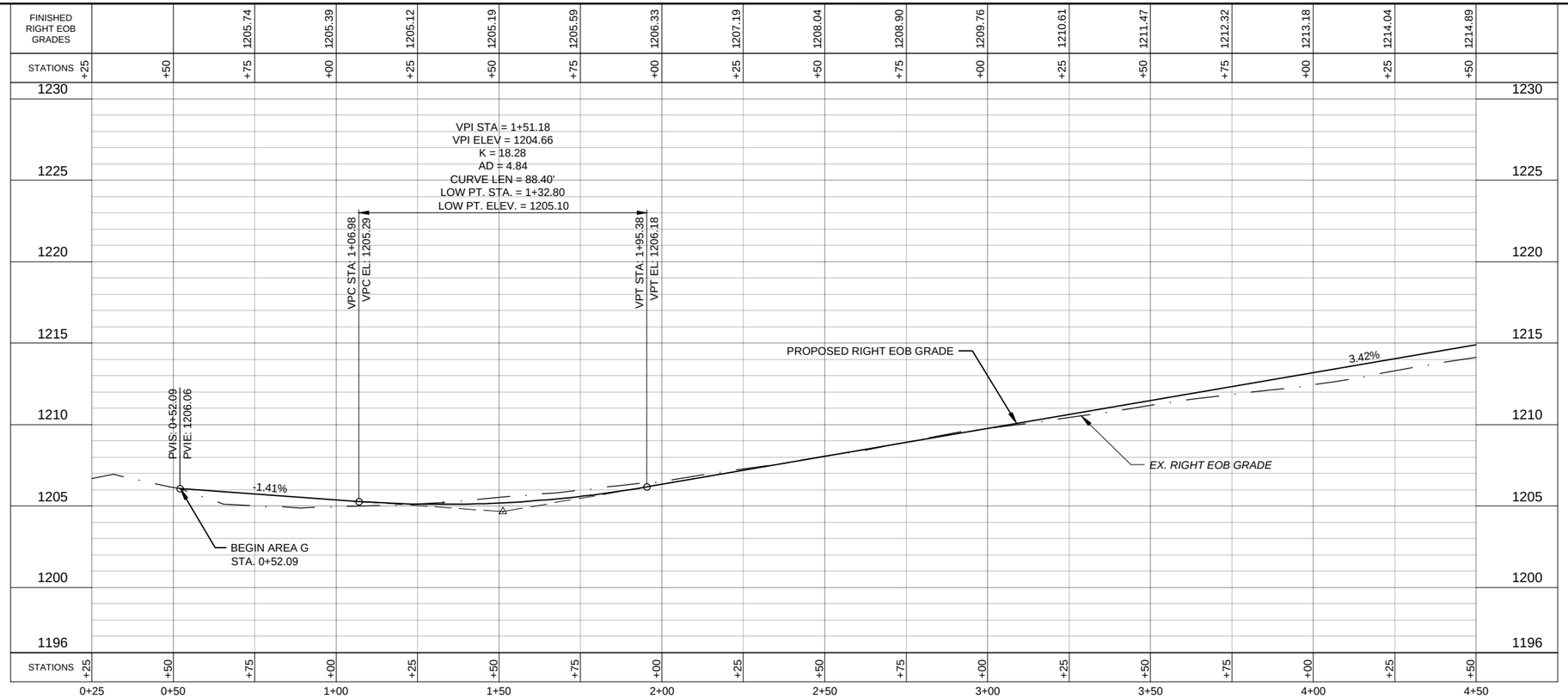
TURF ESTABLISHMENT OUTSIDE DISTURBANCE LIMITS SHOWN SHALL BE AT THE CONTRACTORS EXPENSE.

N

HORIZ.
20 0 20 40

VERT.
4 0 4 8

AREA G



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AREA - G

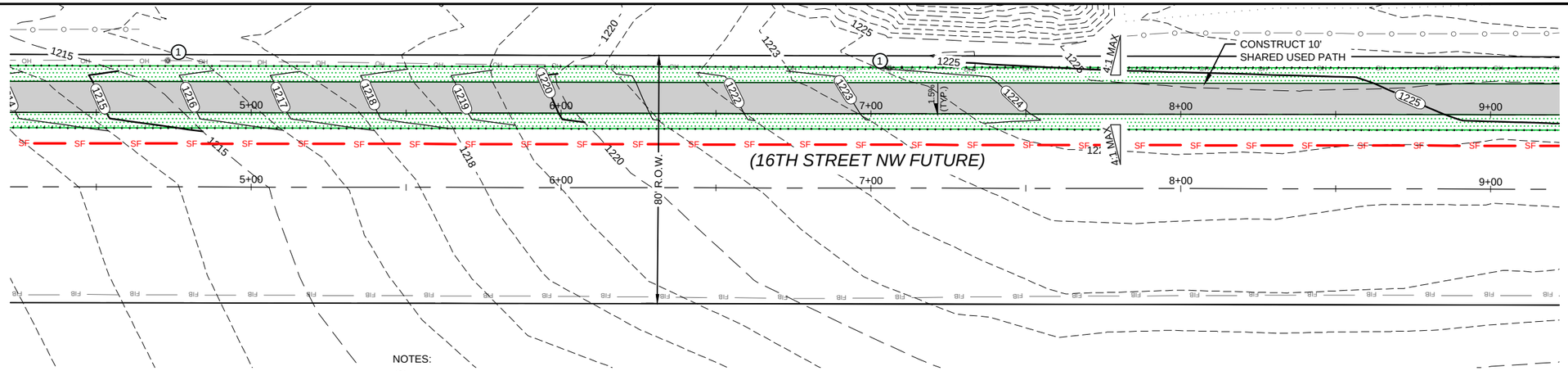
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 24 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:56 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

NOTE:
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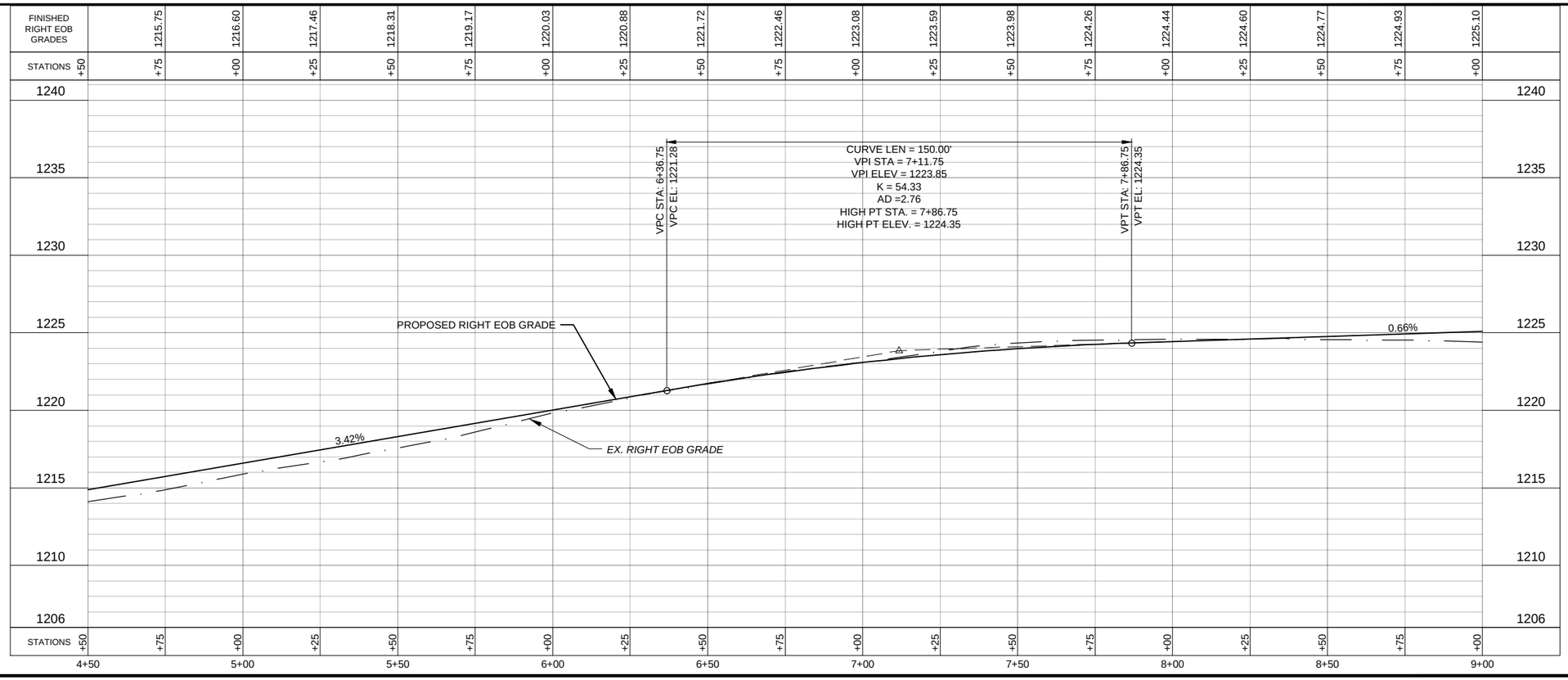
HORIZ. 20 0 20 40

VERT. 4 0 4 8

AREA G



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NO.	DATE	DESCRIPTION

AREA - G

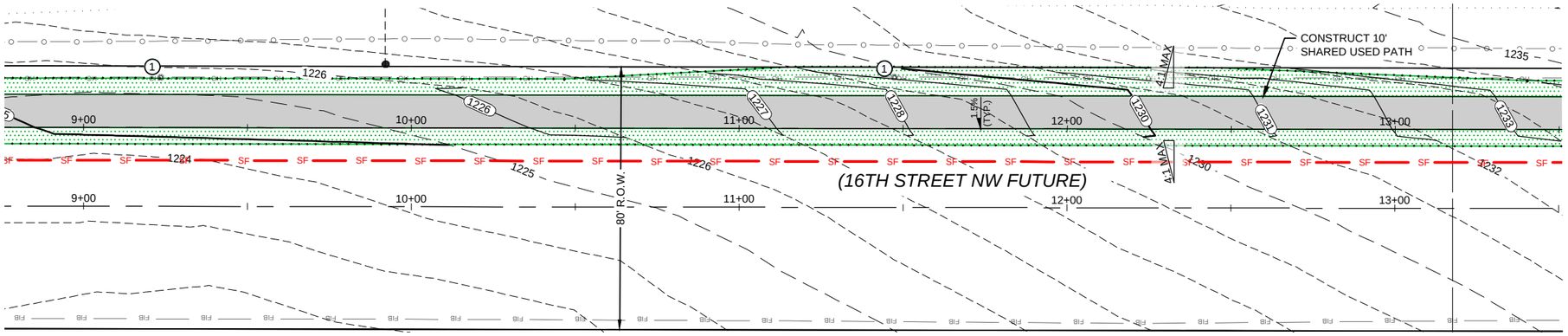
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 25 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:57 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

NOTE:
CURB AND GUTTER, PEDESTRIAN RAMPS, AND ROADWAY ALONG 16TH STREET NW "FUTURE" TO BE CONSTRUCTED BY OTHERS

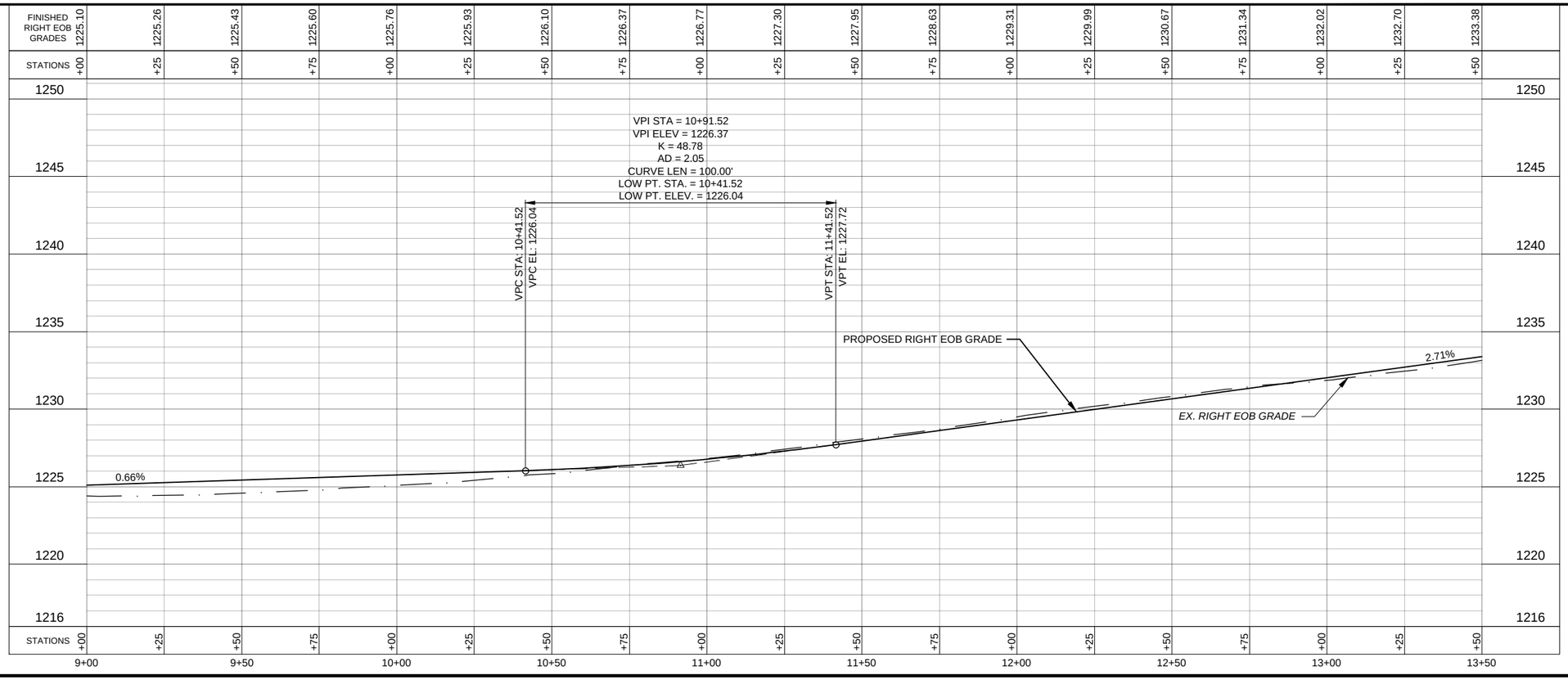
TURF ESTABLISHMENT OUTSIDE DISTURBANCE LIMITS SHOWN SHALL BE AT THE CONTRACTORS EXPENSE.

N

HORIZ.
20 0 20 40

VERT.
4 0 4 8

AREA G



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Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA - G

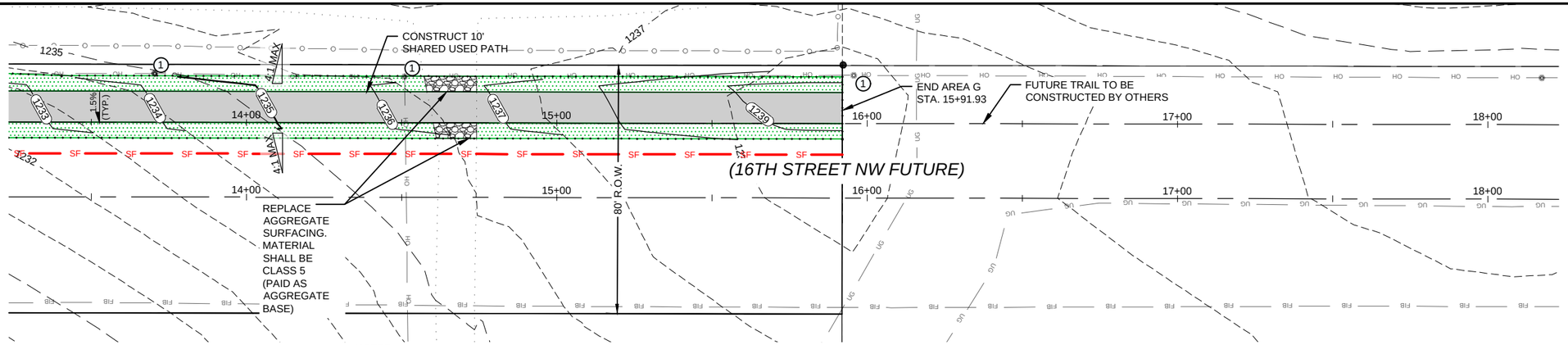
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 26 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:57 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

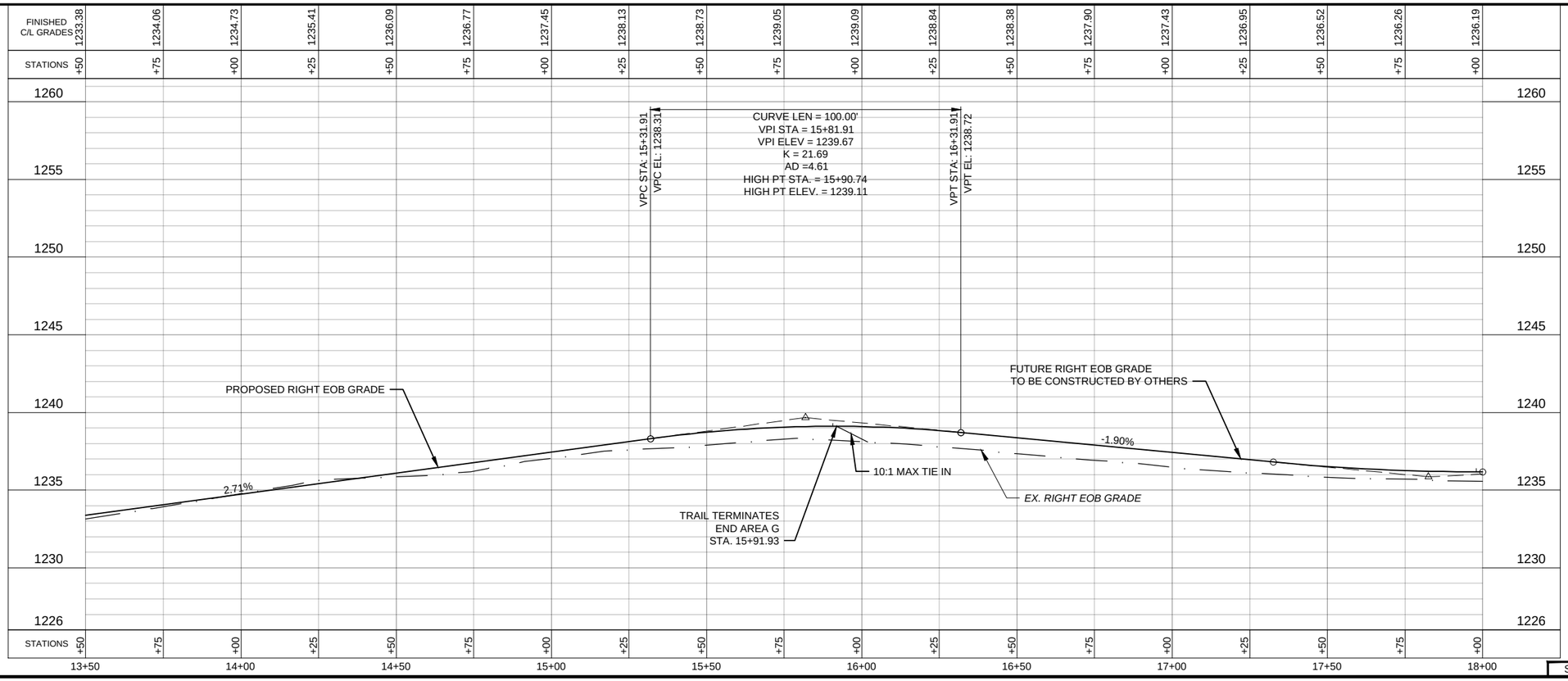
NOTE:
CURB AND GUTTER, PEDESTRIAN RAMPS, AND ROADWAY ALONG 16TH STREET NW "FUTURE" TO BE CONSTRUCTED BY OTHERS

TURF ESTABLISHMENT OUTSIDE DISTURBANCE LIMITS SHOWN SHALL BE AT THE CONTRACTORS EXPENSE.

HORIZ. 20 0 20 40

VERT. 4 0 4 8

AREA G



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NO.	DATE	DESCRIPTION

AREA - G

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 27 OF 50

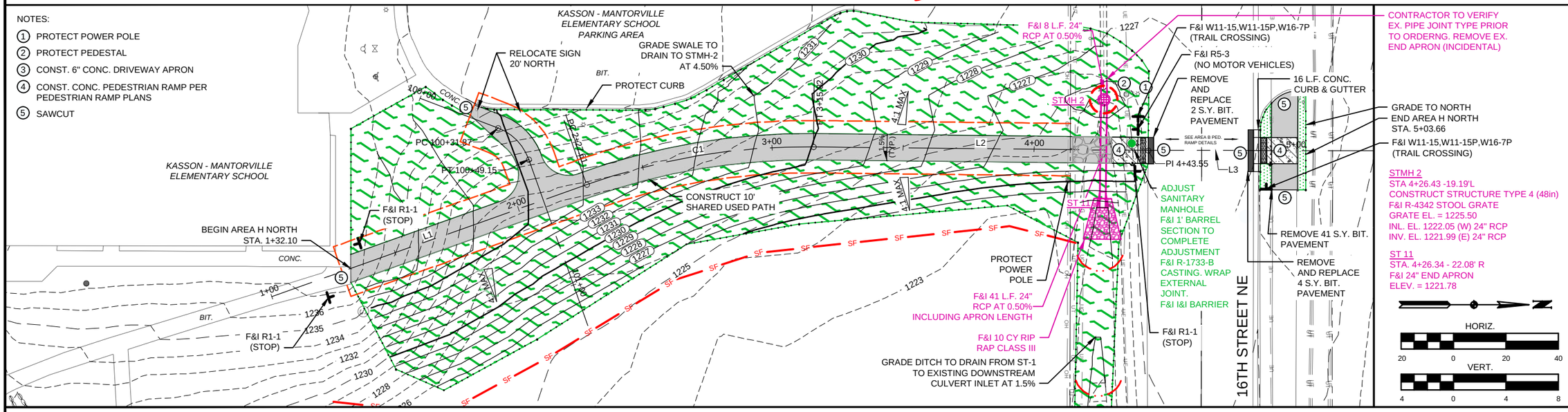
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:57 PM

LEGEND

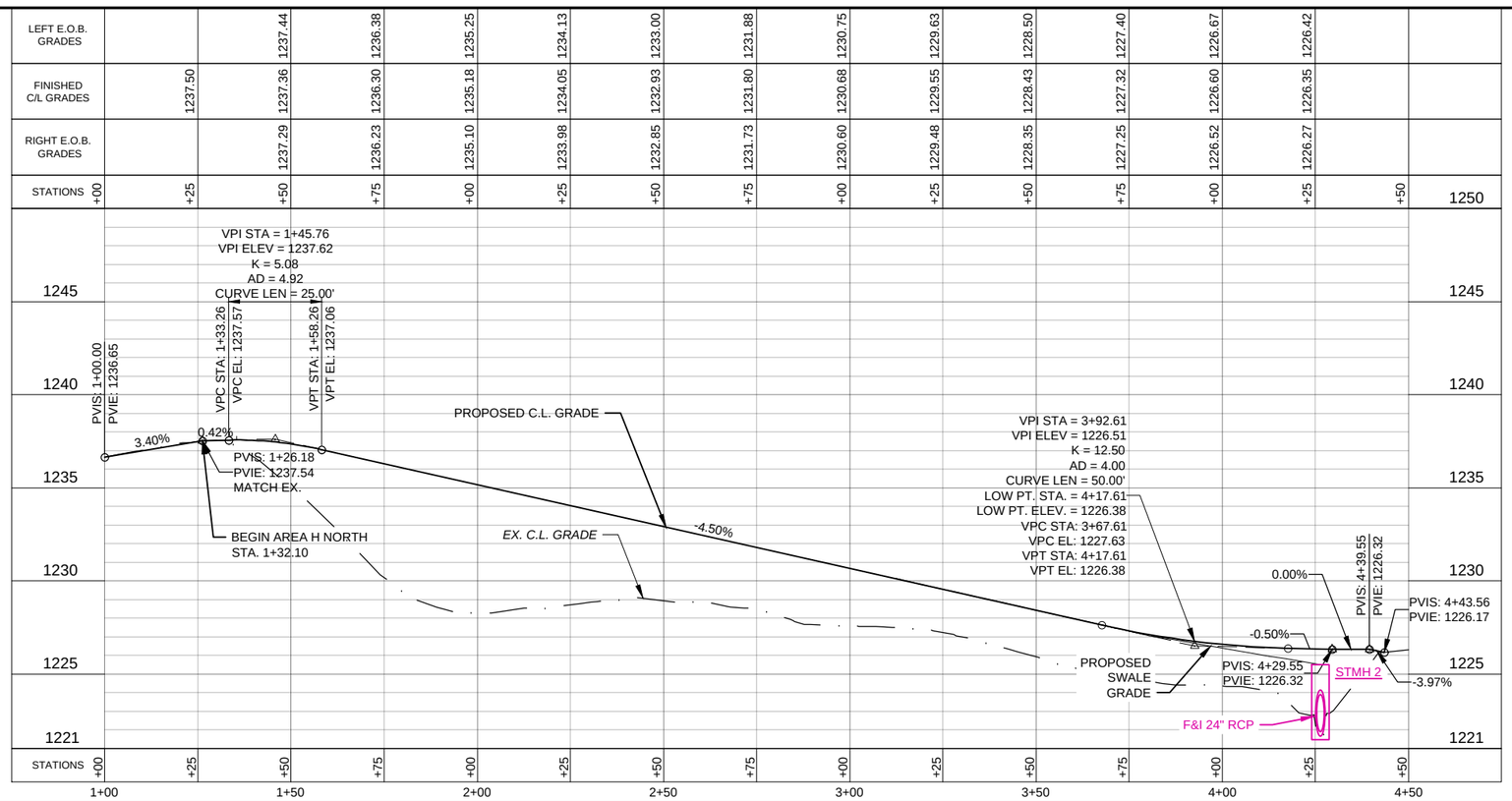
- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE SEEDING (TYPE 25-151) AND BLANKET (ROLLED EROSION PREVENTION CATEGORY 25)
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE

NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT



AREA H - NORTH



S.P. 240-090-001

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:57 PM

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NO.	DATE	DESCRIPTION

AREA H - NORTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 28 OF 50

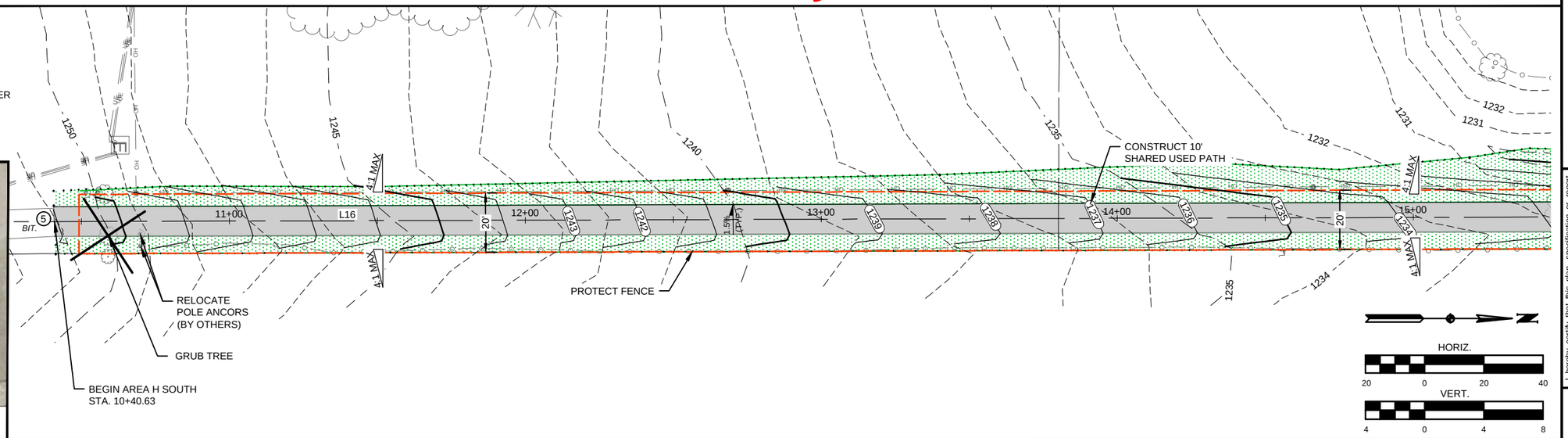
LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE

NOTES:

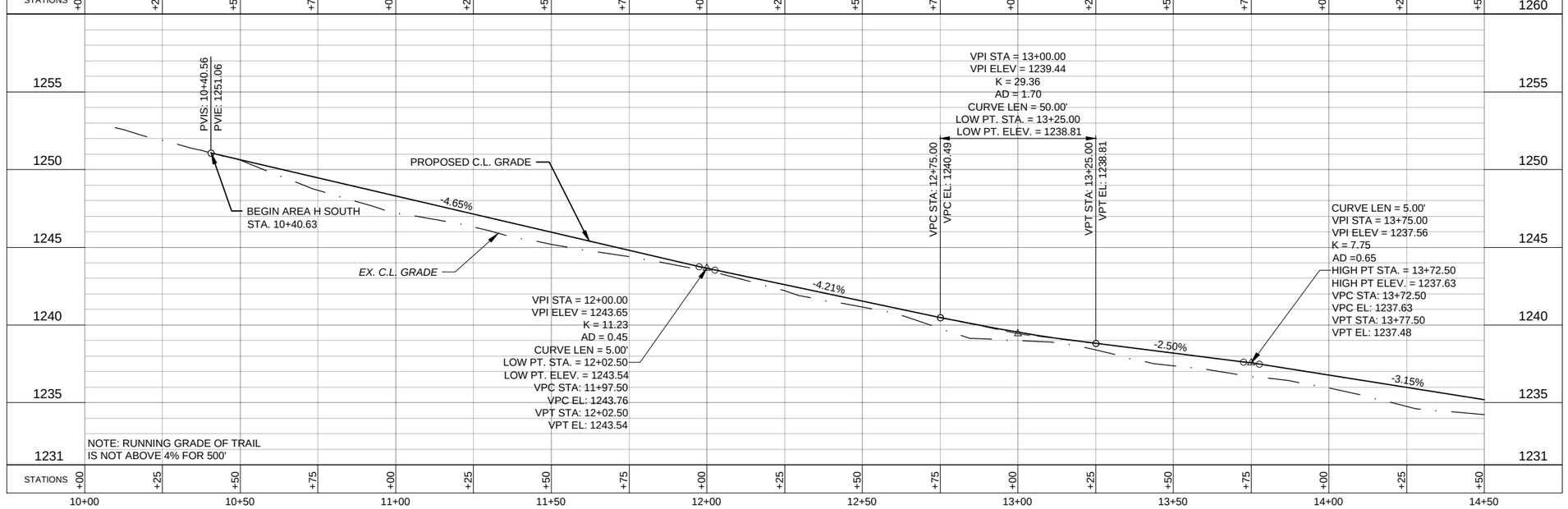
1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

ADDITIONAL AREA H - SOUTH
(NOT TO SCALE)



AREA H - SOUTH

STATIONS	LEFT E.O.B. GRADES	FINISHED C/L GRADES	RIGHT E.O.B. GRADES
10+00	1250.55	1250.62	1250.70
10+25	1249.39	1249.46	1249.54
10+50	1248.22	1248.30	1248.37
10+75	1247.06	1247.13	1247.21
11+00	1245.90	1245.97	1246.05
11+25	1244.73	1244.81	1244.88
11+50	1243.57	1243.65	1243.72
11+75	1242.52	1242.59	1242.67
12+00	1241.47	1241.54	1241.62
12+25	1240.42	1240.49	1240.57
12+50	1239.47	1239.55	1239.62
12+75	1238.74	1238.81	1238.89
13+00	1238.11	1238.19	1238.26
13+25	1237.48	1237.56	1237.63
13+50	1236.70	1236.78	1236.85
13+75	1235.91	1235.99	1236.06
14+00	1235.13	1235.20	1235.28
14+25			
14+50			



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Date 5/12/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA H - SOUTH

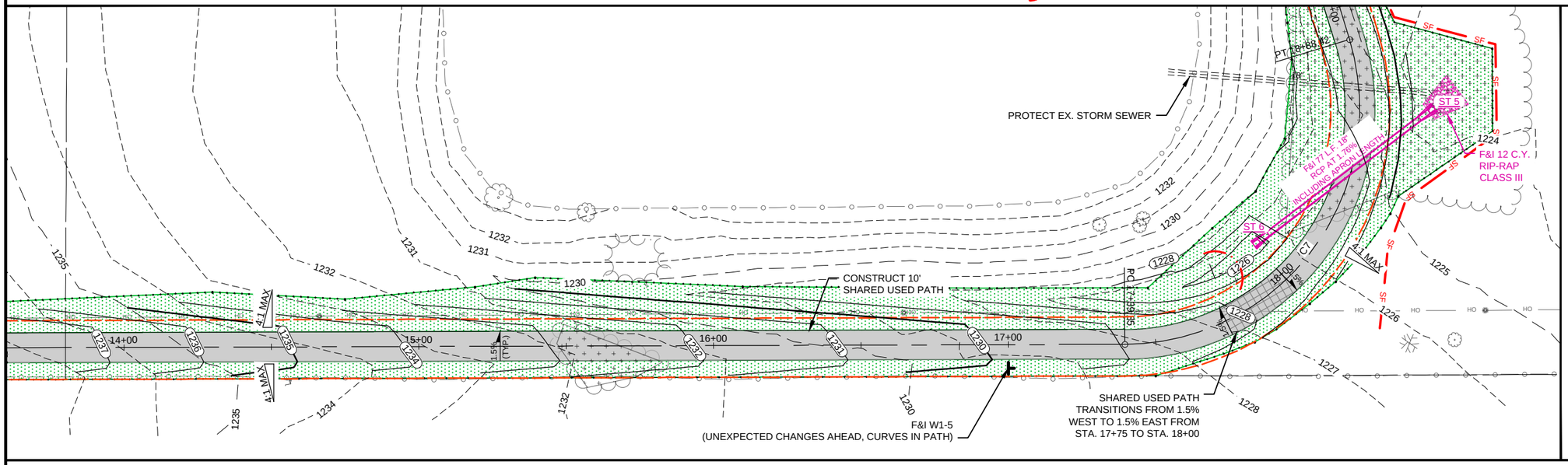
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 29 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:58 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

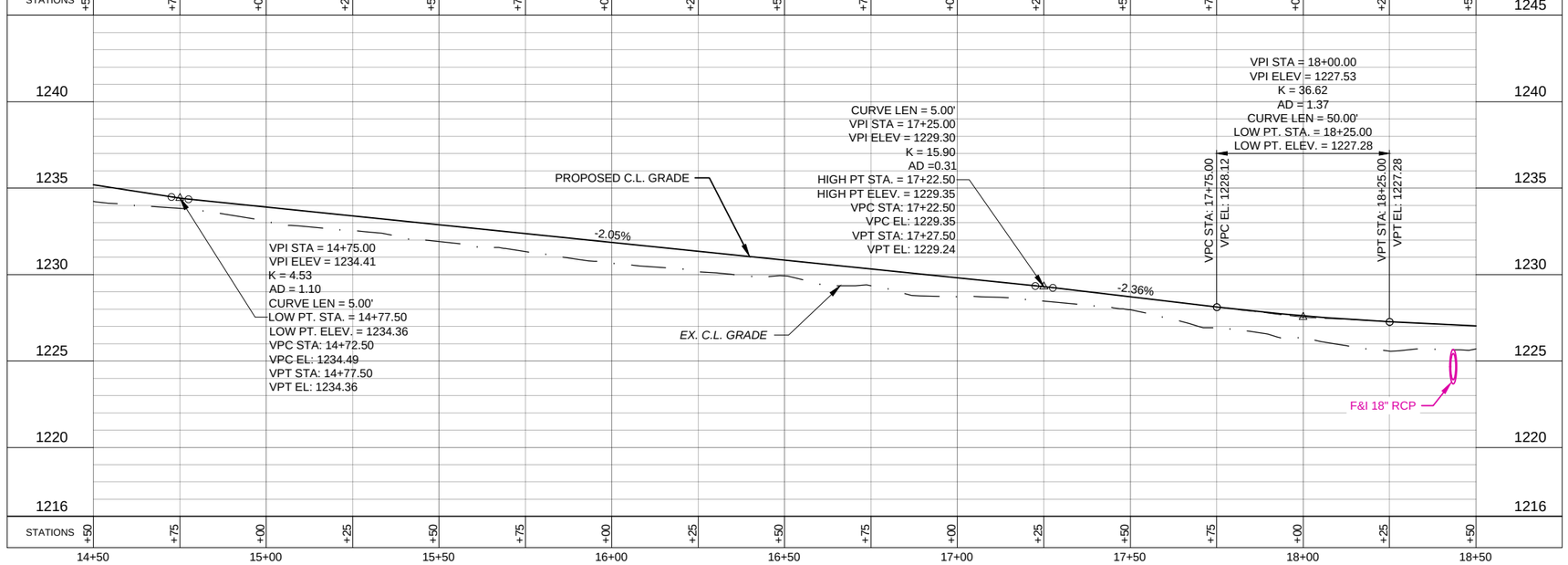
ST 5
STA. 18+64.94 - 25.22' R
F&I 18" RCP APRON
ELEV. = 1223.30

ST 6
STA. 18+00.00 - 16.06' L
F&I 18" RCP APRON
ELEV. = 1225.16

HORIZ. 20 0 20 40
VERT. 4 0 4 8

AREA H - SOUTH

STATIONS	LEFT E.O.B. GRADES	FINISHED C/L GRADES	RIGHT E.O.B. GRADES
14+50			
14+75	1234.35	1234.42	1234.50
15+00	1233.83	1233.90	1233.98
15+25	1233.32	1233.39	1233.47
15+50	1232.80	1232.88	1232.95
15+75	1232.29	1232.37	1232.44
16+00	1231.78	1231.86	1231.93
16+25	1231.27	1231.35	1231.42
16+50	1230.76	1230.83	1230.91
16+75	1230.25	1230.32	1230.40
17+00	1229.74	1229.81	1229.89
17+25	1229.22	1229.30	1229.37
17+50	1228.64	1228.71	1228.79
17+75	1228.05	1228.12	1228.20
18+00	1227.70	1227.62	1227.55
18+25	1227.36	1227.28	1227.21
18+50	1227.11	1227.03	1226.96



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Date 5/12/22
License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA H - SOUTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 30 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:58 PM

LEGEND

- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
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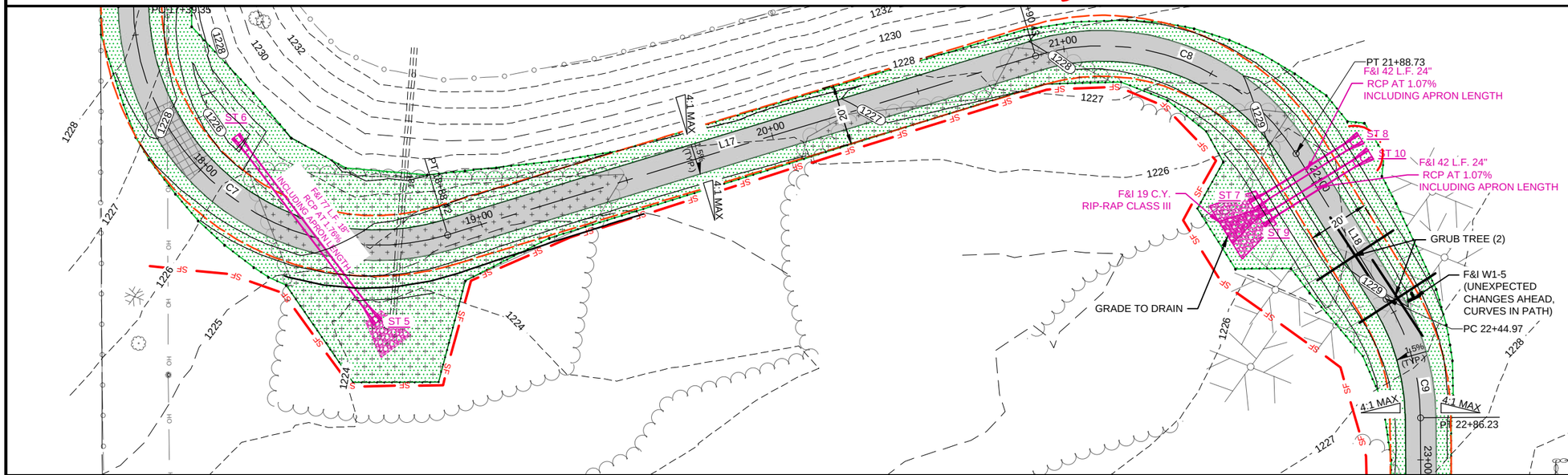
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE



NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

ST 7
STA. 21+95.64 - 21.29' R
F&I 24" RCP APRON
ELEV. = 1225.65

ST 8
STA. 21+95.64 - 20.67' L
F&I 24" RCP APRON
ELEV. = 1226.10

ST 9
STA. 22+01.64 - 21.29' R
F&I 24" RCP APRON
ELEV. = 1225.65

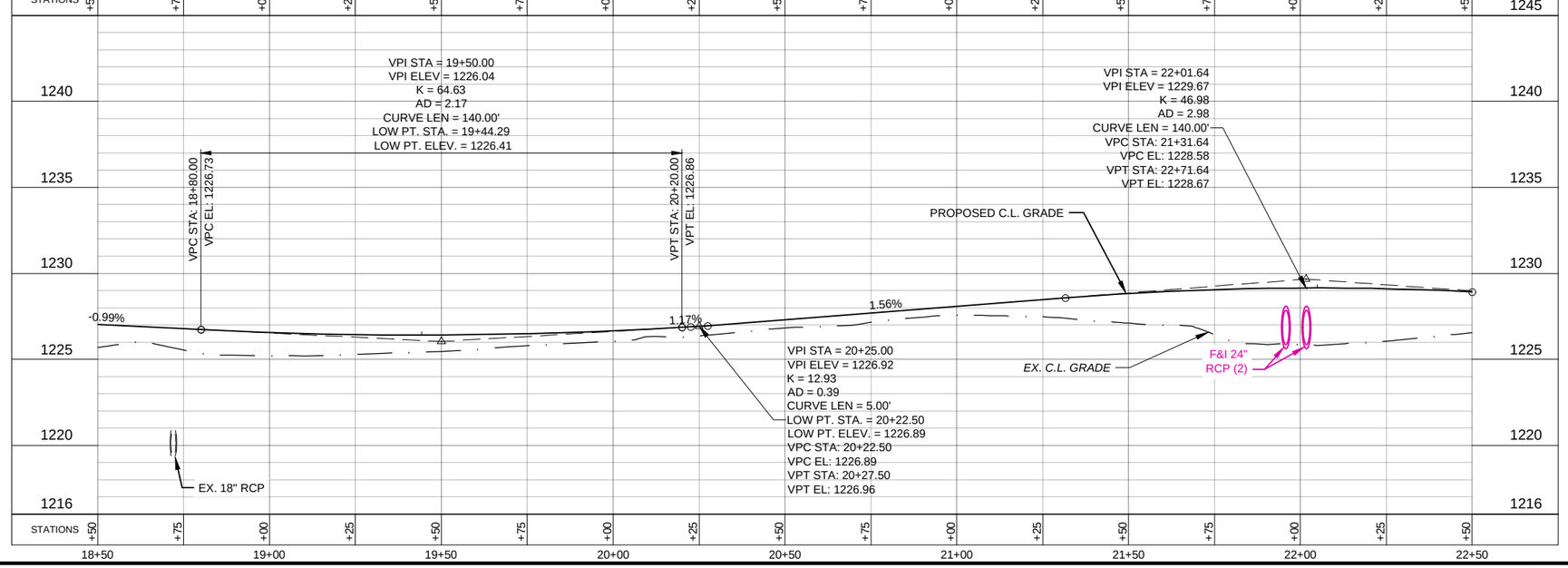
ST 10
STA. 22+01.64 - 20.67' L
F&I 24" RCP APRON
ELEV. = 1226.10

HORIZ.
20 0 20 40

AREA H - SOUTH

LEFT E.O.B. GRADES	1226.86	1226.64	1226.52	1226.49	1226.56	1226.73	1226.99	1227.38	1227.77	1228.16	1228.55	1228.90	1229.13	1229.22	1229.18	1229.01		
FINISHED C/L GRADES	1226.78	1226.57	1226.44	1226.42	1226.49	1226.65	1226.92	1227.31	1227.70	1228.09	1228.47	1228.83	1229.05	1229.15	1229.11	1228.93		
RIGHT E.O.B. GRADES	1226.71	1226.49	1226.37	1226.34	1226.41	1226.58	1226.84	1227.23	1227.62	1228.01	1228.40	1228.75	1228.98	1229.07	1229.03	1228.86		
STATIONS	+50	+75	+00	+25	+50	+75	+00	+25	+50	+75	+00	+25	+50	+75	+00	+25	+50	1245

VERT.
4 0 4 8



S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date: 5/12/22
License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA H - SOUTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 31 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:58 PM

LEGEND

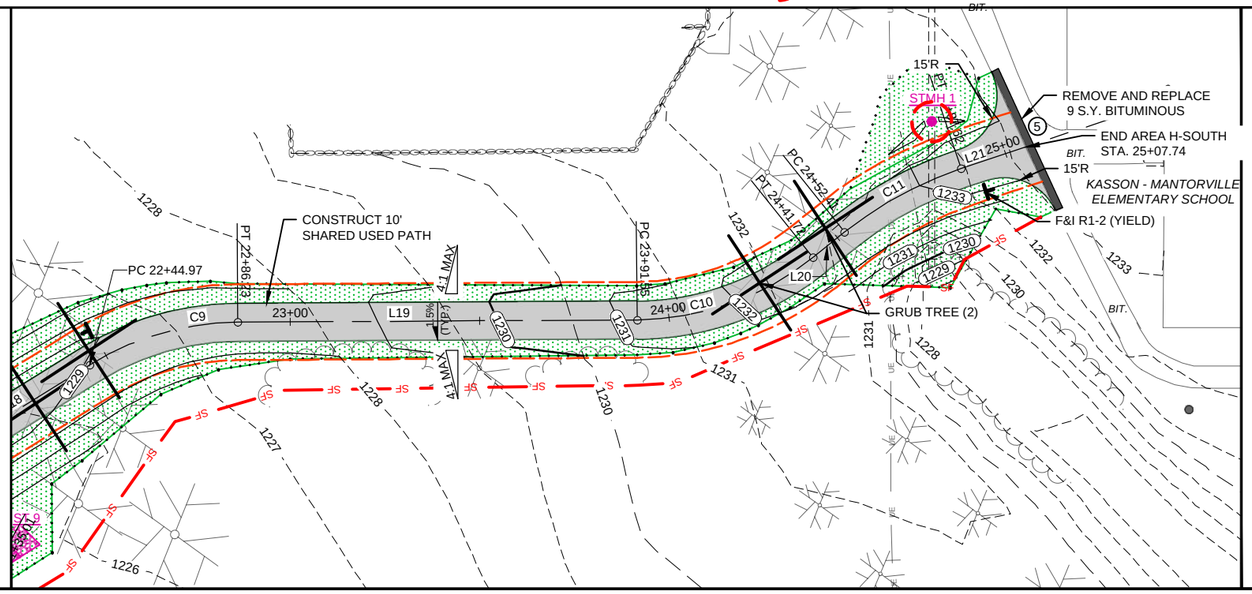
- CONCRETE (SEE PEDESTRIAN RAMP PLANS FOR THICKNESS)
- 3" BITUMINOUS SHARED USED PATH
- TURF ESTABLISHMENT TO INCLUDE HYDRO SEEDING
- GRUBBING
- ROCK CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- SF — SILT FENCE
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- PERMANENT SHARED USED PATH EASEMENT
- LIMITS OF DISTURBANCE

NOTES:

1. PROTECT POWER POLE
2. PROTECT PEDESTAL
3. CONST. 6" CONC. DRIVEWAY APRON
4. CONST. CONC. PEDESTRIAN RAMP PER PEDESTRIAN RAMP PLANS
5. SAWCUT

HORIZ.
20 0 20 40

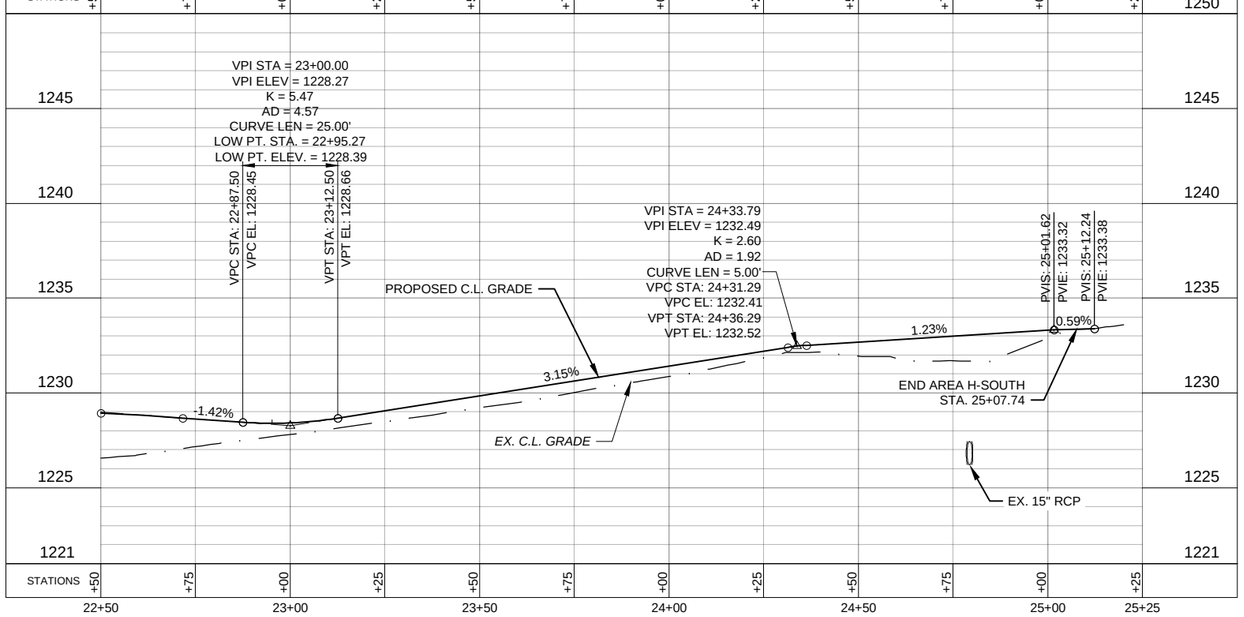
VERT.
4 0 4 8



STMH 1
STA 24+84.64 -14.33'L
CONSTRUCT 8" DRAINAGE STRUCTURE (TYPE SPECIAL)
F&I 8" INSERTA TEE INTO CROWN OF EX. 15" RCP
AT APPROX. ELEV. = 1237.00
F&I 4 L.F. 8" PVC PIPE ON END
F&I 8" SOLID DOME GRATE
GRATE ELEV. = 1232.00

AREA H - SOUTH

STATIONS	+50	+75	+00	+25	+50	+75	+00	+25	+50	+75	+00	+25
LEFT E.O.B. GRADES		1228.70	1228.49	1229.13	1229.92	1230.71	1231.50	1232.28	1232.76	1233.07	1233.37	
FINISHED C/L GRADES		1228.63	1228.41	1229.06	1229.85	1230.63	1231.42	1232.21	1232.68	1232.99	1233.30	
RIGHT E.O.B. GRADES		1228.55	1228.34	1228.98	1229.77	1230.56	1231.35	1232.13	1232.61	1232.92	1233.22	



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Date 5/12/22 License No. 48229

REVISIONS

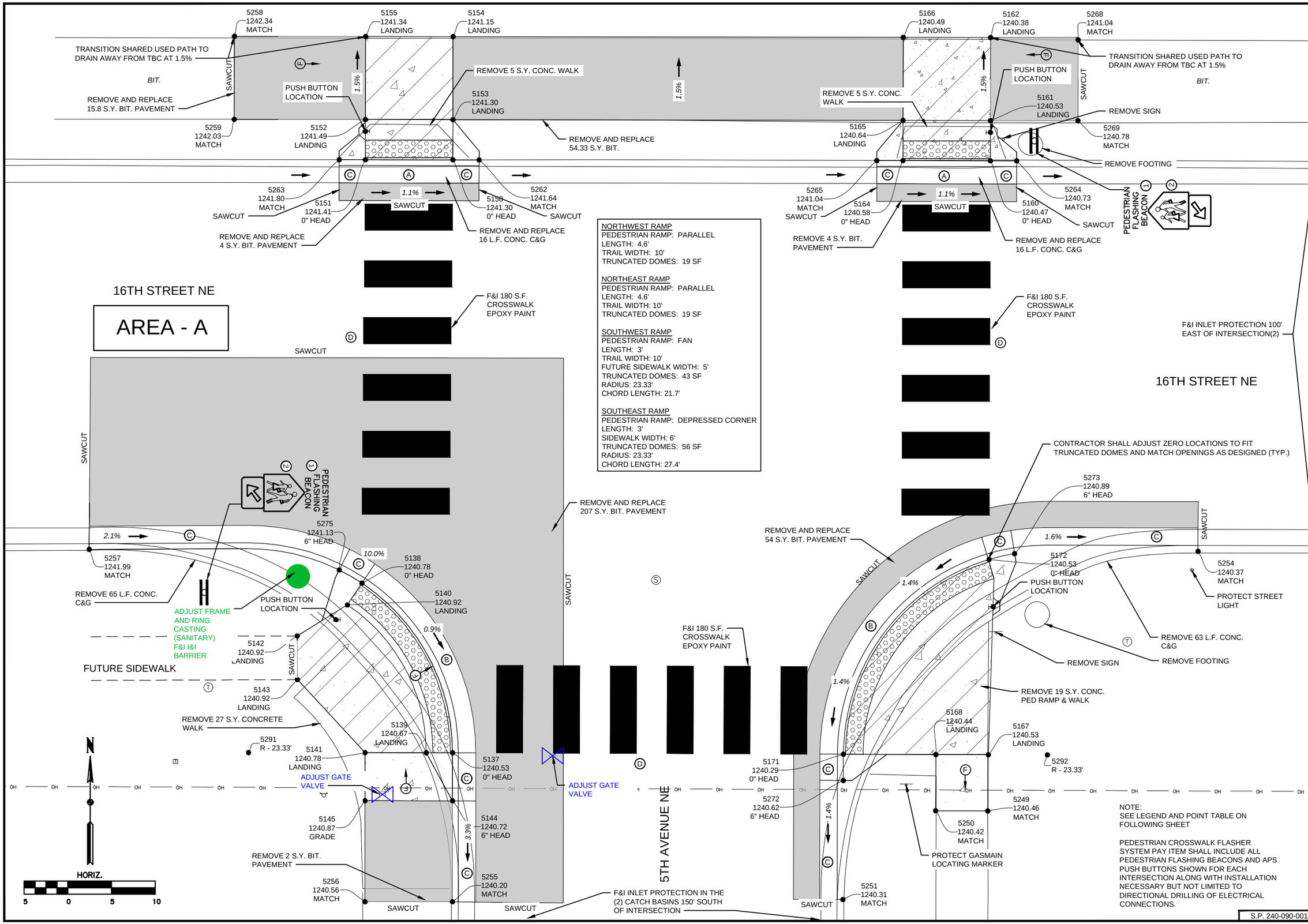
NO.	DATE	DESCRIPTION

AREA H - SOUTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 32 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - Plan & Profile.dwg PLOT DATE: 4/28/2022 3:58 PM



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engineers + planners + land surveyors

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Brandon W. Theobald
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REVISIONS

NO.	DATE	DESCRIPTION

AREA - A

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 33 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 3:59 PM

AREA - A NOTES

LEGEND

- TRUNCATED DOMES
- PT # / #" HEAD — CONTROL POINT AT TBC (TOP BACK OF CURB) OR LANDING
- REMOVE & REPLACE BITUMINOUS PAVEMENT SEE TYPICAL SECTIONS.
- LANDING AREA - 4'X4' MIN. DIMENSIONS AND MAX 2% SLOPE IN ALL DIRECTIONS
- 6" CONCRETE WALK
- 6" CONCRETE WALK NON WALKABLE
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- (F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (A) INDICATES GUTTER INSLOPE = 2%-5%
- (B) INDICATES GUTTER INSLOPE = 2%-3%
- (C) INDICATES TYPICAL GUTTER INSLOPE
- (D) INDICATES PAINTED CROSSWALK
- DRAINAGE FLOW ARROW
- (1) FLASHING BEACON SHALL BE VISIBLE FROM BOTH DIRECTIONS
- (2) PEDESTRIAN CROSSING SIGNS SHALL BE LOCATED ON BOTH SIDES OF THE POLE

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5137	0" HEAD	1240.53	176567.20	545610.86
5138	0" HEAD	1240.78	176586.61	545600.50
5139	LANDING	1240.67	176567.20	545607.86
5140	LANDING	1240.92	176584.11	545598.84
5141	LANDING	1240.78	176567.21	545600.86
5142	LANDING	1240.92	176580.57	545593.10
5143	LANDING	1240.92	176575.57	545593.12
5144	6" HEAD	1240.72	176561.70	545610.86
5145	GRADE	1240.87	176561.71	545600.86
5150	0" HEAD	1241.30	176635.02	545610.91
5151	0" HEAD	1241.41	176635.04	545600.91
5152	LANDING	1241.49	176639.64	545600.91
5153	LANDING	1241.30	176639.62	545610.91
5154	LANDING	1241.15	176649.12	545610.92
5155	LANDING	1241.34	176649.14	545600.92
5160	0" HEAD	1240.47	176634.92	545672.37
5161	LANDING	1240.53	176639.52	545672.38
5162	LANDING	1240.38	176649.02	545672.40
5164	0" HEAD	1240.58	176634.94	545662.37
5165	LANDING	1240.64	176639.54	545662.38
5166	LANDING	1240.49	176649.04	545662.40
5167	LANDING	1240.53	176566.97	545672.13
5168	LANDING	1240.44	176566.99	545666.13
5171	0" HEAD	1240.29	176567.03	545655.56
5172	0" HEAD	1240.53	176589.31	545672.21

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5249	MATCH	1240.46	176560.54	545672.07
5250	MATCH	1240.42	176560.56	545666.11
5251	MATCH	1240.31	176550.41	545655.50
5254	MATCH	1240.37	176590.24	545696.11
5255	MATCH	1240.20	176550.16	545610.85
5256	MATCH	1240.56	176550.16	545600.85
5257	MATCH	1241.99	176590.46	545569.31
5258	MATCH	1242.34	176649.17	545585.92
5259	MATCH	1242.03	176639.67	545585.91
5262	MATCH	1241.64	176635.02	545613.91
5263	MATCH	1241.80	176635.05	545597.91
5264	MATCH	1240.73	176634.92	545675.37
5265	MATCH	1241.04	176634.94	545659.37
5268	MATCH	1241.04	176648.76	545682.40
5269	MATCH	1240.78	176639.50	545682.38
5272	6" HEAD	1240.62	176564.03	545655.55
5273	6" HEAD	1240.89	176589.98	545675.14
5275	6" HEAD	1241.13	176588.11	545597.91
5291	R – 23.33'	0.00	176567.22	545587.53
5292	R – 23.33'	0.00	176566.95	545678.89

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Brandon W. Theobald

Date 5-12-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA - A NOTES

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN

WHKS PROJECT NO. 8994

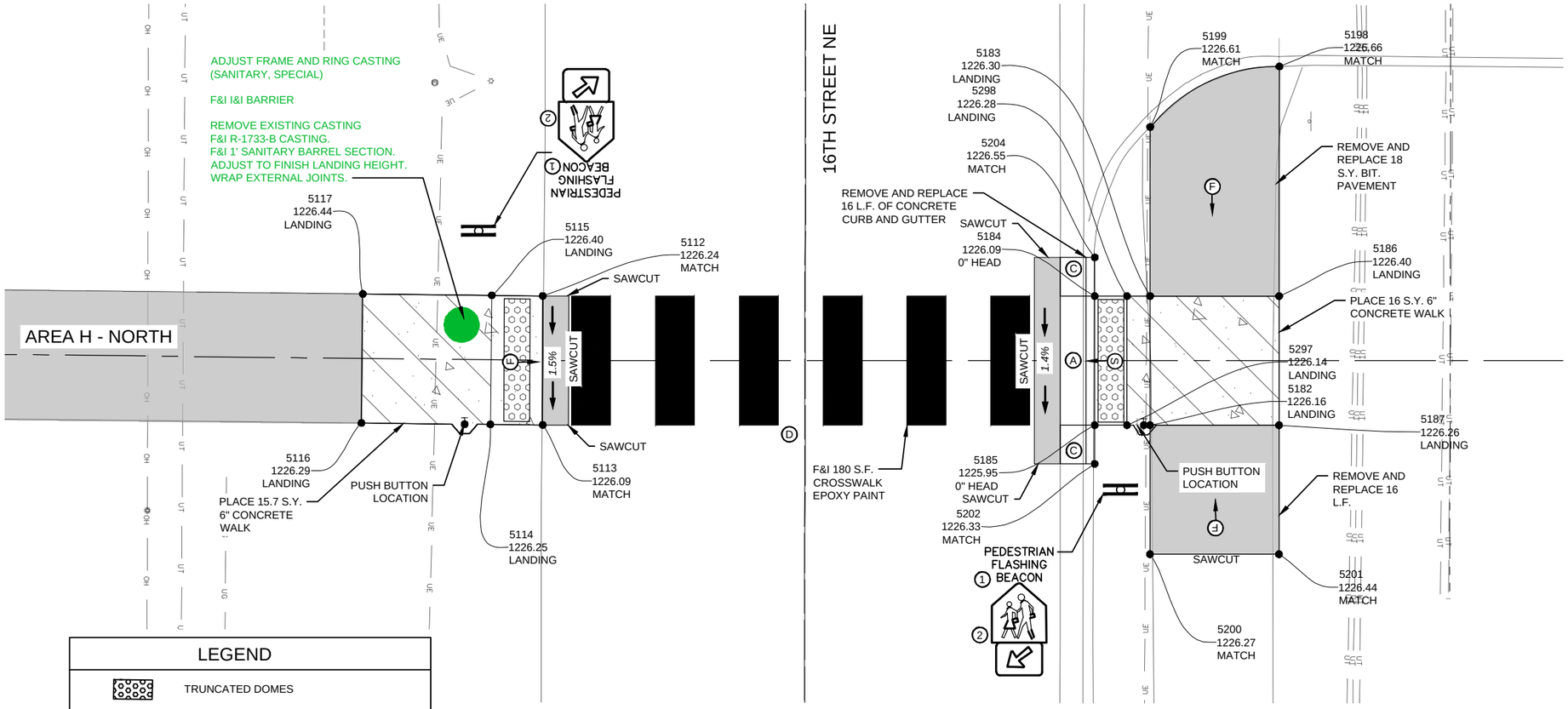
DRAWN BY: DAT

CHECKED BY: BWT

SHEET 34 OF 50

S.P. 240-090-001

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 3:59 PM



AREA - B

LEGEND

- TRUNCATED DOMES
- PT # / #" HEAD — CONTROL POINT AT TBC (TOP BACK OF CURB) OR LANDING
- REMOVE & REPLACE BITUMINOUS PAVEMENT SEE TYPICAL SECTIONS.
- LANDING AREA - 4'X4' MIN. DIMENSIONS AND MAX 2% SLOPE IN ALL DIRECTIONS
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- 6" CONCRETE WALK NON WALKABLE
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
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- (C) INDICATES TYPICAL GUTTER INSLOPE
- (D) INDICATES PAINTED CROSSWALK
- DRAINAGE FLOW ARROW
- (1) FLASHING BEACON SHALL BE VISIBLE FROM BOTH DIRECTIONS
- (2) PEDESTRIAN CROSSING SIGNS SHALL BE LOCATED ON BOTH SIDES OF THE POLE

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5112	MATCH	1226.24	176590.81	546336.53
5113	MATCH	1226.09	176590.81	546346.53
5114	LANDING	1226.25	176586.75	546346.49
5115	LANDING	1226.40	176586.86	546336.49
5116	LANDING	1226.29	176576.75	546346.38
5117	LANDING	1226.44	176576.87	546336.38
5182	LANDING	1226.16	176637.90	546346.55
5183	LANDING	1226.30	176637.91	546336.55
5184	0" HEAD	1226.09	176633.61	546336.55
5185	0" HEAD	1225.95	176633.60	546346.55
5186	LANDING	1226.40	176647.91	546336.55
5187	LANDING	1226.26	176647.90	546346.55
5198	MATCH	1226.66	176647.93	546318.75
5199	MATCH	1226.61	176637.91	546323.44
5200	MATCH	1226.27	176637.90	546356.55
5201	MATCH	1226.44	176647.90	546356.55
5202	MATCH	1226.33	176633.60	546349.55
5204	MATCH	1226.55	176633.61	546333.55

NORTH RAMP
PEDESTRIAN RAMP: DIRECTIONAL
LENGTH: 4'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 19 SF

SOUTH RAMP
PEDESTRIAN RAMP: PERPENDICULAR
LENGTH: 4'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 19 SF

HORIZ.
5 0 5 10

NOTE:
PEDESTRIAN CROSSWALK FLASHER SYSTEM PAY ITEM SHALL INCLUDE ALL PEDESTRIAN FLASHING BEACONS AND APS PUSH BUTTONS SHOWN FOR EACH INTERSECTION ALONG WITH INSTALLATION NECESSARY BUT NOT LIMITED TO DIRECTIONAL DRILLING OF ELECTRICAL CONNECTIONS.

S.P. 240-090-001

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Brandon W. Theobald
Date 5-12-22 License No. 48229

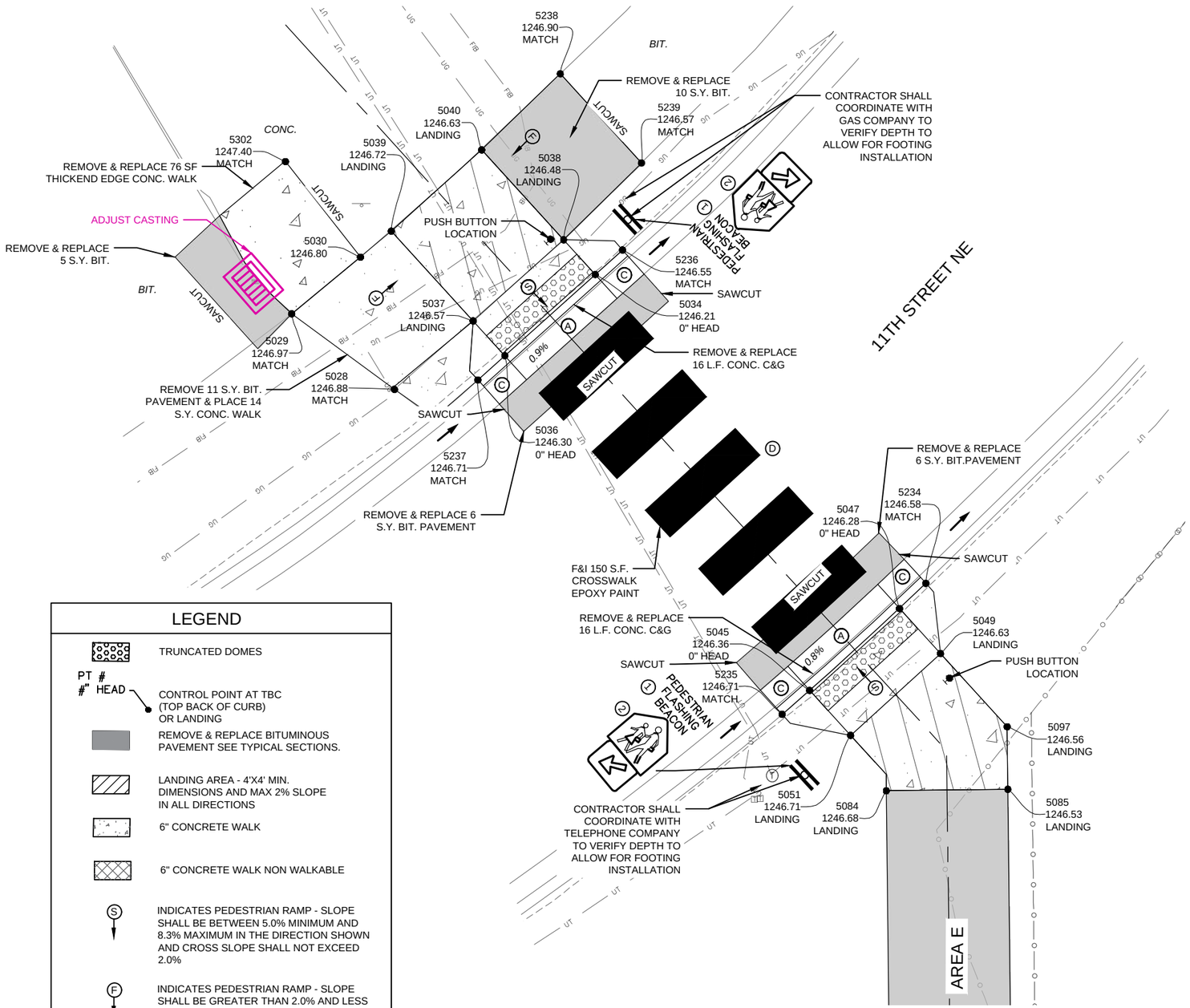
REVISIONS
NO. DATE DESCRIPTION

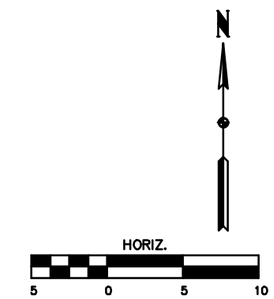
AREA - B
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 35 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 3:59 PM

AREA - C





LEGEND

- TRUNCATED DOMES
- PT # / #" HEAD — CONTROL POINT AT TBC (TOP BACK OF CURB) OR LANDING
- REMOVE & REPLACE BITUMINOUS PAVEMENT SEE TYPICAL SECTIONS.
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- (B) INDICATES GUTTER INSLOPE = 2%-3%
- (C) INDICATES TYPICAL GUTTER INSLOPE
- (D) INDICATES PAINTED CROSSWALK
- DRAINAGE FLOW ARROW
- (1) FLASHING BEACON SHALL BE VISIBLE FROM BOTH DIRECTIONS
- (2) PEDESTRIAN CROSSING SIGNS SHALL BE LOCATED ON BOTH SIDES OF THE POLE

NORTH RAMP
PEDESTRIAN RAMP: PERPENDICULAR
LENGTH: 3.87'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 19 SF

SOUTH RAMP
PEDESTRIAN RAMP: PERPENDICULAR
LENGTH: 7.95'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 19 SF

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5028	MATCH	1246.88	175079.27	545363.02
5029	MATCH	1246.97	175085.49	545354.57
5030		1246.80	175090.16	545360.23
5034	0" HEAD	1246.21	175088.73	545379.54
5036	0" HEAD	1246.30	175082.04	545372.10
5037	LANDING	1246.57	175084.90	545369.50
5038	LANDING	1246.48	175091.59	545376.94
5039	LANDING	1246.72	175092.30	545362.77
5040	LANDING	1246.63	175098.98	545370.21
5045	0" HEAD	1246.36	175054.50	545397.19
5047	0" HEAD	1246.28	175061.24	545404.58
5049	LANDING	1246.63	175057.54	545407.95
5051	LANDING	1246.71	175050.81	545400.56
5084	LANDING	1246.68	175046.24	545403.50
5085	LANDING	1246.53	175046.36	545413.50
5097	LANDING	1246.56	175051.51	545413.44
5234	MATCH	1246.58	175063.31	545406.75
5235	MATCH	1246.71	175052.54	545394.92
5236	MATCH	1246.55	175090.74	545381.79
5237	MATCH	1246.71	175080.05	545369.89
5238	MATCH	1246.90	175105.24	545376.67
5239	MATCH	1246.57	175097.90	545383.35
5302	MATCH	1247.40	175098.02	545354.06

S.P. 240-090-001

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Date 5-12-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

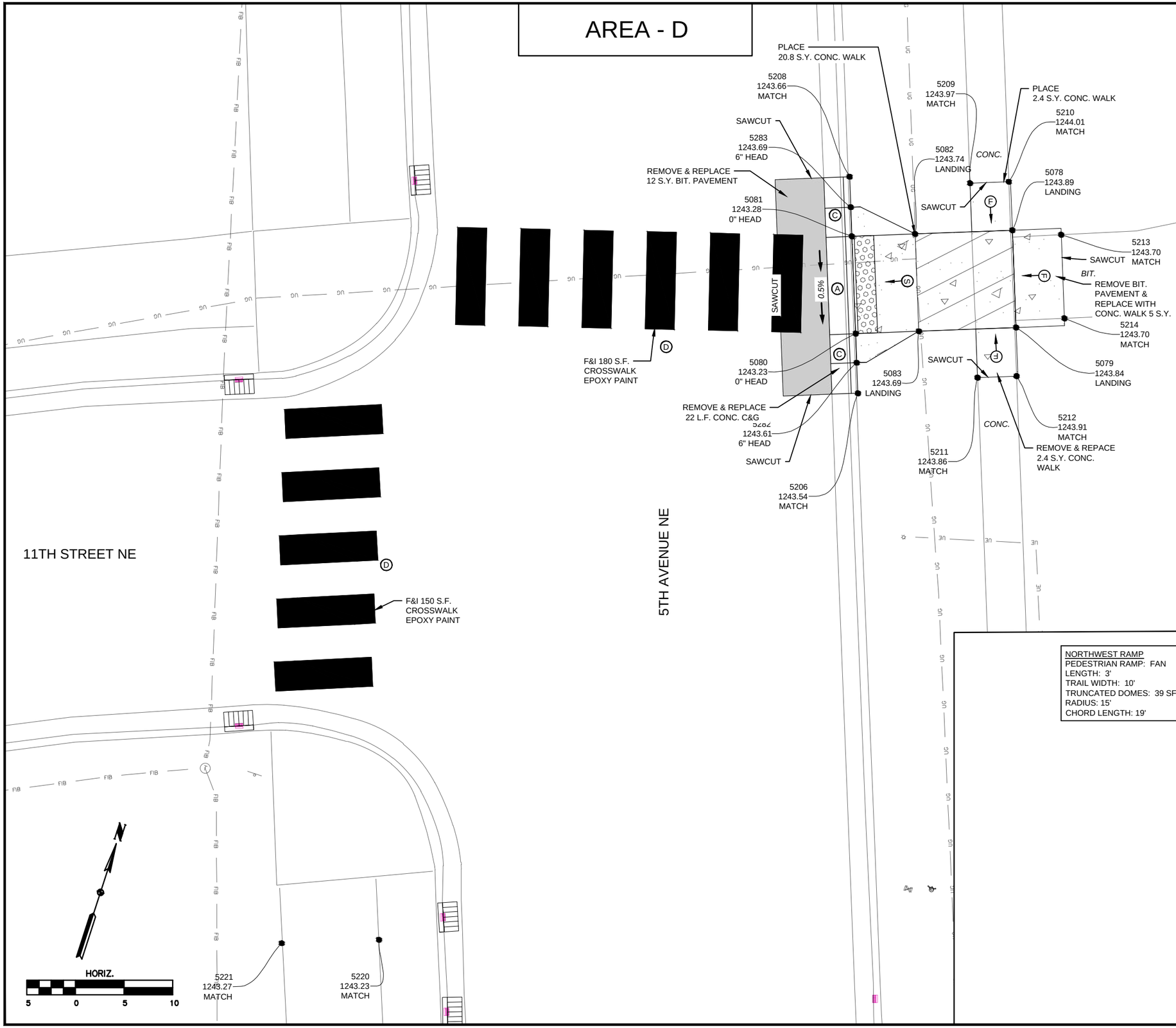
AREA - C

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 36 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 4:00 PM

AREA - D



LEGEND

- TRUNCATED DOMES
- PT # / #" HEAD — CONTROL POINT AT TBC (TOP BACK OF CURB) OR LANDING
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- DRAINAGE FLOW ARROW
- (1) FLASHING BEACON SHALL BE VISIBLE FROM BOTH DIRECTIONS
- (2) PEDESTRIAN CROSSING SIGNS SHALL BE LOCATED ON BOTH SIDES OF THE POLE

NORTHWEST RAMP
PEDESTRIAN RAMP: FAN
LENGTH: 3'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 39 SF
RADIUS: 15'
CHORD LENGTH: 19'

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5078	LANDING	1243.89	175432.37	545734.91
5079	LANDING	1243.84	175422.99	545738.37
5080	0" HEAD	1243.23	175417.28	545722.89
5081	0" HEAD	1243.28	175426.66	545719.43
5082	LANDING	1243.74	175428.91	545725.52
5083	LANDING	1243.69	175419.53	545728.99
5206	MATCH	1243.54	175411.53	545725.01
5208	MATCH	1243.66	175432.42	545717.30
5209	MATCH	1243.97	175435.62	545729.28
5210	MATCH	1244.01	175437.00	545733.02
5211	MATCH	1243.86	175416.86	545736.20
5212	MATCH	1243.91	175418.25	545739.97
5213	MATCH	1243.70	175433.48	545739.83
5214	MATCH	1243.70	175425.42	545742.80
5282	6" HEAD	1243.61	175414.47	545723.92
5283	6" HEAD	1243.69	175429.48	545718.39

S.P. 240-090-001

whks engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5-12-22 License No. 48229

REVISIONS

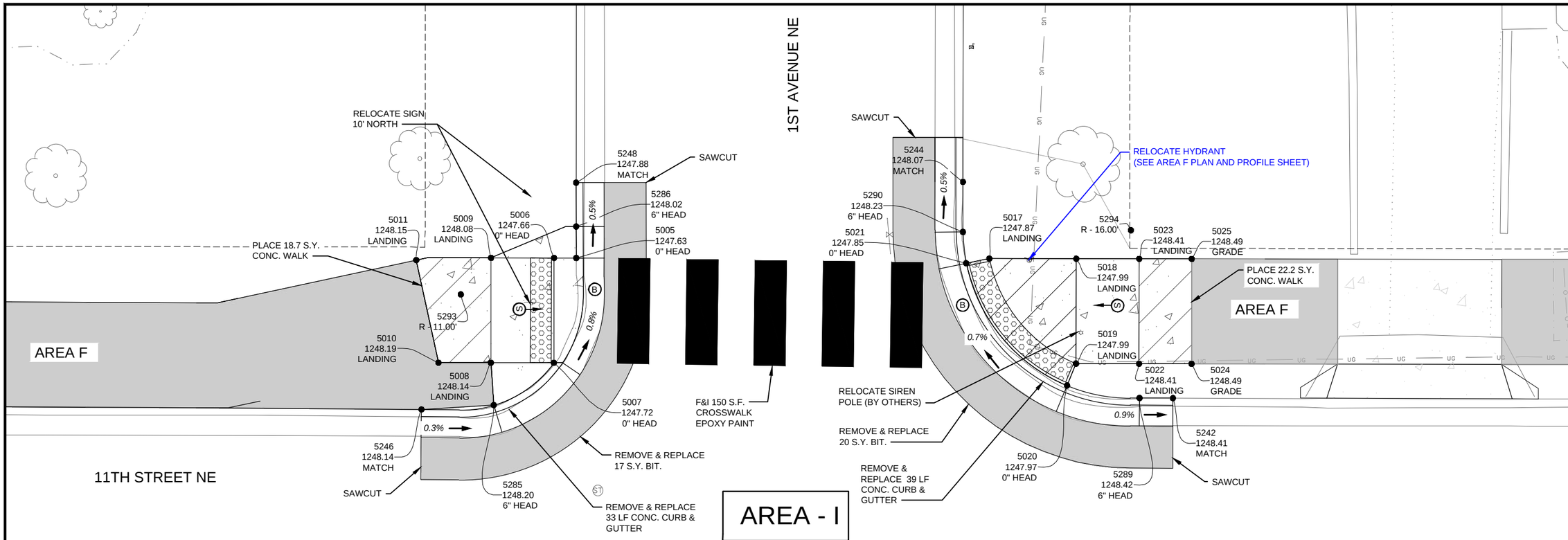
NO.	DATE	DESCRIPTION

AREA - D

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 37 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 4:00 PM



LEGEND

- TRUNCATED DOMES
- PT # / #" HEAD — CONTROL POINT AT TBC (TOP BACK OF CURB) OR LANDING
- REMOVE & REPLACE BITUMINOUS PAVEMENT SEE TYPICAL SECTIONS.
- LANDING AREA - 4'X4' MIN. DIMENSIONS AND MAX 2% SLOPE IN ALL DIRECTIONS
- 6" CONCRETE WALK
- 6" CONCRETE WALK NON WALKABLE
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- (F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (A) INDICATES GUTTER INSLOPE = 2%-5%
- (B) INDICATES GUTTER INSLOPE = 2%-3%
- (C) INDICATES TYPICAL GUTTER INSLOPE
- (D) INDICATES PAINTED CROSSWALK
- DRAINAGE FLOW ARROW
- (1) FLASHING BEACON SHALL BE VISIBLE FROM BOTH DIRECTIONS
- (2) PEDESTRIAN CROSSING SIGNS SHALL BE LOCATED ON BOTH SIDES OF THE POLE

WEST RAMP
PEDESTRIAN RAMP: DIRECTIONAL
LENGTH: 6'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 19 SF
RADIUS:11'

EAST RAMP
PEDESTRIAN RAMP: DEPRESSED CORNER
LENGTH: 6'
TRAIL WIDTH: 10'
TRUNCATED DOMES: 28 SF
CHORD LENGTH: 13.5'
RADIUS: 16'

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PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5005	0" HEAD	1247.63	175028.94	544628.69
5006	0" HEAD	1247.66	175028.94	544626.57
5007	0" HEAD	1247.72	175018.94	544626.55
5008	LANDING	1248.14	175018.95	544620.55
5009	LANDING	1248.08	175028.95	544620.57
5010	LANDING	1248.19	175018.96	544615.55
5011	LANDING	1248.15	175028.73	544613.45
5017	LANDING	1247.87	175028.88	544668.04
5018	LANDING	1247.99	175028.87	544676.32
5019	LANDING	1247.99	175018.87	544676.31
5020	0" HEAD	1247.97	175016.78	544675.45
5021	0" HEAD	1247.85	175028.43	544665.84
5022	LANDING	1248.41	175018.86	544682.31

PED RAMP POINTS

PT #	DESCRIPTION	ELEVATION	NORTHING	EASTING
5023	LANDING	1248.41	175028.86	544682.32
5024	GRADE	1248.49	175018.85	544687.31
5025	GRADE	1248.49	175028.85	544687.32
5242	MATCH	1248.41	175015.57	544685.53
5244	MATCH	1248.07	175036.19	544665.53
5246	MATCH	1248.14	175014.50	544613.95
5248	MATCH	1247.88	175036.12	544628.68
5285	6" HEAD	1248.20	175014.92	544620.83
5286	6" HEAD	1248.02	175031.94	544628.68
5289	6" HEAD	1248.42	175015.58	544682.35
5290	6" HEAD	1248.23	175031.42	544665.52
5293	R – 11.00'	0.00	175025.46	544617.70
5294	R – 16.00'	0.00	175031.59	544681.52

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Brandon W. Theobald
Date 5-12-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

AREA - I

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

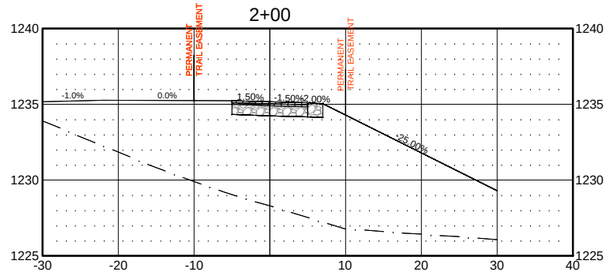
SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: DAT
CHECKED BY: BWT
SHEET 38 OF 50

S.P. 240-090-001

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994 - PED RAMP PLANS.dwg PLOT DATE: 4/28/2022 4:00 PM

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

2+00



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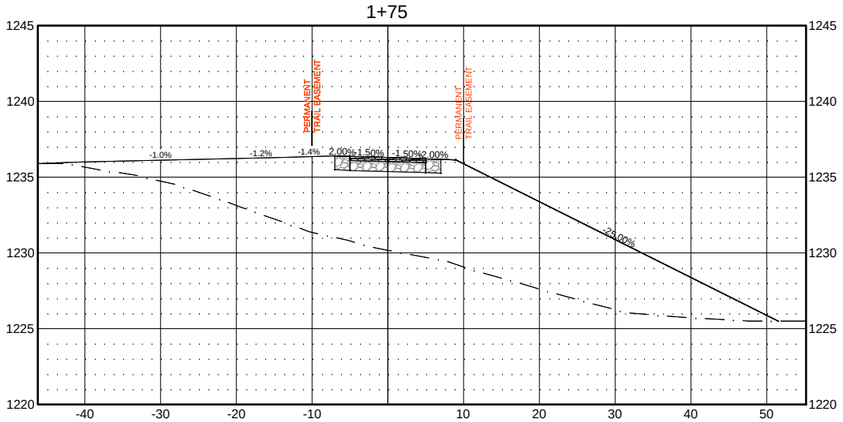

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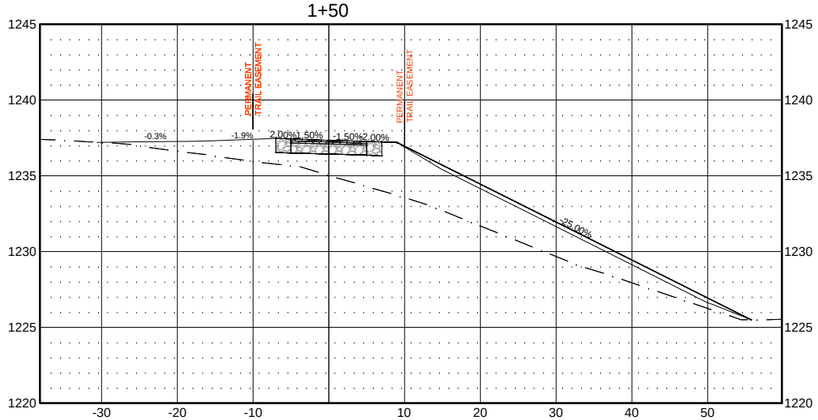

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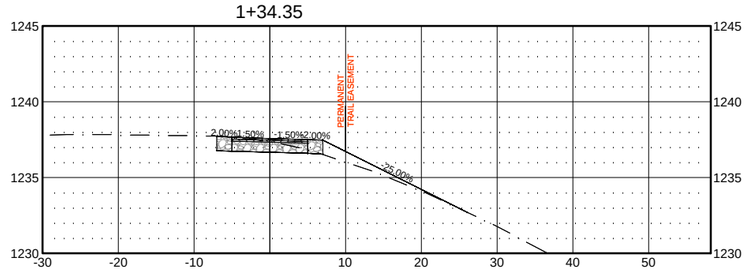

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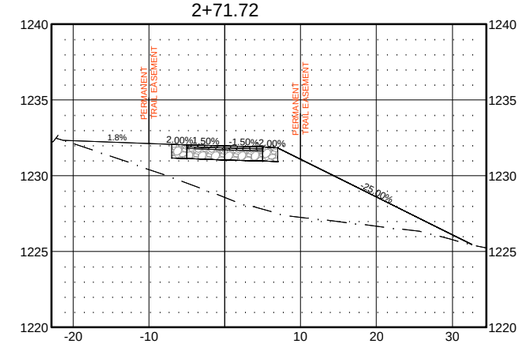

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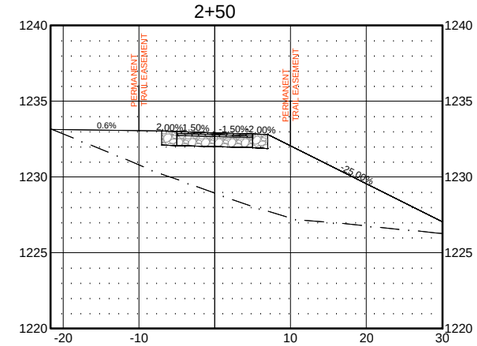

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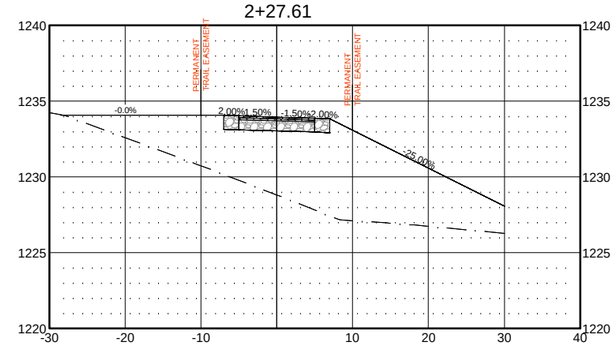

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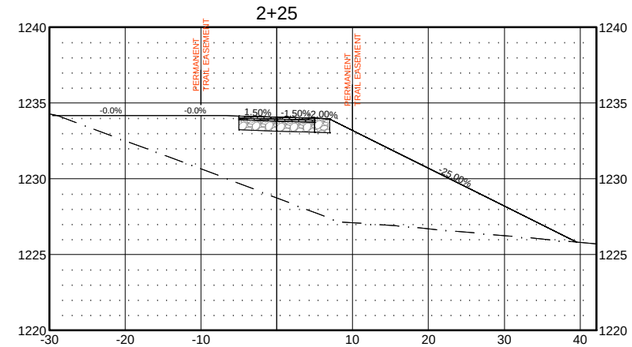

S.P. 240-090-001

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engineers + planners + land surveyors

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Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA H NORTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 39 OF 50

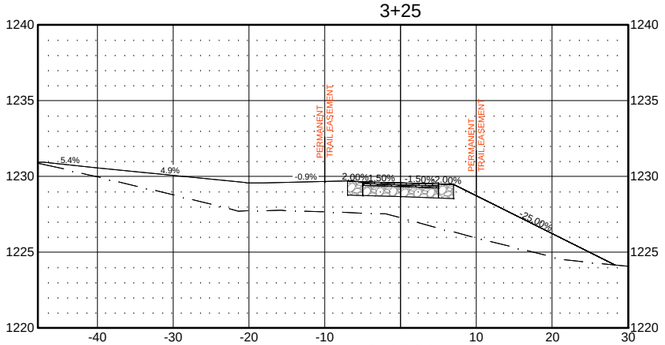
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

ADJUST SANITARY MANHOLE F&I 1' BARREL SECTION TO COMPLETE ADJUSTMENT F&I R-1760-A CASTING OR APPROVED EQUAL ADA COMPLIANT CASTING.

CITY ROW IS NOT SHOWN SINCE IT EXCEEDS THE WIDTH OF THE CROSS SECTIONS SHOWN. ALL WORK TO BE COMPLETED WITHIN CITY ROW.

3+25



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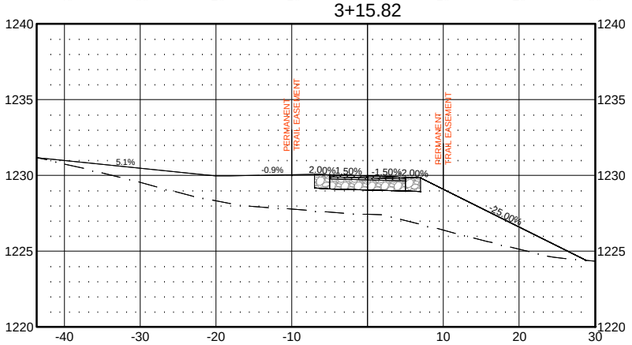

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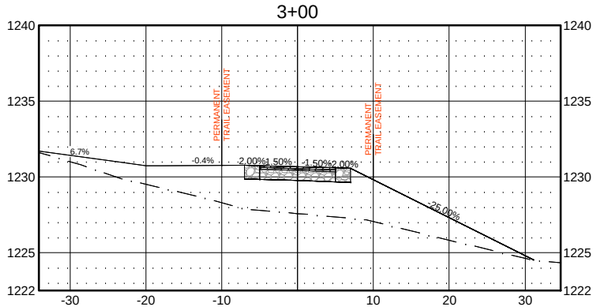

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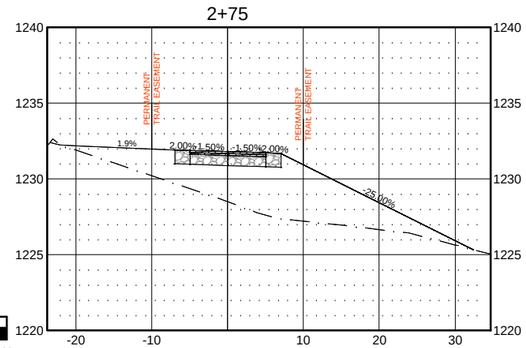

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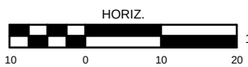

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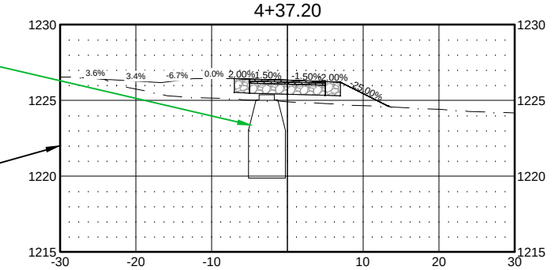

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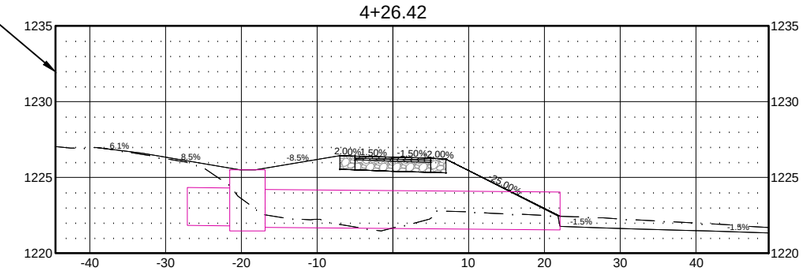

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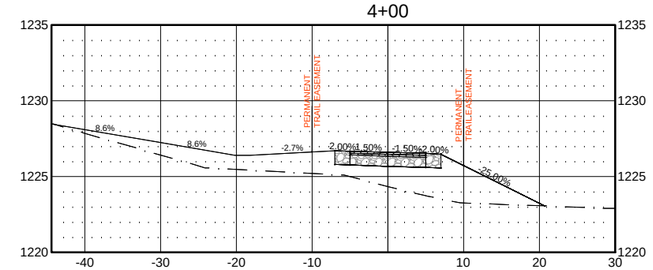

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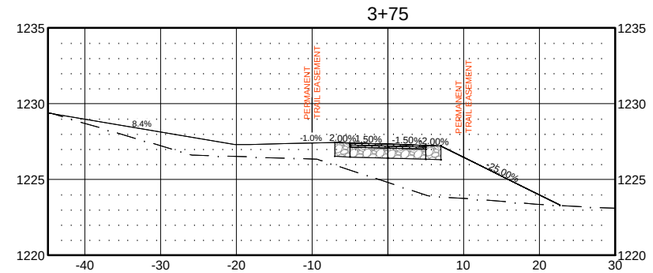

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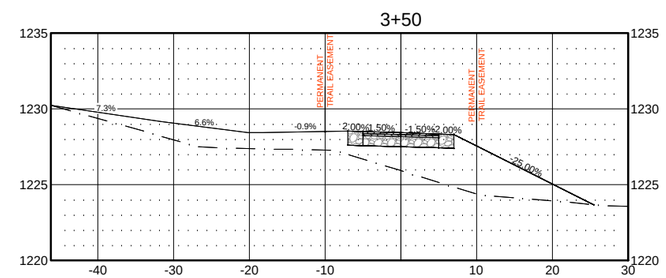

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Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

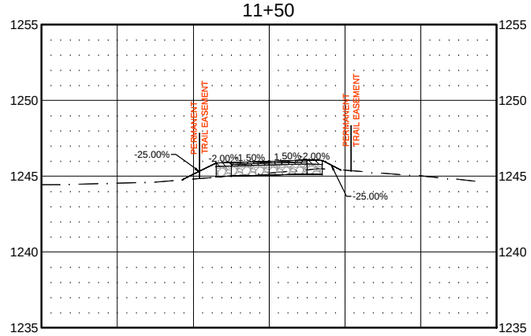
XS-AREA H NORTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 40 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

11+50



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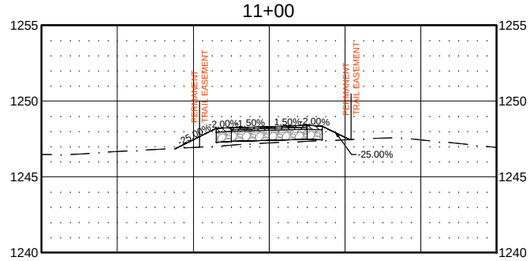

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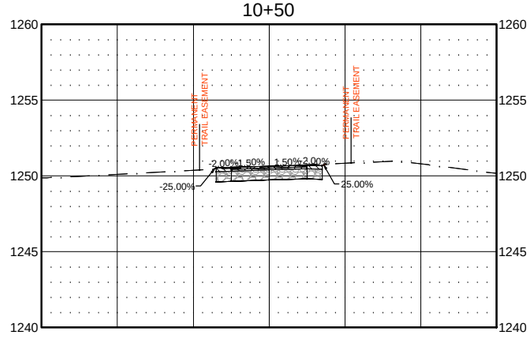

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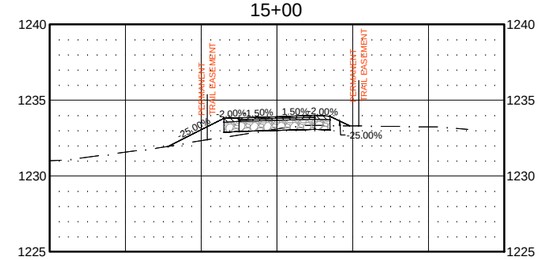

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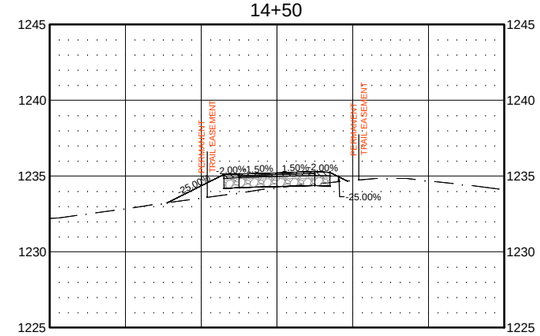

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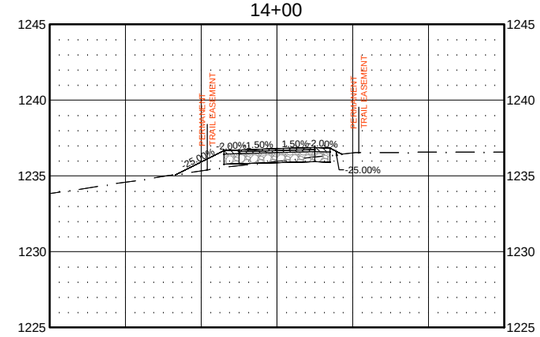

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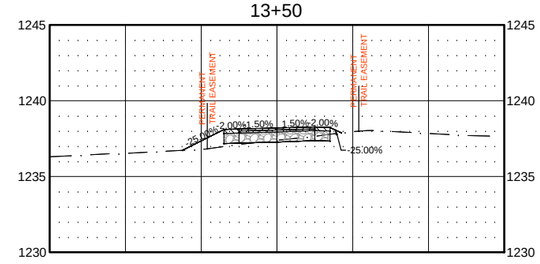

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HORIZ.

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S.P. 240-090-001

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Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA H SOUTH

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 41 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

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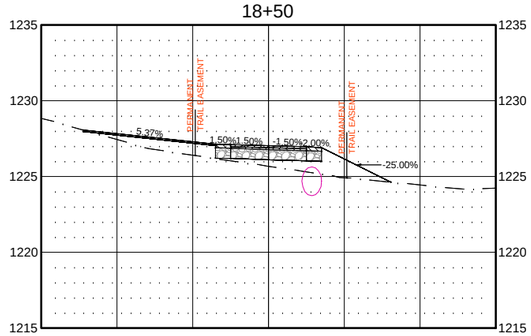
18+50



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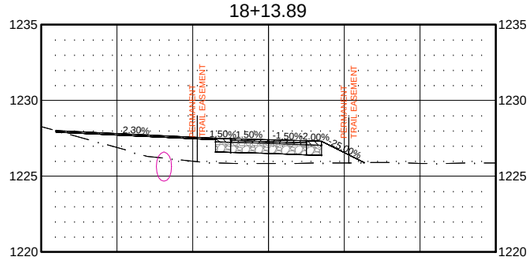

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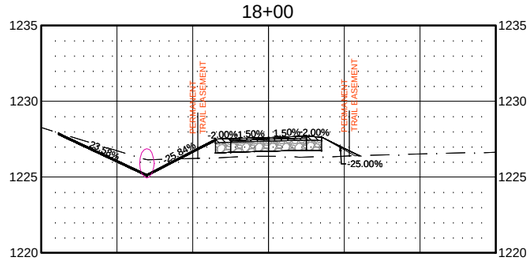

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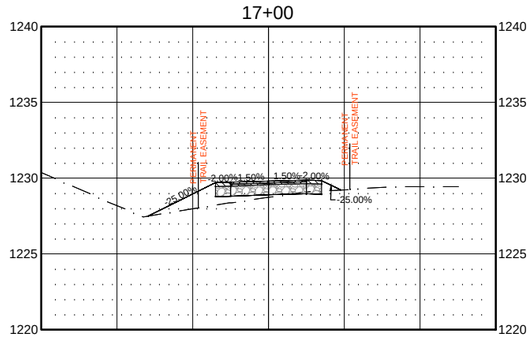

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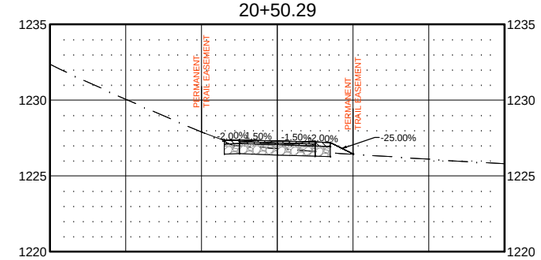

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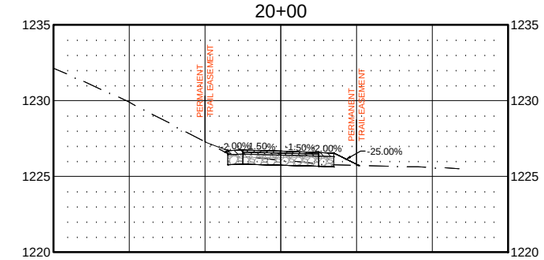

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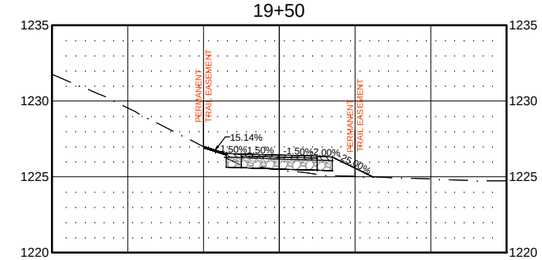

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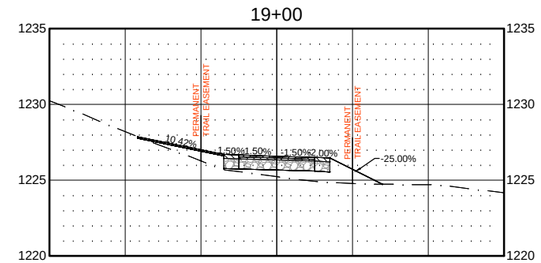

HORIZ.
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FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

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Brandon W. Theobald
Date 5-27-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA H SOUTH

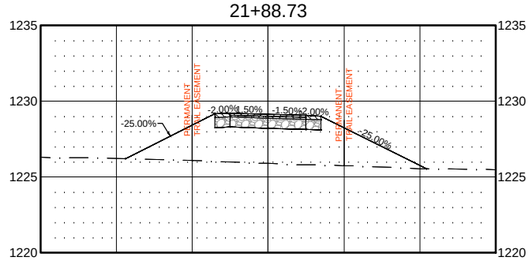
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 42 OF 50

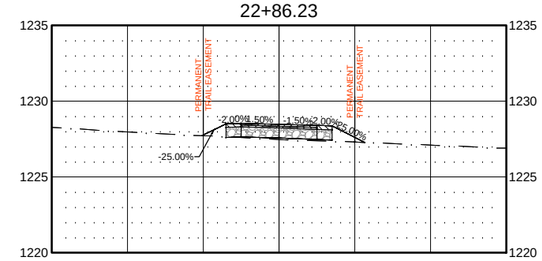
S.P. 240-090-001

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

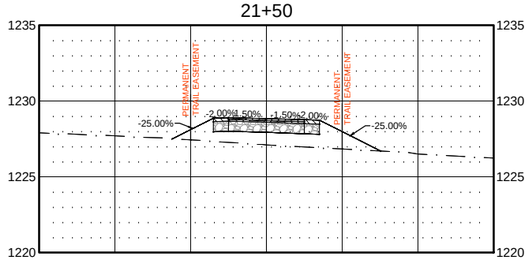
21+88.73



22+86.23



21+50



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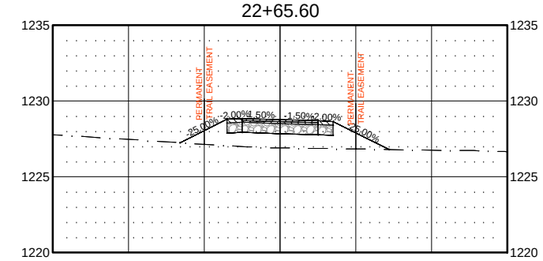
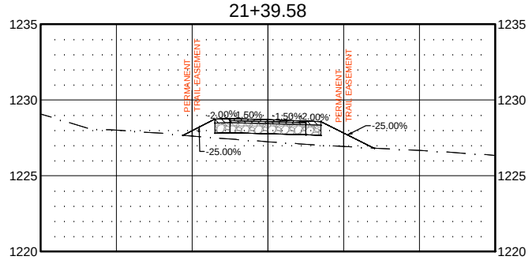
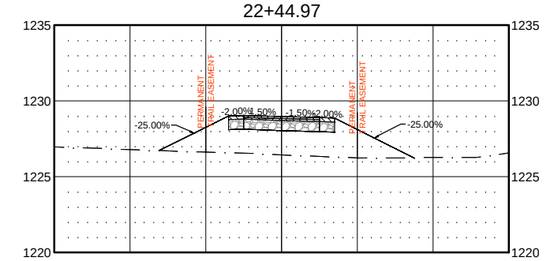


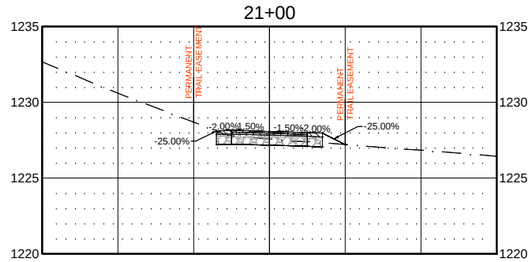
21+39.58



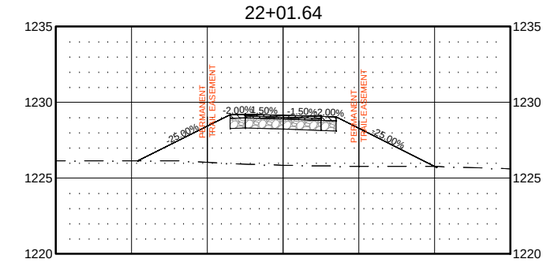
22+44.97



21+00



22+01.64



HORIZ.

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FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

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engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA H SOUTH

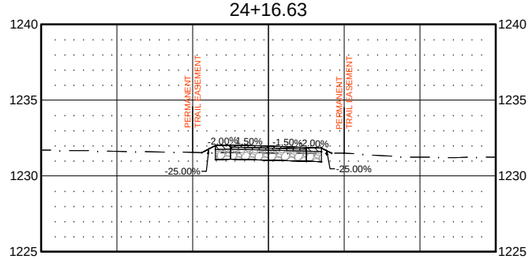
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 43 OF 50

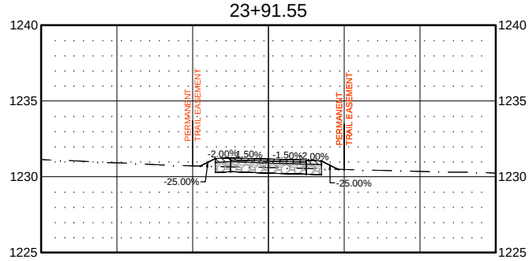
S.P. 240-090-001

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

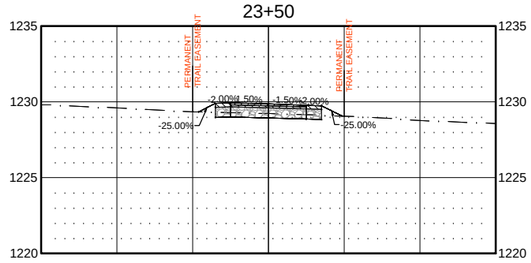
24+16.63



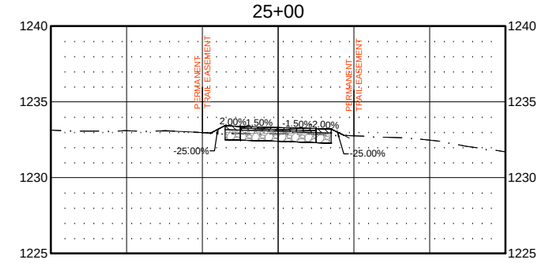
23+91.55



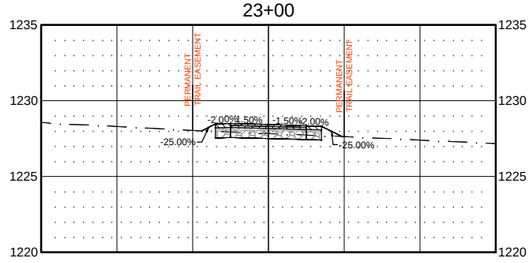
23+50



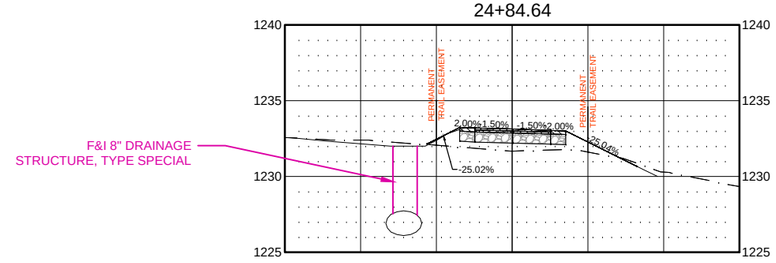
25+00



23+00



24+84.64



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FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

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XS-AREA H SOUTH

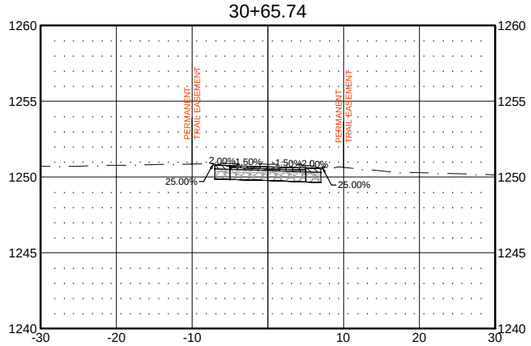
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 44 OF 50

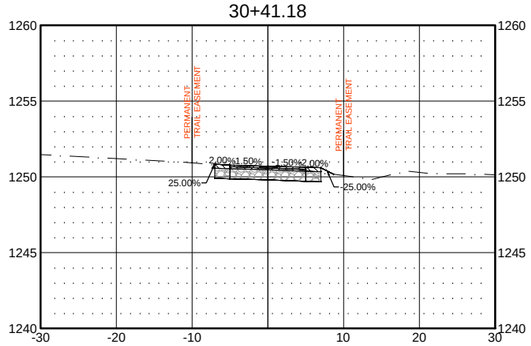
S.P. 240-090-001

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

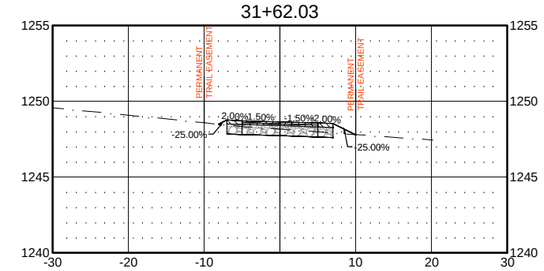
30+65.74



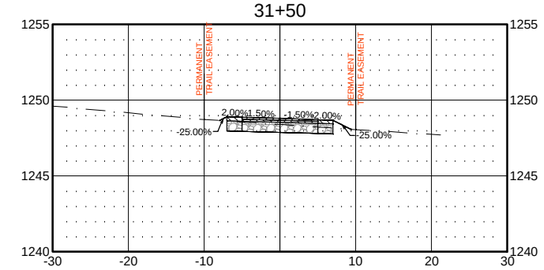
30+41.18



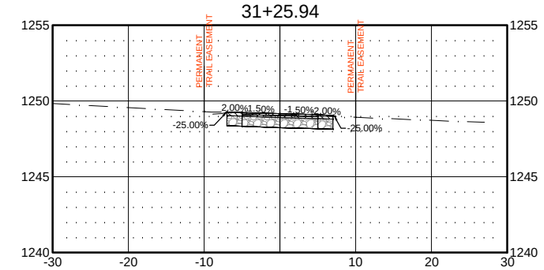
31+62.03



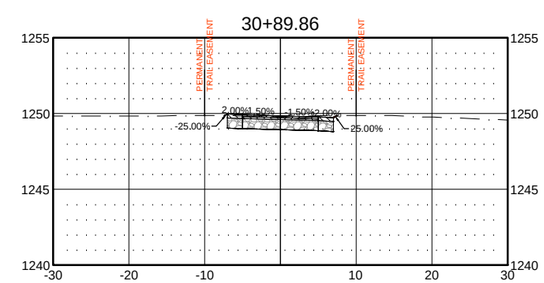
31+50



31+25.94



30+89.86



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REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA E

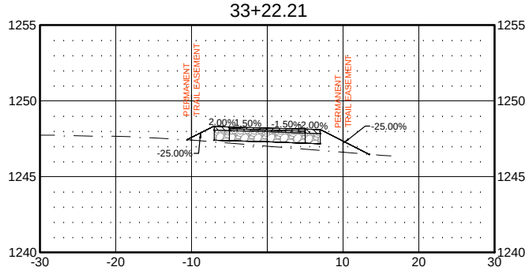
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 45 OF 50

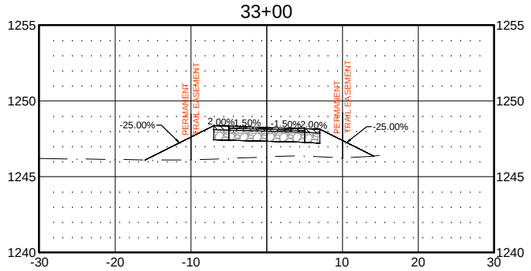
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

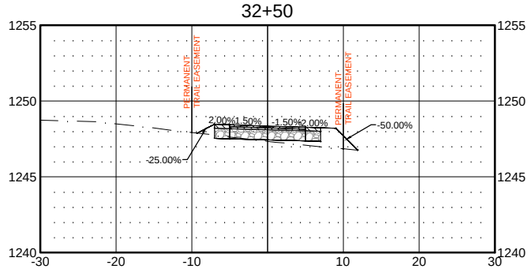
33+22.21



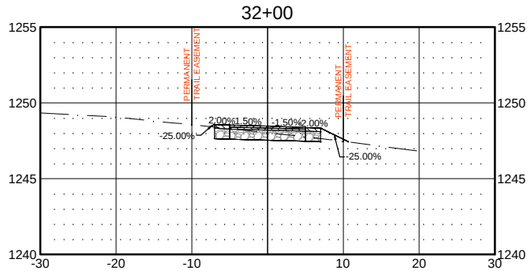
33+00



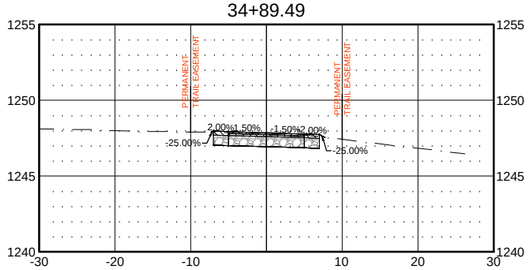
32+50



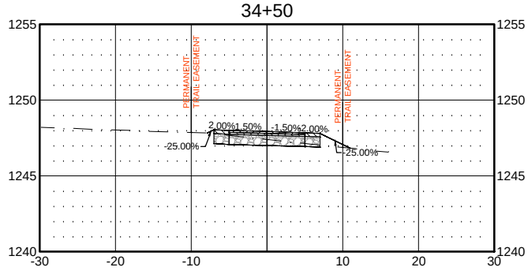
32+00



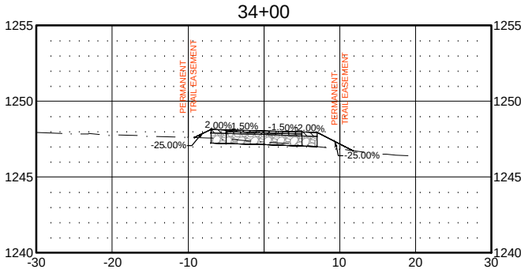
34+89.49



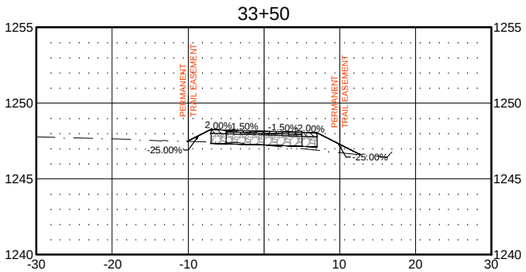
34+50



34+00



33+50



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Brandon W. Theobald
Date 5-2-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA E

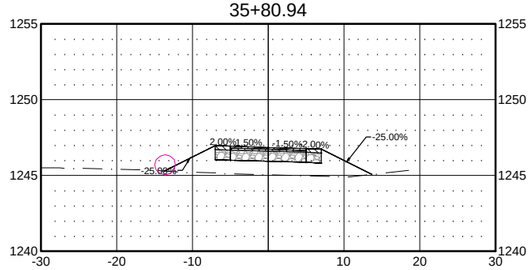
SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 46 OF 50

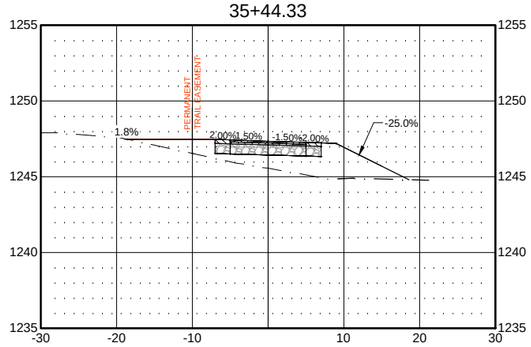
FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:01 PM

NOTE:
TEMPORARY CONSTRUCTION EASEMENTS ACROSS ENTIRE PROPERTY. CONTRACTOR IS ALLOWED TO DISTURB 10' BEYOND GRADING LIMITS AS SHOWN ON PLAN SHEETS IN TEMPORARY CONSTRUCTION EASEMENT AREAS.

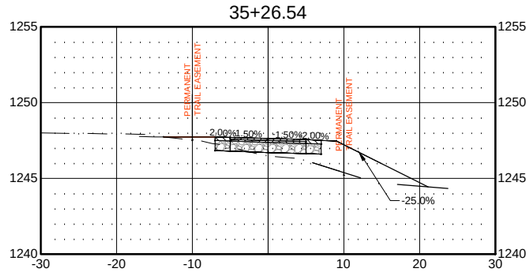
35+80.94



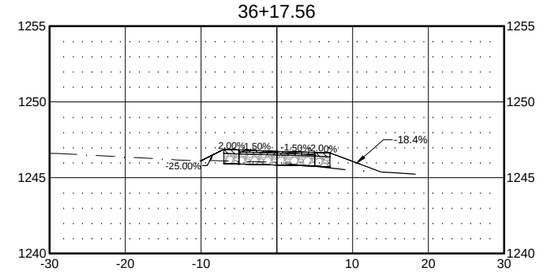
35+44.33



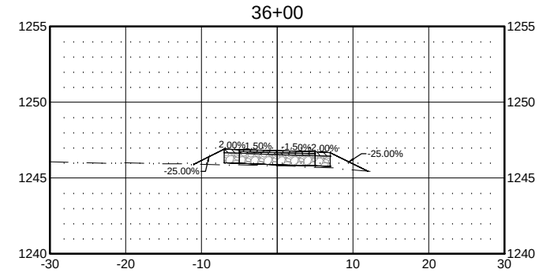
35+26.54



36+17.56



36+00



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Brandon W. Theobald
Date 5/2/22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

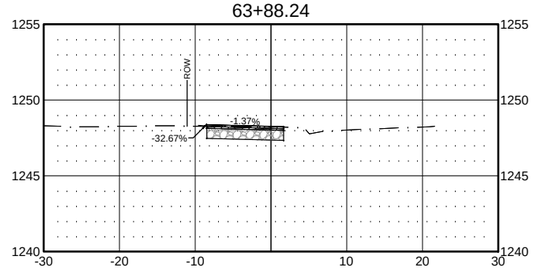
XS-AREA E

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

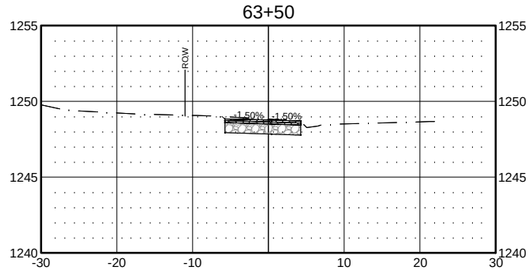
SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 47 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:02 PM

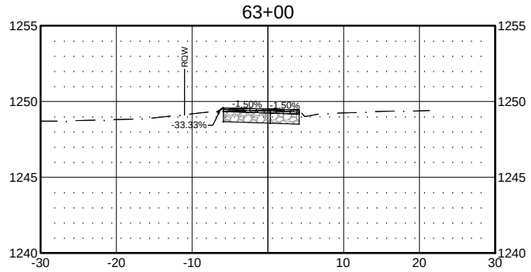
63+88.24



63+50



63+00



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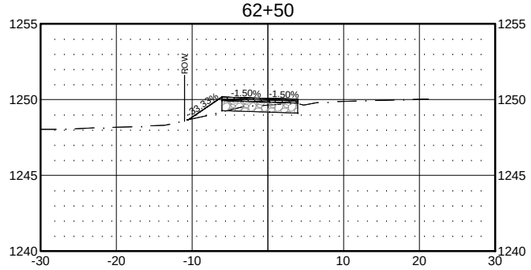

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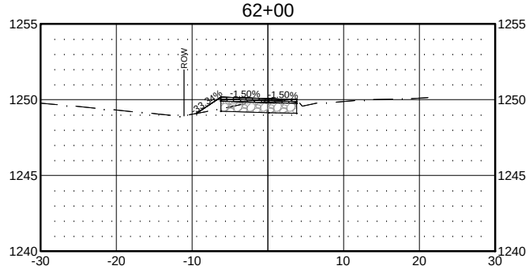

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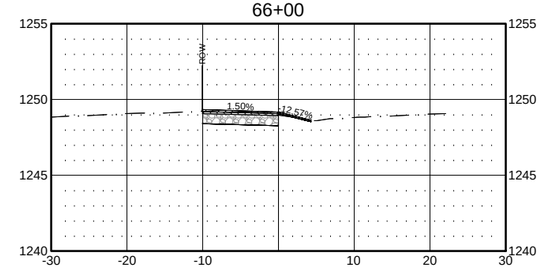

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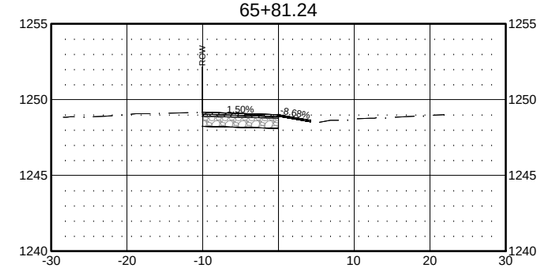

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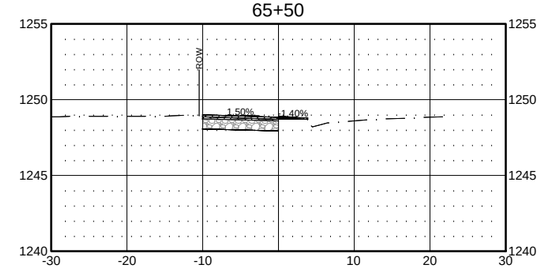
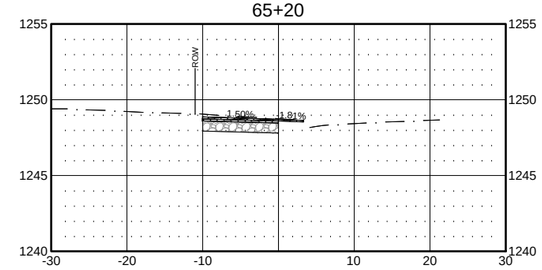
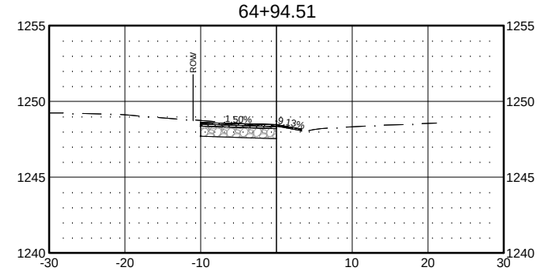


65+20



64+94.51



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REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA F

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN

WHKS PROJECT NO. 8994

DRAWN BY: JAM

CHECKED BY: BWT

SHEET 48 OF 50

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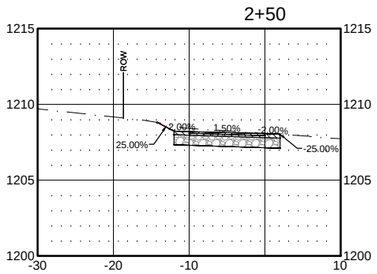

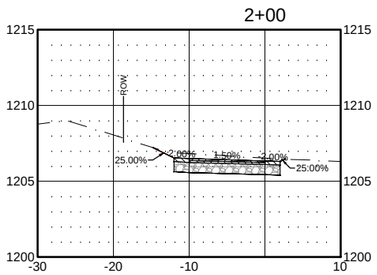

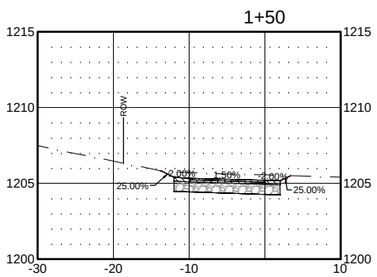

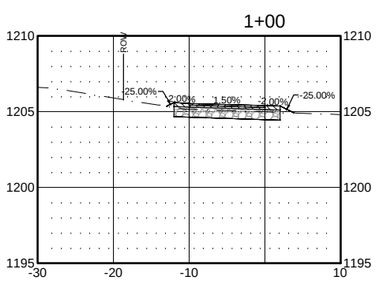

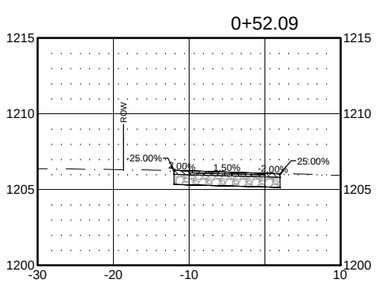

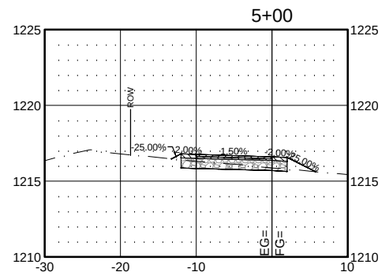

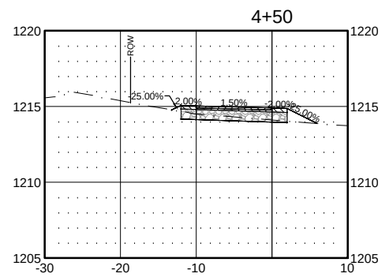

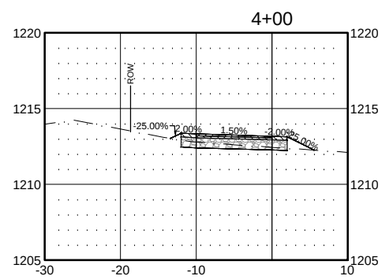

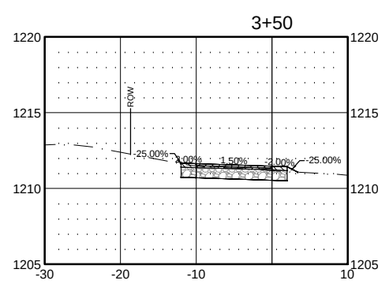

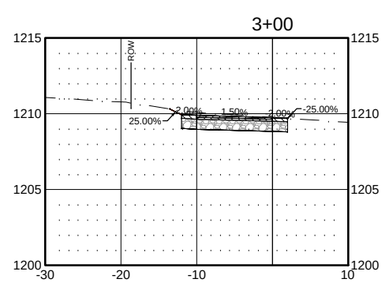

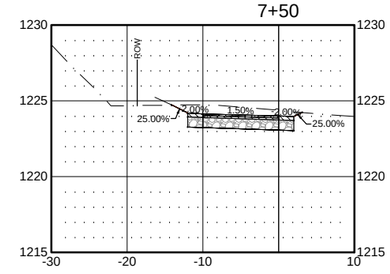

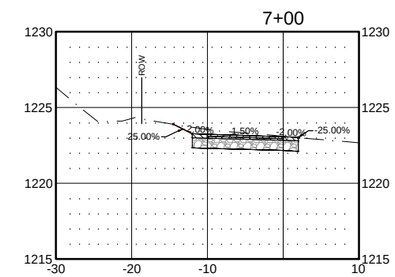

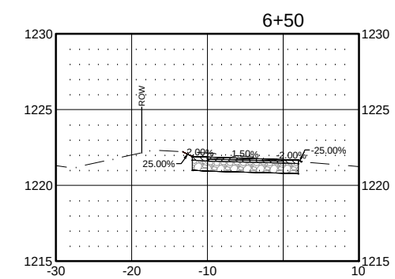

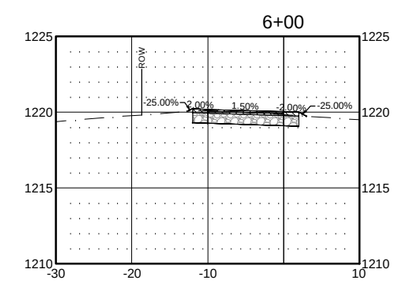

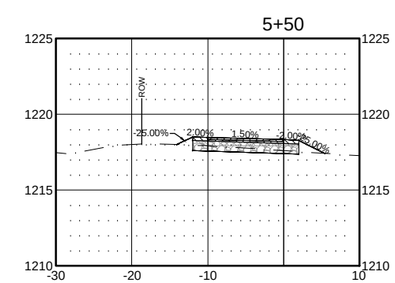

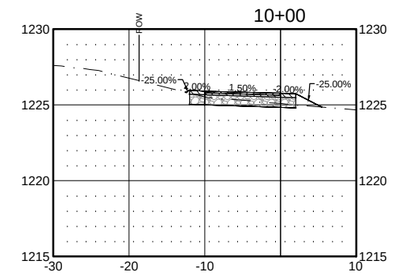

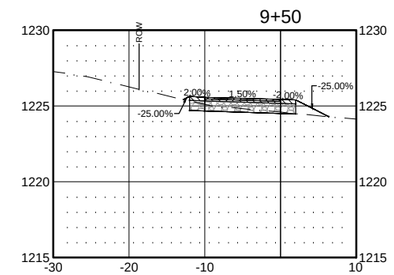

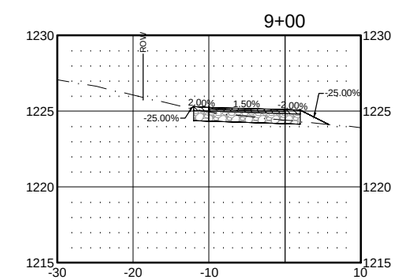

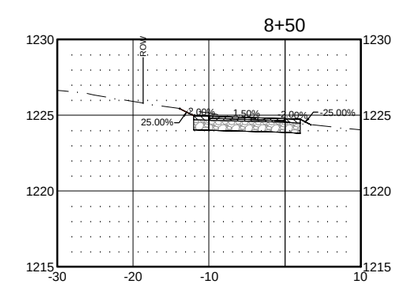

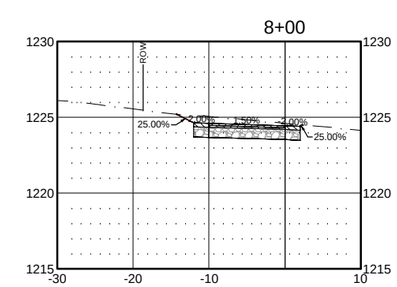

S.P. 240-090-001

whks
engineers + planners + land surveyors

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.

Brandon W. Theobald
Date 5-2-22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA G

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN
WHKS PROJECT NO. 8994
DRAWN BY: JAM
CHECKED BY: BWT
SHEET 49 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:02 PM

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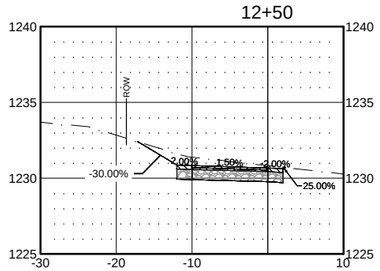
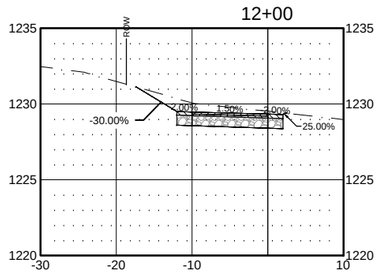
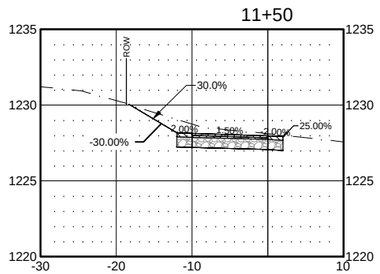
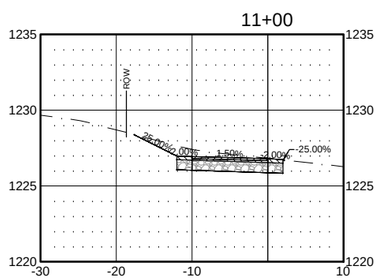
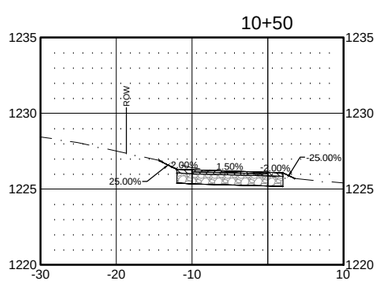
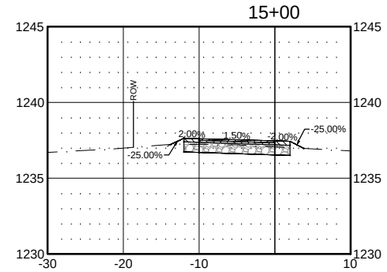


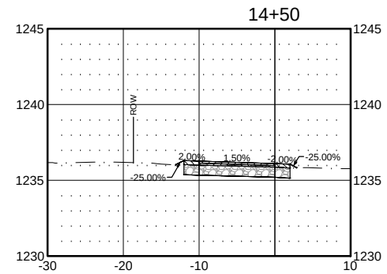


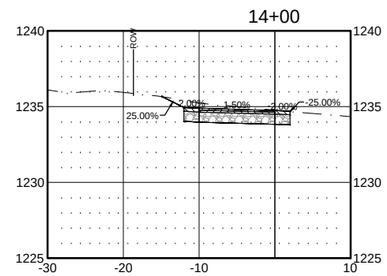


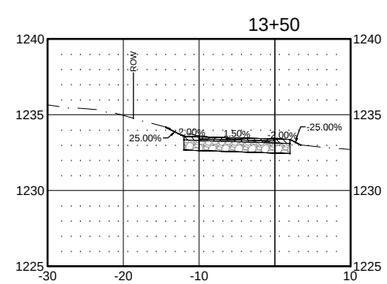


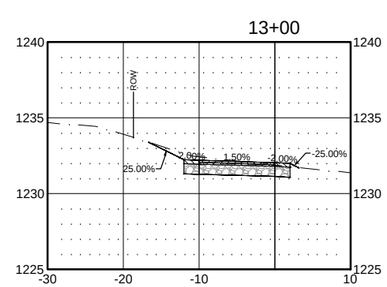


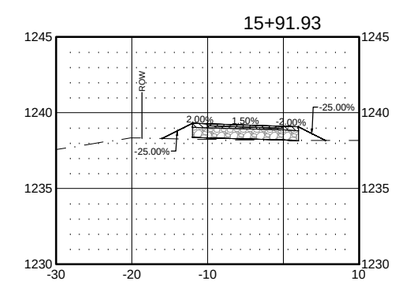


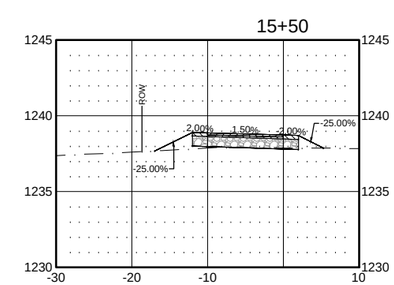












S.P. 240-090-001

whks
engineers + planners + land surveyors

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.

Brandon W. Theobald

Date 5.2.22 License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

XS-AREA G

SAFE ROUTES TO SCHOOL
KASSON, MN
2022

SCALE: AS SHOWN

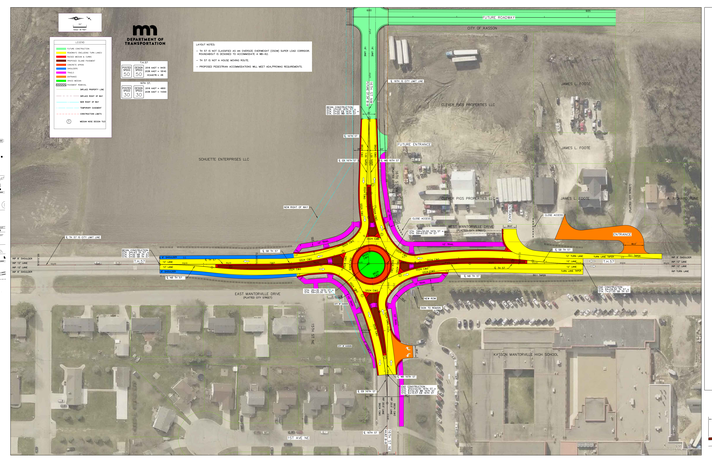
WHKS PROJECT NO. 8994

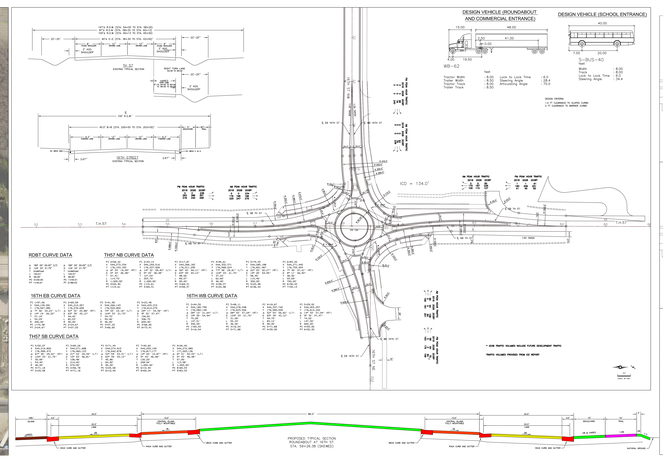
DRAWN BY: JAM

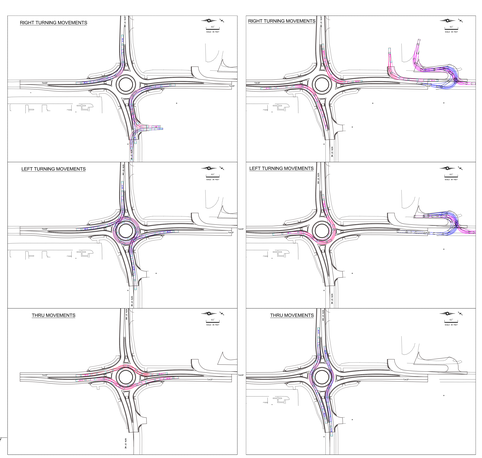
CHECKED BY: BWT

SHEET 50 OF 50

FILE PATH: S:\Jobs\KASSON\8994 (SRTS Project)\Drawings\8994-Cross Sections.dwg PLOT DATE: 4/28/2022 4:02 PM







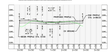
THS7 / 16TH STREET ROUNDABOUT R-VALUE

THS7 / 16TH STREET ROUNDABOUT SPEED SUMMARY

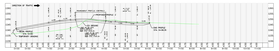
Approach	Curve	Radius (ft)	Speed (mph)	Speed Reduction (mph)
Northbound	1	90	25	0
	2	90	25	0
	3	90	25	0
	4	90	25	0
Southbound	1	90	25	0
	2	90	25	0
	3	90	25	0
	4	90	25	0
Eastbound	1	90	25	0
	2	90	25	0
	3	90	25	0
	4	90	25	0
Westbound	1	90	25	0
	2	90	25	0
	3	90	25	0
	4	90	25	0

(1) AVGS OPTIMIZING GREATER OF 20% OR 10 MPH

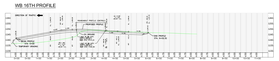
ROUNDABOUT PROFILE



EB 16TH PROFILE



WB 16TH PROFILE



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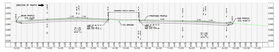
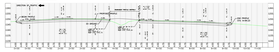


SB THS7 PROFILE



2022 SAFE ROUTES TO SCHOOL IMPROVEMENTS
SP 240-090-001
MINNESOTA PROJECT NO. TA 2022 (004)
KASSON, MN
2022

ADVERTISEMENT FOR BIDS

Public notice is hereby given that sealed proposals will be received by the City of Kasson, MN online, Until 10:00 AM on June 16, 2022 for furnishing materials and labor for construction of 2022 Safe Routes to School Improvements as described in plans and specifications thereof now on file in the office of the City Administrator. Proposals will be opened at 10:00 AM. Proposals will be acted upon by the City Council at a meeting to be held in the City Hall, beginning at 6:00 PM on June 22, 2022 or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the 2022 Safe Routes to School Improvements together with related subsidiary and incidental work including:

The project consists of: Grading, ADA Pedestrian Ramp Construction, and Bituminous Paving

Minimum wage rates to be paid by the Contractors have been predetermined and are subject to the Work Hours Act of 1962, P.L. 87-581 and implementing regulations.

READ CAREFULLY THE WAGE SCALES AND DIVISION A OF THE SPECIAL PROVISIONS AS THEY AFFECT THIS/THESE PROJECT/PROJECTS

The Minnesota Department of Transportation hereby notifies all bidders:
in accordance with Title VI of the Civil Rights Act of 1964 (Act), as amended and Title 49, Code of Federal Regulations, Subtitle A Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded maximum opportunity to participate and/or to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, disability, age, sex or national origin in consideration for an award;

in accordance with Title VI of the Civil Rights Act of 1964 as amended, and Title 23, Code of Federal Regulations, Part 230 Subpart A-Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including supportive services), it will affirmatively assure increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry, and that on any project constructed pursuant to this advertisement equal employment opportunity will be provided to all persons without regard to their race, color, disability, age, religion, sex or national origin;

in accordance with the Minnesota Human Rights Act, Minnesota Statute 363A.08 Unfair discriminatory Practices, it will affirmatively assure that on any project constructed pursuant to this advertisement equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age;

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in accordance with the Minnesota Human Rights Act, Minnesota Statute 363A.36 Certificates of Compliance for Public Contracts, and 363A.37 Rules for Certificates of Compliance, it will assure that appropriate parties to any contract entered into pursuant to this advertisement possess valid Certificates of Compliance.

If you have employed more than 40 full-time employees in any state, on any single working day during the previous 12 months, you must have a compliance certificate issued by the Minnesota Department of Human Rights to bid on any job in this advertisement. Please contact the Department of Human Rights immediately if you need assistance in obtaining a certificate.

The following notice from the Minnesota Department of Human Rights applies to all contractors:

"It is hereby agreed between the parties that Minnesota Statute, section 363A.36 and Minnesota Rules, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based on this specification or any modification of it. A copy of Minnesota Statute 363A.36 and Minnesota Rules, parts 5000.3400 to 5000.3600 is available upon request from the contracting agency."

"It is hereby agreed between the parties that this agency will require affirmative action requirements be met by contractors in relation to Minnesota Statute 363A.36 and Minnesota Rules 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statute 363A.36, Subd. 2 and 3)."

A minimum goal of 11**%** Good Faith Effort to be subcontracted to Disadvantaged Business Enterprises.

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, Minnesota 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Administrator.

Each bid must be made out on a proposal blank furnished by the City and obtained at the offices of WHKS & Co.

Each proposal shall be sealed in an envelope marked “2022 Safe Routes to School Improvements”.

The Contractor shall commence work after the Notice to Proceed is issued and shall complete all items on or before November 30, 2022.

Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Copies of said plans and specifications are now on file in the office of the City Administrator, City Hall, Kasson, MN, for examination by bidders. Bid forms, plans and specifications are available to download for a $25 charge at www.questcdn.com. Paper copies can be obtained for a non-refunded cost of $100 from WHKS & Co., 2905 South Broadway, Rochester, MN 55904.

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The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of the Kasson, Minnesota.

Linda Rappe
City Clerk
City of Kasson, Minnesota

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CITY OF KASSON
RESOLUTION #5.X-22

RESOLUTION APPROVING PLANS AND
SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS

WHEREAS, the consulting engineers for the City have prepared final plans and specifications for the construction of 2022 Safe Routes to School Improvements in the City, and such plans and specifications have been presented to this Council for approval;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Kasson, Minnesota:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk.

2. The City Clerk shall prepare and cause to be inserted in the official city newspaper and Quest Construction Document Network an advertisement for bids upon the making of such improvements under such approved plans and specifications.

3. The advertisement shall be published in each of said publications at least once, not less than three weeks before opening bids, shall specify the work to be done, shall state that bids will be publicly opened on June 16, 2022 at 10:00 o'clock A.M. and that no bids will be considered unless accompanied by a certified check, cashier's check or bid bond payable to the City of Kasson, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract.

The motion for the adoption of the foregoing resolution was seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF DODGE) ss
CITY OF KASSON)

I, the undersigned, being the duly qualified and acting Clerk of the City of Kasson Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original minutes on file and of record in my office, and the same is a true and correct transcript of the minutes of a meeting of the City Council held on the date therein indicated, insofar as the same relates to a resolution approving plans and specifications and ordering advertisement for bids for on 2022 Safe Routes to School Improvements for said City.

WITNESS my hand as such Clerk and the seal of said City this _____ day of _____, 2022.

_____
City Clerk

(SEAL)

KASSON FIRE DEPARTMENT

City of Kasson
We're Ready For You!

FIRE – RESCUE – EMS – 401 5TH STREET SE – KASSON, MN

04/25/2022
1800 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Record

Subject: Resignation
Staff: Firefighter – Kole Mickow

City of Kasson
401 5th St SE
Kasson, MN 55944
Attn: City Administrator

Mr. Ibisch,

This letter of correspondence is to make you aware of the submission and acceptance of the resignation of Firefighter Kole Mickow, effective April 25, 2022 as a member in good standing. He has directly stated his resignation to me.

Submitted for City Administrator approval / endorsement, followed by recommendation to approve at next City of Kasson - Council Meeting.

Should you have any questions – please feel free to contact me @ 507-517-4113 or by email @ kassonfirechief@kmtel.com.

Respectfully

Joe Fitch - Fire Chief

The mission of Kasson Fire Department is to provide life safety and hazard response to the citizens and visitors of the community we serve, in a safe, professional and ethical manner. Our focus will be to actively engage in prevention, public education, risk management, emergency response, code enforcement, fire investigation and professional development.

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	274	286	294	322	346	424	397	381	332
February	271	247	260	341	310	394	355	321	253
March	280	302	273	277	352	446	339	385	312
April	325	347	375	364	418	480	255	390	359
May	373	367	413	461	502	530	379	408	
June	293	339	349	370	395	549	442	441	
July	364	408	408	528	454	448	441	444	
August	286	372	343	404	466	483	437	348	
September	263	352	346	450	461	505	502	452	
October	336	309	489	370	380	416	444	385	
November	263	284	359	390	348	433	347	342	
December	300	331	334	377	437	435	383	375	
Yearly Total	**3628**	**3944**	**4243**	**4654**	**4869**	**5,543**	**4,721**	**4,672**	**1,256**

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 3 / 22

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Government Wide						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		2,651,711.00	-2,651,711.00
3107 ABATEMENT LEVY	0.00		0.00		25,897.00	-25,897.00
3210 BUSINESS LICENSES/PERMITS	1,700.00	0.41	7,800.00	0.76	13,500.00	-5,700.00
3341 LOCAL GOVERNMENT AID	0.00		0.00		1,026,307.00	-1,026,307.00
3410 CHARGES FOR SERVICES	34.00	0.01	38.00		1,500.00	-1,462.00
3415 CITY HALL RENT	0.00		0.00		100.00	-100.00
3621 INTEREST EARNED	1,579.27	0.39	7,913.45	0.78	10,000.00	-2,086.55
3622 RENTS AND ROYALTIES	1,427.57	0.35	4,236.14	0.42	3,000.00	1,236.14
3624 MISC REVENUE - REFUNDS	3,000.00	0.73	3,052.00	0.30	1,500.00	1,552.00
3626 MONEY MARKET INTEREST	0.00		0.38		0.00	0.38
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		50,000.00	-50,000.00
Total Department	7,740.84	1.89	23,039.97	2.26	3,783,515.00	-3,760,475.03
Planning and Zoning						
3413 ZONING/SUBDIVISION FEES	400.00	0.10	2,910.00	0.29	3,000.00	-90.00
3624 MISC REVENUE - REFUNDS	700.00	0.17	1,425.00	0.14	5,000.00	-3,575.00
Total Department	1,100.00	0.27	4,335.00	0.42	8,000.00	-3,665.00
Cable TV						
3495 FRANCHISE ROW USE	33,098.58	8.07	33,098.58	3.24	190,000.00	-156,901.42
Total Department	33,098.58	8.07	33,098.58	3.24	190,000.00	-156,901.42
Police						
3345 POLICE/FIRE STATE AIDS	0.00		0.00		70,000.00	-70,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		9,000.00	-9,000.00
3369 OTHER COUNTY GRANT	0.00		0.00		62,600.00	-62,600.00
3420 PUBLIC SAFETY	49.88	0.01	119.85	0.01	200.00	-80.15
3511 COURT FINES	2,632.89	0.64	3,678.81	0.36	18,000.00	-14,321.19
3624 MISC REVENUE - REFUNDS	455.00	0.11	575.00	0.06	4,000.00	-3,425.00
Total Department	3,137.77	0.77	4,373.66	0.43	163,800.00	-159,426.34
Fire						
3346 STATE FIRE AID	1,000.00	0.24	1,000.00	0.10	43,000.00	-42,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		7,000.00	-7,000.00
3421 Fire Contracts	13,548.39	3.30	36,694.21	3.60	37,575.00	-880.79
3422 SPECIAL FIRE PROTECTION S	14,983.48	3.65	16,293.48	1.60	20,000.00	-3,706.52
3623 CONTR/DONATION FROM PRIVA	0.00		1,800.00	0.18	0.00	1,800.00
3624 MISC REVENUE - REFUNDS	230.00	0.06	230.00	0.02	0.00	230.00
Total Department	29,761.87	7.26	56,017.69	5.49	107,575.00	-51,557.31

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Building Inspection						
3220 NON-BUSINESS LICENSES & P	13,894.60	3.39	19,048.25	1.87	70,000.00	-50,951.75
3414 PLAN CHECK FEES	8,834.25	2.15	12,016.42	1.18	34,000.00	-21,983.58
3416 MECHANICAL INSPECTION FEE	1,015.00	0.25	2,024.00	0.20	6,000.00	-3,976.00
3417 PLUMBING INSPECTION FEES	660.00	0.16	1,020.00	0.10	2,500.00	-1,480.00
Total Department	24,403.85	5.95	34,108.67	3.34	112,500.00	-78,391.33
Animal Control						
3220 NON-BUSINESS LICENSES & P	50.00	0.01	75.00	0.01	1,700.00	-1,625.00
Total Department	50.00	0.01	75.00	0.01	1,700.00	-1,625.00
Highways, Streets, Roadways						
3364 COUNTY MUNICIPAL STATE AI	0.00		42,313.50	4.15	81,640.00	-39,326.50
Total Department			42,313.50	4.15	81,640.00	-39,326.50
Street Lighting						
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		60,000.00	-60,000.00
Total Department					60,000.00	-60,000.00
Parks and Recreation						
3622 RENTS AND ROYALTIES	316.64	0.08	651.91	0.06	2,000.00	-1,348.09
Total Department	316.64	0.08	651.91	0.06	2,000.00	-1,348.09
Swimming Pool						
3472 SWIMMING POOL FEES DAILY	0.00		0.00		105,000.00	-105,000.00
3474 CONCESSIONS	0.00		0.00		46,000.00	-46,000.00
3475 LESSONS	16,380.00	3.99	16,380.00	1.61	22,000.00	-5,620.00
3478 FACILITY RENTAL	419.09	0.10	419.09	0.04	2,500.00	-2,080.91
3480 SWIM PASSES	17,084.98	4.17	17,084.98	1.67	70,000.00	-52,915.02
3481 TINY TOTS	975.00	0.24	975.00	0.10	0.00	975.00
3482 SWIM TEAM	754.37	0.18	754.37	0.07	1,500.00	-745.63
Total Department	35,613.44	8.68	35,613.44	3.49	247,000.00	-211,386.56
Other Recreational Facilities						
3473 PLAYGROUND FEES	0.00		83.82	0.01	500.00	-416.18
3479 SOFTBALL FEES	0.00		0.00		2,600.00	-2,600.00
Total Department			83.82	0.01	3,100.00	-3,016.18

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Cemetery						
3410 CHARGES FOR SERVICES	800.00	0.20	2,400.00	0.24	9,000.00	-6,600.00
3411 CEMETARY LAND RENT	0.00		0.00		6,000.00	-6,000.00
3621 INTEREST EARNED	0.00		0.00		4,000.00	-4,000.00
3624 MISC REVENUE - REFUNDS	0.00		0.00		300.00	-300.00
3711 BURIAL LOTS	0.00		0.00		4,000.00	-4,000.00
Total Department	800.00	0.20	2,400.00	0.24	23,300.00	-20,900.00
Park Areas						
3474 CONCESSIONS	0.00		0.00		2,000.00	-2,000.00
3623 CONTR/DONATION FROM PRIVA	0.00		3,500.00	0.34	0.00	3,500.00
Total Department			3,500.00	0.34	2,000.00	1,500.00
Total Revenue	136,022.99	100.00	239,611.24	100.00	4,786,130.00	-4,546,518.76
Expenses						
Council						
Council						
101 FULL-TIME EMPLOYEES - REGULAR	1,383.51	0.34	4,117.64	0.40	31,750.00	27,632.36
102 FULL-TIME EMPLOYEES - OVERTIME	74.73	0.02	153.09	0.02	0.00	-153.09
121 EMPLOYER PERA CONTRIBUTIONS	109.39	0.03	320.28	0.03	1,626.00	1,305.72
122 EMPLOYER FICA CONTRIBUTIONS	77.86	0.02	227.21	0.02	1,969.00	1,741.79
123 EMPLOYER MEDICARE CONTRIBUTION	18.22		53.18	0.01	460.00	406.82
130 EMPLOYER PAID INSURANCE	475.23	0.12	1,425.79	0.14	5,820.00	4,394.21
150 WORKER'S COMPENSATION	0.00		186.00	0.02	285.00	99.00
160 LIABILITY INSURANCE	0.00		0.00		4,500.00	4,500.00
210 OPERATING SUPPLIES	0.00		0.00		150.00	150.00
304 LEGAL FEES	1,363.00	0.33	1,363.00	0.13	9,000.00	7,637.00
333 STAFF MEETINGS & CONFERENCES	123.79	0.03	539.19	0.05	2,000.00	1,460.81
334 MEMBERSHIP DUES AND FEES	0.00		2,469.00	0.24	4,700.00	2,231.00
351 LEGAL NOTICES PUBLISHING	254.62	0.06	348.92	0.03	400.00	51.08
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	34.26	0.01	7,727.91	0.76	20,000.00	12,272.09
440 PROFESSIONAL SERVICES	0.00		1,289.00	0.13	0.00	-1,289.00
Account Total	3,914.61	0.95	20,220.21	1.98	83,160.00	62,939.79
Total Department	3,914.61	0.95	20,220.21	1.98	83,160.00	62,939.79
Ordinances and Proceedings						
Ordinances and Proceedings						
353 ORDINANCE PUBLICATION	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		2,500.00	2,500.00
Account Total					3,000.00	3,000.00
Total Department					3,000.00	3,000.00

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Mayor						
Mayor						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		0.00		4,800.00	4,800.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		297.00	297.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		70.00	70.00
Account Total						
					5,167.00	5,167.00
Total Department					5,167.00	5,167.00
City Administration						
City Administration						
101 FULL-TIME EMPLOYEES - REGULAR	10,661.80	2.60	31,674.10	3.10	139,000.00	107,325.90
102 FULL-TIME EMPLOYEES - OVERTIME	59.67	0.01	121.95	0.01	0.00	-121.95
121 EMPLOYER PERA CONTRIBUTIONS	804.08	0.20	2,384.67	0.23	10,426.00	8,041.33
122 EMPLOYER FICA CONTRIBUTIONS	618.49	0.15	1,839.68	0.18	8,618.00	6,778.32
123 EMPLOYER MEDICARE CONTRIBUTION	144.59	0.04	430.21	0.04	2,016.00	1,585.79
130 EMPLOYER PAID INSURANCE	3,059.06	0.75	8,338.92	0.82	28,500.00	20,161.08
150 WORKER'S COMPENSATION	0.00		958.00	0.09	1,180.00	222.00
160 LIABILITY INSURANCE	0.00		0.00		95.00	95.00
210 OPERATING SUPPLIES	288.26	0.07	646.94	0.06	4,000.00	3,353.06
216 PERIODICALS	0.00		0.00		150.00	150.00
220 REPAIR/MAINTENANCE SUPPLIES	116.08	0.03	116.08	0.01	910.00	793.92
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,250.00	3,250.00
321 TELEPHONE	555.88	0.14	1,694.71	0.17	7,500.00	5,805.29
325 COMMUNICATION-OTHER	150.00	0.04	300.00	0.03	1,500.00	1,200.00
331 TRAVEL/MILEAGE	0.00		0.00		1,000.00	1,000.00
332 ADMINISTRATOR MEETINGS &	4.10		24.10		2,000.00	1,975.90
333 STAFF MEETINGS & CONFERENCES	940.72	0.23	2,232.95	0.22	5,000.00	2,767.05
334 MEMBERSHIP DUES AND FEES	0.00		2,999.00	0.29	6,000.00	3,001.00
343 OTHER ADVERTISING	0.00		0.00		500.00	500.00
360 INSURANCE	0.00		0.00		4,080.00	4,080.00
380 UTILITY SERVICES	0.00		0.00		1,000.00	1,000.00
400 REPAIRS & MAINTENANCE	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		900.00	900.00
440 PROFESSIONAL SERVICES	106.05	0.03	1,064.40	0.10	3,000.00	1,935.60
Account Total						
	17,508.78	4.27	54,825.71	5.37	231,125.00	176,299.29
Total Department	17,508.78	4.27	54,825.71	5.37	231,125.00	176,299.29
Elections						
Elections						
101 FULL-TIME EMPLOYEES - REGULAR	276.64	0.07	823.38	0.08	3,600.00	2,776.62
102 FULL-TIME EMPLOYEES - OVERTIME	15.05		31.14		0.00	-31.14
121 EMPLOYER PERA CONTRIBUTIONS	21.85	0.01	64.06	0.01	270.00	205.94
122 EMPLOYER FICA CONTRIBUTIONS	15.60		45.48		223.00	177.52
123 EMPLOYER MEDICARE CONTRIBUTION	3.64		10.62		52.00	41.38
130 EMPLOYER PAID INSURANCE	95.04	0.02	285.24	0.03	1,200.00	914.76
210 OPERATING SUPPLIES	0.00		0.00		300.00	300.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		400.00	400.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		250.00	250.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		9,500.00	9,500.00
Account Total						
	427.82	0.10	1,259.92	0.12	15,795.00	14,535.08
Total Department	427.82	0.10	1,259.92	0.12	15,795.00	14,535.08

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Accounting						
Accounting						
301 AUDITING/ACCOUNTING	0.00		3,800.00	0.37	4,700.00	900.00
351 LEGAL NOTICES PUBLISHING	0.00		169.74	0.02	1,600.00	1,430.26
Account Total						
			3,969.74	0.39	6,300.00	2,330.26
Total Department			3,969.74	0.39	6,300.00	2,330.26
Assessing						
Assessing						
305 ASSESSING FEES	0.00		33,521.00	3.29	33,600.00	79.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
Account Total						
			33,521.00	3.29	33,850.00	329.00
Total Department			33,521.00	3.29	33,850.00	329.00
Law-Legal Services						
Law-Legal Services						
304 LEGAL FEES	1,590.50	0.39	4,100.50	0.40	35,000.00	30,899.50
Account Total						
	1,590.50	0.39	4,100.50	0.40	35,000.00	30,899.50
Total Department	1,590.50	0.39	4,100.50	0.40	35,000.00	30,899.50
Planning and Zoning						
Planning & Zoning						
101 FULL-TIME EMPLOYEES - REGULAR	557.76	0.14	1,659.59	0.16	38,600.00	36,940.41
121 EMPLOYER PERA CONTRIBUTIONS	41.82	0.01	124.44	0.01	2,895.00	2,770.56
122 EMPLOYER FICA CONTRIBUTIONS	33.15	0.01	99.16	0.01	2,355.00	2,255.84
123 EMPLOYER MEDICARE CONTRIBUTION	7.76		23.20		560.00	536.80
130 EMPLOYER PAID INSURANCE	128.92	0.03	386.69	0.04	5,001.00	4,614.31
150 WORKER'S COMPENSATION	0.00		303.00	0.03	300.00	-3.00
210 OPERATING SUPPLIES	14.59		82.99	0.01	500.00	417.01
304 LEGAL FEES	217.50	0.05	217.50	0.02	12,000.00	11,782.50
321 TELEPHONE	22.07	0.01	66.21	0.01	250.00	183.79
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		2,000.00	2,000.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		1,500.00	1,500.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		1,000.00	1,000.00
360 INSURANCE	0.00		0.00		4,000.00	4,000.00
430 OTHER SERVICE/CHARGES-MISC.	3,167.78	0.77	3,284.92	0.32	0.00	-3,284.92
440 PROFESSIONAL SERVICES	0.00		1,157.50	0.11	2,000.00	842.50
Account Total						
	4,191.35	1.02	7,405.20	0.73	72,961.00	65,555.80
Total Department	4,191.35	1.02	7,405.20	0.73	72,961.00	65,555.80
Data Processing						
Data Processing						
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
309 EDP, SOFTWARE & DESIGN	672.00	0.16	1,255.80	0.12	4,500.00	3,244.20
370 MAINTENANCE/SUPPORT FEES	0.00		747.00	0.07	8,000.00	7,253.00
400 REPAIRS & MAINTENANCE	0.00		27.50		1,000.00	972.50
440 PROFESSIONAL SERVICES	0.00		3,082.00	0.30	3,500.00	418.00
Account Total						
	672.00	0.16	5,112.30	0.50	18,000.00	12,887.70
Total Department	672.00	0.16	5,112.30	0.50	18,000.00	12,887.70

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
General Govt Building						
General Govt Buildings						
103 PART-TIME EMPLOYEES	241.81	0.06	709.57	0.07	3,300.00	2,590.43
121 EMPLOYER PERA CONTRIBUTIONS	18.13		53.19	0.01	247.00	193.81
122 EMPLOYER FICA CONTRIBUTIONS	14.55		42.65		205.00	162.35
123 EMPLOYER MEDICARE CONTRIBUTION	3.39		9.99		48.00	38.01
150 WORKER'S COMPENSATION	0.00		206.00	0.02	250.00	44.00
210 OPERATING SUPPLIES	0.00		73.93	0.01	300.00	226.07
220 REPAIR/MAINTENANCE SUPPLIES	0.00		325.95	0.03	250.00	-75.95
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
360 INSURANCE	0.00		0.00		500.00	500.00
380 UTILITY SERVICES	945.01	0.23	1,721.48	0.17	6,800.00	5,078.52
400 REPAIRS & MAINTENANCE	0.00		180.00	0.02	2,000.00	1,820.00
410 RENTALS	0.00		0.00		700.00	700.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		300.00	300.00
Account Total	1,222.89	0.30	3,322.76	0.33	15,400.00	12,077.24
Total Department	1,222.89	0.30	3,322.76	0.33	15,400.00	12,077.24
General Engineering						
General Engineering						
303 ENGINEERING FEES	10,032.75	2.45	10,032.75	0.98	25,000.00	14,967.25
Account Total	10,032.75	2.45	10,032.75	0.98	25,000.00	14,967.25
Total Department	10,032.75	2.45	10,032.75	0.98	25,000.00	14,967.25
Police						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	302.22	0.07	711.96	0.07	3,500.00	2,788.04
121 EMPLOYER PERA CONTRIBUTIONS	22.67	0.01	53.41	0.01	262.00	208.59
122 EMPLOYER FICA CONTRIBUTIONS	18.19		42.83		217.00	174.17
123 EMPLOYER MEDICARE CONTRIBUTION	4.25		10.00		51.00	41.00
Account Total	347.33	0.08	818.20	0.08	4,030.00	3,211.80
Police						
101 FULL-TIME EMPLOYEES - REGULAR	56,066.67	13.67	167,694.61	16.44	789,239.00	621,544.39
102 FULL-TIME EMPLOYEES - OVERTIME	2,695.72	0.66	2,160.10	0.21	34,500.00	32,339.90
103 PART-TIME EMPLOYEES	2,612.32	0.64	6,905.35	0.68	20,000.00	13,094.65
104 Canine	300.00	0.07	872.00	0.09	3,900.00	3,028.00
121 EMPLOYER PERA CONTRIBUTIONS	10,374.05	2.53	30,259.50	2.97	143,102.00	112,842.50
122 EMPLOYER FICA CONTRIBUTIONS	272.57	0.07	2,757.16	0.27	6,000.00	3,242.84
123 EMPLOYER MEDICARE CONTRIBUTION	853.83	0.21	2,937.59	0.29	11,000.00	8,062.41
130 EMPLOYER PAID INSURANCE	12,332.86	3.01	36,314.37	3.56	165,500.00	129,185.63
150 WORKER'S COMPENSATION	0.00		65,885.00	6.46	85,300.00	19,415.00
160 LIABILITY INSURANCE	0.00		0.00		350.00	350.00
210 OPERATING SUPPLIES	1,154.48	0.28	1,965.81	0.19	15,000.00	13,034.19
212 MOTOR FUELS	4,524.61	1.10	6,523.93	0.64	20,000.00	13,476.07
214 UNIFORMS	220.00	0.05	220.00	0.02	6,000.00	5,780.00
220 REPAIR/MAINTENANCE SUPPLIES	312.93	0.08	638.88	0.06	3,000.00	2,361.12
240 SMALL TOOLS/MINOR EQUIPMENT	296.16	0.07	1,453.53	0.14	8,000.00	6,546.47
309 EDP, SOFTWARE & DESIGN	288.00	0.07	288.00	0.03	350.00	62.00
321 TELEPHONE	1,008.68	0.25	2,100.60	0.21	16,000.00	13,899.40
325 COMMUNICATION-OTHER	15.00		30.00		900.00	870.00
333 STAFF MEETINGS & CONFERENCES	540.72	0.13	3,199.67	0.31	13,000.00	9,800.33

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
334 MEMBERSHIP DUES AND FEES	724.09	0.18	8,922.65	0.87	10,000.00	1,077.35
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		3,216.00	0.32	39,000.00	35,784.00
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		12,500.00	12,500.00
380 UTILITY SERVICES	795.35	0.19	1,460.64	0.14	7,200.00	5,739.36
400 REPAIRS & MAINTENANCE	727.60	0.18	1,611.60	0.16	7,500.00	5,888.40
410 RENTALS	0.00		0.00		20.00	20.00
430 OTHER SERVICE/CHARGES-MISC.	40.00	0.01	120.00	0.01	6,000.00	5,880.00
440 PROFESSIONAL SERVICES	0.00		1,867.86	0.18	5,000.00	3,132.14
444 OTHER CONTRACTUAL SERVICES	174.00	0.04	2,974.00	0.29	3,000.00	26.00
Account Total	96,329.64	23.49	352,378.85	34.54	1,431,611.00	1,079,232.15
Total Department	96,676.97	23.57	353,197.05	34.62	1,435,641.00	1,082,443.95
Fire						
Fire						
101 FULL-TIME EMPLOYEES - REGULAR	1,621.89	0.40	2,171.82	0.21	64,000.00	61,828.18
121 EMPLOYER PERA CONTRIBUTIONS	97.64	0.02	138.89	0.01	525.00	386.11
122 EMPLOYER FICA CONTRIBUTIONS	65.92	0.02	94.51	0.01	1,100.00	1,005.49
123 EMPLOYER MEDICARE CONTRIBUTION	20.05		26.73		800.00	773.27
130 EMPLOYER PAID INSURANCE	702.75	0.17	982.19	0.10	3,500.00	2,517.81
150 WORKER'S COMPENSATION	0.00		13,998.00	1.37	20,250.00	6,252.00
160 LIABILITY INSURANCE	0.00		0.00		50.00	50.00
209 MEDICAL SUPPLIES	184.09	0.04	739.19	0.07	3,000.00	2,260.81
210 OPERATING SUPPLIES	3,602.17	0.88	3,669.07	0.36	6,700.00	3,030.93
212 MOTOR FUELS	299.52	0.07	318.21	0.03	3,000.00	2,681.79
214 UNIFORMS	0.00		0.00		3,000.00	3,000.00
216 PERIODICALS	0.00		0.00		100.00	100.00
220 REPAIR/MAINTENANCE SUPPLIES	159.22	0.04	159.22	0.02	4,500.00	4,340.78
240 SMALL TOOLS/MINOR EQUIPMENT	-145.44	-0.04	-10.44		35,000.00	35,010.44
321 TELEPHONE	198.12	0.05	594.36	0.06	2,500.00	1,905.64
330 TRAINING	94.49	0.02	144.49	0.01	15,000.00	14,855.51
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		5,000.00	5,000.00
334 MEMBERSHIP DUES AND FEES	50.00	0.01	540.00	0.05	1,500.00	960.00
343 OTHER ADVERTISING	138.76	0.03	138.76	0.01	300.00	161.24
360 INSURANCE	0.00		0.00		5,000.00	5,000.00
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		400.00	400.00
380 UTILITY SERVICES	1,765.30	0.43	3,501.71	0.34	9,000.00	5,498.29
400 REPAIRS & MAINTENANCE	2,184.41	0.53	2,184.41	0.21	10,000.00	7,815.59
430 OTHER SERVICE/CHARGES-MISC.	1,020.00	0.25	1,055.00	0.10	45,421.00	44,366.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		7,500.00	7,500.00
Account Total	12,058.89	2.94	30,446.12	2.98	247,146.00	216,699.88
Total Department	12,058.89	2.94	30,446.12	2.98	247,146.00	216,699.88
Building Inspection						
Building Inspection						
331 TRAVEL/MILEAGE	215.18	0.05	490.68	0.05	3,200.00	2,709.32
444 OTHER CONTRACTUAL SERVICES	3,842.66	0.94	7,432.91	0.73	45,000.00	37,567.09
Account Total	4,057.84	0.99	7,923.59	0.78	48,200.00	40,276.41
Total Department	4,057.84	0.99	7,923.59	0.78	48,200.00	40,276.41

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Animal Control						
Animal Control						
210 OPERATING SUPPLIES	0.00		0.00		175.00	175.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
Account Total						
					325.00	325.00
Total Department					325.00	325.00
Highways, Streets, Roadways						
Highways, Streets, Roadways						
101 FULL-TIME EMPLOYEES - REGULAR	11,597.24	2.83	34,680.46	3.40	139,000.00	104,319.54
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		5,000.00	5,000.00
121 EMPLOYER PERA CONTRIBUTIONS	869.80	0.21	2,601.11	0.25	10,800.00	8,198.89
122 EMPLOYER FICA CONTRIBUTIONS	684.48	0.17	2,046.68	0.20	8,928.00	6,881.32
123 EMPLOYER MEDICARE CONTRIBUTION	160.08	0.04	478.56	0.05	2,088.00	1,609.44
130 EMPLOYER PAID INSURANCE	2,393.25	0.58	7,169.15	0.70	27,200.00	20,030.85
150 WORKER'S COMPENSATION	0.00		11,499.00	1.13	15,500.00	4,001.00
210 OPERATING SUPPLIES	1,430.32	0.35	3,030.81	0.30	11,000.00	7,969.19
212 MOTOR FUELS	448.77	0.11	556.96	0.05	4,000.00	3,443.04
214 UNIFORMS	0.00		0.00		1,000.00	1,000.00
220 REPAIR/MAINTENANCE SUPPLIES	2,881.56	0.70	4,013.65	0.39	19,000.00	14,986.35
240 SMALL TOOLS/MINOR EQUIPMENT	39.97	0.01	45.96		2,000.00	1,954.04
304 LEGAL FEES	420.50	0.10	420.50	0.04	0.00	-420.50
321 TELEPHONE	129.06	0.03	296.62	0.03	1,600.00	1,303.38
325 COMMUNICATION-OTHER	15.00		30.00		0.00	-30.00
333 STAFF MEETINGS & CONFERENCES	350.71	0.09	350.71	0.03	500.00	149.29
334 MEMBERSHIP DUES AND FEES	0.00		0.00		75.00	75.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		0.00		6,250.00	6,250.00
380 UTILITY SERVICES	2,406.08	0.59	4,604.30	0.45	13,000.00	8,395.70
400 REPAIRS & MAINTENANCE	155.32	0.04	155.32	0.02	11,900.00	11,744.68
410 RENTALS	0.00		0.00		300.00	300.00
430 OTHER SERVICE/CHARGES-MISC.	116.22	0.03	325.22	0.03	2,500.00	2,174.78
440 PROFESSIONAL SERVICES	0.00		0.00		1,500.00	1,500.00
444 OTHER CONTRACTUAL SERVICES	30.75	0.01	50.84		4,500.00	4,449.16
Account Total						
	24,129.11	5.88	72,355.85	7.09	288,141.00	215,785.15
Total Department	24,129.11	5.88	72,355.85	7.09	288,141.00	215,785.15
Paved Streets						
Paved Streets						
220 REPAIR/MAINTENANCE SUPPLIES	744.80	0.18	744.80	0.07	10,000.00	9,255.20
303 ENGINEERING FEES	11,437.97	2.79	11,437.97	1.12	15,000.00	3,562.03
400 REPAIRS & MAINTENANCE	0.00		0.00		168,000.00	168,000.00
Account Total						
	12,182.77	2.97	12,182.77	1.19	193,000.00	180,817.23
Total Department	12,182.77	2.97	12,182.77	1.19	193,000.00	180,817.23
Ice & Snow Removal						

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Ice & Snow Removal						
102 FULL-TIME EMPLOYEES - OVERTIME	549.05	0.13	4,136.89	0.41	16,000.00	11,863.11
121 EMPLOYER PERA CONTRIBUTIONS	41.17	0.01	310.26	0.03	1,200.00	889.74
122 EMPLOYER FICA CONTRIBUTIONS	32.23	0.01	245.56	0.02	992.00	746.44
123 EMPLOYER MEDICARE CONTRIBUTION	7.54		57.46	0.01	232.00	174.54
130 EMPLOYER PAID INSURANCE	112.06	0.03	756.82	0.07	5,000.00	4,243.18
150 WORKER'S COMPENSATION	0.00		1,278.00	0.13	1,625.00	347.00
210 OPERATING SUPPLIES	1,397.27	0.34	2,867.47	0.28	9,000.00	6,132.53
212 MOTOR FUELS	0.00		0.00		500.00	500.00
220 REPAIR/MAINTENANCE SUPPLIES	2,639.57	0.64	3,554.44	0.35	22,500.00	18,945.56
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		300.00	300.00
360 INSURANCE	0.00		0.00		360.00	360.00
400 REPAIRS & MAINTENANCE	155.31	0.04	155.31	0.02	8,000.00	7,844.69
410 RENTALS	0.00		0.00		50.00	50.00
430 OTHER SERVICE/CHARGES-MISC.	12.71		12.71		500.00	487.29
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		3,000.00	3,000.00
Account Total	4,946.91	1.21	13,374.92	1.31	69,259.00	55,884.08
Total Department	4,946.91	1.21	13,374.92	1.31	69,259.00	55,884.08
Street Lighting						
Street Lighting						
380 UTILITY SERVICES	7,437.46	1.81	11,172.90	1.10	60,000.00	48,827.10
Account Total	7,437.46	1.81	11,172.90	1.10	60,000.00	48,827.10
Total Department	7,437.46	1.81	11,172.90	1.10	60,000.00	48,827.10
Sidewalks						
Sidewalks						
400 REPAIRS & MAINTENANCE	0.00		0.00		50,000.00	50,000.00
Account Total					50,000.00	50,000.00
Total Department					50,000.00	50,000.00
Waste Collection and Disposal						
Waste Collection & Disposal						
430 OTHER SERVICE/CHARGES-MISC.	891.00	0.22	1,782.00	0.17	11,500.00	9,718.00
Account Total	891.00	0.22	1,782.00	0.17	11,500.00	9,718.00
Total Department	891.00	0.22	1,782.00	0.17	11,500.00	9,718.00
Emer Mgmt/Health						
Emer Mgmt/Health						
210 OPERATING SUPPLIES	0.00		0.00		1,500.00	1,500.00
360 INSURANCE	0.00		0.00		900.00	900.00
380 UTILITY SERVICES	145.99	0.04	216.21	0.02	2,000.00	1,783.79
400 REPAIRS & MAINTENANCE	0.00		286.40	0.03	2,000.00	1,713.60
430 OTHER SERVICE/CHARGES-MISC.	16.99		5,220.76	0.51	7,000.00	1,779.24
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		1,000.00	1,000.00
Account Total	162.98	0.04	5,723.37	0.56	14,400.00	8,676.63
Total Department	162.98	0.04	5,723.37	0.56	14,400.00	8,676.63
Parks and Recreation						

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Parks & Recreation						
210 OPERATING SUPPLIES	46.79	0.01	46.79		500.00	453.21
321 TELEPHONE	169.74	0.04	431.50	0.04	4,500.00	4,068.50
325 COMMUNICATION-OTHER	15.00		30.00		100.00	70.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		50.00	50.00
334 MEMBERSHIP DUES AND FEES	65.00	0.02	365.00	0.04	500.00	135.00
410 RENTALS	0.00		0.00		30.00	30.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		3,500.00	3,500.00
Account Total	296.53	0.07	873.29	0.09	9,180.00	8,306.71
Total Department	296.53	0.07	873.29	0.09	9,180.00	8,306.71
Playgrounds						
Playgrounds						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		3,000.00	3,000.00
Account Total					3,000.00	3,000.00
Total Department					3,000.00	3,000.00
Swimming Pool						
Swimming Pool						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		6,000.00	6,000.00
103 PART-TIME EMPLOYEES	0.00		0.00		165,000.00	165,000.00
121 EMPLOYER PERA CONTRIBUTIONS	0.00		0.00		300.00	300.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		10,602.00	10,602.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		2,480.00	2,480.00
130 EMPLOYER PAID INSURANCE	0.00		0.00		1,000.00	1,000.00
150 WORKER'S COMPENSATION	0.00		10,293.00	1.01	12,900.00	2,607.00
210 OPERATING SUPPLIES	0.00		0.00		22,000.00	22,000.00
220 REPAIR/MAINTENANCE SUPPLIES	886.62	0.22	886.62	0.09	14,000.00	13,113.38
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		20,000.00	20,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		4,000.00	4,000.00
262 COST OF CONCESSIONS	0.00		0.00		25,000.00	25,000.00
321 TELEPHONE	78.53	0.02	235.59	0.02	1,100.00	864.41
333 STAFF MEETINGS & CONFERENCES	0.00		325.00	0.03	0.00	-325.00
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
344 PROMOTION	0.00		0.00		1,500.00	1,500.00
360 INSURANCE	0.00		0.00		3,350.00	3,350.00
370 MAINTENANCE/SUPPORT FEES	0.00		4,395.00	0.43	2,500.00	-1,895.00
380 UTILITY SERVICES	402.72	0.10	632.78	0.06	55,000.00	54,367.22
400 REPAIRS & MAINTENANCE	381.00	0.09	381.00	0.04	4,000.00	3,619.00
410 RENTALS	0.00		0.00		750.00	750.00
430 OTHER SERVICE/CHARGES-MISC.	130.83	0.03	2,060.83	0.20	2,000.00	-60.83
Account Total	1,879.70	0.46	19,209.82	1.88	353,632.00	334,422.18
Total Department	1,879.70	0.46	19,209.82	1.88	353,632.00	334,422.18
Other Recreational Facilities						
Other Recreational Facilities						
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		186.00	186.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		44.00	44.00
210 OPERATING SUPPLIES	22.35	0.01	111.30	0.01	6,500.00	6,388.70
214 UNIFORMS	0.00		0.00		500.00	500.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		59.90	0.01	5,500.00	5,440.10

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,500.00	3,500.00
333 STAFF MEETINGS & CONFERENCES	350.72	0.09	495.67	0.05	350.00	-145.67
334 MEMBERSHIP DUES AND FEES	0.00		0.00		450.00	450.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		0.00		560.00	560.00
380 UTILITY SERVICES	219.84	0.05	331.34	0.03	10,500.00	10,168.66
400 REPAIRS & MAINTENANCE	155.32	0.04	155.32	0.02	7,500.00	7,344.68
430 OTHER SERVICE/CHARGES-MISC.	12.71		501.21	0.05	1,000.00	498.79
444 OTHER CONTRACTUAL SERVICES	0.00		15,000.00	1.47	21,600.00	6,600.00
Account Total	760.94	0.19	16,654.74	1.63	61,440.00	44,785.26
Total Department	760.94	0.19	16,654.74	1.63	61,440.00	44,785.26
Cemetery						
Cemetery						
101 FULL-TIME EMPLOYEES - REGULAR	913.46	0.22	2,718.60	0.27	13,500.00	10,781.40
121 EMPLOYER PERA CONTRIBUTIONS	68.50	0.02	203.88	0.02	1,013.00	809.12
122 EMPLOYER FICA CONTRIBUTIONS	55.83	0.01	166.86	0.02	837.00	670.14
123 EMPLOYER MEDICARE CONTRIBUTION	13.06		39.02		196.00	156.98
130 EMPLOYER PAID INSURANCE	47.94	0.01	143.83	0.01	2,000.00	1,856.17
150 WORKER'S COMPENSATION	0.00		85.00	0.01	1,350.00	1,265.00
210 OPERATING SUPPLIES	14.93		24.93		500.00	475.07
214 UNIFORMS	0.00		0.00		50.00	50.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		500.00	500.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,000.00	2,000.00
301 AUDITING/ACCOUNTING	0.00		0.00		1,000.00	1,000.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		0.00		2,010.00	2,010.00
370 MAINTENANCE/SUPPORT FEES	0.00		1,299.40	0.13	2,000.00	700.60
380 UTILITY SERVICES	30.98	0.01	62.18	0.01	500.00	437.82
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		8,000.00	8,000.00
440 PROFESSIONAL SERVICES	0.00		0.00		400.00	400.00
444 OTHER CONTRACTUAL SERVICES	1,300.00	0.32	1,950.00	0.19	18,000.00	16,050.00
Account Total	2,444.70	0.60	6,693.70	0.66	54,456.00	47,762.30
Total Department	2,444.70	0.60	6,693.70	0.66	54,456.00	47,762.30
Park Areas						
Park Areas						
101 FULL-TIME EMPLOYEES - REGULAR	13,337.95	3.25	39,695.95	3.89	175,000.00	135,304.05
102 FULL-TIME EMPLOYEES - OVERTIME	158.93	0.04	158.93	0.02	2,000.00	1,841.07
121 EMPLOYER PERA CONTRIBUTIONS	1,012.29	0.25	2,989.10	0.29	13,275.00	10,285.90
122 EMPLOYER FICA CONTRIBUTIONS	786.07	0.19	2,320.01	0.23	10,974.00	8,653.99
123 EMPLOYER MEDICARE CONTRIBUTION	183.84	0.04	542.62	0.05	2,567.00	2,024.38
130 EMPLOYER PAID INSURANCE	3,635.84	0.89	10,821.16	1.06	37,500.00	26,678.84
150 WORKER'S COMPENSATION	0.00		11,781.00	1.15	14,850.00	3,069.00
210 OPERATING SUPPLIES	0.00		2,067.41	0.20	3,000.00	932.59
212 MOTOR FUELS	448.22	0.11	506.53	0.05	6,000.00	5,493.47
214 UNIFORMS	0.00		0.00		1,500.00	1,500.00
220 REPAIR/MAINTENANCE SUPPLIES	398.17	0.10	3,207.12	0.31	12,000.00	8,792.88
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		939.99	0.09	3,000.00	2,060.01
262 COST OF CONCESSIONS	0.00		0.00		2,000.00	2,000.00

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
333 STAFF MEETINGS & CONFERENCES	0.00		321.38	0.03	400.00	78.62
334 MEMBERSHIP DUES AND FEES	0.00		0.00		150.00	150.00
360 INSURANCE	0.00		0.00		16,100.00	16,100.00
380 UTILITY SERVICES	731.46	0.18	1,364.47	0.13	6,000.00	4,635.53
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
410 RENTALS	0.00		0.00		6,500.00	6,500.00
430 OTHER SERVICE/CHARGES-MISC.	103.50	0.03	571.50	0.06	1,500.00	928.50
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		21,500.00	21,500.00
Account Total	20,796.27	5.07	77,287.17	7.57	336,816.00	259,528.83
Total Department	20,796.27	5.07	77,287.17	7.57	336,816.00	259,528.83
Forestry and Nursery						
Forestry & Nursery						
210 OPERATING SUPPLIES	417.65	0.10	417.65	0.04	600.00	182.35
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,200.00	1,200.00
333 STAFF MEETINGS & CONFERENCES	50.00	0.01	50.00		300.00	250.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		25.00	25.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		44.25		7,000.00	6,955.75
444 OTHER CONTRACTUAL SERVICES	5,400.00	1.32	5,400.00	0.53	7,000.00	1,600.00
Account Total	5,867.65	1.43	5,911.90	0.58	16,225.00	10,313.10
Total Department	5,867.65	1.43	5,911.90	0.58	16,225.00	10,313.10
Historic Watertower						
Historic Watertower						
380 UTILITY SERVICES	0.00		-28.52		0.00	28.52
430 OTHER SERVICE/CHARGES-MISC.	59.18	0.01	116.21	0.01	2,000.00	1,883.79
Account Total	59.18	0.01	87.69	0.01	2,000.00	1,912.31
Total Department	59.18	0.01	87.69	0.01	2,000.00	1,912.31
Dodge County Arena						
Dodge County Arena						
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		18,862.00	18,862.00
440 PROFESSIONAL SERVICES	0.00		300.00	0.03	300.00	0.00
Account Total			300.00	0.03	19,162.00	18,862.00
Total Department			300.00	0.03	19,162.00	18,862.00
Capital						
Council						
580 OTHER EQUIPMENT	0.00		0.00		147,500.00	147,500.00
Account Total					147,500.00	147,500.00
City Administration						
570 OFFICE EQUIP AND FURNISHINGS	0.00		0.00		12,500.00	12,500.00
Account Total					12,500.00	12,500.00
General Govt Buildings						
580 OTHER EQUIPMENT	0.00		0.00		10,000.00	10,000.00
Account Total					10,000.00	10,000.00
Police						
580 OTHER EQUIPMENT	0.00		48,206.03	4.72	59,000.00	10,793.97
601 BOND PRINCIPAL	2,650.49	0.65	7,898.32	0.77	32,572.00	24,673.68
611 BOND INTEREST	828.65	0.20	2,539.10	0.25	9,178.00	6,638.90
Account Total	3,479.14	0.85	58,643.45	5.75	100,750.00	42,106.55

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Fire						
550 MOTOR VEHICLES	0.00		0.00		56,666.00	56,666.00
580 OTHER EQUIPMENT	169,167.00	41.25	169,167.00	16.58	0.00	-169,167.00
601 BOND PRINCIPAL	1,103.32	0.27	3,292.01	0.32	19,909.00	16,616.99
611 BOND INTEREST	442.77	0.11	1,346.26	0.13	7,617.00	6,270.74
Account Total	170,713.09	41.62	173,805.27	17.03	84,192.00	-89,613.27
Highways, Streets, Roadways						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		50,000.00	50,000.00
540 HEAVY MACHINERY	0.00		0.00		100,000.00	100,000.00
550 MOTOR VEHICLES	0.00		0.00		8,669.00	8,669.00
601 BOND PRINCIPAL	566.82	0.14	1,689.34	0.17	7,592.00	5,902.66
611 BOND INTEREST	200.24	0.05	611.84	0.06	1,615.00	1,003.16
Account Total	767.06	0.19	2,301.18	0.23	167,876.00	165,574.82
Swimming Pool						
570 OFFICE EQUIP AND FURNISHINGS	0.00		0.00		1,000.00	1,000.00
Account Total					1,000.00	1,000.00
Other Recreational Facilities						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		35,310.00	35,310.00
Account Total					35,310.00	35,310.00
Park Areas						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		55,200.00	55,200.00
550 MOTOR VEHICLES	0.00		0.00		10,207.00	10,207.00
601 BOND PRINCIPAL	701.84	0.17	2,091.83	0.21	8,619.00	6,527.17
611 BOND INTEREST	261.41	0.06	797.92	0.08	2,939.00	2,141.08
Account Total	963.25	0.23	2,889.75	0.28	76,965.00	74,075.25
Total Department	175,922.54	42.89	237,639.65	23.29	636,093.00	398,453.35
Unallocated Expenses						
Unallocated Expenditures						
360 INSURANCE	0.00		0.00		26,000.00	26,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		189,812.00	189,812.00
433 MMUA SAFETY PROGRAM	0.00		3,747.00	0.37	7,500.00	3,753.00
Account Total			3,747.00	0.37	223,312.00	219,565.00
Total Department			3,747.00	0.37	223,312.00	219,565.00
Other Financing Uses						
Other Financing Uses						
720 OPERATING TRANSFERS	0.00		0.00		82,550.00	82,550.00
Account Total					82,550.00	82,550.00
Total Department					82,550.00	82,550.00
Total Expenses	410,132.14	100.00	1,020,333.62	100.00	4,760,236.00	3,739,902.38
Net Income(Loss)	-274,109.15	-66.83	-780,722.38	-76.52		

211 Library Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Library						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		408,484.00	-408,484.00
3362 COUNTY CONTR - SELCO	14,774.70	12.02	14,774.70	7.79	59,099.00	-44,324.30
3363 GRANT	0.00		0.00		980.00	-980.00
3410 CHARGES FOR SERVICES	18.37	0.01	124.47	0.07	400.00	-275.53
3412 CHARGES FOR SERVICES-PRIN	64.02	0.05	182.07	0.10	400.00	-217.93
3513 LIBRARY FINES	79.70	0.06	582.38	0.31	4,000.00	-3,417.62
3621 INTEREST EARNED	0.00		332.15	0.18	150.00	182.15
3623 CONTR/DONATION FROM PRIVA	500.00	0.41	2,560.00	1.35	1,050.00	1,510.00
3624 MISC REVENUE - REFUNDS	0.00		51.49	0.03	400.00	-348.51
3629 LIBRARY PROGRAM	1,021.51	0.83	1,021.51	0.54	0.00	1,021.51
Total Department	16,458.30	13.39	19,628.77	10.35	474,963.00	-455,334.23
Total Revenue	16,458.30	100.00	19,628.77	100.00	474,963.00	-455,334.23
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	785.85	0.64	2,575.35	1.36	10,100.00	7,524.65
121 EMPLOYER PERA CONTRIBUTIONS	58.94	0.05	193.17	0.10	758.00	564.83
122 EMPLOYER FICA CONTRIBUTIONS	47.29	0.04	154.85	0.08	626.00	471.15
123 EMPLOYER MEDICARE CONTRIBUTION	11.07	0.01	36.21	0.02	146.00	109.79
Account Total	903.15	0.73	2,959.58	1.56	11,630.00	8,670.42
Total Department	903.15	0.73	2,959.58	1.56	11,630.00	8,670.42
Library						
Library						
101 FULL-TIME EMPLOYEES - REGULAR	18,566.40	15.11	55,044.64	29.03	243,200.00	188,155.36
121 EMPLOYER PERA CONTRIBUTIONS	1,392.48	1.13	4,128.35	2.18	18,240.00	14,111.65
122 EMPLOYER FICA CONTRIBUTIONS	1,072.88	0.87	3,178.06	1.68	15,078.00	11,899.94
123 EMPLOYER MEDICARE CONTRIBUTION	250.92	0.20	743.26	0.39	3,527.00	2,783.74
130 EMPLOYER PAID INSURANCE	5,519.74	4.49	16,559.22	8.73	67,500.00	50,940.78
150 WORKER'S COMPENSATION	0.00		2,164.00	1.14	2,600.00	436.00
160 LIABILITY INSURANCE	0.00		0.00		48.00	48.00
210 OPERATING SUPPLIES	121.87	0.10	239.49	0.13	3,500.00	3,260.51
216 PERIODICALS	287.85	0.23	287.85	0.15	500.00	212.15
218 BOOKS	431.25	0.35	1,587.75	0.84	10,500.00	8,912.25
219 AUDIO VISUAL	261.72	0.21	493.62	0.26	5,000.00	4,506.38
220 REPAIR/MAINTENANCE SUPPLIES	0.00		347.34	0.18	1,000.00	652.66
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		100.00	100.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00
304 LEGAL FEES	0.00		0.00		500.00	500.00
309 EDP, SOFTWARE & DESIGN	1,518.48	1.24	6,756.23	3.56	22,000.00	15,243.77
321 TELEPHONE	148.65	0.12	513.72	0.27	2,500.00	1,986.28
325 COMMUNICATION-OTHER	10.00	0.01	10.00	0.01	500.00	490.00
331 TRAVEL/MILEAGE	0.00		0.00		400.00	400.00
333 STAFF MEETINGS & CONFERENCES	350.72	0.29	350.72	0.18	500.00	149.28

211 Library Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
334 MEMBERSHIP DUES AND FEES	0.00		50.00	0.03	500.00	450.00
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
360 INSURANCE	0.00		0.00		3,500.00	3,500.00
370 MAINTENANCE/SUPPORT FEES	123.11	0.10	222.15	0.12	2,000.00	1,777.85
380 UTILITY SERVICES	1,279.17	1.04	2,202.61	1.16	13,000.00	10,797.39
400 REPAIRS & MAINTENANCE	90,546.00	73.67	90,546.00	47.75	9,000.00	-81,546.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		149.63	0.08	2,000.00	1,850.37
433 MMUA SAFETY PROGRAM	0.00		618.00	0.33	1,240.00	622.00
440 PROFESSIONAL SERVICES	0.00		300.00	0.16	500.00	200.00
441 LIBRARY PROGRAMS	24.85	0.02	64.52	0.03	3,500.00	3,435.48
444 OTHER CONTRACTUAL SERVICES	96.39	0.08	96.39	0.05	250.00	153.61
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		20,000.00	20,000.00
570 OFFICE EQUIP AND FURNISHINGS	0.00		0.00		10,000.00	10,000.00
Account Total	122,002.48	99.27	186,653.55	98.44	463,333.00	276,679.45
Total Department	122,002.48	99.27	186,653.55	98.44	463,333.00	276,679.45
Total Expenses	122,905.63	100.00	189,613.13	100.00	474,963.00	285,349.87
Net Income(Loss)	-106,447.33	-86.61	-169,984.36	-89.65		

290 Economic Development

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		102,444.00	-102,444.00
3621 INTEREST EARNED	0.00		0.00		500.00	-500.00
Total Department					102,944.00	-102,944.00
Total Revenue	0.00	100.00	0.00	100.00	102,944.00	-102,944.00
Expenses						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	1,053.60	16.02	3,114.94	14.49	12,500.00	9,385.06
121 EMPLOYER PERA CONTRIBUTIONS	79.02	1.20	233.63	1.09	938.00	704.37
122 EMPLOYER FICA CONTRIBUTIONS	61.97	0.94	183.04	0.85	775.00	591.96
123 EMPLOYER MEDICARE CONTRIBUTION	14.50	0.22	42.82	0.20	181.00	138.18
130 EMPLOYER PAID INSURANCE	190.87	2.90	572.57	2.66	6,000.00	5,427.43
150 WORKER'S COMPENSATION	0.00		98.00	0.46	100.00	2.00
210 OPERATING SUPPLIES	6.01	0.09	74.41	0.35	500.00	425.59
303 ENGINEERING FEES	5,016.70	76.29	5,016.70	23.33	1,500.00	-3,516.70
304 LEGAL FEES	116.00	1.76	116.00	0.54	2,500.00	2,384.00
321 TELEPHONE	22.08	0.34	66.24	0.31	500.00	433.76
325 COMMUNICATION-OTHER	15.00	0.23	30.00	0.14	200.00	170.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00
334 MEMBERSHIP DUES AND FEES	0.00		75.00	0.35	500.00	425.00
343 OTHER ADVERTISING	0.00		0.00		8,000.00	8,000.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		0.00		450.00	450.00
414 COMMERCIAL PROGRAMS	0.00		0.00		17,000.00	17,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		10.00	0.05	3,500.00	3,490.00
440 PROFESSIONAL SERVICES	0.00		300.00	1.40	800.00	500.00
444 OTHER CONTRACTUAL SERVICES	0.00		11,570.00	53.81	46,500.00	34,930.00
Account Total	6,575.75	100.00	21,503.35	100.00	102,944.00	81,440.65
Total Department	6,575.75	100.00	21,503.35	100.00	102,944.00	81,440.65
Total Expenses	6,575.75	100.00	21,503.35	100.00	102,944.00	81,440.65
Net Income(Loss)	-6,575.75	-100.00	-21,503.35	-100.00		

601 Water Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Distribution						
3621 INTEREST EARNED	2,450.29	3.88	3,045.54	0.91	5,000.00	-1,954.46
3622 RENTS AND ROYALTIES	2,265.84	3.59	3,382.02	1.01	12,625.00	-9,242.98
3624 MISC REVENUE - REFUNDS	0.00		0.00		500.00	-500.00
3626 MONEY MARKET INTEREST	0.04		0.04		0.00	0.04
3710 WATER SALES - CUSTOMERS	67,305.79	106.67	213,128.11	63.60	905,130.00	-692,001.89
3715 CONNECTION/RECONNECTION F	0.00		0.00		100.00	-100.00
3716 WATER ACCESS CHARGE-BP	8,400.00	13.31	10,800.00	3.22	0.00	10,800.00
3718 METER SALES	2,775.00	4.40	3,888.93	1.16	6,000.00	-2,111.07
3746 PENALTIES	663.06	1.05	1,726.21	0.52	7,000.00	-5,273.79
Total Department	83,860.02	132.91	235,970.85	70.42	936,355.00	-700,384.15
Total Revenue	83,860.02	100.00	235,970.85	100.00	936,355.00	-700,384.15
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		173,239.15	51.70	191,111.00	17,871.85
611 BOND INTEREST	246.37	0.39	15,929.90	4.75	96,361.00	80,431.10
Account Total	246.37	0.39	189,169.05	56.45	287,472.00	98,302.95
Total Department	246.37	0.39	189,169.05	56.45	287,472.00	98,302.95
Power and Pumping						
Power & Pumping						
380 UTILITY SERVICES	6,782.23	10.75	10,034.47	2.99	55,000.00	44,965.53
Account Total	6,782.23	10.75	10,034.47	2.99	55,000.00	44,965.53
Total Department	6,782.23	10.75	10,034.47	2.99	55,000.00	44,965.53
Distribution						
Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	7,434.96	11.78	22,228.81	6.63	93,500.00	71,271.19
102 FULL-TIME EMPLOYEES - OVERTIME	765.38	1.21	1,340.90	0.40	7,500.00	6,159.10
121 EMPLOYER PERA CONTRIBUTIONS	615.07	0.97	1,767.75	0.53	7,575.00	5,807.25
122 EMPLOYER FICA CONTRIBUTIONS	490.91	0.78	1,408.95	0.42	6,262.00	4,853.05
123 EMPLOYER MEDICARE CONTRIBUTION	114.78	0.18	329.46	0.10	1,465.00	1,135.54
130 EMPLOYER PAID INSURANCE	1,193.99	1.89	3,566.51	1.06	30,000.00	26,433.49
150 WORKER'S COMPENSATION	0.00		3,930.00	1.17	4,900.00	970.00
160 LIABILITY INSURANCE	0.00		0.00		50.00	50.00
210 OPERATING SUPPLIES	776.88	1.23	10,489.29	3.13	45,000.00	34,510.71
212 MOTOR FUELS	775.97	1.23	1,000.69	0.30	3,600.00	2,599.31
214 UNIFORMS	44.75	0.07	67.24	0.02	420.00	352.76
220 REPAIR/MAINTENANCE SUPPLIES	10.45	0.02	754.36	0.23	40,000.00	39,245.64
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		74.99	0.02	5,000.00	4,925.01
260 METERS	32,394.82	51.34	45,016.56	13.43	100,000.00	54,983.44
360 INSURANCE	0.00		0.00		7,000.00	7,000.00
400 REPAIRS & MAINTENANCE	155.31	0.25	7,737.44	2.31	67,000.00	59,262.56
430 OTHER SERVICE/CHARGES-MISC.	12.71	0.02	1,460.85	0.44	13,600.00	12,139.15
433 MMUA SAFETY PROGRAM	0.00		2,472.00	0.74	5,000.00	2,528.00

601 Water Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
440 PROFESSIONAL SERVICES	117.60	0.19	117.60	0.04	2,500.00	2,382.40
444 OTHER CONTRACTUAL SERVICES	30.75	0.05	50.84	0.02	1,200.00	1,149.16
Account Total	44,934.33	71.22	103,814.24	30.98	441,572.00	337,757.76
Total Department	44,934.33	71.22	103,814.24	30.98	441,572.00	337,757.76
Administration						
Administration						
101 FULL-TIME EMPLOYEES - REGULAR	5,531.60	8.77	16,354.54	4.88	84,000.00	67,645.46
102 FULL-TIME EMPLOYEES - OVERTIME	44.62	0.07	91.84	0.03	0.00	-91.84
121 EMPLOYER PERA CONTRIBUTIONS	418.25	0.66	1,233.55	0.37	6,300.00	5,066.45
122 EMPLOYER FICA CONTRIBUTIONS	321.47	0.51	949.15	0.28	5,208.00	4,258.85
123 EMPLOYER MEDICARE CONTRIBUTION	75.22	0.12	221.95	0.07	1,218.00	996.05
130 EMPLOYER PAID INSURANCE	1,242.28	1.97	3,726.82	1.11	5,900.00	2,173.18
210 OPERATING SUPPLIES	99.87	0.16	201.29	0.06	800.00	598.71
216 PERIODICALS	0.00		0.00		100.00	100.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,250.00	4,250.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	90.00	0.14	90.00	0.03	750.00	660.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		500.00	500.00
321 TELEPHONE	185.02	0.29	478.51	0.14	2,400.00	1,921.49
325 COMMUNICATION-OTHER	927.98	1.47	947.98	0.28	5,000.00	4,052.02
333 STAFF MEETINGS & CONFERENCES	689.64	1.09	939.64	0.28	1,500.00	560.36
334 MEMBERSHIP DUES AND FEES	0.00		275.00	0.08	500.00	225.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		1,200.00	1,200.00
370 MAINTENANCE/SUPPORT FEES	760.85	1.21	3,894.10	1.16	4,000.00	105.90
430 OTHER SERVICE/CHARGES-MISC.	144.50	0.23	174.50	0.05	200.00	25.50
435 UNCOLLECTIBLE	86.05	0.14	302.72	0.09	0.00	-302.72
438 CREDIT CARD FEES	515.80	0.82	1,485.69	0.44	6,000.00	4,514.31
440 PROFESSIONAL SERVICES	0.00		700.00	0.21	1,800.00	1,100.00
Account Total	11,133.15	17.64	32,067.28	9.57	137,226.00	105,158.72
Total Department	11,133.15	17.64	32,067.28	9.57	137,226.00	105,158.72
Total Expenses	63,096.08	100.00	335,085.04	100.00	921,270.00	586,184.96
Net Income(Loss)	20,763.94	32.91	-99,114.19	-29.58		

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Sewage Distribution						
3621 INTEREST EARNED	108.41	0.12	842.18	0.25	6,000.00	-5,157.82
3624 MISC REVENUE - REFUNDS	0.00		8,230.00	2.40	0.00	8,230.00
3718 METER SALES	0.00		0.00		8,000.00	-8,000.00
3720 SEWER SERVICE	160,385.61	180.97	496,617.68	144.63	2,040,000.00	-1,543,382.32
3725 SEWER CONNECTION FEES	17,450.00	19.69	22,350.00	6.51	20,000.00	2,350.00
3746 PENALTIES	1,550.33	1.75	4,082.48	1.19	18,000.00	-13,917.52
3922 OTHER MISC-GOVT	0.00		0.00		114,000.00	-114,000.00
Total Department	179,494.35	202.53	532,122.34	154.97	2,206,000.00	-1,673,877.66
Total Revenue	179,494.35	100.00	532,122.34	100.00	2,206,000.00	-1,673,877.66
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		110,335.48	32.13	315,207.00	204,871.52
611 BOND INTEREST	246.38	0.28	29,384.75	8.56	98,521.00	69,136.25
Account Total	246.38	0.28	139,720.23	40.69	413,728.00	274,007.77
Total Department	246.38	0.28	139,720.23	40.69	413,728.00	274,007.77
Sewer Plant						
Sewer Plant						
101 FULL-TIME EMPLOYEES - REGULAR	15,012.74	16.94	44,942.82	13.09	187,000.00	142,057.18
102 FULL-TIME EMPLOYEES - OVERTIME	1,989.58	2.24	3,485.54	1.02	15,000.00	11,514.46
103 PART-TIME EMPLOYEES	0.00		0.00		11,440.00	11,440.00
121 EMPLOYER PERA CONTRIBUTIONS	1,275.17	1.44	3,632.17	1.06	15,150.00	11,517.83
122 EMPLOYER FICA CONTRIBUTIONS	1,009.61	1.14	2,869.51	0.84	13,233.00	10,363.49
123 EMPLOYER MEDICARE CONTRIBUTION	236.14	0.27	671.10	0.20	3,095.00	2,423.90
130 EMPLOYER PAID INSURANCE	3,071.91	3.47	9,175.34	2.67	38,000.00	28,824.66
150 WORKER'S COMPENSATION	0.00		8,604.00	2.51	10,750.00	2,146.00
210 OPERATING SUPPLIES	24.68	0.03	153.77	0.04	25,000.00	24,846.23
211 CHEMICALS	0.00		6,506.30	1.89	60,000.00	53,493.70
212 MOTOR FUELS	0.00		0.00		2,000.00	2,000.00
214 UNIFORMS	0.00		0.00		910.00	910.00
216 PERIODICALS	0.00		0.00		30.00	30.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		87.75	0.03	16,000.00	15,912.25
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		50,000.00	50,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		164.92	0.05	5,000.00	4,835.08
301 AUDITING/ACCOUNTING	0.00		0.00		3,700.00	3,700.00
303 ENGINEERING FEES	0.00		0.00		10,000.00	10,000.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		400.00	400.00
321 TELEPHONE	167.33	0.19	463.71	0.14	2,000.00	1,536.29
333 STAFF MEETINGS & CONFERENCES	0.00		595.00	0.17	3,000.00	2,405.00
334 MEMBERSHIP DUES AND FEES	25.00	0.03	25.00	0.01	130.00	105.00
360 INSURANCE	0.00		0.00		10,200.00	10,200.00
370 MAINTENANCE/SUPPORT FEES	0.00		485.55	0.14	1,500.00	1,014.45
380 UTILITY SERVICES	3,399.87	3.84	6,435.69	1.87	55,000.00	48,564.31

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
381 PURCHASED POWER	5,769.62	6.51	8,688.09	2.53	110,000.00	101,311.91
400 REPAIRS & MAINTENANCE	1,049.80	1.18	1,228.80	0.36	62,000.00	60,771.20
430 OTHER SERVICE/CHARGES-MISC.	152.86	0.17	305.72	0.09	3,200.00	2,894.28
433 MMUA SAFETY PROGRAM	0.00		2,163.00	0.63	4,350.00	2,187.00
440 PROFESSIONAL SERVICES	3,124.93	3.53	7,049.74	2.05	50,000.00	42,950.26
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		8,500.00	8,500.00
Account Total	36,309.24	40.97	107,733.52	31.38	776,588.00	668,854.48
Total Department	36,309.24	40.97	107,733.52	31.38	776,588.00	668,854.48
Sewage Distribution						
Sewer Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	3,970.48	4.48	11,856.89	3.45	50,500.00	38,643.11
102 FULL-TIME EMPLOYEES - OVERTIME	305.57	0.34	535.12	0.16	7,000.00	6,464.88
121 EMPLOYER PERA CONTRIBUTIONS	320.69	0.36	929.40	0.27	4,311.00	3,381.60
122 EMPLOYER FICA CONTRIBUTIONS	257.86	0.29	746.63	0.22	3,565.00	2,818.37
123 EMPLOYER MEDICARE CONTRIBUTION	60.29	0.07	174.64	0.05	834.00	659.36
130 EMPLOYER PAID INSURANCE	484.93	0.55	1,448.59	0.42	10,500.00	9,051.41
150 WORKER'S COMPENSATION	0.00		2,744.00	0.80	3,300.00	556.00
160 LIABILITY INSURANCE	0.00		0.00		50.00	50.00
210 OPERATING SUPPLIES	799.79	0.90	1,956.67	0.57	15,000.00	13,043.33
212 MOTOR FUELS	775.99	0.88	1,000.72	0.29	3,600.00	2,599.28
214 UNIFORMS	44.75	0.05	67.25	0.02	210.00	142.75
220 REPAIR/MAINTENANCE SUPPLIES	0.00		173.56	0.05	2,000.00	1,826.44
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,500.00	1,500.00
260 METERS	32,394.81	36.55	45,016.55	13.11	100,000.00	54,983.45
303 ENGINEERING FEES	2,336.70	2.64	2,336.70	0.68	550,000.00	547,663.30
360 INSURANCE	0.00		0.00		16,700.00	16,700.00
380 UTILITY SERVICES	371.00	0.42	655.50	0.19	3,500.00	2,844.50
400 REPAIRS & MAINTENANCE	155.31	0.18	1,306.68	0.38	42,000.00	40,693.32
410 RENTALS	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	12.71	0.01	70.46	0.02	3,000.00	2,929.54
433 MMUA SAFETY PROGRAM	0.00		309.00	0.09	630.00	321.00
440 PROFESSIONAL SERVICES	0.00		0.00		2,000.00	2,000.00
444 OTHER CONTRACTUAL SERVICES	30.75	0.03	50.85	0.01	25,200.00	25,149.15
Account Total	42,321.63	47.75	71,379.21	20.79	845,500.00	774,120.79
Total Department	42,321.63	47.75	71,379.21	20.79	845,500.00	774,120.79
San Sewer-Admin/General						
San Sewer-Admin/General						
101 FULL-TIME EMPLOYEES - REGULAR	4,749.49	5.36	14,032.28	4.09	66,500.00	52,467.72
102 FULL-TIME EMPLOYEES - OVERTIME	30.10	0.03	61.23	0.02	1,000.00	938.77
121 EMPLOYER PERA CONTRIBUTIONS	358.49	0.40	1,057.03	0.31	5,063.00	4,005.97
122 EMPLOYER FICA CONTRIBUTIONS	277.49	0.31	819.58	0.24	4,185.00	3,365.42
123 EMPLOYER MEDICARE CONTRIBUTION	64.93	0.07	191.68	0.06	979.00	787.32
130 EMPLOYER PAID INSURANCE	1,004.86	1.13	3,014.27	0.88	13,000.00	9,985.73
210 OPERATING SUPPLIES	54.35	0.06	170.51	0.05	1,500.00	1,329.49
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		590.00	590.00
301 AUDITING/ACCOUNTING	0.00		0.00		650.00	650.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00
321 TELEPHONE	110.77	0.12	294.03	0.09	2,956.00	2,661.97
325 COMMUNICATION-OTHER	927.98	1.05	947.98	0.28	5,000.00	4,052.02

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
333 STAFF MEETINGS & CONFERENCES	350.71	0.40	350.71	0.10	500.00	149.29
334 MEMBERSHIP DUES AND FEES	0.00		0.00		20.00	20.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	760.85	0.86	835.55	0.24	1,750.00	914.45
430 OTHER SERVICE/CHARGES-MISC.	98.50	0.11	128.50	0.04	50.00	-78.50
435 UNCOLLECTIBLE	444.47	0.50	1,045.63	0.30	0.00	-1,045.63
438 CREDIT CARD FEES	515.80	0.58	1,485.69	0.43	6,000.00	4,514.31
440 PROFESSIONAL SERVICES	0.00		100.00	0.03	400.00	300.00
Account Total	9,748.79	11.00	24,534.67	7.15	110,668.00	86,133.33
Total Department	9,748.79	11.00	24,534.67	7.15	110,668.00	86,133.33
Total Expenses	88,626.04	100.00	343,367.63	100.00	2,146,484.00	1,803,116.37
Net Income(Loss)	90,868.31	102.53	188,754.71	54.97		

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Transmission/Distribution						
3621 INTEREST EARNED	2,356.34	0.84	9,691.45	1.42	10,000.00	-308.55
3622 RENTS AND ROYALTIES	419.09	0.15	1,676.36	0.24	3,000.00	-1,323.64
3624 MISC REVENUE - REFUNDS	60.00	0.02	11,841.03	1.73	1,000.00	10,841.03
3735 ELECTRIC ASSESSMENT	1,575.00	0.56	2,025.00	0.30	4,400.00	-2,375.00
3740 ELECTRIC SALES-RES/COMM	285,976.57	102.23	935,438.41	136.66	4,015,571.00	-3,080,132.59
3742 ELECTRIC SALES-DEMAND	28,993.98	10.37	99,695.21	14.57	460,000.00	-360,304.79
3745 CONNECTION/RECONNECTION F	0.00		700.00	0.10	4,800.00	-4,100.00
3746 PENALTIES	4,301.92	1.54	12,091.76	1.77	40,000.00	-27,908.24
3747 ELECTRIC METER HOOKUP FEE	455.00	0.16	585.00	0.09	0.00	585.00
3749 CIP Chg	8,442.78	3.02	27,942.00	4.08	119,425.00	-91,483.00
Total Department	332,580.68	118.90	1,101,686.22	160.95	4,658,196.00	-3,556,509.78
Total Revenue	332,580.68	100.00	1,101,686.22	100.00	4,658,196.00	-3,556,509.78
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	292.20	0.10	725.41	0.11	4,200.00	3,474.59
121 EMPLOYER PERA CONTRIBUTIONS	21.91	0.01	54.40	0.01	315.00	260.60
122 EMPLOYER FICA CONTRIBUTIONS	17.59	0.01	43.62	0.01	260.00	216.38
123 EMPLOYER MEDICARE CONTRIBUTION	4.12		10.20		61.00	50.80
Account Total	335.82	0.12	833.63	0.12	4,836.00	4,002.37
Total Department	335.82	0.12	833.63	0.12	4,836.00	4,002.37
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		48,015.27	7.01	63,323.00	15,307.73
611 BOND INTEREST	264.35	0.09	3,254.35	0.48	6,439.00	3,184.65
Account Total	264.35	0.09	51,269.62	7.49	69,762.00	18,492.38
Total Department	264.35	0.09	51,269.62	7.49	69,762.00	18,492.38
Power Supply						
Power Supply						
381 PURCHASED POWER	164,473.60	58.80	336,657.55	49.18	2,581,000.00	2,244,342.45
Account Total	164,473.60	58.80	336,657.55	49.18	2,581,000.00	2,244,342.45
Total Department	164,473.60	58.80	336,657.55	49.18	2,581,000.00	2,244,342.45
Transmission/Distribution						
Transmission/Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	24,991.59	8.93	73,884.29	10.79	398,000.00	324,115.71
102 FULL-TIME EMPLOYEES - OVERTIME	148.58	0.05	297.16	0.04	8,000.00	7,702.84
121 EMPLOYER PERA CONTRIBUTIONS	1,885.51	0.67	5,563.59	0.81	30,450.00	24,886.41
122 EMPLOYER FICA CONTRIBUTIONS	1,515.67	0.54	4,473.50	0.65	25,172.00	20,698.50
123 EMPLOYER MEDICARE CONTRIBUTION	354.47	0.13	1,046.22	0.15	5,887.00	4,840.78
130 EMPLOYER PAID INSURANCE	3,696.53	1.32	10,828.59	1.58	86,000.00	75,171.41
150 WORKER'S COMPENSATION	0.00		13,134.00	1.92	14,750.00	1,616.00
210 OPERATING SUPPLIES	206.90	0.07	423.54	0.06	10,000.00	9,576.46
212 MOTOR FUELS	519.29	0.19	755.56	0.11	5,500.00	4,744.44

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
214 UNIFORMS	37.52	0.01	37.52	0.01	3,500.00	3,462.48
220 REPAIR/MAINTENANCE SUPPLIES	32,859.38	11.75	34,377.10	5.02	100,000.00	65,622.90
240 SMALL TOOLS/MINOR EQUIPMENT	2,211.93	0.79	2,253.73	0.33	4,000.00	1,746.27
260 METERS	0.00		7,301.89	1.07	30,000.00	22,698.11
270 TRANSFORMERS	0.00		28,118.29	4.11	25,000.00	-3,118.29
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		0.00		10,100.00	10,100.00
380 UTILITY SERVICES	2,460.64	0.88	4,776.64	0.70	13,500.00	8,723.36
400 REPAIRS & MAINTENANCE	155.31	0.06	2,309.78	0.34	6,000.00	3,690.22
410 RENTALS	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	12.72		2,581.87	0.38	3,600.00	1,018.13
433 MMUA SAFETY PROGRAM	0.00		2,472.00	0.36	4,820.00	2,348.00
437 LOCATES	43.20	0.02	420.20	0.06	3,000.00	2,579.80
444 OTHER CONTRACTUAL SERVICES	182.01	0.07	202.11	0.03	75,000.00	74,797.89
Account Total	71,281.25	25.48	195,257.58	28.53	868,029.00	672,771.42
Total Department	71,281.25	25.48	195,257.58	28.53	868,029.00	672,771.42
Customer Account/Meter Reader						
Customer Account/Mtr Reader						
613 Customer Interest	0.00		49.79	0.01	800.00	750.21
Account Total			49.79	0.01	800.00	750.21
Total Department			49.79	0.01	800.00	750.21
Administration & General						
Administration & General						
101 FULL-TIME EMPLOYEES - REGULAR	11,418.48	4.08	33,728.36	4.93	162,600.00	128,871.64
102 FULL-TIME EMPLOYEES - OVERTIME	74.20	0.03	150.47	0.02	2,000.00	1,849.53
121 EMPLOYER PERA CONTRIBUTIONS	861.96	0.31	2,540.91	0.37	12,345.00	9,804.09
122 EMPLOYER FICA CONTRIBUTIONS	665.22	0.24	1,962.36	0.29	10,205.00	8,242.64
123 EMPLOYER MEDICARE CONTRIBUTION	155.54	0.06	458.89	0.07	2,387.00	1,928.11
130 EMPLOYER PAID INSURANCE	2,484.54	0.89	7,453.26	1.09	12,000.00	4,546.74
160 LIABILITY INSURANCE	0.00		0.00		50.00	50.00
210 OPERATING SUPPLIES	97.73	0.03	272.67	0.04	2,750.00	2,477.33
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		0.00		1,250.00	1,250.00
304 LEGAL FEES	0.00		0.00		5,000.00	5,000.00
309 EDP, SOFTWARE & DESIGN	332.14	0.12	332.14	0.05	1,000.00	667.86
321 TELEPHONE	659.70	0.24	1,803.39	0.26	10,000.00	8,196.61
325 COMMUNICATION-OTHER	1,915.98	0.68	2,015.98	0.29	10,500.00	8,484.02
332 ADMINISTRATOR MEETINGS &	180.41	0.06	180.41	0.03	0.00	-180.41
333 STAFF MEETINGS & CONFERENCES	921.00	0.33	6,280.97	0.92	3,500.00	-2,780.97
334 MEMBERSHIP DUES AND FEES	1,750.00	0.63	10,092.00	1.47	40,000.00	29,908.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
370 MAINTENANCE/SUPPORT FEES	1,543.32	0.55	2,439.72	0.36	4,000.00	1,560.28
400 REPAIRS & MAINTENANCE	0.00		0.00		550.00	550.00
429 CIP PROGRAM	15,908.35	5.69	19,797.10	2.89	119,425.00	99,627.90
430 OTHER SERVICE/CHARGES-MISC.	2,316.63	0.83	3,897.46	0.57	135,000.00	131,102.54
435 UNCOLLECTIBLE	1,053.32	0.38	3,286.11	0.48	0.00	-3,286.11
438 CREDIT CARD FEES	1,031.60	0.37	2,971.38	0.43	12,000.00	9,028.62
440 PROFESSIONAL SERVICES	0.00		750.00	0.11	7,500.00	6,750.00

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Account Total						
	43,370.12	15.50	100,413.58	14.67	554,712.00	454,298.42
Total Department	43,370.12	15.50	100,413.58	14.67	554,712.00	454,298.42
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		100,000.00	100,000.00
Account Total						
					100,000.00	100,000.00
Total Department					100,000.00	100,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		0.00		243,000.00	243,000.00
Account Total						
					243,000.00	243,000.00
Total Department					243,000.00	243,000.00
Total Expenses	279,725.14	100.00	684,481.75	100.00	4,422,139.00	3,737,657.25
Net Income(Loss)	52,855.54	18.90	417,204.47	60.95		

605 Storm Water

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Storm Public Works						
3621 INTEREST EARNED	0.00		1,343.93	0.80	3,000.00	-1,656.07
3730 STORM USER CHARGE	41,261.00	310.21	123,527.00	73.78	479,000.00	-355,473.00
3746 PENALTIES	353.55	2.66	1,008.06	0.60	2,200.00	-1,191.94
Total Department	41,614.55	312.87	125,878.99	75.18	484,200.00	-358,321.01
Total Revenue	41,614.55	100.00	125,878.99	100.00	484,200.00	-358,321.01
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		120,283.76	71.84	120,284.00	0.24
611 BOND INTEREST	0.00		12,433.20	7.43	58,559.00	46,125.80
Account Total			132,716.96	79.27	178,843.00	46,126.04
Total Department			132,716.96	79.27	178,843.00	46,126.04
Storm Public Works						
Storm Public Works						
101 FULL-TIME EMPLOYEES - REGULAR	3,469.03	26.08	10,379.19	6.20	41,000.00	30,620.81
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		1,000.00	1,000.00
121 EMPLOYER PERA CONTRIBUTIONS	260.15	1.96	778.39	0.46	3,150.00	2,371.61
122 EMPLOYER FICA CONTRIBUTIONS	207.79	1.56	621.65	0.37	2,604.00	1,982.35
123 EMPLOYER MEDICARE CONTRIBUTION	48.61	0.37	145.45	0.09	595.00	449.55
130 EMPLOYER PAID INSURANCE	494.34	3.72	1,482.41	0.89	11,000.00	9,517.59
210 OPERATING SUPPLIES	194.22	1.46	497.39	0.30	5,000.00	4,502.61
214 UNIFORMS	0.00		0.00		280.00	280.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		59.92	0.04	10,500.00	10,440.08
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
303 ENGINEERING FEES	4,020.96	30.23	4,020.96	2.40	0.00	-4,020.96
325 COMMUNICATION-OTHER	922.98	6.94	937.98	0.56	5,000.00	4,062.02
360 INSURANCE	0.00		0.00		850.00	850.00
370 MAINTENANCE/SUPPORT FEES	760.85	5.72	760.85	0.45	1,700.00	939.15
400 REPAIRS & MAINTENANCE	155.32	1.17	155.32	0.09	25,000.00	24,844.68
410 RENTALS	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	12.72	0.10	22.34	0.01	100.00	77.66
433 MMUA SAFETY PROGRAM	0.00		2,472.00	1.48	5,000.00	2,528.00
440 PROFESSIONAL SERVICES	0.00		0.00		5,500.00	5,500.00
444 OTHER CONTRACTUAL SERVICES	30.75	0.23	50.85	0.03	0.00	-50.85
Account Total	10,577.72	79.53	22,384.70	13.37	119,279.00	96,894.30
Total Department	10,577.72	79.53	22,384.70	13.37	119,279.00	96,894.30
Storm Adminstration						
Storm Admin						
101 FULL-TIME EMPLOYEES - REGULAR	1,604.73	12.06	4,748.65	2.84	21,000.00	16,251.35
121 EMPLOYER PERA CONTRIBUTIONS	120.34	0.90	356.16	0.21	1,575.00	1,218.84
122 EMPLOYER FICA CONTRIBUTIONS	93.85	0.71	278.37	0.17	1,302.00	1,023.63
123 EMPLOYER MEDICARE CONTRIBUTION	21.95	0.17	65.13	0.04	305.00	239.87
130 EMPLOYER PAID INSURANCE	320.31	2.41	961.30	0.57	3,700.00	2,738.70

605 Storm Water

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
150 WORKER'S COMPENSATION	0.00		3,486.00	2.08	4,731.00	1,245.00
210 OPERATING SUPPLIES	33.92	0.26	48.66	0.03	700.00	651.34
301 AUDITING/ACCOUNTING	0.00		0.00		1,100.00	1,100.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		500.00	500.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
370 MAINTENANCE/SUPPORT FEES	0.00		149.40	0.09	450.00	300.60
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		200.00	200.00
435 UNCOLLECTIBLE	12.30	0.09	149.86	0.09	0.00	-149.86
438 CREDIT CARD FEES	515.80	3.88	1,485.69	0.89	6,000.00	4,514.31
440 PROFESSIONAL SERVICES	0.00		600.00	0.36	725.00	125.00
Account Total	2,723.20	20.47	12,329.22	7.36	47,588.00	35,258.78
Total Department	2,723.20	20.47	12,329.22	7.36	47,588.00	35,258.78
Total Expenses	13,300.92	100.00	167,430.88	100.00	345,710.00	178,279.12
Net Income(Loss)	28,313.63	212.87	-41,551.89	-24.82		

606 ICE ARENA

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Ice Arena						
3450 SCHOOL/YOUTH ICE RENTAL	45,870.00	205.05	65,667.00	107.41	235,000.00	-169,333.00
3451 LEAGUE HOCKEY	866.13	3.87	2,738.07	4.48	55,000.00	-52,261.93
3452 PUBLIC SKATE	285.00	1.27	645.00	1.06	1,500.00	-855.00
3453 OPEN HOCKEY/ ICE TIME	1,364.38	6.10	1,690.34	2.76	5,000.00	-3,309.66
3454 LEASED SIGN REVENUE	0.00		700.00	1.14	1,500.00	-800.00
3455 CONCESSION/RENTS	0.00		0.00		2,516.00	-2,516.00
3456 POP/GUMBALL SALES	0.00		350.18	0.57	2,000.00	-1,649.82
3457 SKATE RENTS/SHARPENING	52.00	0.23	188.00	0.31	500.00	-312.00
3458 PRO SHOP SALES	0.00		0.00		200.00	-200.00
3624 MISC REVENUE - REFUNDS	0.00		4.00	0.01	3,000.00	-2,996.00
Total Department	48,437.51	216.53	71,982.59	117.74	306,216.00	-234,233.41
Total Revenue	48,437.51	100.00	71,982.59	100.00	306,216.00	-234,233.41
Expenses						
Ice Arena						
Ice Arena						
101 FULL-TIME EMPLOYEES - REGULAR	6,339.20	28.34	18,865.56	30.86	124,000.00	105,134.44
103 PART-TIME EMPLOYEES	2,913.39	13.02	10,140.56	16.59	22,000.00	11,859.44
121 EMPLOYER PERA CONTRIBUTIONS	475.44	2.13	1,414.92	2.31	9,300.00	7,885.08
122 EMPLOYER FICA CONTRIBUTIONS	545.01	2.44	1,712.40	2.80	9,052.00	7,339.60
123 EMPLOYER MEDICARE CONTRIBUTION	127.46	0.57	400.47	0.66	2,117.00	1,716.53
130 EMPLOYER PAID INSURANCE	1,907.95	8.53	5,723.85	9.36	34,320.00	28,596.15
150 WORKER'S COMPENSATION	0.00		5,288.00	8.65	6,000.00	712.00
210 OPERATING SUPPLIES	247.31	1.11	219.21	0.36	4,000.00	3,780.79
214 UNIFORMS	0.00		0.00		600.00	600.00
220 REPAIR/MAINTENANCE SUPPLIES	58.83	0.26	533.22	0.87	7,500.00	6,966.78
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
261 MERCH FOR RESALE-TAX	300.00	1.34	300.00	0.49	1,000.00	700.00
301 AUDITING/ACCOUNTING	0.00		0.00		900.00	900.00
321 TELEPHONE	261.04	1.17	738.61	1.21	3,500.00	2,761.39
333 STAFF MEETINGS & CONFERENCES	350.72	1.57	350.72	0.57	1,000.00	649.28
334 MEMBERSHIP DUES AND FEES	225.00	1.01	300.00	0.49	400.00	100.00
343 OTHER ADVERTISING	14.05	0.06	42.15	0.07	200.00	157.85
370 MAINTENANCE/SUPPORT FEES	0.00		621.00	1.02	1,800.00	1,179.00
380 UTILITY SERVICES	7,636.50	34.14	12,646.96	20.69	76,000.00	63,353.04
400 REPAIRS & MAINTENANCE	863.85	3.86	863.85	1.41	25,000.00	24,136.15
430 OTHER SERVICE/CHARGES-MISC.	104.14	0.47	357.68	0.59	2,000.00	1,642.32
433 MMUA SAFETY PROGRAM	0.00		618.00	1.01	1,250.00	632.00
440 PROFESSIONAL SERVICES	0.00		0.00		500.00	500.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		8,500.00	8,500.00
Account Total	22,369.89	100.00	61,137.16	100.00	341,939.00	280,801.84
Total Department	22,369.89	100.00	61,137.16	100.00	341,939.00	280,801.84

606 ICE ARENA

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Total Expenses	22,369.89	100.00	61,137.16	100.00	341,939.00	280,801.84
Net Income(Loss)	26,067.62	116.53	10,845.43	17.74		

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Financial Adminstration						
3621 INTEREST EARNED	702.84	0.58	3,330.00	1.08	3,000.00	330.00
3624 MISC REVENUE - REFUNDS	0.00		0.00		250.00	-250.00
Total Department	702.84	0.58	3,330.00	1.08	3,250.00	80.00
Merchandise						
3781 SALES - LIQUOR	42,013.18	34.49	119,670.97	38.67	397,500.00	-277,829.03
3782 SALES - BEER	60,543.75	49.71	171,475.79	55.41	606,000.00	-434,524.21
3783 SALES - WINE	17,976.54	14.76	52,831.56	17.07	210,000.00	-157,168.44
3784 SALES - MISC. TAXABLE	2,210.59	1.81	6,064.95	1.96	21,200.00	-15,135.05
3786 SALES - NON-TAXABLE	279.70	0.23	853.79	0.28	5,500.00	-4,646.21
3794 CASH OVER	32.99	0.03	104.59	0.03	0.00	104.59
Total Department	123,056.75	101.03	351,001.65	113.41	1,240,200.00	-889,198.35
Total Revenue	123,759.59	100.00	354,331.65	100.00	1,243,450.00	-889,118.35
Expenses						
Financial Adminstration						
Financial Administration						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		0.00		2,600.00	2,600.00
121 EMPLOYER PERA CONTRIBUTIONS	0.00		0.00		195.00	195.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		161.00	161.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		38.00	38.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,250.00	4,250.00
Account Total					7,244.00	7,244.00
Total Department					7,244.00	7,244.00
Merchandise						
Merchandise						
210 OPERATING SUPPLIES	247.53	0.20	515.20	0.17	2,500.00	1,984.80
251 LIQUOR	54,397.24	44.66	114,120.62	36.87	405,000.00	290,879.38
252 BEER	42,961.63	35.27	114,913.53	37.13	525,500.00	410,586.47
254 MISC TAXABLES (SOFT DRINKS,ETC	1,444.25	1.19	3,679.55	1.19	14,500.00	10,820.45
257 ICE	184.60	0.15	184.60	0.06	2,000.00	1,815.40
259 NON-TAX MISC (O.J., ETC)	0.00		169.75	0.05	642.00	472.25
335 FREIGHT	807.58	0.66	1,756.24	0.57	10,000.00	8,243.76
430 OTHER SERVICE/CHARGES-MISC.	0.00		20.00	0.01	50.00	30.00
438 CREDIT CARD FEES	3,848.17	3.16	11,570.51	3.74	30,000.00	18,429.49
Account Total	103,891.00	85.30	246,930.00	79.79	990,192.00	743,262.00
Total Department	103,891.00	85.30	246,930.00	79.79	990,192.00	743,262.00

Manager

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Manager						
101 FULL-TIME EMPLOYEES - REGULAR	6,339.20	5.20	18,865.64	6.10	82,500.00	63,634.36
121 EMPLOYER PERA CONTRIBUTIONS	475.44	0.39	1,414.92	0.46	6,188.00	4,773.08
122 EMPLOYER FICA CONTRIBUTIONS	379.45	0.31	1,128.93	0.36	5,115.00	3,986.07
123 EMPLOYER MEDICARE CONTRIBUTION	88.74	0.07	264.03	0.09	1,196.00	931.97
130 EMPLOYER PAID INSURANCE	883.05	0.73	2,649.15	0.86	11,000.00	8,350.85
150 WORKER'S COMPENSATION	0.00		6,366.00	2.06	7,500.00	1,134.00
210 OPERATING SUPPLIES	513.64	0.42	628.38	0.20	1,200.00	571.62
216 PERIODICALS	0.00		0.00		40.00	40.00
240 SMALL TOOLS/MINOR EQUIPMENT	53.58	0.04	160.74	0.05	3,600.00	3,439.26
304 LEGAL FEES	0.00		0.00		100.00	100.00
321 TELEPHONE	162.60	0.13	487.19	0.16	1,900.00	1,412.81
331 TRAVEL/MILEAGE	0.00		0.00		250.00	250.00
333 STAFF MEETINGS & CONFERENCES	350.72	0.29	350.72	0.11	900.00	549.28
334 MEMBERSHIP DUES AND FEES	0.00		985.00	0.32	1,500.00	515.00
343 OTHER ADVERTISING	277.86	0.23	304.30	0.10	9,000.00	8,695.70
351 LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	0.00		1,014.51	0.33	3,000.00	1,985.49
430 OTHER SERVICE/CHARGES-MISC.	0.00		57.62	0.02	1,000.00	942.38
433 MMUA SAFETY PROGRAM	0.00		618.00	0.20	1,250.00	632.00
439 CASH SHORT	20.52	0.02	85.11	0.03	0.00	-85.11
440 PROFESSIONAL SERVICES	0.00		600.00	0.19	525.00	-75.00
Account Total	9,544.80	7.84	35,980.24	11.63	138,039.00	102,058.76
Total Department	9,544.80	7.84	35,980.24	11.63	138,039.00	102,058.76
Cashiers						
Cashiers						
101 FULL-TIME EMPLOYEES - REGULAR	3,030.40	2.49	9,026.40	2.92	47,500.00	38,473.60
103 PART-TIME EMPLOYEES	2,276.15	1.87	7,890.76	2.55	51,300.00	43,409.24
121 EMPLOYER PERA CONTRIBUTIONS	338.43	0.28	1,058.38	0.34	7,410.00	6,351.62
122 EMPLOYER FICA CONTRIBUTIONS	322.32	0.26	984.86	0.32	6,126.00	5,141.14
123 EMPLOYER MEDICARE CONTRIBUTION	75.39	0.06	230.33	0.07	1,433.00	1,202.67
130 EMPLOYER PAID INSURANCE	852.84	0.70	4,608.32	1.49	23,000.00	18,391.68
160 LIABILITY INSURANCE	0.00		0.00		50.00	50.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
Account Total	6,895.53	5.66	23,799.05	7.69	137,169.00	113,369.95
Total Department	6,895.53	5.66	23,799.05	7.69	137,169.00	113,369.95
Janitor						
Janitor						
210 OPERATING SUPPLIES	69.75	0.06	196.33	0.06	900.00	703.67
Account Total	69.75	0.06	196.33	0.06	900.00	703.67
Total Department	69.75	0.06	196.33	0.06	900.00	703.67
Buildings and Maintenance						

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Buildings & Maintenance						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		100.00	100.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
360 INSURANCE	0.00		0.00		4,850.00	4,850.00
380 UTILITY SERVICES	1,079.98	0.89	1,771.08	0.57	12,500.00	10,728.92
400 REPAIRS & MAINTENANCE	45.69	0.04	45.69	0.01	11,000.00	10,954.31
410 RENTALS	272.10	0.22	764.94	0.25	750.00	-14.94
Account Total	1,397.77	1.15	2,581.71	0.83	30,200.00	27,618.29
Total Department	1,397.77	1.15	2,581.71	0.83	30,200.00	27,618.29
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		13,000.00	13,000.00
Account Total					13,000.00	13,000.00
Total Department					13,000.00	13,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		0.00		16,000.00	16,000.00
Account Total					16,000.00	16,000.00
Total Department					16,000.00	16,000.00
Total Expenses	121,798.85	100.00	309,487.33	100.00	1,332,744.00	1,023,256.67
Net Income(Loss)	1,960.74	1.61	44,844.32	14.49		

610 Maple Grove Cemetery

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Cemetery Operations						
3621 INTEREST EARNED	6.20		19.94		0.00	19.94
Total Department	6.20		19.94			19.94
Total Revenue	6.20	100.00	19.94	100.00	0.00	19.94
Net Income(Loss)	6.20		19.94			

875 Community Policing Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Police						
3621 INTEREST EARNED	0.00		0.00		100.00	-100.00
Total Department					100.00	-100.00
Total Revenue	0.00	100.00	0.00	100.00	100.00	-100.00
Expenses						
Police						
Police						
150 WORKER'S COMPENSATION	0.00		482.00	100.00	450.00	-32.00
210 OPERATING SUPPLIES	0.00		0.00		3,500.00	3,500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		500.00	500.00
Account Total			482.00	100.00	4,450.00	3,968.00
Total Department			482.00	100.00	4,450.00	3,968.00
Total Expenses	0.00		482.00	100.00	4,450.00	3,968.00
Net Income(Loss)	0.00		-482.00	-100.00		

Cash and Investment Summary Mar-22	Draft 1010 CASH	1011 CASH- Debt Service	1040 Investments	1041-2 Money Markets	TOTAL
101 General Fund	126,051		2,434,367	2,238	2,562,656
210 STABILIZATION FUND	769,103		174,000	-	943,103
211 Library Fund	140,464		-	-	140,464
213 ARPA	354,785				354,785
219 Tax Abatement	(180,000)				(180,000)
225 EDA MIF FUND	160,243		-	-	160,243
226 EDA RLF	29,999				29,999
246 Vail	-				-
247 Assisted Living	-				-
248 Downtown	-				-
249 TIF	160,307				160,307
290 Economic Development	55,763		-		55,763
382 16th St NE	14,580				14,580
385 Aquatic Center	15,204		75,000	-	90,204
386 Fire Truck and Equipment	(1,692)				(1,692)
389 Oppidan Assessment	18,755				18,755
391 Oppidan/Folkestad TIF	(17,517)		-	-	(17,517)
392 GO Refunding 2015A	56,337		150,375		206,712
393 2017 Street Assessment Project	(64,920)		469,231	155	404,466
401 Permanent Revolving Impr Fund	63,435		963,398	(34)	1,026,800
424 Hwy 57	(747,984)			-	(747,984)
425 SRTS	24,609				24,609
426 16th St NW	(495,592)				(495,592)
428 Gas ROW Fees	75,811				75,811
429 Parks Projects	131,500	-			131,500
430 Public Safety Building	(79,184)				(79,184)
601 Water Fund	290,792	171,450	798,378	1,790	1,262,411
602 Sewer Fund	1,053,094	193,611	1,441,458	213	2,688,376
604 Electric Fund	558,838	46,053	5,223,918	(1,623)	5,827,186
605 Storm Water	241,877	120,621	232,632	986	596,116
606 ICE ARENA	48,564		-	-	48,564
609 Liquor Fund	186,384		800,031	1,614	988,029
610 Maple Grove Cemetery	12,228		58,231	20	70,479
875 Community Policing Fund	8,583		-		8,583
877 Festival in Park Fund	20,599				20,599
	3,031,020	531,736	12,821,019	5,360	16,389,134

Investments 1st Qtr 2022

JANUARY

CD Rollovers-net increase		
Bremer CD Rollover	101	692.47
Bremer CD Rollover	601	346.24
Bremer CD Rollover	604	1,731.17
TRADE		
MBS-Webbank	101	-198,000.00
MBS-Toyota	101	198,000.00

FEBRUARY

MATURED		
RBC-MB Financial	101	-75,000.00
RBC-MB Financial	401	-7,050.00
RBC-MB Financial	601	-16,450.00
RBC-MB Financial	604	-136,500.00
PURCHASED		
RBC-Live Oak	101	78,509.00
RBC-Live Oak	401	7,380.00
RBC-Live Oak	601	17,220.00
RBC-Live Oak	604	142,891.00
TRANSFER		
RBC-Intervest	211	-45,000.00
RBC-Third Fed	211	-1,500.00
RBC-Jonesboro	211	-45,000.00
RBC-Jonesboro	393	45,000.00
RBC-Intervest	604	45,000.00
RBC-Third Fed	604	1,500.00
CD Rollovers-net increase		
Bremer CD Rollover	604	1,791.75
Bremer CD Rollover	605	358.35

MARCH

CD Rollovers-net increase		
Bremer CD Rollover	101	713.85
Bremer CD Rollover	604	1,426.70

CONTINUING DISCLOSURE REPORT

City of Kasson, Minnesota

Prepared April 21, 2022
for Fiscal Year Ending 31 December, 2021

Providing information on the following General Obligation Bonds:

1,430,000 G.O. Street and Utility Bonds, Series 2012A
430,000 GO Improvement Bonds, Series 2014C
2,620,000 GO Crossover Refunding Bonds, Series 2015A
6,780,000 G.O. Improvement & Utility Revenue Bonds, Series 2017A

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CUSIP NUMBERS

$1,430,000 G.O. Street and Utility Bonds, Series 2012A

Maturity	Rate	CUSIP
2/1/2022	1.90%	485818 SR 0
2/1/2023	2.10%	485818 SS 8

$430,000 GO Improvement Bonds, Series 2014C

2/1/2023	2.50%	485818 TX 6
2/1/2027	3.00%	485818 TY 4
2/1/2030	3.50%	485818 TZ 1

$2,620,000 GO Crossover Refunding Bonds, Series 2015A

2/1/2022	3.00%	485818 UF 3
2/1/2023	4.00%	485818 UG 1
2/1/2024	3.00%	485818 UH 9

$6,780,000 GO Improvement & Utility Revenue Bonds, Series 2017A

Maturity	Rate	CUSIP
2/1/2022	2.00%	485818 UN 6
2/1/2023	2.00%	485818 UP 1
2/1/2024	2.00%	485818 UQ 9
2/1/2025	2.00%	485818 UR 7
2/1/2033	2.50%	485818 US 5

VALUATIONS

2020/21 Market Value and Tax Capacity

	Assessor's Market Value	Net Tax Capacity
Real Estate	$ 478,146,700	$ 5,103,738
Personal Property	5,091,300	98,371
TOTAL	$ 483,238,000	$ 5,202,109
Captured Tax Capacity		(101,410)
Adjusted Net Tax Capacity		$ 5,100,699
Estimated Market Value	$ 525,993,800	
Economic Market Value	$545,919,875	

The 2020/21 Economic Market Value is calculated by dividing the county assessor's market value by the most recent sales ratio of 96.35% for the City, as provided by the MN Department of Revenue.

2020/21 Tax Capacity by Classification

	Net Tax Capacity	Percent
Residential	$ 4,005,237	77.00%
Commercial Industrial	674,985	12.972%
Non-Homestead Residential	387,204	7.44%
Agriculture & Other	134,683	2.59%
TOTAL	$ 5,202,109	100.00%

Trends in Valuations

Year	Estimated Market Value	Taxable Market Value	Adjusted Net Tax Capacity
2019/20	$488,208,200	$445,825,500	$4,702,950
2018/19	$424,795,900	$380,982,600	$4,028,899
2017/18	$396,106,300	$305,031,800	$3,733,139
2016/17	$363,058,100	$319,561,000	$3,406,496
2015/16	$342,968,500	$299,170,700	$3,200,348
2014/15	$336,251,200	$293,195,500	$3,105,928
2013/14	$325,698,100	$282,215,200	$2,988,661
2012/13	$321,248,200	$278,002,800	$2,942,830
2011/12	$326,760,400	$283,794,800	$2,933,082
2010/11	$326,168,200	$322,648,000	$3,307,779

Ten Largest Taxpayers

Taxpayer	Type of Business	2020/21 Net Tax Capacity
Minnesota Energy Resources	Utility	87,021
Abiliti Holding	Residential ~ 4+ Units	62,778
Kwik Trip	Commercial	40,408

Ten Largest Taxpayers, cont.

Taxpayer	Type of Business	2020/21 Tax Capacity
CHS	Industrial	38,398
ACS	Retail	38,792
Northern State Power Co	Utility	36,081
Mayo Foundation	Commercial	28,799
HyVee Inc.	Commercial	22,280
Kasson-Mantorville Telephones	Commercial	20,836
Czaplewski Properties	Commercial	18,662
Total		$394,055

The Net Tax Capacity of the City's ten largest taxpayers equals 8.38% of the City's total 2019/20 adjusted net tax capacity.

TAX RATES, LEVIES & COLLECTIONS

Tax Capacity Rates

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
City of Kasson	84.963%	86.208%	78.624%	77.428%	71.625%	70.275%
Dodge County	47.170%	49.371%	50.503%	49.749%	47.132%	45.645%
ISD # 204	46.985%	42.359%	40.239%	38.276%	36.616%	38.890%
TOTAL	179.118%	177.938%	169.366%	165.453%	155.373%	154.810%

Tax Levies and Collections

Year	Net	*Collected During Collection Year*		*Collected*	
Levy/Collect	Levy	Amount	Percent	Amount	Percent
2020/21	3,575,256				
2019/20	3,369,951	3,345,598	99.28%	3,367,570	99.93%
2018/19	3,120,902	3,091,559	99.06%	3,119,632	99.96%
2017/18	2,936,575	2,908,169	99.037%	2,925,923	99.64%
2016/17	2,936,440	2,894,482	98.57%	2,717,581	99.98%
2015/16	2,718,103	2,693,122	97.50%	2,692,600	99.06%
2014/15	2,517,696	2,494,529	97.50%	2,511,699	99.76%
2013/14	2,365,650	2,317,110	97.95%	2,360,095	99.77%
2012/13	2,230,489	2,174,695	97.50%	2,226,160	99.81%

INDEBTEDNESS

(AS OF 12/31/2021)

Legal Debt Limit and Margin

Legal Debt Limit (3% of Estimated Market Value)	$15,779,814
Less: Outstanding Debt Subject to Limit	930,975
Legal Debt Margin as of December 31, 2021	$14,848,839

General Obligation Debt Supported by Tax Levies

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
3/1/2014	$1.025.000	Equipment Certificate	2/1/2024	334,000
7/1/2012	700,000	Street Reconstruction portion	2/1/2023	146,865
9/1/2015	1,133,931	Improvement Refunding	2/1/2024	450,110
Total				$ 930,975

General Obligation Debt Supported by Special Assessments

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
6/2/2014	430,000	Improvements	2/1/2030	280,000
9/1/2015	1,486,069	Improvement Refunding	2/1/2024	589,890
7/1/2017	3,762,900	Street Reconstruction portion	2/1/2033	3,096,900
Total				$3,966,790

General Obligation Debt Supported by Revenues

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
7/1/2012	730,000	Utility Portion	2/1/2023	153,135
8/20/2011	994,038	Sewer Revenue	8/20/2031	555,000
2/21/2018	2,843,535	Sewer Revenue	11/1/2019	2,377,000
7/1/2017	3,017,100	Street Reconstruction portion	2/1/2033	2,483,100
Total				$ 5,568,235

Summary of Gross Direct Debt

	Gross Debt
GO Debt Supported by Tax Levies	$ 930,975
GO Debt Supported by Assessments	3,966,790
GO Debt Supported by Revenues	5,568,235
Total	$10,466,000

Overlapping Debt

Taxing Unit	2020/21 Tax Capacity	%in City	Total G.O. Debt	City Share
Dodge County	$ 33,016,453	22.31%	$ 7,365,000	$ 1,643,131
K-M SD 204	$12,049,940	20.88%	$ 57,715,000	$12,050,892
Total				$ 13,694,023

Debt Ratios

	Net G.O. Debt	Debt/Economic Market Value *$545.919,875*	Debt per Capita 6,851
Net Direct G.O. Debt	$ 4,897,765	.89%	$ 714.89
Net Direct and Overlapping GO Debt	$18,591,788	3.405%	$ 2,713.73

* *Excludes general obligations debt supported by revenues*

Annual Debt Service Payments

	GO Debt Supported by Revenues			GO Debt Supported by Assessments		
Year	Principal	Payment	% Retired	Principal	Payment	% Retired
2022	446,025	541,199	9%	450,399	545,827	12%
2023	453,460	540,968	17%	458,785	542,051	24%
2024	384,350	464,795	25%	470,007	540,796	36%
2025	388,575	462,651	32%	271,425	333,494	43%
2026	396,025	463.140	40%	276,975	332,642	51%
2027	402,475	461,998	47%	282,525	331,048	58%
2028	409,925	461,709	54%	288,075	329,241	65%
2029	419,600	463,469	62%	301,400	334,872	73%
2030	426,050	461,821	69%	306,950	332,469	80%
2031	433,500	461,037	77%	277,500	295,537	87%
2032	384,400	403,493	83%	288,600	299,561	93%
2033	389,850	401,426	90%	294,150	297,827	100%
2034	156,000	162,942	92%			
2035	158,000	163,234	95%			
2036	159,000	162,504	97%			
2037	161,000	162,762	100%			
	$5,568,235	6,239,148		$3,966,790	$4,515,365	

Supported by Tax Levies

Year	Principal	Payment	% Retired
2022	329,576	351,173	36%
2023	333,755	346,104	72%
2024	267,643	271,287	100%
Total	$ 930,974	$ 968,564	

GENERAL INFORMATION

The City of Kasson is situated in Dodge County, located in southeastern Minnesota. The City lies approximately 75 miles southeast of the City of Minneapolis and 15 miles west of Rochester. Primary highway access to the City is provided by US Highway 14 which runs through the City. Interstate 90 is within 30 miles of the City and US Highways 52, 63 and 18 are within 20 miles of the City.

Organization

The City incorporated in 1870 and is organized as a statutory city. The City operates under the Mayor-Council form of government. The City Council is composed of a mayor and four council members. The Mayor is elected at large and serves a two-year term. Four Council Members are elected to serve overlapping four-year terms. The Council as of December 31, 2020 was comprised of the following members:

Name	Position	Term Expires
Chris McKern	Mayor	2022
Dan Eggler	Council Member	2024
Ryan Christensen	Council Member	2022
Melissa Ferris	Council Member	2022
Duane Burton	Council Member	2022

The City Administrator, Timothy Ibisch, and Finance Director, Nancy Zaworski, are appointed by the City Council.

City Services

City services include water and sewer systems with approximately 2,541 water user connections and 2,459 sewer user connections. The water utility is supplied from three (3) City wells with a capacity of 1,800 gallons per minute. The average demand is 475,000 gallons per day with a peak demand of 905,000 gallons per day. The City maintains a 500,000 gallon elevated storage facility.

The sewer utility is comprised of a mechanical system with a treatment capacity of 1,270,000 gallons per day. The average demand is 937,000 gallons per day with a peak demand of 2,283,000 gallons.

The City has a full-time staff of 35 and a part-time staff of 26. Those working full-time work in the streets, liquor store, public works, police, library, utility, parks and administration departments. Part-time employees are spread throughout these departments/offices as well.

The Police Department is staffed by eight (9) full-time and two (2) part-time officers. There are 32 part-time volunteer firefighters. City owned fire equipment includes: a saber pumper, Dash pumper, ladder truck, custom rescue truck, two (2) tankers, one (1) grass rig, 30 sets of new firefighting gear and four (4) old sets and 18-20 self-contained breathing apparatus. The City carries a Fire Insurance Class Rating of 4.

The City operates a municipal liquor store.

The City has six (6) major parks containing 5 ADA approved playground modulars. The Parks system also has a municipal aquatic center, (4) youth and adult softball fields, (1) outdoor ice rink, (1) sand volleyball court, (1) youth football field, (3) basketball courts, a nine-hole Frisbee golf course, (1) soccer field, (1) pickleball court, (1) skate park, (1) Park maintenance building, (60) picnic tables, (1) batting cage, (1) gazebo, (1) concession stand with deck, and (3) picnic shelters. The City manages the Ice Arena which it co-owns with Dodge County. The City sponsors leagues for adult softball and men's basketball. There are three (3) full-time employees in the parks and recreation department. The City also employs approximately 75 seasonal workers for the pool and summer programs.

Employee Pensions

All full-time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA administers the Public Employees Retirement Fund and the Public Employees Police and Fire Fund which are cost-sharing multiple-employer public employee retirement funds. Public Employees Retirement Fund members belong to either the Coordinated or Basic Plan. Coordinated members are covered by Social Security and Basic members are not. All new members must participate in the Coordinated Plan. All police officers, fire fighters and peace officers who qualify for membership by statute are covered by the Public Employees Police and Fire Fund. The City made contributions of $263,982 in 2021.

Census Data

Population Trends

	Population
1970 U.S. Census	1,883
1980 U.S. Census	2,827
1990 U.S. Census	3,514
2000 U.S. Census	4,398
2010 U.S. Census	5,931
2020 U.S. Census	6,851

Source: U.S. Census Bureau & MN State Demographer

Income and Housing Statistics

	City of Kasson	Dodge County	State of Minnesota
2021 per Capita Income	$ 34,161	$36,008	$ 38,881
2021 Median Household Income	78,353	79,020	73,382
2021 Person Below Poverty Level	2.1%	5.9%	8.3%
Median Value of Owner Occupied Housing	192,800	197,100	235,700

Source: U.S. Census & MN State Demographer's Office

The City of Kasson has 2,310 single-family homes and 506 multiple family units (27 properties and 1 mobile home park)
Source: City Records

Employment Data

	Labor Force Dodge County	Unemployment Rate Dodge Cty	Statewide
May 2021	11,700	2.8%	2.2%
November 2020	11,813	3.5%	4.7%
June 2019	12,259	3.3%	3.0%
October 2018	11,640	2.2%	2.2%

Source: Minnesota Department of Employment and Economic Development and the data site, and rgi.

Financial Services

Bremer Bank reported deposits of $14,648,519 and Home Federal Savings Bank reported deposits of $873,860,000 as of June 30, 2021.
Source: F.D.I.C. or Bankregdata

Major Employers

Employer	Product/Service	# of Employees
Kasson-Mantorville Public Schools	Public education	248
Erdman Supermarket, Inc.	Grocery stores	130
Kasson-Mayo Family Practice	Physicians offices	50
City of Kasson	Local government	35
Daniel's Restaurant	Eating establishment	35
KM Telecom	Telephone-media	22
Comfort Home Health Care	Assisted Living	21
Shopko Hometown	Retail	20
Home Federal Bank	Commercial bank	18

Source: Reference USA

Building Permits

	Number of Permits			
Year	Comm/Ind.	Residential	Other	Total Value
2021	12	60	164	27,805,900
2020	24	43	514	10,506,300
2019	11	35	1343	8,638,000
2018	16	37	227	11,762,000
2017	13	52	181	11,620,700
2016	14	43	190	9,129,700
2015	6	42	199	35,911,850
2014	5	32	221	18,843,150
2013	5	22	172	7,198,400
2012	15	22	137	8,667,600
2011	3	16	154	10,053,550
2010	4	21	175	4,176,200
2009	2	22	164	3,975,600
2008	5	19	132	22,362,400

Permits included in the other category include permits for garages, remodels, sheds, storage buildings and decks.
Source: City Records

New Development

	Project	Type of Building	Value
2016			
	TW Solution	Storage	170,000
	Events	Rooftop furnace	32,000
	City of Kasson	Park Shelter	28,000
	TGR Pizza	Remodel	60,000
	Misplaced Magnolia	Restaurant remodel	280,000
2017			
	Kwik Trip	New structure	776,000
	Czaplewski Funeral Home	Funeral Home	1,090,000
	Kwik Trip	Gas Tanks	438,500
	Kwik Trip	Truck Scale	72,000
2018			
	MLB Enterprises	New structure	290,000
	KM High School	HVAC Upgrades	1,200,000
	SEMCAC	Gas Tanks	2,218,500
	A & A Electric	Truck Scale	296,000
	KM High School	Ballfield press box/conc	278,000
2019			
	Ron Carlson	New structure-Office Bldg	275,000
	KM High School	Restroom remodel	134,000
	Tri-Star	Building addition	75,500
	Casey's	New gas station	1,320,000
2020			
	KM School	Shower Rooms	307,000
	Plaza 57	Remodel of Shopko	470,000
	HyVee Foods	Remodel of Erdmans	800,000
2021	Zumbro Education	New School	13,650,000
	Plaza 57	Model for bank/office	182,500
	Stannard	Storage Units	148,000
	Smiling Moose	Remodel for Coffee Shop	115,000

Source: City Records

Healthcare

There is one clinic with ten (10) physicians available within the City. Additional clinic and hospital facilities are located within the City of Rochester 15 miles to the east.

Source: MN Department of Employment and Economic Development/City Records

Transportation

US Highway 14 runs through the City providing easy access to the City of Rochester. MN Highway 57 also runs through the City. MN Highways 30, 56 and 60 all run within 17 miles of the City. Interstate 90 runs within 30 miles of the City. In addition US Highways 52,63 and 218 all run within 18 miles of the City.

Air transportation services are available at the Rochester International Airport and at the Dodge Center Airport (within 15 and six (6) miles of the City respectively).

Inter-city bus and disabled transportation are both available within the City.

Education

Kasson is part of Independent School District #204 serving the cities of Kasson and Mantorville. One (1) elementary, one (1) middle and one (1) high school serve approximately 2,166 students in kindergarten through twelfth grade (Dec 2020).

The University of Minnesota – Rochester, Winona State University and St. Mary's University are located within the City of Rochester and are the nearest public and private colleges in the area. Rochester Community and Technical College is located in the City of Rochester and is the nearest technical college.

Source: MN Dept. of Employment & Economic Development

Utilities

The City of Kasson is provided electrical service by Kasson Municipal, People's Energy Co-operative, and Xcel Energy. Minnesota Energy Resources supplies natural gas within the City.

Communications

The City of Kasson is provided local telephone service by KM Telecom. The City has cable television and local internet access available. The City's official newspaper is The Dodge County Independent, which is published in Kasson each Thursday.

Source: MN Dept. of Employment & Economic Development & City Records

AUDITED FINANCE STATEMENT

The audited financial statement of the Issuer for the year 2021 is provided in the additional attachment/following pages.

City of Kasson

We're Ready For You!

To: City Council
Date: 4/29/2022

Agenda Heading: Water/Wastewater Department Report

- **I & I Planning**. WHKS has started the sewer lateral inspections, this is expected to take about a year. The city should be receiving a report on the main sewer lines and manhole inspections. Completed another noncompliance home on the 3rd,4th, and 5th project.

- **Wells**. Continued monthly maintenance at all three wells. The city is participating a sampling program to test for PFAS (Per or Polyfluoroalkyl Substances) a containment found in ground waters around the state. The HVAC was replaced at well 5. First Systems Technology completed calibrations on the 3 well house meters, this done annually.

- **Sanitary Sewer Collection System.** The city has worked on a couple of backups in the SE part of the city.

- **Flow Amounts**. The city pumped 11.896 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 22.413 million gallons, 2.210 million gallons was received from Mantorville, these are all for the month of March.

- **Meter Reading.** The city has been using a meter reader barrowed form Ferguson to read the Neptune meters, once the Tantalus system is in place this will no longer be needed.

- **Meter change outs.** We have received the meters that are needed for the South Fork area, we have also ordered an additional 600 Badger register and Itron radios, this is part of the meter reading upgrade.

- **Lift Stations.** Ideal Service Inc. completed cleaning and preventive maintenance on the VFD (Variable Frequency Drive) at the main lift station.

- **Wastewater Treatment Plant.** First Systems Technology completed meter calibrations of the flow meters; these are required to be done twice a year by the MPCA. IMS Construction replaced a leaking fire hydrant and two yard hydrants at the treatment plant. The fine screen at the treatment plant failed, had Maxon Electric take look at it and it was determined the drive for the motor needs to be replaced.

- **Water Distribution System.** City crews will start flushing hydrants starting the first week in May, the plan was to start in April but with the cool temperatures it was delayed. Work has started on the new tower located at the fairgrounds, the new water line for the fairgrounds is in place and they are working on the base for the tower.

- **Training.** Isaac Thoe has passed the class C wastewater exam.

City of Kasson

We're Ready For You!

To: City Council
Date: 4/29/2022

Agenda Heading: Public Works Director Report

- **Project Updates**. MnDot has awarded the HWY 57 project to Heselton Construction from Faribault. MN Energy Resources has started installing new gas lines for the project. We had to cut down a bunch of trees for the Safe Routes to School project due to the nesting time of long-eared bats. DeCook Excavating is back moving dirt for the Komet Acres subdivision. Snow Contracting has installed the water line to the Dodge County Fairground office building for the Water Tower project. We met with Dodge County staff about 16th St going west for access to a Reuse building they want to build.

- **Personnel**. We completed the annual review for Wastewater Operator I Isaac Thoe. Isaac also passed his Class C Wastewater Operator exam and was reclassified to Wastewater Operator II. I completed the annual review for Water/Wastewater Supervisor Dave Vosen.

- **Public Works Facility**. Knutson Plumbing was back and replaced two faucets in the men's locker room. Leth Electric replaced the motion sensor for the lights in the women's locker room and replaced the gfi outlet in the shop that failed during the Safety and Risk Management inspection.

- **City Hall**. Mike Bolster and Steve Burke removed the old door between the Council Chambers and the office. Mike installed a new door so that the bathroom is inside the Council Chambers. Mike installed the trim around the door and will be finishing the baseboard work. Steve did the sheetrock work and Ben Langan painted the walls. Leth Electric moved the existing light switch closer to the new door and also replaced the emergency light in the basement.

- **Equipment**. We took the 2007 International dump truck to Universal Truck Equipment in Galesville, WI for a quote to repair the broken welds on the box. The truck is going back on May 9th to be repaired and will be there for a couple weeks. Universal is going to weld and repair the underside of the box, seal and paint the underside of the box, seal and paint the frame and front plow hitch, and replace the rear pins and bushings. The quote was $5,649.65 for the repairs. They will let us know if any additional repairs are needed once they start tearing the truck apart. I ordered the new John Deere 624P loader for a January 1st, 2023 or after delivery.

- **SE MN Local Human Service Transit Coordination Plan**. I participated in online meeting for SE MN with area transportation coordinators, MnDot employees, and SEH Engineering. The Transit Coordination Plan is required by Federal Transit Law (MAP-21, Fast Act). The plan was last completed in 2017. The plan is an assessment of transportation needs for people with disabilities, older people, and young children. The most common problems everyone is facing is driver shortages and pay. Some other problems they are facing is lack of dispatchers, lack of weekend services, door to door service, assisted transportation, and driver age.

- **Stormwater**. Staff has patched and put rock in a sink hole next to a storm drain in the alley next to Country Pleasures restaurant. We will continue to monitor it and repair any further problems. Staff continues to clean the grate at the Spading property in SW weekly and more often during rain events. We unplugged a storm grate in the Lindon Manor SE waterway.

- **Street**. Staff installed one of the KMTelecom Smart Rural Community signs on 16th St NE in front of the Public Works Facility. They installed one stop sign and the street signs for the Meadowbrooke 2nd NE subdivision. They also installed two no parking signs at the intersection of 16th St NE and 5th Ave NE along the yellow curb by the baseball field. Staff blew out the seals and drains on the 16th St NE bridge. Staff trimmed trees that hit the street sweeper and also removed a couple more problem trees. Staff has been out patching potholes throughout the city. Staff has been dragging ballfields, working on the Aquatic Center, dethatching, fertilizing, and put the batting cage up. Staff continues to locate plots at the Cemetery with Ron to try to understand how things work at the Cemetery.

Meetings and Events Attended

April 4th	John Deere – Burnsville
April 5th	Universal Truck Equipment – Galesville, WI
	SE MN Local Human Service Transit Coordination Plan
April 21st	Technical Review
	City Engineer – Vail Property
	Dodge County – 16th St NW Reuse
April 22nd	MMUA
	Safety & Risk Management
April 29th	DRG Kick Off
	Dept Head

Department Head Meeting
April 29th, 2022

PARK DEPARTMENT

1. **Lions Skateboard Park** – A City of Kasson resident visited the Park Board at there meeting in February of this year and asked to see if the Board would look into adding BMX bike jump equipment on the existing cement pad at Lions Park. I contacted the American Ramp Company that sold the city the existing equipment we currently have at the skate park. To add bike jump equipment, it would come with a cost of $31,495.93. To cover the cost, the resident is willing to fund raise money for the project that would be phased out over a 3 year period. The city would have to fund a majority of the project with the help of funds he will collect over the 3 years. The Board is looking to see how much funding he can raise before the budget needs to be set for the 2023 budget year.
2. **Lions Park Parking Lot Improvements** – The City Council approved the quote of S.L. Contracting to pave the Lions Park Parking lot on April 13th, 2022. The cost of the project will be $112,490.80. There was 9 total construction companies that sent in quotes for the project. The start of the project will begin in early June.
3. **Aquatic Center Maintenance Contract** – The City has entered into a 3 year maintenance inspection agreement at the Aquatic Center with Recreation by Lemme Jones. The cost will be $2,500.00 per year in which the company will inspect the two big slides, diving boards and play features annually in the Spring. This will help determine how much repair and cost of annual maintenance will be needed on those features at the pool.
4. **Adult Softball League –** Our Adult Softball League play will begin next Thursday evening May 5th. We have 7 teams that have paid their entry fees. The season will run through August 18th.
5. **Aquatic Center Spring Start Up-** The Park/Street staff will start preparing the pool for this up coming summer season late next week. We will be draining, cleaning and installing fixtures late next week after Spring Clean Up. Water will be added the week of the 9th of May. We will be having a lifeguard instructing class starting May 21st through the 25th. The Aquatic Center will open on May 28th for the summer swimming season.

MEETINGS or EVENTS ATTENDED

April 19	Park Board Meeting
April 22	MMUA Safety Training
April 29	Arbor Day Event
April 29	Department Head Meeting

Liquor Store Report- April

I attended the Proof annual dinner in Minneapolis on Thursday April 21.

I attended the Safety Committee meeting on Friday April 22.

I continue to purchase with the MMBA chain buys. They also have included exclusive barrels of bourbon and whiskey that are bottled only for MMBA stores.

I have found a way to circumvent the ordering system and have been able to bring in several bottles of highly allocated bourbon. We now have a group of customers who drop in weekly to check on the selection.

The MMBA nominating committee has put my name forth to serve on the board and the executive committee for a three year term. Election will be at the annual meeting on Tuesday May 3.

I was awarded a scholarship of $295 to attend WSET (Wine Education and Spirit Trust) Level One certification class on Saturday April 30. It will be held during the MMBA annual conference.

Liquor industry deal would create council to recommend booze law changes in Minnesota

One group especially unhappy with the proposals: grocery and convenience stores, which were not only left out of negotiations that led to the latest efforts around changing liquor laws, but would also not have a place on the new advisory council.

By Peter Callaghan | Staff Writer

House File 2767 would set up a formal council of industry players, including brewers, distillers, distributors, unions and liquor store owners.

An agreement among the leaders of businesses that make up the Minnesota liquor industry has boosted the chances of the first reform of alcohol laws since Sunday sales were approved in 2017. The proposal would give craft brewers and distillers the ability to sell in more packages — six-packs for beer and larger bottles for distillers. It would also allow larger brewers to reopen taprooms that they were forced to close when their beer production hit a cap under current law.

But another aspect of the proposal awaiting action on the House floor has gotten less attention: a formal system to reach similar compromises in the future. Rather than have brewers, distillers, distributors, unions and liquor store owners negotiate informally — or argue publicly — about dividing the business, the bill (House File 2767) would set up a formal council of industry players.

Called the Liquor Industry Advisory Council, the board would listen to proposals for changing state alcohol laws. If enough of the members agree, it would be forwarded to the Legislature for consideration.

As crafted by House Commerce Committee Chair Zack Stephenson, the board would be a confederation of sorts that would require some support from each sector: liquor retailers, producers and distributors.

"It makes sense to have specialized bodies to make recommendations," said Stephenson, DFL-Coon Rapids. "And it's just a recommendation that the Legislature could ignore. And some of these groups have been very successful in seeing their recommendations adopted here."

According to the proposal, the retail group would have one representative from private liquor stores, one from municipal liquor stores and one from bars; the wholesaler group would have one representative from a labor union, one from a distilled spirit wholesaler and one from a beer distributor. The alcohol producer group would need one appointee from small brewers, small distillers and a manufacturer from larger alcohol producers.
To send an agreement to the Legislature, a proposal would need approval by both a majority of the nine members plus at least one vote from each of the three industry groupings.

The council was patterned on a panel of business and labor leaders to discuss and recommend changes to the state workers' compensation system. As with alcohol laws, the workers' compensation panel saves the Legislature from brokering disagreements between sometimes warring lobbying groups.

few years, or it could be that it's more of a functioning body after five years," he said.

Tony Chesak, the executive director of the Minnesota Licensed Beverage Association, supports the council concept. "The creation of a Liquor Regulation Advisory Council would allow many stakeholders and industry members to carefully review any and all liquor proposals before and during prospective liquor law changes," Chesak wrote in a letter to lawmakers.

The Licensed Beverage Association represents small private liquor stores as well as bars and restaurants. It has opposed allowing sales of wine and full-strength beer in grocery stores and supports the current law limiting liquor store owners to one store per city.

One group is especially unhappy with the Stephenson bill: Supporters of wine and strong beer sales in grocery and convenience stores. They were not only left out of the industry negotiations that led to the Stephenson bill, but they would also not have a place on the Liquor Advisory Council.

"We didn't get invited to the party," said Steve Anderson, a founder of Bobby and Steve's Auto World, a group of eight auto and tire centers that all include gas stations and convenience stores. "There have been a lot of nice group meetings going on without us."

While some large grocery stores have adjacent liquor stores, even those are restricted by the one-per-city rule.

Target, for example, can have a full liquor store next to its downtown Minneapolis store but not one on Lake Street. Other grocers without an affiliated liquor store can only sell so-called 3.2 beer.

"It's a stupid law," said Anderson. Of the Stephenson bill, Anderson said, "there are more restrictions that don't need to be there that's helping a certain group but not us."

Grocery and convenience stores have also objected to a contract that was drawn up by one of the lobbyists involved that would legally bind the parties to the agreement.

"The Parties agree to actively lobby against and oppose any such proposals and testify in Legislative Hearings expressing their opposition," the contract states. "For the sake of clarity, and not to limit the foregoing, this active and public opposition includes any legislation, regarding the sale of alcohol in convenience and grocery stores and eliminating the prohibition on multiple retail licenses per municipality."

Industry lobbyists claim the contract was a draft, and any agreement they might sign would be far less formal and less legalistic. The five-year-moratorium, however, is included and was mentioned when Stephenson described the deal last month.

The Stephenson bill has not yet come to a full vote in the House. And nothing will pass the Legislature without the

support of Senate Commerce Committee Chair Gary Dahms, R-Redwood Falls. Dahms has often been reluctant to expand access to alcohol but has said he is looking at the bill because it has broad agreement in the industry.
"Ultimately a deal is meaningless if it doesn't pass the Senate," Stephenson said. "The whole idea was to get a bill done, to come up with a bill that could become law."

To: Timothy Ibisch

Date: 4/29/22

Agenda Heading: Department Head Meeting

- **Dodge County Ice Arena** – All of our spring programs are slowly coming to an end and we will have a little time to do some extensive spring cleaning and maintenance to the building in May. We are still waiting for the pillar on the northeast corner of the building to be fixed from wind damage last fall. The county has filed everything, through their insurance, and sent me an email that they notified AB Systems about the repair according to their estimate. We replaced the batteries on the Zamboni last week as it took a while to get the new ones. We ordered the new set back on December 10th. There is a new applicant for our open full time position, he is currently working at a rink in Florida but would like to get back to this area as he is originally from Winona. We will get our summer programs going full swing in the beginning of June. We have added a new APEX Skating camp in August and they are coming from California.
-

Kasson Fire Department Head Report

4-29-2022

Probationary members: The new members have completed their classes and have successfully passed all testing. We will now evaluate them and their involvement with calls and training to see if at the end of the Probationary period we want to keep them.

Recruitment Process: We are currently moving on to the testing phase of the process. We have 2 candidates that are interested in getting on the Dept. at this time. We are hoping to get them all tested out on May 7th. After that we will move to interviews to see if we want to extend offers to join.

New Building: We continue to work with ICS and TSP on the building design to try to fit all of our needs into the building. At this time, we are not meeting the needs of the dept with what is being planned but with costs the way they are we need to make cuts. We are at a point that I have suggested to the group that we not make any more changes to the plan until the EMS committee has a chance to view and add comment.

New Trucks: The new Engine has been ordered and we have confirmed that as of today it is still on schedule to be delivered this fall.

The items that were approved by council for the Utility truck (Topper & Slid out) have been ordered and are expected to be delivered sometime in July.

Out of Service Equipment: We had the opportunity to donate some of our equipment that was out of service and no longer of use to us. We donated all of our old air packs that we could not sell along with turn out gear that was not damaged. This was donated to the Oronoco Fire Department to be sent over to Ukraine

Training Burns: We are in the process of planning several training burns in our area. We have some grass land to burn but not sure that will happen this spring due to the weather and man power.

We also have the opportunity to burn a house and as this does not happen a lot, we will take our time and work on getting this planned to have a good day of training possibly this fall.

Personnel: The council has approved the addition of one officer position and the promotion of three members. LT Chris schuh has been promoted to Captain along with FF Jason Campbell and Matt Lawrence have been promoted to Lieutenant

I have been in contact with our members that are on LOA and one has decided to step away as he is moving out of town and the other, I am in talks with about coming back to active duty.

Mental Health Videos: I have been in contact with Ambient House Prod. On the next string of videos and I feel that we have a good plan for moving forward with them. The plan right now is to do some shooting over the summer to have them ready for fall release. The plan is currently for 3 more videos.

TREE CITY USA

CITY OF KASSON

401 FIFTH STREET SE
KASSON, MINNESOTA 55944-2204
PHONE (507) 634-7071
FAX (507) 634-4237

April 29, 2022

FINANCE DIRECTOR'S REPORT

2021 EIA 861S – Annual Federal electric report- Completed and submitted.

2021 Electric Utility Annual Report for MN Dept of Commerce – Annual State electric report - Completed and submitted.

2021 Audit- Presented to Council April 13th. Approved. Required reports published.

2022 Budgets- Updated with final 2021 results. Distributed.

Greensteps Reporting - Updated and submitted to Greensteps Program. Vying for Step 3.

2022 Debt issuance- City Council approved bond sale April 27, 2022 for Hwy 57 and Water Tower projects, rates having been locked in at an earlier meeting. Thanks to Council and David Drown and Associates for electing to lock in. Competitively bid bond sales the day before already reflected a higher interest rate.

2021 Continuing Disclosure- Prepared and Filed, in 5/11 Council packet.

2023- Draft Budget – In process.

First Filing of ARPA Report!- Prepared and Filed (website is not easy to navigate!)

I & I Program- Sump Pump/laterals- only 38 penalty billings this month.

Standing- March financial drafts distributed.

MEETINGS AND EVENTS

3/29 DDA-TIF and project bonding

3/30	IMA- Course Self Driving Work
3/31	Smith Schafer
4/1	SEMNT –Housing
4/1	Stevenson Ins
4/4	Smith Schafer
4/5	Byron
4/6	LMCIT Loss Control- Mankato
4/7	Greensteps-Coleman
4/12	Safety
4/12	IMA seminar-Leading Change
4/13	Housing Alliance
4/13	Council-present
4/21	IMA seminar- Digital Trans
4/21	IMA seminar- Cross-Cultural Comm
4/25	SLFRF
4/26	MyRec
4/26	IMA- seminar US Economic Fundamentals
4/26	IMA seminar-Blockchain
4/27	SEMNT
4/27	CEDS
4/27	Council
4/29	Dept Head

City of Kasson

We're Ready For You!

Dept. Head 04/29/2022

Electric Dept.

"Every accomplishment starts with the decision to try." -- John F. Kennedy

Tree Work – Olsen still scheduled to remove 4 large trees this year.

MMUA- Mark Hottel 4/24/22 Jay Reading (Electric specific) 4/14/22

Eric Henderson 1st Line Leadership 1st class 3/6-3/7 in Plymouth, MN

Miscellaneous – Tantalus meter installs ongoing. Waiting for more meters (date now undetermined)

Large project locates incoming and time consuming.

Service disconnects and reconnects starting to come in.

Monthly Siren check, old KT siren didn't go off. Test button siren works suspect possible communication issue. ANCOM called to resolve this.

3 phase extension to Komet Acres on South side of 16th ST NE installed. Working on elbow terminations, energizing

F550 to Rochester Ford for DEF filter issues 3/25/22

Davey Resource Group Kickoff 3/29/22

CRC has been working well. Customer communication of new number and procedures are ongoing in monthly newsletter, website and signage on PW trucks.

OT – 3/12/22, Storm damage to pole / completely broken pole in lot south of Ice Arena held up by wire and guy wire, unsafe condition for public. Howie notified me of the condition and sent pics. Thank you for that. Called in Eric and Kyle to cut power to effected pole and used digger to safely remove from Houston's fence avoiding damage to that. Laid pole in grass and contacted Duke Harbaugh at the county as it's Fairground's property for direction as to disposal of the pole. No reply as of yet.....

Meetings –

Mondays- Tantalus

3/4 – Xcel	Dollar General	
3/13 – CMPAS	Board Meeting	Eden Prairie
3/14 - Xcel	Dollar General	
3/27 – Spectrum	Hwy 57	
3/29 – DRG	Mapping Kickoff meeting	online

Kasson Police Department
19 East Main Street
Kasson, MN 55944
507-634-3881
Fax: 507-634-4698

To: Mayor and City Council
From: Police Chief Joshua Hanson
CC: City Administrator
Date: 4/29/2022
Re: April Department Head Report for the Kasson Police Department

---

CJIS IT Security Audit. We completed our CJIS IT security audit that is due every 2 years. We are connected to the CJIS network through Dodge County. We worked with Dodge County IT to complete the audit and made a couple of small changes, primarily with the VPN, to come into compliance.

Thefts from Unlocked Vehicles. In April we had a few thefts from unlocked motor vehicles. We continue to remind community members to lock their vehicles, garages, and homes as well as remove valuables from their vehicles. Property stolen included small electronics, documents, money, credit cards, and a firearm. With the assistance of the VCET we executed warrants and recovered some of the property, but the firearm has not been recovered at this time.

MN Predatory Offender Registration and Compliance Checks. When a predatory offender is released from prison, they are assigned a level 1, 2, or 3. Level 3 is considered the highest risk to re-offend and the community will be notified. The majority of registered predatory offenders in Kasson are level 1 or 2. Predatory offenders are required to register with law enforcement and we conduct regular compliance checks on them. We have completed 9 compliance checks so far in 2022. Last year we completed 27 checks and 38 were completed in 2020.

Calls For Service. As of March 31, we were at 921 calls for service this year. That compares to 1023 in 2021, 1120 in 2020, and 1286 in 2019.

Toward Zero Deaths (TZD). April kicked off extra traffic enforcement for the year with overtime funded by NHTSA. We are concentrating our efforts on extra enforcement of the texting/hands-free law. In May we will concentrate on seat belt and child restraint violations. The extra enforcement coincides with educational media messages. In May, Dodge County will be hosting our annual regional TZD photo and media kick-off event. The last time Dodge County hosted the event we used the K-M football field parking lot with the school campus in the background.

SRO Contract. I met with K-M and Z.E.D. administration to discuss the SRO position in the schools for next year. K-M and Z.E.D. want to share one SRO and split the cost that K-M is currently funding. I proposed some minor changes to the contract, as discussed at the emergency services committee meeting. Mr. Matuska later presented those changes to the K-M school board. I attended the school board meeting and heard the discussion about the changes. I will be sending a letter to the school board to address comments I heard from the board members about the SRO position and contract.

Meetings and Events Attended

April 7 Drug Court
April 12 Dodge/Steele Safe Roads
April 20 SRO Contract with ZED and K-M
April 21 Drug Court
April 25 K-M School Board
April 27 City Council
April 28 Drug Court
April 28 Victim Services Sexual Assault Awareness
April 29 DARE Graduation

Kasson Public Library
607 1st St. NW, Kasson, MN 55944
507/634-7615 www.kasson.llb.mn.us

Department Head Meeting

Date: April 29, 2022

- **Library Activities** –
  - Karst and Water Pollution Interactive Exhibit was in the library in March and viewed by 96 adults and children.
  - We are participating in the Connected Chromebook Project with Rochester Public Library. So far 5 Kasson patrons are using these Chromebooks.
  - SELCO is conducting a Community Needs Assessment, funded by a grant. Each library will have: 1) an onsite meeting (ours was Feb. 28); 2) a focus group meeting (ours was April 7); 3) two in-depth interviews with community stakeholders which will take place soon; and 4) on online survey, which is ongoing through May 13. We are publicizing information on this survey widely. *Please take our survey – link is on our website/Facebook page.*
  - Next Book Sale is May 17-21, sponsored by Friends of the Library.
  - Upcoming author visits, free and grant-funded. Both are best-selling MN mystery writers:
    - Brian Freeman, May 25 at 7:00pm
    - Allen Eskens, June 24 at 7:00pm

- **Planning Ahead** – Many hours of planning occur weekly for the upcoming summer reading program. This month we worked on:
  - Ordering books for summer Storytimes
  - Ordering prizes and supplies for contests and incentive rewards
  - Preparing materials for weekly "Take & Make" kits.
  - Constructing the punch board for the teen and adult programs.
  - Details for logs; coordination with community groups coming to KPL for field trips

- **Building Report**
  - Sewer clog required jetted cleanout on March 3; $546 repair
  - On March 22 the rain created a leak in the ceiling over the wi-fi booths, and water intrusion along the floor line in the mechanical room and workroom storage area,
    - Covering was placed on roof, and problem addressed in construction meetings; quick response by builder and ICS.
  - On April 5 and 20 the rain created leaks again in the Young Adult area, and new leaks in the children's area ceiling.
  - Gutters have been installed and welded on.
  - Roofers will return to finish, including waterproofing foundation, then finally, install the metal siding.

Meetings and Events

April 4	Proctor exam
	Stitch community group
April 5	Book Club
	Proctor exam
April 6	Book deliveries to daycares, homebound, special needs and nursing home patrons
	Book Club
April 7	Mystery Book Club
	Focus Group for Community Needs Assessment
April 11	SELCO Zoom meeting
April 12	SELCO Advisory Meeting
	Library Board meeting
April 13	City Council meeting
April 18	Book Club
April 20	Book deliveries to daycares, homebound, special needs and nursing home patrons
April 21	Book Club
April 29	Department Head meeting

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

2022

NEW! For public safety: An afternoon focused on the importance of peer support and how to create a peer support program in your city.

SAFETY AND LOSS CONTROL WORKSHOPS

LMC LEAGUE of MINNESOTA CITIES

DATES & LOCATIONS:

MARCH 29
BEMIDJI

MARCH 30
ALEXANDRIA

APRIL 6
MANKATO

APRIL 13
DULUTH

APRIL 19
ST. CLOUD

APRIL 21
ST. PAUL

APRIL 26
PLYMOUTH

APRIL 28
ROCHESTER

REGISTER TODAY AT WWW.LMC.ORG/LCW22

WORKSHOP FEE:

ONLY $20 Lunch & materials included.

Questions? Contact Ashley Freitag at (651) 281-1249 or (800) 925-1122 or by email at registration@lmc.org.

MORNING TRACKS

	ADMINISTRATIVE	POLICE	PUBLIC WORKS/ PARKS & REC
8:30 – 9:30	**LMCIT: We've Got You Covered** Learn who and what's covered under your city's LMCIT liability, property, and workers' compensation coverages and what's excluded. You'll gain a better understanding of coverage limits, excess coverage, deductibles, and the city's annual tort cap waiver decision.	**Liability of Police Pursuits and Emergency Vehicle Operation** Police pursuits are on the rise and require officers to make rapid decisions that can place an officer and the public at risk. Learn how a city's pursuit policy, supervisor responsibilities, training, and police tactics are all important considerations to reduce your city's liabilities. SC	**Parks & Rec: Simple Fixes to Address Regulations and Reduce Liability** Accessible parks are necessary for your community, but come with some challenges. Explore frequently encountered Americans With Disabilities Act (ADA) challenges and learn how to manage the issues when funding may not be available. You'll also learn how to deal with vandalism problems at your parks and playgrounds and discuss various security measures departments can take to deter incidents and (hopefully!) identify the vandals. SC
9:45 – 10:45	**"Why Did I Click That?" and Other Phishing Tactics** Did you know that we are biologically engineered to be social? That's why it's important to be "politely paranoid" when working online. In this session, learn the biology behind social engineering and use this to strengthen your defenses. SC	**Best Practices in Police Mental Health Crisis Responses** Police agencies vary in how they respond to mental health crisis calls. Learn how to assess what's right for your community, given available resources. Co-responder, crisis team, telemedicine, and police-only programs will be considered, along with tips for ensuring safety and minimizing liability.	**How to Handle OSHA Inspections** Understanding the OSHA Compliance Officer inspection process and preparing for the visit is vital for a good review. Learn the top 10 standards for which cities are most frequently cited, the city's rights during an inspection, and resources LMCIT has available to make your inspection go smoothly. SC
10:45 – 11:30	**The Hot Zone: Navigating Land Use Decisions** Zoning decisions can be controversial and confusing. Examine a city's decision-making authority and the legal standards associated with conditional use permits, variances, and nonconformities. Review the importance of creating a record to support any land use decision. EO SC	**Best Practices in Police Mental Health Crisis Responses** *continued* SC	**Practical Cybersecurity Methods for Public Works** Understand the risks remote access to public works systems can create and learn practical ways of applying cybersecurity practices to public works-related systems. SC
11:30 – 12:15	**Enjoy a box lunch and networking time.**	**Enjoy a box lunch and networking time.**	**Enjoy a box lunch and networking time.**

EO Also suggested for elected officials

HR Also suggested for human resources staff

SC Also suggested for small cities staff

Questions?
Contact Ashley Freitag at (651) 281-1249 or (800) 925-1122
or by email at registration@lmc.org.

REGISTER TODAY AT WWW.LMC.ORG/LCW22

AFTERNOON TRACKS

ADMINISTRATIVE

12:15 – 1:15

You're Hired! Hire Like an HR Expert

Explore best practices and pitfalls for hiring new employees during a pandemic and in a tight labor market. Learn how to build a great workforce while complying with the law, leveraging technology and other resources, and fostering diversity, equity, and inclusion.

HR SC

1:15 – 1:45

EMERGENCY PREPAREDNESS: Meetings, Communications, and Continuity of Service

Plan for uncertainties. Know what city staff are responsible for during an emergency including keeping the council functioning, communicating with residents, and providing essential services.

SC

2:00 – 2:30

EMERGENCY PREPAREDNESS: Human Resources, Contracting, and Debriefing

Consider plans that will allow city staff to continue working during emergencies, best practices for working with other jurisdictions, when you may need to contract outside the normal rules, and what to do when the emergency is over.

HR SC

2:30 – 3:30

Good Mental Health in the Workplace

The National Alliance on Mental Illness (NAMI) will share the five things you can do to create a workplace that values good mental health. Explore how to promote good mental health, the common symptoms of mental health illnesses, how attitudes impact people with mental illness, and accommodations for those who live with mental illness.

Please note: This session will also be offered at 12:15 p.m. during the Insurance Agents Track.

HR SC

PEER SUPPORT

Helping Those That Help Others

"Rub a little dirt in it" was generally advice given to public safety professionals by colleagues after experiencing a traumatic event. Though well intentioned, it wasn't great advice.

Peer support programs with trained colleagues that know how to provide psychological first aid can help deliver important emotional support that fellow public safety personnel may need during times of personal or professional crisis. Learn about what peer support is and isn't, the benefits of peer support, and the basics of creating a peer support program in your organization.

NEW!

Peer support can be an important source of wellbeing. Spend the afternoon exploring how fellow public safety personnel can provide assistance and understanding.

HR SC

INSURANCE AGENTS

Good Mental Health in the Workplace

The National Alliance on Mental Illness (NAMI) will share the five things you can do to create a workplace that values good mental health. Explore how to promote good mental health, the common symptoms of mental health illnesses, how attitudes impact people with mental illness, and accommodations for those who live with mental illness.

Please note: This session will also be offered at 2:30 p.m. during the Administrative Track.

Selling to the City: How Insurance and Exposures Are Different From a Commercial Client

Insurance requirements for a city and a commercial business are not one in the same. Join us for an overview of the exposure differences and processes used to address the insurance needs for your city clients.

LMCIT Updates

Don't miss these important updates! Hear about recent coverage, rate, and other changes for the property/casualty and workers' compensation programs that agents should be aware of.

Don't Let Tree Claims Leave You Stumped!

This session will provide background on the significant role trees play in our communities and how governmental agencies have identified and documented the importance of this natural resource. You'll learn about the rights and responsibilities of tree owners, the various types of tree-related claims, key claim investigation decision-making factors, and the potential defenses afforded to cities in dealing with these often contentious claims.

LEAGUE of MINNESOTA CITIES
145 University Ave. West
St. Paul, MN 55103-2044

ONLY $20 Lunch & materials included.

AT THESE WORKSHOPS YOU WILL:

- Hear the latest news that impacts the work you do for your city.
- Get tips and tricks for managing risk and common safety challenges.
- Learn about new regulations and laws that affect you.
- Network with peers from neighboring cities.

WHO SHOULD ATTEND?

Administrators/clerks

EMS & first responders

Firefighters

Human resources professionals

Insurance agents working with cities

Parks & rec professionals

Peace officers

Public works professionals

Risk management staff

Staff from small cities

CONTINUING EDUCATION CREDITS/CONTACT HOURS SOUGHT FOR:

- Claims adjusters
- Insurance agents
- Peace officers
- Water and wastewater operators

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

2022

NEW! For public safety: An afternoon focused on the importance of peer support and how to create a peer support program in your city.

SAFETY AND LOSS CONTROL WORKSHOPS

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