Agenda
Lake City City Council
Regular Meeting August 17, 2026
6:00 PM
City Hall Council Chambers

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1. Pledge of Allegiance/Call to Order/Introductions
2. Review and adopt/amend agenda
3. Public Forum
   a. Public Forum Guidelines
4. Consent Agenda
   a. Review City Council meeting minutes July 13, 2026
   b. Review City Council Workshop meeting Minutes July 13, 2026
   c. Review and approve expense claims July 1, 2026- July 31, 2026
   d. Approve request for the Lake City Education Foundation to host a raffle on November 14, 2026.
   e. Approve out of state travel for Civic Symposium
   f. Approve trade in of 271 2018 Ford F450 Road Rescue Ambulance in the amount of $32,000 to Premier Specialty Vehicles
   g. Approve ambulance department paramedic step assignment policy
   h. Approve hiring of part-time paramedic Quinn Kehren
   i. Approve request for the Lake City Chamber of Commerce to host a bingo event October 11, 2026.
   j. Approve new 2026 3.2% Off Sale liquor license for Lake Stop LLC dba Lake Stop
5. New Business
   a. Consider the Lake City Fire Relief Association's request for a pension increase.
   b. Approve Resolution 26-025 Approving the Final Plat Great River Flats Common Interest Community (CIC) by Grant Griffin
   c. Introduce and Waive the First Reading of Ordinance 653 Planned Unit Development Amendment PD26.02 by Brian & Tracie Henkel
   d. Approve Resolution 26-024 Ordering the Abatement of Conditions Creating a Nuisance and a Hazardous Property Existing at 318 North Washington Street in The City of Lake City
   e. Approve Resolution No. 26-019 Amending and Restating the Subdivision Agreement for Ponderosa Estates
   f. Approve Contract Award - Relay & Breaker Testing of Step Down Substations

g. Approve Plans and Specifications and Authorize Advertisement for Bids - Lead Service Line Improvements Project

h. Approve hiring Dylan Pfeilsticker as a full time Police Officer

i. Approve Amendment No. 1 to Task Order No. 3 with DGR Engineering

j. Approve the hire of Joshua DeFrang as Utility Director.

Communication Updates

Wabasha County Canvassing Board Results - Primary Election, August 11, 2026

6. Informational Reports
   a. Fire Department Meeting Minutes June 25, 2026
   b. Streets, Parks, Public Safety Board Commission Minutes July 21st 2026
   c. Ambulance Commission minutes July 20, 2026
   d. Civil Service Commission Minutes July 21 2026
   e. Planning Commission meeting minutes - July 2, 2026
   f. Utility Board Meeting Minutes, July, 15 2026.
   g. Port Authority Meeting Minutes July 16, 2026
   h. Fire Relief Association Minutes 7.30.26
   i. Fire Department Meeting Minutes 7.30.26
7. Future Meeting Dates
   a. August 2026 Calendar
   b. September 2026 Draft Calendar
8. Adjourn

August 17, 2026

Agenda Item Description: Public Forum Guidelines

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Public Forum Guidelines: The Public Forum provides an opportunity for the public to address the Council. Questions from the Council will be for clarification only. Council members will not enter into a dialogue with citizens. Public Forum will not be used as a time for problem solving or reacting to the comments made, but rather for the purpose of allowing citizens to address the City Council on a topic of their choice. The following procedures will be used at Lake City Council meetings in order to control the flow of the meetings: Those persons wishing to speak must identify themselves for the record and must sign in at the table in the back of the chambers. At the beginning of the Public Forum, it will be determined how many speakers there will be. Public speakers or presenters will be required to use the lectern to speak from. Speakers must speak to the microphone to be heard clearly. Those persons wishing to speak must wait for their turn to speak so as to eliminate many conversations going on at one time. Individuals should limit their comments to three minutes. If the speaker has handouts, the Mayor, or president pro tem in the absence of the Mayor, will decide whether or not the handouts will be allowed to be distributed. All handouts go to the City Clerk for distribution. Public Forum will be limited to 15 minutes, and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Time at the lectern will be halted immediately if this occurs. Council may by majority vote waive any provision therein.

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Review City Council meeting minutes July 13, 2026

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:
City Council meeting minutes draft 07.13.2026

Lake City Common Council
Regular Meeting July 13, 2026
6:00 PM
City Hall Council Chambers
Meeting Minutes

Members Present:	**Mayor Brian Quinn, Cindy McGrath, Megan Kramer, Amy Alkire, Faye Brown, Russell Boe**
Members Absent:	**Robert Newsome**
Staff Present:	**City Administrator Rob Keehn, City Attorney Joe Sathe, Public Works Director Mitch Rigelman, Finance Director Jerome Illg, Planning and Community Development Director Kristi Gross, Port Authority Director Doug Grout, Police Chief Cory Kubista**

Mayor Quinn called the meeting to order at 6:00 p.m. with a quorum present.

Pledge of Allegiance/Call to Order/Introductions

Recognitions, Proclamations
Employee Recognition - John McCormick 10 years of service

Review and adopt/amend agenda
Consent item (h.) was moved to New Business item (a.0.).
Motion by Brown, second Alkire to approve the agenda as amended. All ayes, 6-0-0. Motion carried.

Public Forum
None.

Consent Agenda

a. Review City Council meeting minutes June 8, 2026.
b. Review City Council Workshop meeting minutes June 8, 2026.
c. Review and approve expense claims June 1, 2026- June 30, 2026
d. Approve League of MN Cities Liability Coverage Waiver Form
e. Approve the hire of Caleb Meyer as part-time Building Custodian for City Hall and Public Safety buildings.
f. Approve request for the Rotary Club of Lake City Foundation to host a raffle.
g. Approve new 2026 Tobacco License for Lake Stop LLC dba Lake Stop
~~h. Approve the 2026-2028 School SRO Contract~~
i. Approval of Industrial Wastewater Discharge Permits for Significant Industrial Users
j. Adopt Resolution 26-021 accepting donations for the second quarter 2026
k. Approve 1-4 Day Temporary On-sale Liquor License for Lake City Chamber of Commerce Y-Knot Tri event August 8,2026.
l. Approve request for the Lake City Chamber of Commerce to host a raffle September 18, 2026.

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New Business

Approve the 2026-2028 School SRO Contract

Contract for Juvenile / School Resource Officer between the City of Lake City, MN and ISD 813. The School Resource Officer Program has had over 25 successive years of implementation with ISD#813. It is a highly-valued program which has been jointly sponsored by the City of Lake City, and ISD#813. The Program allows a full-time licensed police officer to work with school staff and students to the benefit of the community. Through many daily contacts the officer builds a rapport with the student body, and he also assists when directed by key staff, in using his time in programs and other school events.

Motion by Boe, second Brown to approve the 2026-2028 School SRO Contract. All ayes, 6-0-0. Motion carried.

Adopt Resolution 26-023, Awarding Sale of General Obligation Street Reconstruction and Utility Revenue Bonds, Series 2026A.

The City held a public hearing on October 10, 2022 to discuss the 2023-2027 Street Reconstruction Plan and adopted the plan October 10, 2022. On June 8, 2026 the City authorized David Drown Associates Inc. to negotiate the sale of $6,230,000 in General Obligation Street Reconstruction and Utility Revenue Bonds, Series 2026A by a competitive negotiated sale in accordance with Minnesota Statute, Section 475.60, Subdivision 2(9). This sale will provide the funds needed to complete the street and utility project outlined within the plan for North Garden Street along with Roschen Lift Station rehabilitation. Mike Bubany from David Drown Associates Inc. will be at the council meeting to present the proposals received for this sale. (Please note, due to timing of bond sale on the day of council meeting, that the bond bid result tabulations, final cash flow statements, and updated sales resolution will be updated to this agenda item on late afternoon Monday 7/13/26.) The 2026 Levy for Taxes Payable in 2027 (2027 Preliminary Budget) includes budget amounts to account for the first year's principal payment, in the water, sewer, storm water, and debt service fund. Annual payments are estimated at $755,000-$770,000.

Motion by McGrath, second Boe to adopt Resolution 26-023, Awarding Sale of General Obligation Street Reconstruction and Utility Revenue Bonds, Series 2026A. All ayes, 6-0-0. Motion carried.

Approve Resolution 26-020 for a Minor Subdivision by James and Barbara Lawler

The request is for a minor subdivision of part of the Northeast Quarter of the Southeast Quarter of Section 8 T111N R12W. The property's address is 1025 W Lakewood Ave. To create a buildable parcel. A minor subdivision can occur when the request is exempt from platting requirements in accordance with Section 154 of the Lake City Code of Ordinances. The current request is to create a buildable parcel within the Medium Density Residential District. It is exempt from platting because the request will create less than three parcels from one existing parcel. The applicant is requesting to divide 10,000 square feet from their existing parcel to sell for a building site. The proposed parcel B meets all requirements of the Land Use Code for size and width for all of the permitted or conditional use permitted uses in the district. The applicant would like to sell the parcel for a single-family dwelling.

Motion by McGrath, second Alkire to approve Resolution 26-020 for a Minor Subdivision by James and Barbara Lawler. All ayes, 6-0-0. Motion carried.

Electric Department Budget Adjustment for Utility Equipment Procurement

During recent electric infrastructure inspections completed in coordination with DGR Engineering for anticipated Phase 1 construction projects, Electric Department crews identified numerous transformers that were in poor condition and in need of replacement. Several of these transformers showed signs of leaking fluids, requiring staff to replace the affected units. As a result, the department's available transformer inventory has been reduced. In addition to transformer inventory needs, the department is also working to maintain adequate utility pole inventory for the ongoing replacement and renewal of aging pole infrastructure throughout the electric distribution system. Staff has received quotes for the requested equipment procurement. The transformer equipment quote from IPS Power Management totals

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$130,225.00, and the utility pole quote from Bell Lumber & Pole Company totals $10,663.00. The combined quoted procurement amount is $140,888.00. Current operational budget allocations are insufficient to absorb the full cost of these purchases. Because budgeted salary dollars are available due to the current Electric Department vacancy, staff is requesting authorization for Finance to adjust available funds to help offset the transformer and utility pole procurement costs. Staff is requesting to transfer $115,500 from Electric Department salaries and $18,500 from Electric Department maintenance/repair accounts, for a total budget adjustment of $134,000 to Electric capital. This adjustment will help support the procurement of necessary electric utility equipment and maintain adequate inventory for continued operations, system reliability, and infrastructure renewal.
This budget adjustment does not request additional new funding but rather reallocates available funds within the Electric Department budget to help offset the procurement of necessary transformer equipment and utility poles for continued electric utility operations.

Motion by Kramer, second McGrath to approve the Electric Department Budget Adjustment for Utility Equipment Procurement. All ayes, 6-0-0. Motion carried.

Request to Authorize Budget Transfer for Water Operating Supplies

City staff is requesting authorization to transfer $22,500 from budgeted salary dollars currently allocated to the vacant Utility Director position to the Water Operating Supplies budget line item. This request is necessary due to the procurement of various-sized water meters in preparation for upcoming water meter replacements associated with the North Garden Street Reconstruction Project and the planned Lead Service Line Replacement Project on High Street. Both projects will involve construction activities that require the replacement of existing water meters as part of the related utility work. The purchase of these meters has significantly reduced the current Water Operating Supplies budget balance. As a result, the remaining balance is insufficient to support normal operational needs and anticipated purchases through the end of the year.
The requested transfer would move $22,500 from available budgeted salary dollars within the vacant Utility Director position to the Water Operating Supplies budget line item. This transfer will provide sufficient budget capacity to account for the water meter procurement while maintaining the ability to support routine operational supplies and purchases through year-end.

Motion by Alkire, second Brown to Authorize a Budget Transfer for Water Operating Supplies. All ayes, 6-0-0. Motion carried.

Adopt Resolution 26-022 relating to the validation of a prior act and changes to Port Authority Special Legislation.

The Special Law authorizing the City to create a port authority includes language providing that the law is not effective until it is officially approved by resolution of the City Council. The attached resolution must be adopted and the attached certificate must be delivered to the Secretary of State before the beginning of the next legislative session, or this special law will lapse. The attached Certificate must be completed and signed after the attached resolution is adopted. The second page of the Certificate contains instructions on the documentation that the City is required to deliver to the Secretary of State, along with the mailing address and contact information. The process to create the Port Authority was initiated in 2021, though the Certificate wasn't filed. The Special Law passed in the 2026 Minnesota legislative session authorizes the legal existence of the Lake City Port Authority, retroactive to September 2021. The Port Authority retains its full legal authority and powers, with the exception of bond issuance and eminent domain.

Motion by McGrath, second Boe to Adopt Resolution 26-022 relating to the validation of a prior act and changes to Port Authority Special Legislation. All ayes, 6-0-0. Motion carried.

Facade Improvement Program loan request - Rivers Edge Wellness

The requested Facade Improvement Program loan would provide a sign for Rivers Edge Wellness, guiding clients and visitors to the appropriate entrance, helping to guide visitors the business. Current signage on the building is temporary, located in a window. The proposed sign will be placed on the upper building exterior, near the business entrance. The $563.72 loan has a five-year term, and 50% of

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the loan will be forgiven over the five-year period. The total cost of the project is $1,127.44, and the business owner is providing half of the total project amount. A summary of the loan is attached.
The loan will be sourced from the Revolving Loan Fund, which has approximately $250,000.
Motion by Kramer, second Alkire to approve the Façade Improvement Program Loan Request for Rivers Edge Wellness. All ayes, 6-0-0. Motion carried.

Approve the 2026-2028 IBEW labor contract

Negotiations with the union began in October of 2025 and in April of 2026 we proceeded to mediation to address the areas where the city and union could not agree, namely wages for the Electric department and grades for the Water/Wastewater department. Attached is a summary of the items agreed to during mediation and a redline contract with those changes implemented.
The 3% wage increase included in the contract was factored into the 2026 budget. The additional wage increase for the Electric department will be covered through unfilled but budgeted positions. These contractual terms will be built into the 2027 and 2028 budgets respectively.
Motion by Alkire, second Brown to approve the 2026-2028 IBEW Labor Contract. All ayes, 6-0-0. Motion carried.

Unfinished Business

Waive the Second Reading and Adopt Ordinance 652 Jewel Third Addition Amendment by Nate and Jill Schoen

On June 8, City Council Introduce and Waive First Reading and Approve Ordinance 652; 5-2-0. Motion carried.
The request is an Ordinance for a Planned Unit Development Amendment to combine Lot 25 and Lot 26, Block 5, to allow the owner to build a single-family dwelling. The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council. The applicant must complete the following: 1. Obtain a Conditional Use Permit for the garage over 1,000 Square Feet. 2. Petition City Council to Vacate the utility and drainage easement between lot 25 & 26. 3. Combine the parcels with the Wabasha County Recorders office. 4. Obtain a building permit for the dwelling
Motion by Kramer, second Brown to Waive the Second Reading and Adopt Ordinance 652 Jewel Third Addition Amendment by Nate and Jill Schoen. All ayes, 6-0-0. Motion carried.

Informational Reports

Fire Relief Meeting Minutes May 28, 2026
Planning Commission Workshop Minutes June 4, 2026
Utility Board Meeting Minutes. June 17, 2026.
Marina Board Minutes June 9, 2026

Future Meeting Dates

July 2026 Calendar
August 2026 Draft Calendar

Motion by McGrath, second Boe to adjourn the meeting at 6:45 p.m. All ayes, 6-0-0. Motion carried.

ATTEST:

_____
Brian R. Quinn, Mayor

_____
Michelle Seydel, City Clerk

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August 17, 2026

Agenda Item Description: Review City Council Workshop meeting Minutes July 13, 2026

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:
City Council Workshop minutes draft 07.13.2026

Lake City City Council
Council Workshop July 13, 2026
5:30 PM
City Hall Council Chambers
Meeting Minutes

Members Present:	**Mayor Brian Quinn, Russell Boe, Amy Alkire, Faye Brown, Megan Kramer, Cindy McGrath**
Members Absent:	**Robert Newsome**
Staff Present:	**City Administrator Rob Keehn, Finance Director Jerome Illg**

Mayor Quinn called the meeting to order at 5:30 p.m. with a quorum present.

Review, Adopt, or Amend Agenda

Motion by Brown, second McGrath to adopt the agenda as presented. All ayes, 6-0-0. Motion carried.

Informational Reports

2027 Preliminary Budget

In April, staff shared with council a 2027 levy projection of 10.28% using high level assumptions. At the May 11, 2026 council workshop, capital requests were presented for council review. This workshop is the first opportunity for council to review and discuss detail 2027 operating budget requests.

Once the 2027 budget was assembled with each budget line substantiated after meeting with most department heads, it resulted in about a 16.75% tax levy increase. Staff reviewed operating budgets and capital plans with a few department heads. Based upon those discussions, the following list of budget and capital items were adjusted: reduce street maintenance-$305,000, removed some park upgrades-$65,000, HSL Updates-$45,000, Public Works Upgrades-$62,500. While staff did reduce the street maintenance budget significantly, it is highly expected that there will be savings from the 2026 mill and overlay project now that project has been approved and full project scope known. If those savings materialize and are not needed for any unexpected North Garden Street project overages, those savings will be rolled forward to 2027 street maintenance to closely resemble what past years budgeted street maintenance amounts have been. Also, two large capital projects (Sportsman's Club Rip Rap and Underwood Park Upgrades) financed partially through DNR and FEMA grants are still unknown at this time. Staff has left those projects in budget currently. If grant(s) do not materialize for these projects it is staff's recommendation to allocate those funds towards future fire truck purchase (in 2029), instead of financing all or using cash reserves at that time. Staff is not recommending utilizing those projects savings to reduce capital project levy, because it will handcuff future capital budget needs since we typically maintain capital levy in $700,000-$800,000 range. If the grant(s) are awarded, staff will discuss budget and finances with council before proceeding on projects.
Although the overall levy can be lower, it is staff's recommendation for preliminary levy purposes, to be set at 7.89%. This coupled with the anticipated tax capacity for at least the Wabasha county side of Lake City, would result in our tax rate being very similar from 2026 to 2027.
Staff intends to update the long range street and utility project debt projections similar to was done 2-3 years as we prepared for North Garden Street Project and discuss at a future council workshop (Fall 2026). It is staff's feeling that it would be helpful for finalizing 2027 levy towards year-end along with preparing for future street and utility projects as it relates to tax and utility rates.

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The proposed 2027 budget maintains existing infrastructure and service levels, along with maintaining existing staff levels.
The Funds with levy requests include: General Fund, Capital Projects, Library, Port Authority, and Debt Service. The proposed staff recommended 2027 budget reflects a levy request of $5,682,501, an increase of 7.89% over 2026.
A preliminary (not to exceed) levy will need to be set at the September 14th Council meeting.

Motion by McGrath, second Brown to adjourn the meeting at 5:56 p.m. All ayes, 6-0-0. Motion carried.

ATTEST:

_____
Brian R. Quinn, Mayor

_____
Michelle Seydel, City Clerk

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August 17, 2026

Agenda Item Description: Review and approve expense claims July 1, 2026- July 31, 2026

Originating Department: Finance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Rob Keehn, City Administrator

Preparer: Jerome Illg

ATTACHMENTS:
Claims 7.1.26-7.31.26

Account Description	Total Invoice Amounts
Total 101-34543-33728 Rental Revenue:	135.00
Total 101-44011-340 Council Printing/Publishing:	352.00
Total 101-44011-360 Council Food Shelf Utilities:	28.18
Total 101-44011-361 Council Old PS Building:	53.88
Total 101-44051-210 Clerk/Finance Operating Suppli:	12.81
Total 101-44051-310 Clerk/Finance Communication:	371.09
Total 101-44051-390 Clerk/Finance Contractual:	490.78
Total 101-44051-400 Clerk/Finance Miscellaneous:	.01-
Total 101-44060-390 Legal Contractual-Prosecutions:	2,650.00
Total 101-44060-391 Legal Contractual-Civil:	2,907.50
Total 101-44091-210 Planning Operating Supplies:	69.06
Total 101-44091-301 Planning Bld Permit Inspection:	12,401.40
Total 101-44091-310 Planning Communication:	79.79
Total 101-44091-320 Planning Travel, Conf, School:	110.20
Total 101-44091-340 Planning Printing/Publishing:	355.20
Total 101-44110-210 Police Operating Supplies:	3,426.37
Total 101-44110-220 Police Maint/Repair:	603.23
Total 101-44110-301 Police Code Enforcement:	900.00
Total 101-44110-310 Police Communication:	854.01
Total 101-44110-320 Police Travel, Conf, School:	629.28
Total 101-44110-390 Police Contractual:	6,462.21
Total 101-44120-210 Fire Operating Supplies:	1,721.28
Total 101-44120-220 Fire Maint/Repair:	298.72
Total 101-44120-300 Fire Professional Services:	159.80
Total 101-44120-310 Fire Communication:	278.50
Total 101-44140-210 Ambulance Operating Supplies:	8,293.26
Total 101-44140-270 Ambulance Uniform:	138.99
Total 101-44140-321 Ambulance Training Classes:	287.87
Total 101-44140-390 Ambulance Contractual:	2,620.22

Account Description	Total Invoice Amounts
Total 101-44191-210 EOC Operating Supplies:	75.17
Total 101-44191-220 EOC Maint/Repair:	750.20
Total 101-44191-310 EOC Communication:	47.71
Total 101-44212-210 Streets Operating Supplies:	3,748.74
Total 101-44212-220 Streets Maint/Repair:	1,182.41
Total 101-44212-300 Streets Professional Services:	46.00
Total 101-44212-310 Streets Communication:	380.19
Total 101-44212-390 Streets Contractual:	926.22
Total 101-44212-450 Streets Trees:	417.91
Total 101-44510-210 Parks Operating Supplies:	2,723.13
Total 101-44510-220 Parks Maint/Repair:	417.72
Total 101-44510-390 Parks Contractual:	2,201.31
Total 101-44524-210 Pool Operating Supplies:	128.39
Total 101-44524-220 Pool Maint/Repair:	113.90
Total 101-44524-310 Pool Communication:	167.07
Total 101-44543-210 HSL Operating Supplies:	5,921.06
Total 101-44543-220 HSL Maint/Repair:	728.12
Total 101-44543-310 HSL Communication:	270.71
Total 101-44543-340 HSL Printing/Publishing:	440.00
Total 101-44543-390 HSL Contractual:	2,839.00
Total 101-44543-840 HSL Resale Merch-Non Tax:	1,437.41
Total 210-45210-210 Library Operating Supplies:	1,131.51
Total 210-45210-240 Library Books & Materials:	3,198.54
Total 210-45210-390 Library Contractual:	254.46
Total 210-45210-391 Library Programs:	100.00
Total 270-45270-390 CDBG Contractual Services:	10,000.00
Total 369-43369-610 2021A Debt-Interest:	1,109.75
Total 400-44110-530 Cap Project Police-Mach/Equip:	4,199.00
Total 400-44510-530 Cap Project Parks-Mach/Equip:	87,263.75

Account Description	Total Invoice Amounts
Total 408-44080-500 2026 N Garden Reconstruct-Land:	544,802.26
Total 497-45497-400 TIF #18 TIF Disbursements:	7,462.00
Total 498-45498-400 TIF #19 TIF Disbursements:	11,096.00
Total 501-45575-300 Port Auth Professional Service:	125.00
Total 602-44602-210 City Hall-Operating Supplies:	749.75
Total 602-44602-220 City Hall-Maint/Repair:	49,451.86
Total 602-44602-310 City Hall-Communication:	378.50
Total 602-44602-360 City Hall-Utilities:	523.33
Total 602-44602-390 City Hall Building-Contractual:	4,202.72
Total 602-44603-310 Library Building-Communication:	158.86
Total 602-44603-390 Library Building-Contractual:	1,580.35
Total 602-44604-210 PS Building-Operating Supplies:	685.00
Total 602-44604-220 PS Building-Maint/Repair:	335.10
Total 602-44604-310 PS Building-Communication:	348.12
Total 602-44604-360 PS Building-Utilities:	146.81
Total 602-44604-390 PS Building-Contractual:	893.00
Total 602-44605-220 Fire Hall-Maint/Repair:	901.69
Total 602-44605-310 Fire Hall-Communication:	143.57
Total 602-44605-360 Fire Hall-Utilities:	76.24
Total 602-44605-390 Fire Hall-Contractual:	55.00
Total 701-41920-210 Electric Operating Supplies:	22,108.75
Total 701-41920-230 Electric Tools/Equip:	2,500.25
Total 701-41920-300 Electric Professional Svcs:	103.50
Total 701-41920-310 Electric Communication:	989.59
Total 701-41920-320 Electric Travel, Conf, School:	1,705.29
Total 701-41920-340 Electric Printing/Publish:	577.13
Total 701-41920-360 Electric Utilities:	168.17
Total 701-41920-370 Electric Maint/Repair:	3,980.04
Total 701-41920-390 Electric Contractual:	16,031.97

Account Description	Total Invoice Amounts
Total 701-41920-530 Electric Capital-Machin/Equip:	17,868.50
Total 702-42920-210 Water Admin Operating Supplies:	3,829.30
Total 702-42920-300 Water Admin Professional Svcs:	227.50
Total 702-42920-310 Water Admin Communication:	492.39
Total 702-42920-340 Water Admin Printing/Publish:	288.56
Total 702-42920-370 Water Admin Maint/Repair:	4,234.01
Total 702-42920-371 Water Admin Service Lines:	836.12
Total 702-42920-390 Water Admin Contractual:	825.10
Total 702-42920-530 Water Capital-Machin/Equip:	14,614.12
Total 703-43500-210 Treatment Operating Supplies:	458.24
Total 703-43500-300 Treatment Professional Svcs:	1,709.44
Total 703-43500-310 Treatment Communication:	224.52
Total 703-43500-360 Treatment Utilities:	123.20
Total 703-43500-370 Treatment Maint/Repair:	1,221.75
Total 703-43500-390 Treatment Contractual:	62,042.00
Total 703-43920-210 Sewer Admin Operating Supplies:	1,724.99
Total 703-43920-300 Sewer Admin Professional Svcs:	11.50
Total 703-43920-310 Sewer Admin Communication:	492.40
Total 703-43920-320 Sewer Admin Travel, Conf, Sch:	153.23
Total 703-43920-340 Sewer Admin Printing/Publish:	288.56
Total 703-43920-360 Sewer Admin Utilities:	34.67
Total 703-43920-370 Sewer Admin Maint/Repair:	81.50
Total 703-43920-390 Sewer Admin Contractual:	797.56
Total 703-43920-530 Sewer Capital-Machin/Equip:	3,490.50
Total 706-47706-210 Storm Water Operating Supplies:	612.29
Total 706-47706-220 Storm Water Maint/Repair:	394.64
Total 706-47706-390 Storm Water Contractual:	234.16
Total 710-37100-33778 Air Conditioner Charges:	225.00
Total 710-37100-33780 Slip Rentals:	1,716.00

Account Description	Total Invoice Amounts
Total 710-40746-220 Marina Beach Maint/Repair:	447.46
Total 710-40746-390 Marina Beach Contractual:	129.17
Total 710-40760-220 Marina Trailer Maint/Repair:	938.19
Total 710-40760-390 Marina Trailer Contractual:	1,793.61
Total 710-40771-210 Marina Lift Operating Supplies:	1,516.21
Total 710-40771-220 Marina Lift Maint/Repair:	201.47
Total 710-40771-300 Marina Lift Professional Svcs:	1,500.00
Total 710-40773-210 Marina Harbor Operating Suppli:	3,120.55
Total 710-40773-220 Marina Harbor Maint/Repair:	23,417.48
Total 710-40773-230 Marina Harbor Tools/Equip:	82.98
Total 710-40773-300 Marina Harbor Professional Svc:	2,533.97
Total 710-40773-310 Marina Harbor Communications:	320.22
Total 710-40773-360 Marina Harbor Utilities:	131.91
Total 710-40773-390 Marina Harbor Contractual:	1,912.60
Total 710-40773-850 Marina Harbor Resale Merch-Tax:	118.10
Grand Totals:	1,008,605.52

August 17, 2026

Agenda Item Description: Approve request for the Lake City Education Foundation to host a raffle on November 14, 2026.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Approve the request for the Lake City Education Foundation to host a raffle on November 14, 2026 for their annual Gala event. The raffle will be held at Lake City Sportsman's Club, located at 2200 S Oak Street.

The Lake City Education Foundation has completed an LG220 Application to Conduct Lawful Gambling to be submitted to the State of Minnesota Gambling Control Board, along with our city application and the $25.00 fee. Pursuant to Ordinance 538, the information received from the Lake City Education Foundation was transferred to the Chief of Police for review and recommendation (see recommendation below). City Council shall approve or deny the application.

Chief of Police Recommendation:
An application and fee was received from the Lake City Education Foundation with a request to host a raffle on November 14, 2026 at the Lake City Sportsman's Club located at 2200 S Oak Street. I have reviewed the information and find no reason to deny the request.

Budgetary/Fiscal Impact:
$25.00

Reviewed By: Administration, Chief of Police

Preparer: Diane Johnson

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Approve out of state travel for Civic Symposium

Originating Department: Finance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:
Approve out of state travel to Wisconsin Dells for annual Civic Systems Symposium, September 8 - 10, 2026.

Introduction/Background/Justification/Key/Legal Issues:
Each year, staff in the Clerk/Finance/Utility Departments travel to Wisconsin Dells for the annual Symposium put on by Civic Systems, the city's finance software vendor.

This annual conference is an opportunity for staff to learn about improvements in the software, receive technical training, as well as network with other users. Once the agenda is released, department managers determine the most appropriate individuals to send based on the conference content. This year Jerome Illg, Cassandra Atkinson, Joan Nelson, and Rhonda Harkins will attend the conference.

Budgetary/Fiscal Impact:
The conference and training cost of approximately $3,000 is included in the 2026 Clerk/Finance/Utility Budgets.

Reviewed By: Rob Keehn, City Administrator

Preparer: Jerome Illg

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Approve trade in of 271 2018 Ford F450 Road Rescue Ambulance in the amount of $32,000 to Premier Specialty Vehicles

Originating Department: Ambulance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
The service is purchasing a new ambulance in 2026. Premier Specialty Vehicles (PSV) will provide $32,000 for the 2018 Ford F450 Road Rescue Ambulance in trade-in value toward the purchase price of the new ambulance. The current mileage of the 2018 Ford F450 ambulance is approximately 152, 000 miles. The auction resell value is anticipated to be far below the trade-in offer received from PSV.

Budgetary/Fiscal Impact:
Offset cost of purchase of new 2026 ambulance; included in quote of total project cost; budgeted capital plan purchase

Reviewed By: City Administration, Finance Director, Ambulance Director

Preparer: Sara Rybarczyk

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Approve ambulance department paramedic step assignment policy

Originating Department: Ambulance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
The ambulance department is establishing a policy that outlines step placement for all new paramedic hires. The policy will take into account experience, certifications, education, and training when assigning a step assignment for each new hire. Current paramedic employees are at the appropriate step assignments and will have any new certifications, education, or qualifications considered at each annual performance review.

Budgetary/Fiscal Impact:
None, budgeted salaries in 2026; no fiscal impact related to current paramedic employees

Reviewed By: Ambulance Director, Finance Director, City Administration

Preparer: Sara Rybarczyk

ATTACHMENTS:
New_Paramedic_Hire_Grade___Step_Placement.pdf

Lake City Ambulance Service

Policy Title: Paramedic New Hire Grade and Step Placement

Purpose

This policy establishes a fair and transparent process for placing and advancing paramedics within Grade 6 with step placement based upon years of experience, education, and specialty certifications and qualifications.

Point-Based Placement System

Potential employees are evaluated in four categories for a maximum of 100 points.

Category	Maximum Points
Experience/Years of Service	50
Education	15
Advanced Qualifications	20
Certifications	15

Experience Credit

Points based upon years of experience are assigned at 2 points per year of experience up to a maximum of 50 points.

Examples include:
No years of service- (0) points
1 year of service- (2) points
10 years of service- (20) points
30 years of service- (50) points (50 max points possible)

Education Credit

Education credit based upon education level up to a maximum of 15 points.

Education	Points Assigned
Associate's Degree	2.5 points 5 points if EMS or related field
Bachelor's Degree	5 points 10 points if EMS or related field
Master's Degree	10 points 15 points if EMS or related field

Advanced Qualifications Credit

The following roles may qualify for advancement consideration for advanced qualifications up to a maximum of 20 points:

Eligible Qualification	Points Assigned
• Field Training Officer	1 point
• Clinical Preceptor	1 point
• Safety Officer	2 points
• EMS Instructor	2 points
• DOT Instructor	3 points
• Quality Improvement	3 points
• Education Coordinator	4 points
• EMS management Experience	4 points

Certification Credit

Employees may receive consideration for certifications that enhance the service capabilities up to a maximum of 15 points.

Eligible Certifications	Points Assigned
• CCP, FP-C, NP, PA	6 Points
• Community Paramedic	3 Points
• AMLS	1 Point
• PHTLS	1 Point
• Tactical EMS	1 Point
• NAEMT Instructor	2 Points
• State EMS Educator	2 Points

Step Placement

Points	Step
0-10	1
11-25	2
26-35	3
36-45	4
46-55	5
56-65	6
66-75	7
76-85	8
86-100	9

Annual Review Process

Employees are eligible for annual performance review with step increase based upon a satisfactory performance review with recommendation from department head for step increase. Advancement is based on maintaining required licensure and certifications, satisfactory performance, and completion of continuing education and training requirements. Paramedic employee education, qualifications, and certifications will be reviewed at time of annual performance review for appropriate placement.

Administrative Approval & Appeal Process

Initial placement at or above Step 6 requires city administrator review and approval. A hiring candidate may file an appeal for consideration by the City Administrator and personnel committee if requesting a different step placement than being offered by the hiring department head, The appeal must include the criteria that would allow for a higher point consideration related to years of service, education, qualifications, and certifications. If the appeal is approved by the City Administrator, the appeal will be considered by the personnel committee for final approval.

August 17, 2026

Agenda Item Description: Approve hiring of part-time paramedic Quinn Kehren

Originating Department: Ambulance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
The department conducted interviews to fill a vacant part-time paramedic position. Three candidates were interviewed. Quinn Kehren was identified as the top candidate. Quinn is also a former employee in good standing with Lake City Ambulance. Quinn will be hired at a Grade 6, Step 3 $39.50/ hour on the 2026 city of lake city pay schedule. Quinn has an anticipated start date of August 19th. The ambulance commission approved the hire at the July 20, 2026 commission meeting.

Budgetary/Fiscal Impact:
None, 2026 budgeted position

Reviewed By: Ambulance Director, Finance Director, City Administration

Preparer: Sara Rybarczyk

ATTACHMENTS:
2026 Pay Schedule Full Time and Part Time
Paramedic Part-Time DDA 2025

2026 Full-Time/Part-Time 3% COLA

	Steps								
		4.0%	4.0%	3.5%	3.0%	3.0%	2.5%	2.5%	2.0%
Grade	1	2	3	4	5	6	7	8	9
1	**$21.37**	$22.23	$23.12	$23.93	$24.64	$25.38	$26.02	$26.67	$27.20
2	**$24.58**	$25.56	$26.58	$27.51	$28.34	$29.19	$29.92	$30.67	$31.28
3	**$28.27**	$29.40	$30.57	$31.64	$32.59	$33.57	$34.41	$35.27	$35.97
4	**$32.50**	$33.81	$35.16	$36.39	$37.48	$38.60	$39.57	$40.56	$41.37
5	**$34.78**	$36.17	$37.62	$38.93	$40.10	$41.31	$42.34	$43.40	$44.27
6	**$36.52**	$37.98	$39.50	$40.88	$42.11	$43.37	$44.46	$45.57	$46.48
7	**$38.35**	$39.88	$41.47	$42.93	$44.21	$45.54	$46.68	$47.85	$48.80
8	**$40.26**	$41.87	$43.55	$45.07	$46.42	$47.82	$49.01	$50.24	$51.24
9	**$42.28**	$43.97	$45.73	$47.33	$48.75	$50.21	$51.46	$52.75	$53.80
10	**$44.39**	$46.16	$48.01	$49.69	$51.18	$52.72	$54.04	$55.39	$56.49
11	**$47.50**	$49.40	$51.37	$53.17	$54.77	$56.41	$57.82	$59.26	$60.45
12	**$49.87**	$51.87	$53.94	$55.83	$57.50	$59.23	$60.71	$62.23	$63.47
13	**$52.37**	$54.46	$56.64	$58.62	$60.38	$62.19	$63.75	$65.34	$66.65
14	**$60.22**	$62.63	$65.13	$67.41	$69.44	$71.52	$73.31	$75.14	$76.64

Lake City

CITY OF LAKE CITY	Job Description
Title: Paramedic	**FLSA Status:** Non-Exempt
Department: Ambulance	**Position Status:** Part-Time
Accountable To: Ambulance Director	**Salary Grade:** 6
Prepared By: David Drown & Associates	**Revision Date:** June 2025

Job Summary:

The paramedic provides quality patient care in the pre-hospital setting, including assessment of illness and/or injury, administering emergency care, and transportation services. This position responds within the scope of training under operational guidelines and physician medical control. This position supervises the EMT during patient encounters and under limited supervision of the Ambulance Director. The Paramedic may respond in emergency response vehicle to scene to initiate patient care.

Performance Expectations for All Employees

1. Protects confidential information and understands responsibilities regarding confidential information.
2. Promotes a safe environment for patients, visitors, and staff; and demonstrates safe work practices.
3. Consistently meets the services' expectations for exemplary customer service.
4. Demonstrates understanding of and ability to carry out Performance Improvement principles in daily work.
5. Pursues learning opportunities to enhance personal and professional capabilities
6. Demonstrates competence regarding special needs and behaviors of specific patient populations.
7. Complies with all elements of the compliance for the service.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

1. Responds to 911 medical response and inter-facility transports.
   - 1.1 Assesses the medical needs of the sick or injured patient and provides immediate care as allowed by the department's medical director and within the Paramedics' scope of training.
   - 1.2 Operates the ambulance according to the state statutes and department policies; provides for safe transportation to and from the scene and/or hospital; demonstrates an understanding of "due regard".
   - 1.3 Coordinates patient care and communicates effectively with peers, patients, families, bystanders, other responders, and other health care providers.
   - 1.4 Observes patient enroute and administers care as directed by the physician or emergency department; identifies diagnostic signs that require communication with facility.
   - 1.5 Maintains contact with dispatch and/or hospital to provide information or obtain assistance in treating medical conditions; maintains contact with other agencies such as police, sheriff, air ambulance, and first responders as needed.
   - 1.6 Assesses nature and extent of illness or injury to establish and prioritize medical procedures.
   - 1.7 Administers medications as authorized by the Medical Director.
   - 1.8 Provides for a safe patient care environment, including proper cleaning and decontamination of equipment; ensures equipment is accounted for and in working condition for each shift; encourages safe work habits of peers; demonstrates proper lifting and moving techniques in patient handling.
   - 1.9 Demonstrates competency for department equipment; attends mandatory meetings as determined by leadership; completes certification requirements annually.
   - 1.10 Maintains narcotic count in an appropriate manner as directed by department policy.

1.11 Extricates victims of entrapment with the help of first responders; assesses nature and extent of illness or injury; takes pulse and blood pressure; visually observes changes in skin color; establishes priority for emergency care and renders appropriate care; may administer fluid replacement as directed by physician. May administer variance drugs.
1.12 Lifts and carries sick and injured person to the ambulance for transport to the medical facility.
1.13 May use equipment such as defibrillator when performing cardiopulmonary resuscitation and defibrillation in a pulseless, non-breathing patient.
1.14 May perform intubation to open airways and ventilate patient, provides treatment for prevention and maintenance of signs and symptoms of shock in patient.
1.15 Completes patient care reports in an efficient and expedient manner and ensures all reports contain the proper content for billing purposes. Patient care reports are posted to report processor following each call.
1.16 Actively participates in the quality assurance process; completes required documentation changes, additions, and/or addendums in a timely manner.

2. Maintains ambulance in a state of readiness for emergency calls.
2.1 Replaces supplies, sends used supplies for sterilization, and decontaminates the interior of the ambulance.
2.2 Performs routine cleaning and maintenance of vehicles as needed.
2.3 Replaces items used during patient encounters
2.4 Demonstrates good stewardship of resources and completes daily and monthly vehicle inventory and cleaning as appropriate.

3 Performs a variety of administrative and training duties.
3.1 Maintains medical service records as requested or required by department policy.
3.2 Attends and participates in departmental training drills and training sessions as directed.
3.3 Ensures new employee orientation remains a priority as outlined in the orientation manual and provides orientation to new employees in conjunction with the Director, EMT Administrative Assistant, and other staff.
3.4 Assists with various office and administrative tasks as requested by the Director.

4 Performs other duties as assigned to include station duties, home visits, and other duties as assigned by the Director.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles of anatomy and physiology; thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of equipment and supplies employed in the emergency care of patients and victims of accidents; thorough knowledge of the street and road system and physical layout of the city and primary service area; skill in diagnosing a victim's condition and applying emergency medical care; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with physicians, associates, patients and their families, other emergency service agencies and the general public; ability to keep records and prepare reports.

Minimum Qualifications:

High school diploma or equivalent, two years' experience in emergency services providing direct patient care, or an equivalent combination of education and experience, typing and computer proficiency, customer service experience, associate's degree preferred

Special Requirements:

Valid Class D Driver's license
NREMT and MN Paramedic certification
AHA BLS CPR certification
AHA ACLS certification

AHA PALS certification
Emergency vehicle operator certification

Physical Demands & Working Conditions:

This work requires occasional exertion of up to or over 100 pounds of force; Must be able to lift a minimum of 75 pounds without assistance. Work regularly requires frequent standing, walking, sitting, speaking or hearing, using hands to touch or feel, reaching with hands and arms, pushing or pulling, repetitive motions, occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; exposure to situations that may cause emotional trauma or mental stress. Working conditions include working days and nights on varying shifts, working weekends, holidays, and rotating schedule is required; Subject to constant interruptions; Possible exposure to medical occupational hazards such as communicable diseases, toxic substances/blood borne pathogens, hazardous wastes, and potentially hostile/life-threatening situations; working outside in all extremes of weather.

August 17, 2026

Agenda Item Description: Approve request for the Lake City Chamber of Commerce to host a bingo event October 11, 2026.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Approve the request for the Lake City Chamber of Commerce to host a bingo event on October 11, 2026, as part of the Fall Fest Bingo and Luncheon. The bingo event will be held at the Lake City VFW Post 8729 located at 115 N Franklin Street.

The Lake City Chamber of Commerce has completed an LG220 Application to Conduct Lawful Gambling to be submitted to the State of Minnesota Gambling Control Board, along with our city application and the $25.00 fee. Pursuant to Ordinance 538, the information received from the Lake City Chamber of Commerce was transferred to the Chief of Police for review and recommendation (see recommendation below). City Council shall approve or deny the application.

Chief of Police Recommendation:
An application and fee were received from the Lake City Chamber of Commerce with a request to host a bingo event on October 11, 2026 at the Lake City VFW, located at 115 N Franklin Street. I have reviewed the information and find no reason to deny the request.

Budgetary/Fiscal Impact:
$25.00

Reviewed By: Administration, Chief of Police

Preparer: Diane Johnson

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Approve new 2026 3.2% Off Sale liquor license for Lake Stop LLC dba Lake Stop

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Approve new 2026 3.2% Off Sale liquor license for Lake Stop LLC dba Lake Stop, 1609 N Lakeshore Drive, for the term of August 17, 2026 through June 30, 2027 pending all requirements are met. The owner is Ranvir Singh. He is leasing from the current owner for 3 years. Current owner is GN Stores dba US Gas.

Pending successful inspections and background checks, completed paperwork and fees paid and processed; the City Clerk and the Chief of Police request the application be approved and forwarded to the Minnesota Department of Alcohol and Gambling Enforcement Division. Inspection will be scheduled for August 2026.

The license term is August 17, 2026 – June 30, 2027. All liquor licenses renew annually with the term expiring June 30.

All liquor licenses require council approval.

Budgetary/Fiscal Impact:
Revenues are generated from fees for licenses and permits. These license fees total $50

Reviewed By: Administration, Chief of Police

Preparer: Diane Johnson

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Consider the Lake City Fire Relief Association's request for a pension increase.

Originating Department: Fire Relief

Board/Commission/Committee Action: Lake City Fire Relief Association 7.30.26 **Consent Agenda?:** No

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Action Requested:
Motion_____, second_____, to increase the Lake City Fire Relief Association pension from $6,500 to $9,500 per vested year of service.

Introduction/Background/Justification/Key/Legal Issues:
The Lake City Fire Relief Association would like council to approve a pension increase. Currently the fire department pension fund is well past what it needs to cover all liability for retirements and payouts. The fund currently sits over 180% funding to liability ratio. LCFRA is asking that the council approve pension increase to maintain the account at 120% funded. Per the LCFRA accountant that is charged with overseeing this fund, maintaining a 120% funding ratio will allow for all possible payouts with no addition moneys needed from city funds. LCFRA is asking that the account be analyzed annually to maintain 120% funding. When the account is over 120% a pension increase will take place to bring the funding ratio down. When the account is under 120%, no action is needed and the pension amounts remains the same until the next annual evaluation.

The LCFRA pension has not been increased since 2024, and this process will provide maximum benefit to the firefighters without causing the city to pay in more at the end of the year.

Budgetary/Fiscal Impact:
The requested pension increase approval mainly does two things:
1. It sets a higher per-year pension value for vested members of the LCFRA
2. It commits the City to covering any shortfall in the pension benefit
There is no direct budgetary impact from the requested increase, as the pension payouts are covered by the pension fund, which is able to cover liabilities by 176% as of December 31, 2025.
Increasing the pension amount to where the obligation would be covered at 120% of pension liabilities would equate to an increase from $6,500 per year of service to approximately $9,500 per year of service.

Reviewed By: Rob Keehn, City Administrator

Preparer: Robert Keehn

ATTACHMENTS:
Excerpts from Lake City Fire Relief financial 12-31-25

Lake City Fire Department Relief Association

Special Pension Trust Fund Schedule of Funding Progress
For the Years Ended December 31, 2025
(Unaudited)

Actuarial Valuation Date	Net Position Held in Trust For Pension Benefits	Accrued Liability For Pension Obligation	Funded (Unfunded) Pension Obligation	Percentage Funded	Pension Benefit Per Year of Service
12/31/25	$ 2,090,722	$ 1,188,136	$ 902,586	175.97%	$ 6,500
12/31/24	1,769,489	1,114,582	654,907	158.76%	6,500
12/31/23	1,505,716	968,973	536,743	155.39%	6,000
12/31/22	1,206,595	872,383	334,212	138.31%	6,000
12/31/21	1,341,632	888,773	452,859	150.95%	6,000
12/31/20	1,153,034	908,597	244,437	126.90%	6,000
12/31/19	1,125,828	1,012,657	113,171	111.18%	6,000
12/31/18	1,122,839	1,198,397	(75,558)	93.70%	6,000
12/31/17	1,238,519	1,198,019	40,500	103.38%	5,700
12/31/16	1,236,583	1,349,347	(112,764)	91.64%	6,000
12/31/15	1,075,585	1,218,005	(142,420)	88.31%	5,675
12/31/14	995,860	967,138	28,722	102.97%	4,500
12/31/13	945,633	912,574	33,059	103.62%	3,900
12/31/12	808,413	890,143	(81,730)	90.82%	3,900

(Information prior to 2012 is not presented)

The Association is comprised of volunteers; therefore, there are no payroll expenditures (i.e. there are no covered payroll amounts or percentage calculations)

Accrued liability calculations pursuant to Minnesota Statutes Section 424A.

Lake City Fire Department Relief Association

Special Pension Trust Fund Schedule of Annual Contributions
For the Years Ended December 31, 2025
(Unaudited)

Year Ended Valuation December 31	Annual Contribution (City and State)	Percentage Contributed
2025	$ 115,777	100%
2024	100,912	100%
2023	91,246	100%
2022	83,390	100%
2021	80,621	100%
2020	78,139	100%
2019	54,626	100%
2018	67,934	100%
2017	83,113	100%
2016	74,127	100%
2015	73,941	100%
2014	71,756	100%
2013	71,208	100%
2012	55,352	100%

(Information prior to 2012 is not presented)

August 17, 2026

Agenda Item Description: Approve Resolution 26-025 Approving the Final Plat Great River Flats Common Interest Community (CIC) by Grant Griffin

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____ Second by _____, based on the findings of fact, approve Resolution 26-025 Approving the Final Plat for Great River Flats Common Interest Community with 1 condition.

Introduction/Background/Justification/Key/Legal Issues:
What is the request: The request is a Final Plat for a Common Interest Community (CIC) to create individual lots and common space over the existing Great River Flats multifamily building.
Who makes the decision: The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council.
Summary: The City has received a request from Grant Griffin on behalf of Great River Flats to create a Common Interest Community over the existing Great River Flats multifamily building. The purpose of a CIC is to allow the building to become a condominium with individual owners owning the units and common open space such as hallways, rooftop amenities, and the exterior property.
Planning Commission Action: The Planning Commission held a public hearing on July 2. One person spoke neither for or against the request. The applicant answered questions from the Planning Commission. The Planning Commission recommends approval of the Final Plat for Great River Flats CIC with one condition. Motion carried 5:0.

Budgetary/Fiscal Impact:

Reviewed By: Kristi Gross, Planning & Community Development Director

Preparer: Kristi Gross

ATTACHMENTS:
FP 26.01 Staff Report
FP26.01 Application Submittals
Site Location Map
FP26.001 CIC-Final Plat Public Notice
Resolution 26-025 Great River Flats CIC

July 2, 2026

To: Planning Advisory Commission

From: Kristi Gross, Planning and Community Development Director

Re: Final Plat FP26.01 by Great River Flats for a Common Interest Community Final Plat

What is the request:	The request is a Final Plat for a Common Interest Community (CIC) to create individual lots and common space over the existing Great River Flats multifamily building.
Who makes the decision:	The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council.
What is staff recommendation:	Motion by _____ Second by _____, based on the findings of fact, recommend approval of the Final Plat for the Common Interest Community Great River Flats with 1 condition.

ATTACHMENTS:

1. Notice of Public Hearing
2. Application Information

SUMMARY:

The City has received a request from Grant Griffin on behalf of Great River Flats to create a Common Interest Community over the existing Great River Flats multifamily building. The purpose of a CIC is to allow the building to become a condominium with individual owners owning the units and common open space such as hallways, rooftop amenities, and the exterior property.

SITE HISTORY:

Great River Flats was built in 2022 as a permitted use for a 19-unit condominium. It has been occupied as a short-term rental facility since construction has completed. The property has registered as 19 units for short-term rentals.

PLANNING REVIEW AND ANALYSIS:

Multi-family buildings are reviewed to ensure that they meet the land use code requirements for parking, impervious surface, density, setbacks, and open space. Since

the building exists we will review the land use requirements for parking, common open space, and parkland dedication (requirement of platting).

Table 1-Land Use Code Table

Ordinance Reference	Description	Requirement	Proposal	Meets, Y/N
155.145.C.1	Parking	No parking in front yard or between the front façade and the abutting street of the highest classification	Parking in Rear and Garages underneath	Y
155.145.C.1	Common Open Space	150 sq feet/unit=2850 sq feet	landscape area and roof amenities exceed requirement	Y
155.71 Table 5-3	Off Street Parking	1-1 bed; 2 per 2 bed or larger; 1 per 4 units	1 bed-12; 2-bed-14 stalls- 5-visitor=31 stalls	Y
154.43	Parkland Dedication	10% of the undeveloped value of the land	based on the 2022 pre-developed tax assessed value of land Parkland Dedication is $8400.	Condition of plat

FINDINGS OF FACT

Chapter 154.77 Subdivision J states "In the case of all subdivisions, the Planning Commission shall recommend denial of, and the City Council may deny, approval of a preliminary or final plat if it makes any of the following findings:

1. That the proposed subdivision, including the design, is in conflict with any adopted component of the Lake City Comprehensive Plan;

2. That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention are such that the site is not suitable for the type of development or use contemplated;

3. That the site is not physically suitable for the proposed density of development;

4. That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage;

5. That the design of the subdivision or the type of improvements is likely to cause serious public health problems;

6. That the design of the subdivision or the type of improvements will conflict with easements of record.

None of the above findings have been found to be true.

STAFF RECOMMENDATION:

Motion by _____ Second by _____, based on the findings of fact, recommend approval of the Final Plat for the Common Interest Community for Great River Flats with the following condition:

1. The plat must be recorded with the county recorder within 6 months of the City Council decision.

Authentisign ID: 6818FAEF-3E65-F111-8FCA-002248359474

CITY OF LAKE CITY

PLANNING APPLICATION FORM

City of Lake City • 205 West Center Street
Lake City, MN 55041
Phone: 651-345-5383 • Fax: 651-345-3208
www.ci.lake-city.mn.us

Case No. FP26.01
Receipt No. _____
Accepted By KRG
Date 6/11/2026

APPLICANT INFORMATION

Grant Griffin	Great River Flats, LLC
Name of Applicant	Name of Property Owner
G-Cubed, Inc.	North Rock Real Estate, Attn AJ Hawkins
Name of Firm (if applicable)	Name of Firm (if applicable)
14070 Hwy 52 SE	2705 US-14
Street Address	Street Address
Chatfield, MN, 55923	Rochester, MN 55901
City, State, Zip	City, State, Zip
507-867-1666 grantg@ggg.to	507-259-6556 AJ@northrockre.com
Phone Email Address	Phone Email Address

PROPERTY INFORMATION

Property Address: 907 Lakeshore Dr N, Lake City, MN, 55041
Lot Dimensions: Attached
Property ID No.: 541200150
Lot Size (SF): 34,541
Current Land Use: Multi-Family Residential
Zoning District: LMX - Lakefront Mixed Use
Legal Description (attach if necessary): Exhibit A of attached Title Commitment

TYPE OF REQUEST

☐ Annexation Application	☐ Preliminary Plat	☐ Temporary Use Permit
☐ Comprehensive Plan Amendment	☒ Final Plat C.I.C.	☐ Variance
☐ Conditional Use Permit	☐ Minor Subdivision	☐ Zoning Appeal
☐ Home Occupation (Conditional)	☐ PUD (Preliminary Plan)	☐ Zoning Text Amendment
☐ Environmental Assessment	☐ PUD (Final Plan)	☐ Zoning Map Amendment
☐ Single Event License	☐ PUD Amendment	☐ Other

Multiple requests related to a single project may be processed with one application form. The review process will vary depending on the type of action(s) requested.

Authentisign ID: 6818FAEF-3E65-F111-8FCA-002248359474

DESCRIPTION OF REQUEST

Description of request (attach separate sheet if necessary):

The owner of Great River Flats, is proposing to convert the existing building into condominiums.
This will be obtained with a Common Interest Community (C.I.C.) Plat.
There current land use (multi-family residential) will not change with the introduction of the condominiums.

Please read the following before signing this application. The City of Lake City requires specific material to be submitted in conjunction with this form, and will not begin processing an incomplete application. Information explaining the application procedures and policies for specific zoning requests are available from the Planning and Community Development Department at City Hall. For complex applications, applicants should review the specific code requirements and detailed information on procedures found in the City Code. Copies of these ordinances may also be obtained at City Hall or on the City website.

The attached checklist may be used as a reference for determining submission requirements. Please review this checklist with Staff if you have questions about which items may be required with your application.

ACKNOWLEDGEMENT AND SIGNATURE

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the Planning and Community Development Department determines that it is complete. *Please note: If the property fee owner is not the applicant, the applicant must provide written authorization by the property owner in order to make an application.*

Signature of Applicant	Andrew Hawkins 06/10/26 Signature of Property Owner
6/10/2026 Date	06/10/26 Date

*** FOR OFFICE USE ONLY ***

Total Fees 500.00 60 Day Review Deadline ____/____/____

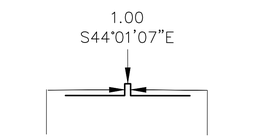
Date Application Complete 6/11/2026 Extension Requested ☐Yes ☐ No

City Action: ☐ Approved ☐ Denied ☐ Withdrawn **Action By:** ☒ City Council ☐ Board of Adjustments ☐ Staff **Date** 8/10/2026 **Document** _____

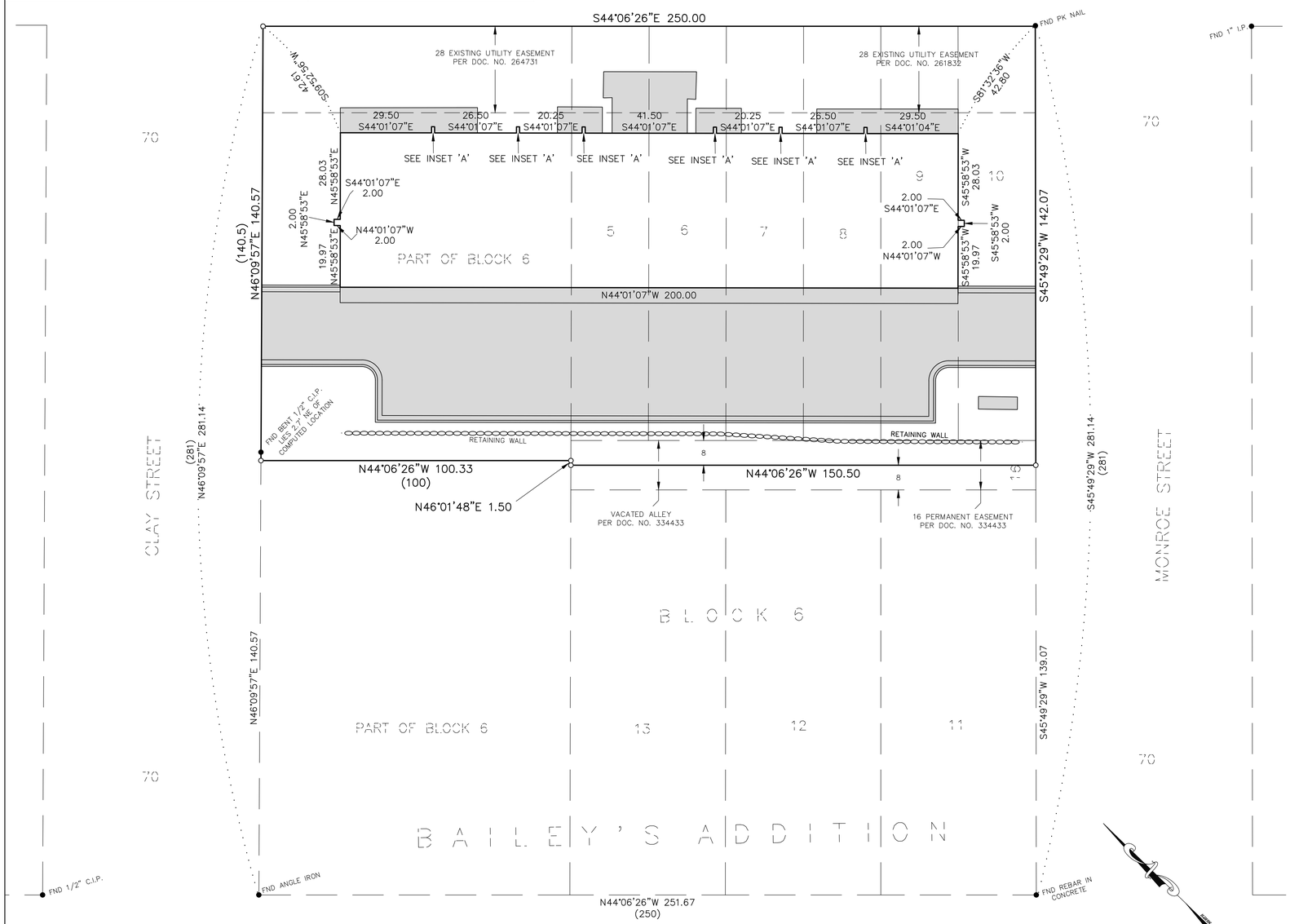
COMMON INTEREST COMMUNITY NUMBER 97
A CONDOMINIUM, GREAT RIVER FLATS

LEGEND

- ○ 1/2" IRON PIPE WITH PLASTIC CAP STAMPED LS 21940 SET
- ● FOUND MONUMENT
- (S00°00'00"W) DENOTES BEARING AND/OR DISTANCE OF RECORD
- L.C.E. DENOTES LIMITED COMMON ELEMENT
- C.E. DENOTES COMMON ELEMENT
- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- HARD SURFACE AREA (BITUMINOUS OR CONCRETE SURFACING)



INSET 'A'
NOT TO SCALE



GRAPHIC SCALE

20 0 10 20 40

(IN FEET)

This Common Intrest Community Plat is part of the Declaration recorded as Document No. _____ on this _____ day of _____, 2026.

_____
Director of Priperty Records and Licensing

_____
Deputy

SURVEYOR'S CERTIFICATE

I, Geoffrey G Griffin, do hereby certify that the work was undertaken by or reviewed and approved by me for this FIRST SUPPLEMENTAL CIC PLAT of COMMON INTEREST COMMUNITY NUMBER 97, A CONDOMINIUM, GREAT RIVER FLATS, being located upon:

Lots 7, 8, 9, and 10 in Block 6 of Bailey's Addition to Central Point in the City of Lake City, Goodhue County, Minnesota; and also the Northeasterly one half of the Alley lying Southwesterly of and adjoining Lots 7, 8, 9 and 10 in Block 6 in Bailey's Addition to the Town of Central Point.

AND

Lots 5 and 6, both in Block 6 in Bailey's Addition to the Town of Central Point, and that part of Block 6 in said Bailey's Addition to the Town of Central Point, described as follows: Beginning at the corner of said Block 6 at the intersection of Clay Street and First Street (now Lakeshore Drive); thence Southeasterly along said First Street 100 feet to the line of Lot 5 in said Block 6; thence Southwesterly along the Northwesterly line of said Lot 5 in said Block 6 for a distance of 140.5 feet; thence Northwesterly parallel to First Street, 100 feet to the Southeasterly line of Clay Street; thence Northeasterly along the Southeasterly line of Clay Street 140.5 feet to the point of beginning, according to the plat thereof on file and of record in the office of the County Recorder for Goodhue County, Minnesota; and Also the Northeasterly one half of the Alley lying Southwesterly of and adjoining Lots 5 and 6 in Block 6 in Bailey's Addition to the Town of Central Point, according to the recorded plat thereof.

and fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2–1101.

Dated this _____ day of _____, 20__.

_____
Geoffrey G. Griffin, L.S.
Minnesota License Number 21940

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by Geoffrey G. Griffin, A Licensed Professional Surveyor, Minnesota License No. 21940.

_____ _____
Notary Public, _____ County, Minnesota Printed Name
My Commission Expires_____

ENGINEER'S CERTIFICATE

I, Geoffrey G. Griffin, pursuant to Minnesota Statutes, Section 515B.2–101(c), do hereby certify that the structural components of the structures containing the units and the mechanical systems serving more than one unit, are substantially completed.

Dated this _____ day of _____, 20__.

_____
Geoffrey G. Griffin, Licensed Professional Engineer
Minnesota License Number 21940

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by Geoffrey G. Griffin, A Licensed Professional Engineer, Minnesota License No. 21940.

_____ _____
Notary Public, _____ County, Minnesota Printed Name
My Commission Expires_____

COUNTY SURVEYOR'S APPROVAL

Pursuant to Minnesota Statutes, Section 389.09, this CIC Plat has been reviewed and is approved this _____ day of _____, 20__.

_____
Goodhue County Surveyor

PROPERTY RECORDS AND LICENSING

Pursuant to Minnesota Statutes, Section 515B.1–116(e) and Section 272.12, taxes payable in the year 20__, on real estate herein described, have been paid; there are no delinquent taxes and transfer entered, on this ___ day of _____, 20__.

_____
Director of Property Records & Licensing

_____
Deputy

BASIS OF BEARINGS:
ALL BEARINGS ARE BASED ON THE NORTHEAST LINE OF BLOCK 6 OF BAILEY'S ADDITION TO CENTRAL POINT IN THE CITY OF LAKE CITY, WHICH IS ASSUMED TO BEAR NORTH 44°06'26" WEST / SOUTH 44°06'26" EAST

BENCHMARK ELEVATION 686.25 (NAVD88):
ALUMINUM ALLOY ROD WITH ID DISK
MNDOT GEODETIC CONTROL MONUMENT "DULEK"
LOCATED 1.5 MILES NORTHWEST ALONG TRUNK HIGHWAY 61 FROM THE JUNCTION OF TRUNK HIGHWAY 61 AND TRUNK HIGHWAY 63 IN LAKE CITY.

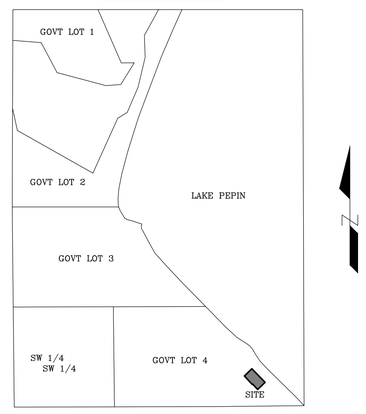
NOTES:
ELEVATIONS SHOWN ARE IN FEET AND TENTHS OF A FOOT AND ARE REFERENCED TO THE BENCHMARK

DIMENSIONS SHOWN ARE IN FEET AND TENTHS OF A FOOT.

L.C.E. DENOTES LIMITED COMMON ELEMENT

C.E. DENOTES COMMON ELEMENT

VICINITY MAP



SECTION 32, T. 112 N., R. 12 W.
(NOT TO SCALE)

FILE NO: 26–072 CIC FP

G-Cubed
ENGINEERING
SURVEYING
PLANNING
14070 Hwy 52 S.E.
Chatfield, MN 55923
Ph. 507-867-1666
Fax 507-867-1665
www.ggg.to

COMMON INTEREST COMMUNITY NUMBER 97
A CONDOMINIUM, GREAT RIVER FLATS

GRAPHIC SCALE

10 0 5 10 20

(IN FEET)

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L.C.E. DENOTES LIMITED COMMON ELEMENT

C.E. DENOTES COMMON ELEMENT

ALL INSIDE DIMENSIONS MEASURED TO FINISHED SURFACES

FIRST FLOOR PLAN

FIRST FLOOR ELEVATION = 694.0'
FIRST FLOOR UNIT CEILING ELEVATION = 702.9'

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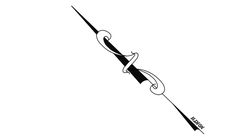

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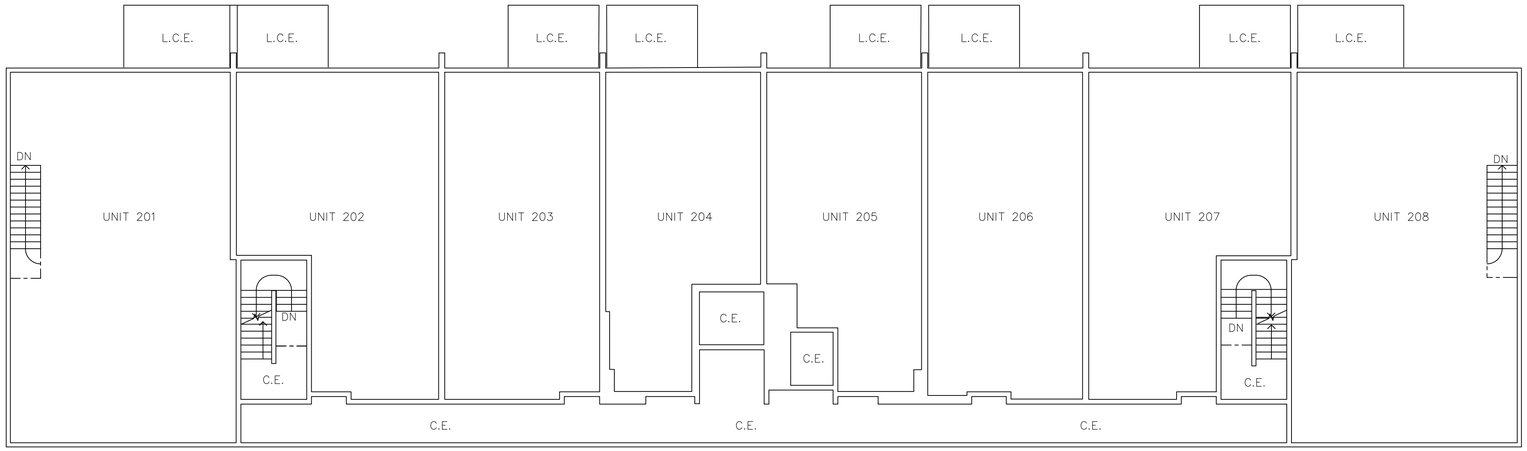

SECOND FLOOR PLAN

SECOND FLOOR ELEVATION = 705.3'
SECOND FLOOR UNIT CEILING ELEVATION = 714.2'

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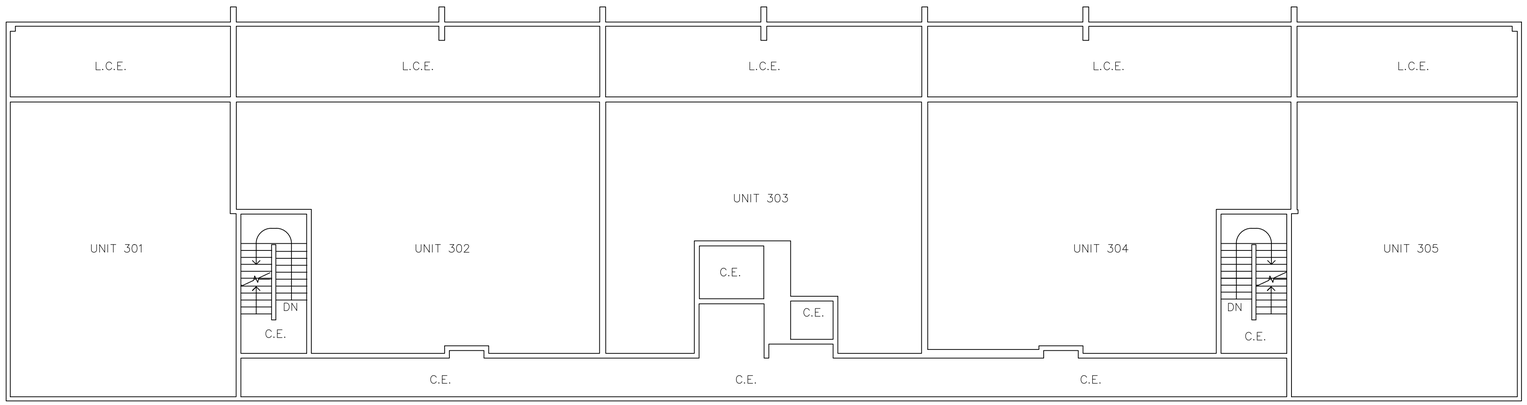

THIRD FLOOR PLAN

THIRD FLOOR ELEVATION = 716.2'
THIRD FLOOR UNIT CEILING ELEVATION = 725.1'

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GRAPHIC SCALE

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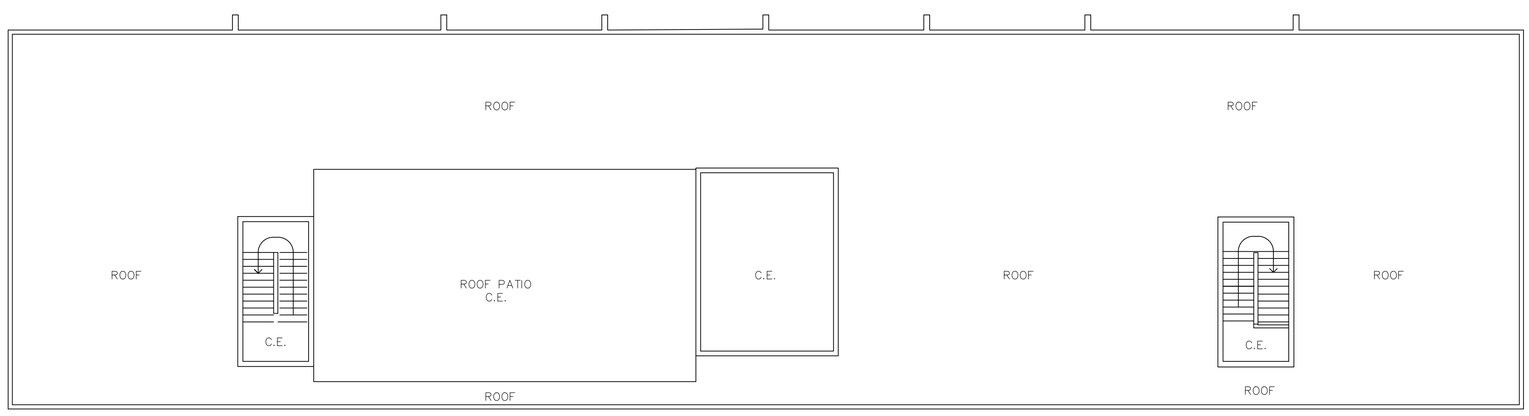

ROOF PLAN

ROOF TOP ELEVATION = 728.1'
ROOF TOP PATIO ELEVATION = 729.0'

FILE NO: 26-072 CIC FP

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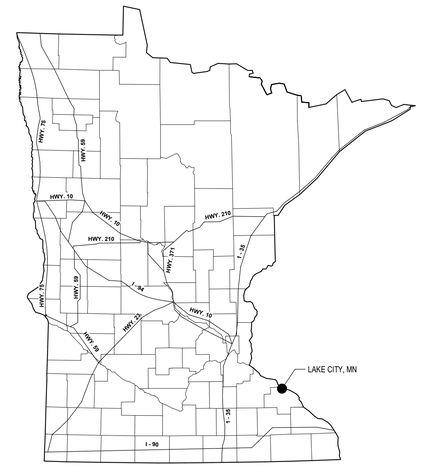
GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT

C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

SHEET INDEX

SHEET #	SHEET NAME
GENERAL	
G1.10	TITLE SHEET
G1.20	CODE INFO - DOOR CLEARANCE, ACCESS. ROUTES
G1.30	CODE INFO - TOILET ROOMS, MISC
G1.40	CODE INFO - STAIRS, RAMPS, ELEVATORS, SITE
LIFE SAFETY	
LS1.00	CODE REVIEW DATA
LS1.10	FIRST & SECOND LEVEL LIFE SAFETY PLANS
LS2.10	THIRD LEVEL & ROOFTOP LIFE SAFETY PLAN
CIVIL	
C1.00	REMOVALS PLAN
C2.00	EROSION CONTROL PLAN
C3.00	SITE PLAN
C3.10	UTILITY PLAN
C4.00	GRADING PLAN
C4.01	INFILTRATION BASIN DETAILS
C5.00	LANDSCAPE PLAN
CIVIL	
L1.00	LANDSCAPE DETAILS
CIVIL	
C6.00	STANDARD DETAILS
ARCHITECTURAL	
A1.10	FIRST LEVEL FLOOR PLAN
A1.20	SECOND LEVEL FLOOR PLAN
A1.30	THIRD LEVEL FLOOR PLAN
A1.40	ROOF PLAN
A2.10	FIRST FLOOR REFLECTED CEILING PLAN
A2.20	SECOND LEVEL REFLECTED CEILING PLAN
A2.30	THIRD LEVEL REFLECTED CIELING PLAN
A4.10	BUILDING ELEVATIONS
A4.11	BUILDING ELEVATIONS
A5.10	BUILDING SECTIONS
A5.20	BUILDING SECTIONS
A5.30	WALL SECTIONS
A5.40	UNIT STAIR SECTIONS
A6.10	ENLARGED STAIR & ELEV PLANS
A6.11	ENLARGED STAIR & ELEV PLANS
A6.20	ENLARGED FLOOR PLANS
A8.10	DETAILS
A8.11	DETAILS
A8.12	DETAILS
A8.13	DETAILS
A9.10	SCHEDULES & TYPES
A9.20	STOREFRONT ELEVATIONS & DOOR TYPES & SCHEDULES
A9.30	WINDOW TYPES AND SCHEUDLE
A10.10	ENLARGED UNIT LAYOUT PLANS
A10.11	ENLARGED UNIT LAYOUT PLANS
A10.12	ENLARGED UNIT LAYOUT PLANS
A10.13	ENLARGED UNIT LAYOUT PLANS
A10.14	ENLARGED UNIT LAYOUT PLANS
A10.15	ENLARGED UNIT LAYOUT PLANS
STRUCTURAL	
S1.10	FOOTING AND FOUNDATION PLAN
S2.10	SECOND FLOOR FRAMING PLAN
S3.10	THIRD FLOOR FRAMING PLAN
S4.10	ROOF FRAMING PLAN
S5.10	STAIRWELL / ELEVATOR ROOF FRAMING
S6.10	FOUNDATION DETAILS AND NOTES
S6.20	FOUNDATION DETAILS
S7.10	FLOOR FRAMING DETAILS
S7.20	FLOOR FRAMING DETAILS
S8.10	ROOF FRAMING DETAILS
# OF SHEETS: 55	



STATE MAP

VICINITY MAP

ABBREVIATIONS

@	AT	EQP	EQUIPMENT	MFR	MANUFACTURER	SND	SANITARY NAPKIN DISPENSER
AFF	ABOVE FINISHED FLOOR	EXIST	EXISTING	MAS	MASONRY	SNR	SANITARY NAPKIN RECEPTOR
AP	ACCESS PANEL	EXP	EXPANSION	MO	MASONRY OPENING	SCH	SCHEDULE
ACT	ACOUSTIC CEILING TILE	EB	EXPANSION BOLT	MTL	MATERIAL (S)	SEC	SECTION
A/C	AIR CONDITIONING	EJ	EXPANSION JOINT	MAX	MAXIMUM	SHT	SHEET
AB	ANCHOR BOLT	EXT	EXTERIOR	MECH	MECHANICAL	SHTH	SHEATHING
ALT	ALTERNATE			MC	MEDICINE CABINET	SIM	SIMILAR
AL	ALUMINUM	FB	FACE BRICK	MED	MEDIUM	SC	SOLID CORE
∠	ANGLE	FOC	FACE OF CONCRETE	MBR	MEMBER	SABI	SOUND ATTENUATING BATT INSULATION
APX	APPROXIMATE	FOM	FACE OF MASONRY	MMB	MEMBRANE	SP	SOUNDPROOF
ARCH	ARCHITECT (URAL)	FOS	FACE OF STUDS	MET	METAL	S	SOUTH
		FIN	FINISH			SPK	SPEAKER
BSMT	BASEMENT	FFE	FINISHED FLOOR ELEVATION	M=L	MICROLAM	SPEC	SPECIFICATION (S)
BM	BEAM or BENCHMARK	FRBK	FIRE BRICK	MIN	MINIMUM	SQ	SQUARE
BRG	BEARING	FE	FIRE EXTINGUISHER	MIR	MIRROR	SS	STAINLESS STEEL
BPL	BEARING PLATE	FEC	FIRE EXTINGUISHER CABINET	MISC	MISCELLANEOUS	STD	STANDARD
BIT	BITUMINOUS	FP	FIRE PROOF	MLD	MOLDING	ST	STEEL
BLK	BLOCK	FLG	FLASHING	MT	MOUNT (ED), (ING)	SJ	STEEL JOIST
BLKG	BLOCKING	FLR	FLOOR (ING)	MULL	MULLION	STO	STORAGE
BRK	BRICK	FD	FLOOR DRAIN			STR	STRUCTURAL
BLDG	BUILDING	FT	FOOT	NOM	NOMINAL	SUS	SUSPENDED
		FTG	FOOTING	N	NORTH	SYM	SYMMETRICAL
CAB	CABINET	FND	FOUNDATION	NIC	NOT IN CONTRACT	SYS	SYSTEM
CPT	CARPET (ED)	FRA	FRESH AIR	NTS	NOT TO SCALE		
CSMT	CASEMENT	FBO	FURNISHED BY OTHERS	NO	NUMBER	TKBD	TACK BOARD
CI	CAST IRON	FUR	FURRED(ING)			TKS	TACK STRIP
CB	CATCH BASIN	FUT	FUTURE	OC	ON CENTER	TEL	TELEPHONE
CLG	CEILING			OPP	OPPOSITE	TV	TELEVISION
℄	CENTERLINE	GAL	GALVANIZED	OSB	ORIENTED STRAND BOARD	TZ	TERRAZZO
C	CHANNEL	GI	GALVANIZED IRON	OD	OUTSIDE DIAMETER	THK	THICK (NESS)
CHBD	CHALKBOARD	GA	GAUGE	OA	OVERALL	THR	THRESHOLD
CO	CLEANOUT	GC	GENERAL CONTRACTOR	OH	OVERHEAD	TPTN	TOILET PARTITION
CLR	CLEAR	GL	GLASS			TPD	TOILET PAPER DISPENSER
CL	CLOSET	GB	GRAB BAR	PNT	PAINT	T&G	TONGUE AND GROOVE
COL	COLUMN	GD	GRADE(ING)	PR	PAIR	TOB	TOP OF BLOCK
CONC	CONCRETE	GYP BD	GYPSUM BOARD	PNL	PANEL	TOD	TOP OF DECK
CMU	CONCRETE MASONRY UNIT			PB	PANIC BAR	TOS	TOP OF STEEL
CONST	CONSTRUCTION	HDW	HARDWARE	PTD	PAPER TOWEL DISPENSER	T	TREAD
CONT	CONTINUOUS	HDR	HEADER	PTR	PAPER TOWEL RECEPTOR	TYP	TYPICAL
CONTR	CONTRACTOR	HTG	HEATING	PAR	PARALLEL		
CJT	CONTROL JOINT	HVAC	HEATING/VENTILATION/AIR CONDITIONING	PBD	PARTICLE BOARD	UG	UNDERGROUND
		HD	HEAVY DUTY	PTN	PARTITION	UNF	UNFINISHED
DL	DEAD LOAD	HT	HEIGHT	PVMT	PAVEMENT	UNO	UNLESS NOTED OTHERWISE
°	DEGREE(S)	HC	HOLLOW CORE	PERF	PERFORATE (ED)	UR	URINAL
DEPT	DEPARTMENT	HM	HOLLOW METAL	PERI	PERIMETER		
DTL	DETAIL	HOR	HORIZONTAL	PLAS	PLASTER	VB	VAPOR BARRIER
DIAM	DIAMETER	HB	HOSE BIB'S	PLAM	PLASTIC LAMINATE	VNR	VENEER
DIM	DIMENSION	HWH	HOT WATER HEATER	PL OR P	PLATE	VERT	VERTICAL
DPR	DISPENSER	HR	HOUR	PLBG	PLUMBING	VEST	VESTIBULE
DR	DOOR			±	PLUS OR MINUS	VIN	VINYL
DH	DOUBLE HUNG	ID	INSIDE DIAMETER	PWD	PLYWOOD	VCT	VINYL COMPOSITE TILE
DN	DOWN	INS	INSULATE (D),(ION),(ING)	PT	POINT		
DN	DOWNSPOUT	INT	INTERIOR	LBS	POUNDS	WH	WALL HUNG
DWG	DRAWING			PSI	POUNDS PER SQUARE INCH	WC	WATER CLOSET
DF	DRINKING FOUNTAIN	JT	JOINT	PC	PRECAST	WP	WATERPROOFING
		J	JOIST	PFN	PREFINISHED	WWF	WELDED WIRE FABRIC
E	EAST					W	WEST OR WIDTH, WIDE
EA	EACH	LB	LAG BOLT	QT	QUARRY TILE	WDW	WINDOW
EF	EACH FACE	LAM	LAMINATE (ED)			WG	WIRED GLASS
EW	EACH WAY	LAV	LAVATORY	RAD	RADIUS	WM	WIRE MESH
ELECT	ELECTRICAL (AL)	LH	LEFT HAND	REFR	REFRIGERATOR	W	WITH
EWC	ELECTRIC WATER COOLER	L	LENGTH	RE	REINFORCE (D), (ING), (MENT)	W.O	WITHOUT
EL	ELEVATION	LT	LIGHT	REQ'D	REQUIRED	WD	WOOD
ELEV	ELEVATOR	LL	LIVE LOAD	RA	RETURN AIR	WI	WROUGHT IRON
EQ	EQUAL	LLH	LONG LEG HORIZONTAL	RVS	REVERSE		
		LLH	LONG LEG VERTICAL	REV	REVISION		
		LVR	LOUVER	RH	RIGHT HAND		
				ROW	RIGHT OF WAY		
				R	RISER		
				RD	ROOF DRAIN		
				RM	ROOM		
				RO	ROUGH OPENING		

TYPICAL MATERIAL HATCH PATTERNS

ACOUSTICAL CEILING TILE
ACOUSTICAL WALL PANEL
ALUMINUM - CUT
BATT INSULATION
BRICK - CUT
BRICK - ELEVATION
CLAY - CUT
CMU BLOCK - ELEVATION
CMU/MASONRY - CUT
CONCRETE
EARTH
EXPANSION JOINT
FIRE BRICK - CUT
GLASS - CUT
GLASS - ELEVATION
GLUE-LAMINATE CONSTRUCTION
GRASS
GRAVEL
GYPSUM BOARD
INSULATION BOARD - CUT
RIGID INSULATION - CUT
METAL - CUT
PLASTIC - CUT
PLYWOOD - CUT
SAND
SIDING - ELEVATION
STONE - CUT
WOOD - CUT
WOOD GRAIN

TYPICAL SYMBOLS

KEYED PLAN NOTES

KEYED PLAN NOTES	?
KEYED DEMOLITION NOTES	?

TYP. SYMBOLS

CENTERLINE SYMBOL	℄
EXIT SYMBOL	
GLASS SYMBOL	
HANDICAPPED SYMBOL	
TEMPERED GLASS	(T)
DRINKING FOUNTAIN	DF
FIRE EXTINGUISHER CABINET	FEC
FIRE EXTINGUISHER	
TRUE NORTH ARROW	N E S W

TRUE NORTH

STANDARD VIEWS

BUILDING ELEVATION MARK — DETAIL # / SHEET #
VIEW REFERENCES — 12/ A101 SHEET # / DETAIL #; A101 SHEET #
CURTAIN WALL ELEVATION MARK — DETAIL # / SHEET #
CALLOUT HEAD — DETAIL # / SHEET #
INTERIOR ELEVATION MARK — DETAIL # / SHEET #
SECTION HEAD — DETAIL # / SHEET #
GRAPHIC SCALE — 0' 12' 24'

STANDARD TAGS

CASEWORK TAG	BC#### — CURTAIN WALL #
CEILING TAG	CLG-# 12'-0" A.F.F. — CEILING TYPE / CEILING HEIGHT
CURTAIN WALL TAGS	CW# — CURTAIN WALL #
DOOR TAGS	UNIT # — DOOR #
MATERIAL ID TAG	XXX-## — MATERIAL ID #
PATH OF TRAVEL TAG	COMMON PATH OF TRAVEL: XX'-XX"
REVISION TAG	1 — REVISION #
ROOM TAGS EXISTING, NEW	(EXISTING) ROOM NAME ### / ROOM NAME ### — ROOM #
WALL TAGS	X/## — WALL TAG / SUBSCRIPT
FIRE RATED WALL TAG AND LINE	1hr — RATING
WINDOW TAGS	W## — WINDOW TYPE #

BID SET

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DESIGN TEAM:

ARCHITECTURAL: Widseth Smith Nolting & Assoc.
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Contact: Vanessa Hines
Phone: (507) 206-2136

STRUCTURAL: Widseth Smith Nolting & Assoc.
610 Fillmore St
Alexandria, MN 56308
Office Phone: (320) 762-8149
Contact: Derek Navratil
Phone: (320) 335-5019

MECHANICAL/ ELECTRICAL: Design/Build

PROJECT NAME: GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
PROJECT ADDRESS: 917 LAKESHORE DR, LAKE CITY, MN 55041
PROJECT #: 2022-10225

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

REVISIONS

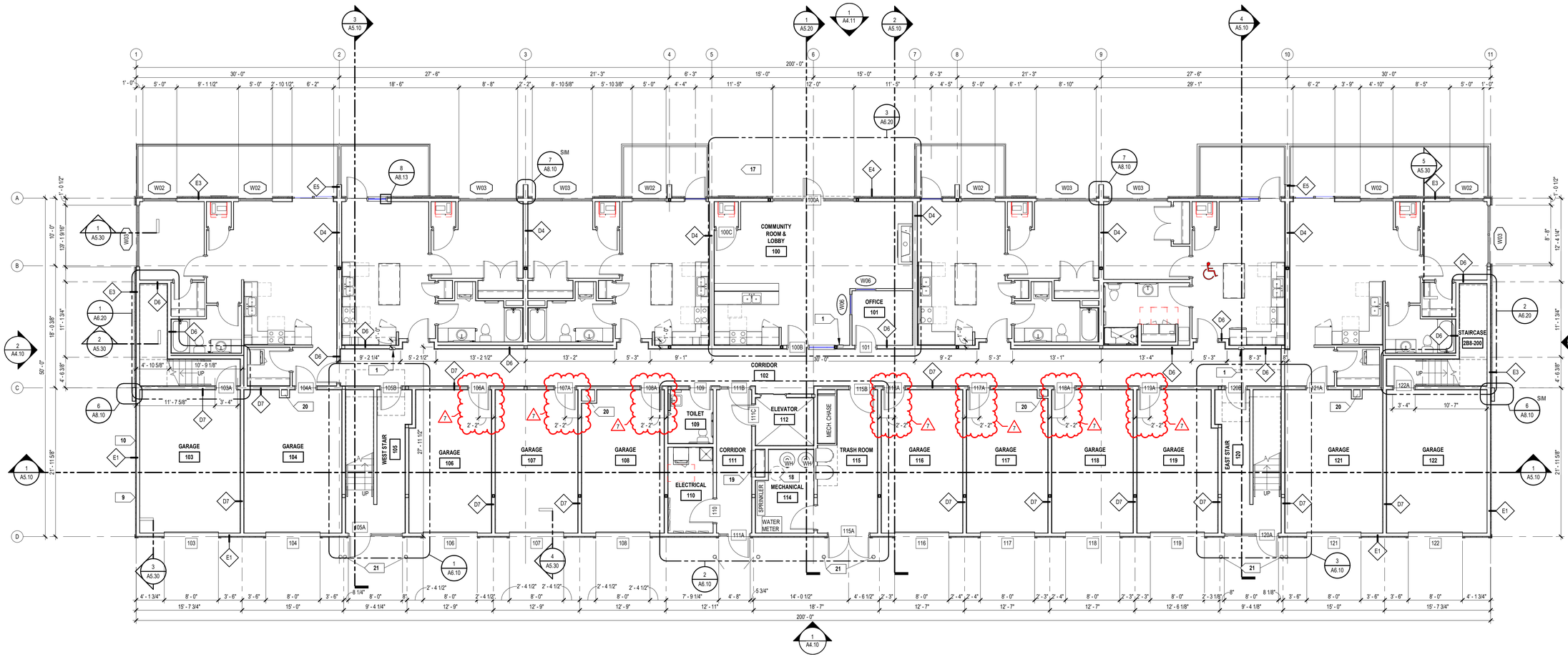
#	DESCRIPTION	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DANA J. HLEBICHUK 2023-01-12 LIC#: 44719

DATE: 2023-01-13

SHEET NO. G1.10



1 FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"

GRAPHIC SCALE
0' 12' 24'

TRUE NORTH

BID SET

WIDSETH
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DANA J. HEIRICHIK LIC# 44719 2023-01-12

REV#	DESCRIPTION	BY	DATE
0	ASI #1R2R	PJC	2-21-2023
7	ASI #7	PJC	7-11-2023

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

FIRST LEVEL FLOOR PLAN

SHEET NO.
A1.10

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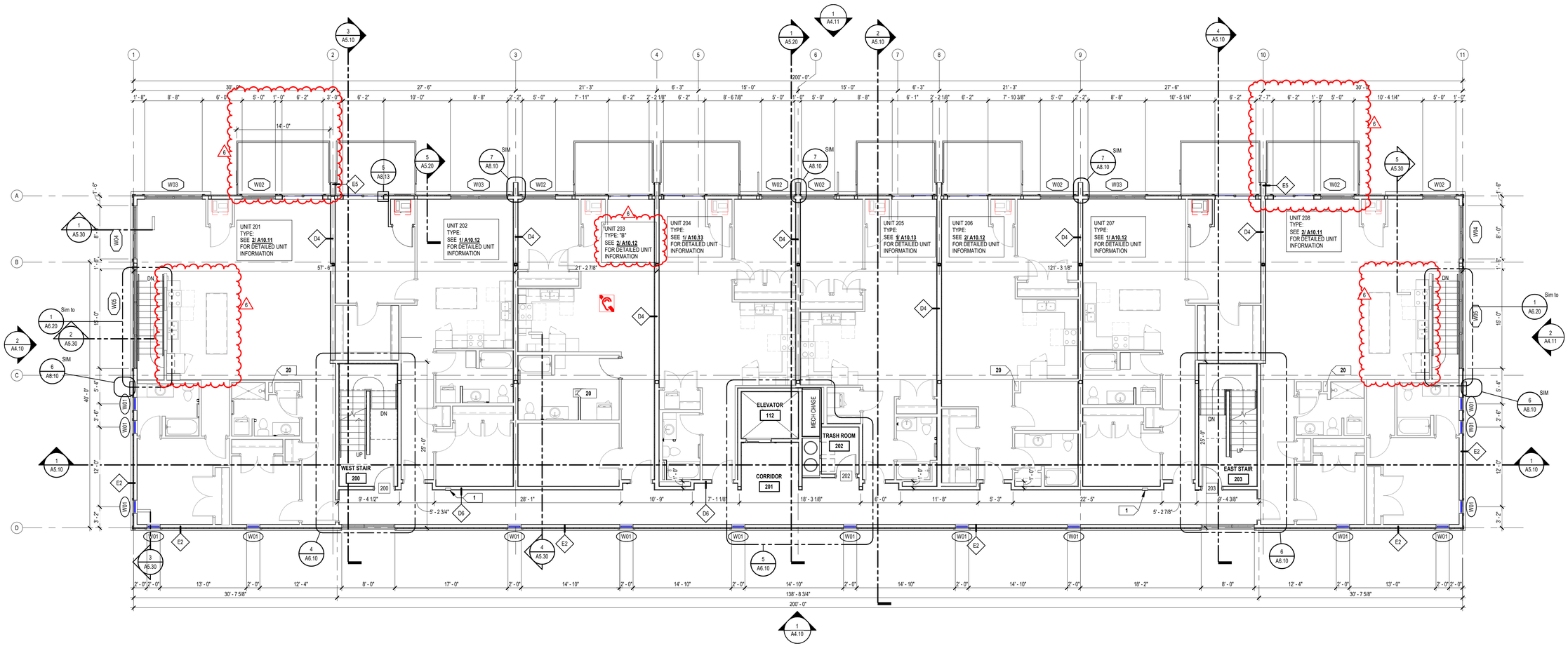
SYMBOL LEGEND	
A	ACTUATOR
I	INTERCOM
FOB	KEY FOB
KEY	KEY PAD

GENERAL FLOOR PLAN NOTES:

- ALL INTERIOR PARTITION WALLS ARE WOOD STUDS @ 16" O.C. WITH 5/8" GWB EACH SIDE (U.N.O.)
- DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY
- ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYWALL FURRING AS REQUIRED IN FINISHED AREAS WHETHER SHOWN ON DRAWINGS OR NOT, U.N.O.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL INTERIOR DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
- ALL EXTERIOR WALLS FACE OF WALL SHEATHING AND FOUNDATION WALLS ALIGN WITH GRID LINES.
- PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITION HAS OCCURRED. PREPARED SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
- ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.

##	KEYED PLAN NOTES
##	NOTE
1	SEMI-RECESSED FIRE EXTINGUISHER CABINET.
20	ROOF DRAIN PIPING CHASE.



1 SECOND LEVEL FLOOR PLAN

1/8" = 1'-0"

GRAPHIC SCALE

0' 12' 24'

TRUE NORTH

BID SET

J:\AH Development 2 LLC-44488\2022-10225 6/22/2023 10:45:07 AM © 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

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DANA J. HEIRICHUK LIC# 44719 2023-01-12

BY	REVISIONS DESCRIPTION	REV#	DATE
PJC	AS BIDR	6	6-21-2023

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

SECOND LEVEL FLOOR PLAN

SHEET NO.
A1.20

SYMBOL LEGEND

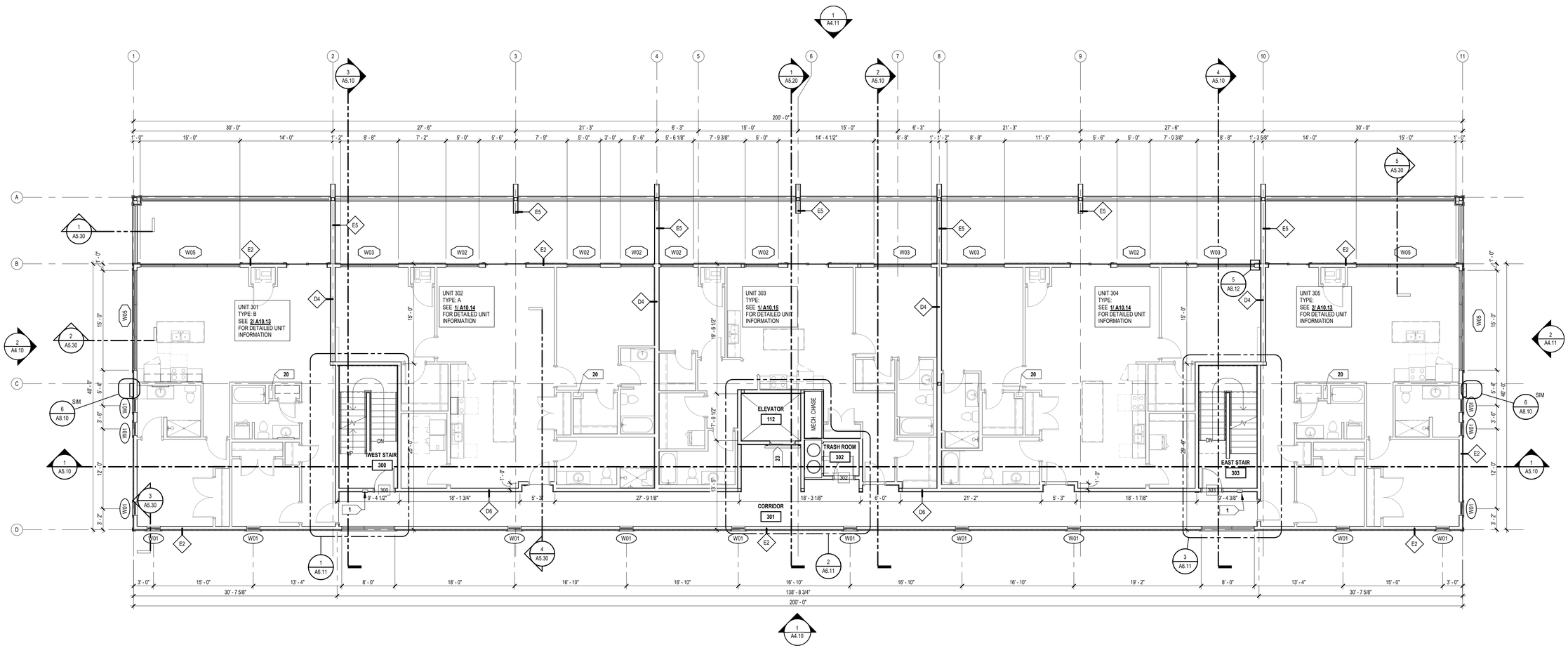
A	ACTUATOR
I	INTERCOM
FOB	KEY FOB
KEY	KEY PAD

GENERAL FLOOR PLAN NOTES:

- ALL INTERIOR PARTITION WALLS ARE WOOD STUDS @ 16" O.C. WITH 5/8" GWB EACH SIDE (U.N.O.)
- DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY
- ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYWALL FURRING AS REQUIRED IN FINISHED AREAS WHETHER SHOWN ON DRAWINGS OR NOT, U.N.O.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL INTERIOR DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
- ALL EXTERIOR WALLS FACE OF WALL SHEATHING AND FOUNDATION WALLS ALIGN WITH GRID LINES.
- PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITION HAS OCCURRED. PREPARED SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
- ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.

KEYED PLAN NOTES

##	NOTE
1	SEMI-RECESSED FIRE EXTINGUISHER CABINET.
20	ROOF DRAIN PIPING CHASE.
23	SMOKE GUARD



1 THIRD LEVEL FLOOR PLAN
1/8" = 1'-0"

GRAPHIC SCALE
0' 12' 24'

TRUE NORTH

BID SET

J:\AH Development 2 LLC-44488\2022-10225 1/13/2023 9:40:41 AM © 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

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EMMA J. HI ERICHUK — 2023-01-12 — LIC# 44719

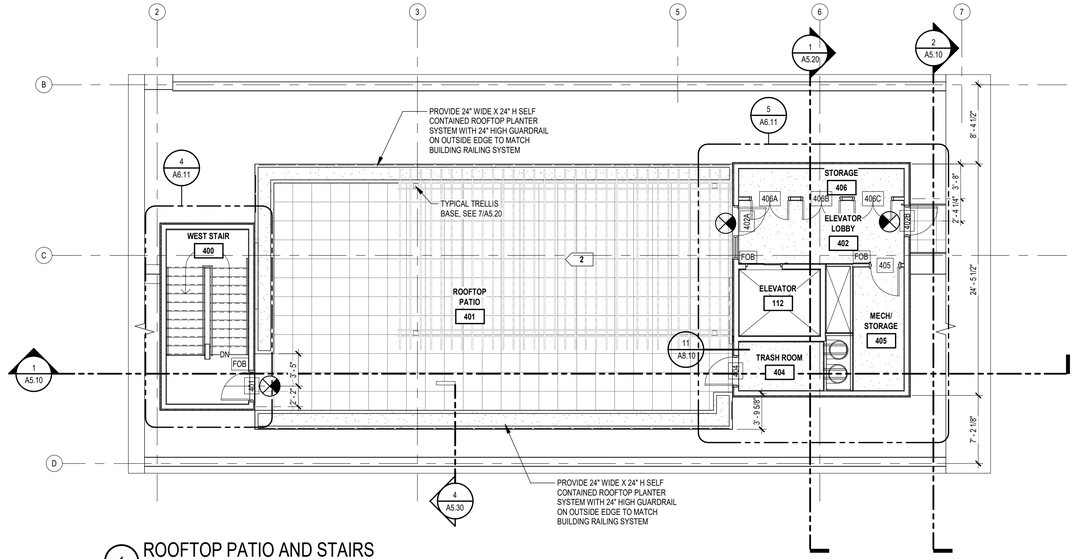
BY:	REVISIONS DESCRIPTION	REV#	DATE:

DATE: 2023-01-13
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

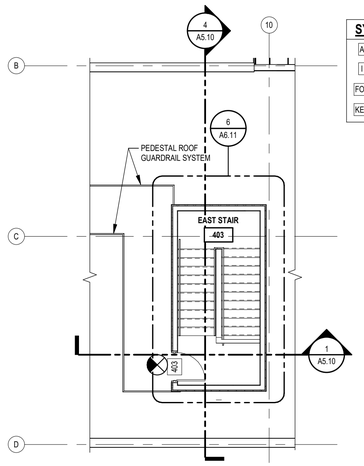
GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

THIRD LEVEL FLOOR PLAN

SHEET NO.
A1.30



1 ROOFTOP PATIO AND STAIRS
1/8" = 1'-0"



SYMBOL LEGEND

A	ACTUATOR
I	INTERCOM
FOB	KEY FOB
KEY	KEY PAD

GENERAL ROOF PLAN NOTES:

- PROVIDE ROOFING MANUFACTURER'S RECOMMENDED STANDARDS, FLASHING DETAILS FOR ALL DRAINS, PENETRATIONS, ETC.
- VERIFY AND COORDINATE QUANTITY, SIZE AND LOCATIONS OF ROOF EQUIPMENT AND PENETRATIONS WITH OTHER TRADES.
- PROVIDE CRICKETS AT MECHANICAL EQUIPMENT CURBS ETC. TO PROVIDE POSITIVE DRAINAGE.
- RECOMMENDED INSULATION AVERAGE SHALL BE R-30
- UNIFORMLY SLOPE TAPERED INSULATION MINIMUM 1/4" IN HEIGHT PER 1'-0" HORIZONTALLY (OR AS REQUIRED BY CODE) AT LEVEL ROOF AREAS, UNLESS NOTED OTHERWISE.
- MINIMUM ROOF INSULATION THICKNESS AT ROOF DRAINS (LOW POINT)=2". SLOPE CRICKET INSULATION TO DRAIN AROUND PENETRATIONS (VENTS, STACKS, ETC.) AND AT VALLEYS BETWEEN ROOF DRAINS.
- ALL ROOF DRAINS SHALL HAVE AN OVERFLOW DRAIN OR SCUPPER SET AT ELEVATION 2" HIGHER THAN ROOF DRAIN, UNO

ROOF PLAN LEGEND

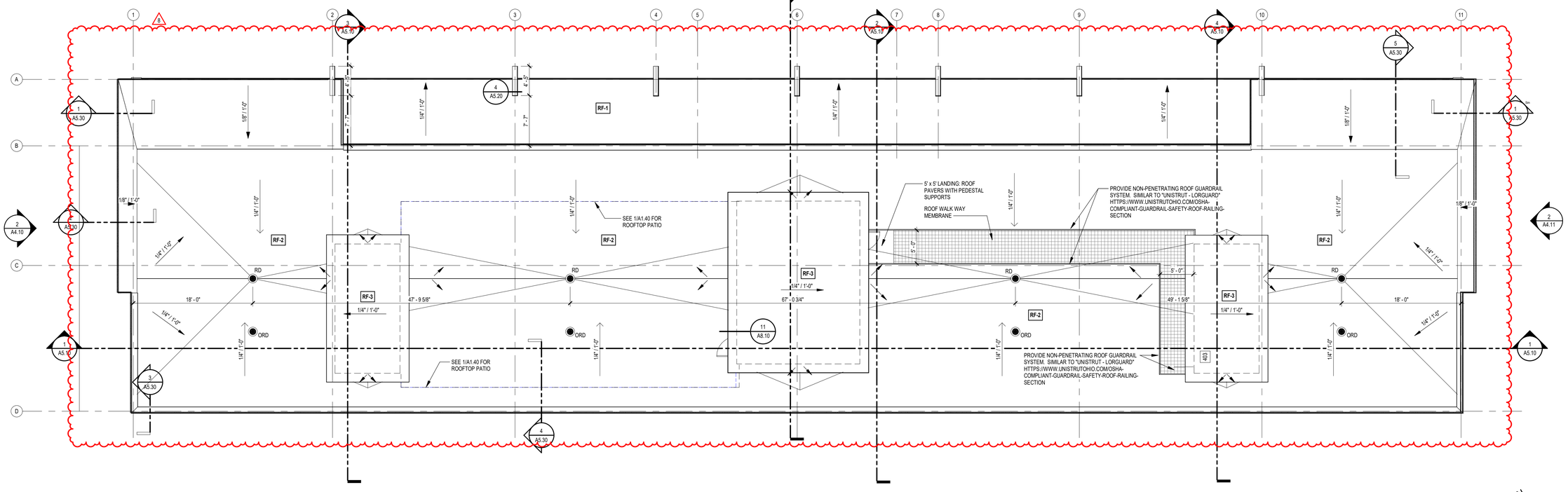
	CRICKET INSULATION
SLOPE 1/4" : FT	TAPERED ROOF INSULATION - INCHES PER FOOT AS INDICATED
SLOPE 1/4" : FT	SLOPED TOP CHORD OF ROOF TRUSS, SEE STRUCTURAL
+7 3/4"	APPROXIMATE TOTAL ROOF INSULATION THICKNESS - EXCLUDING CRICKETS (MINIMUM TWO LAYER - STAGGER JOINTS)
EF	EXHAUST FANS, PLUMBING VENTS AND OTHER ROOF PENETRATIONS FOR MECHANICAL EQUIPMENT - (COORDINATE WITH HVAC DRAWINGS)
RD	ROOF DRAIN - (COORDINATE WITH MECHANICAL DRAWINGS)
ORD	SECONDARY ROOF DRAIN - (COORDINATE WITH MECHANICAL DRAWINGS)

ROOF TYPES SCHEDULE

R-#	DESCRIPTION	COMMENTS
RF-1	MEMBRANE ROOFING SYSTEM	SEE ROOF TYPES FOR ADDITIONAL INFORMATION
RF-2	MEMBRANE ROOFING SYSTEM	SEE ROOF TYPES FOR ADDITIONAL INFORMATION
RF-3	MEMBRANE ROOFING SYSTEM	SEE ROOF TYPES FOR ADDITIONAL INFORMATION

KEYED PLAN NOTES

##	NOTE
2	TRELLIS SYSTEM BY OWNER



2 ROOF PLAN
1/8" = 1'-0"

GRAPHIC SCALE
0' 12' 24'

TRUE NORTH

BID SET

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DANA J. HEIRICHUK — LIC# 44719 — 2023-01-12

REVISIONS DESCRIPTION	REV#	DATE	BY
AS1 RFI5	5	6-13-2023	PJC
AS1 RFI6	6	07-06-2023	

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ROOF PLAN

SHEET NO.
A1.40

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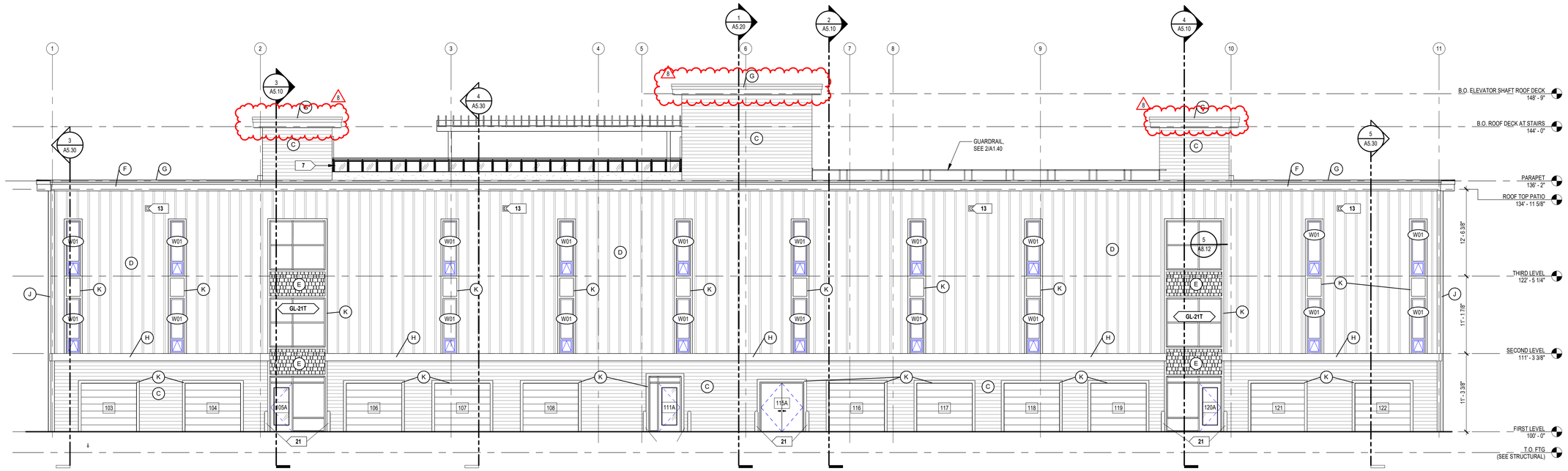
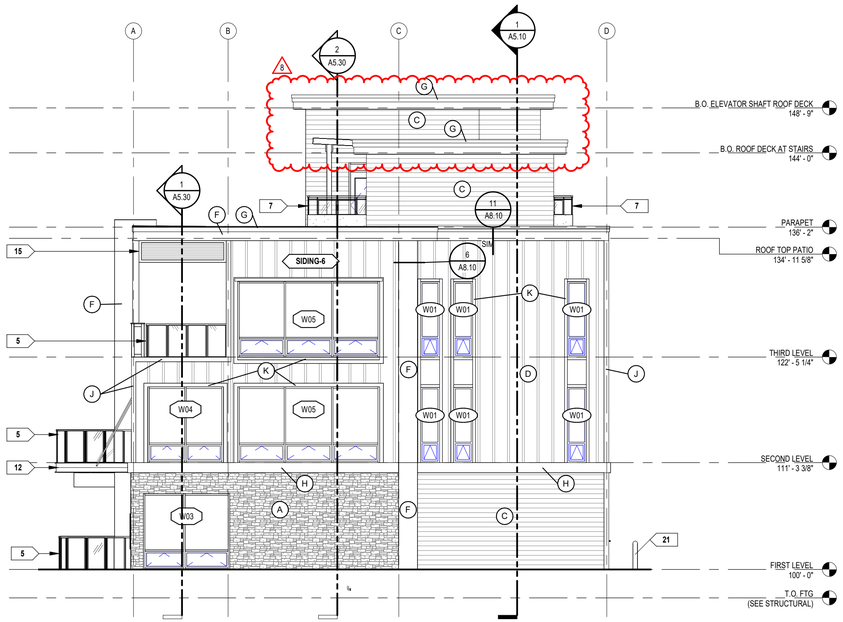


1 SOUTH ELEVATION

1/8" = 1'-0"



2 WEST ELEVATION

1/8" = 1'-0"

BUILDING ELEVATION NOTES

#	DESCRIPTION
A	WINONA STONE CUT STONE VENEER - DAKOTA CUT STONE (COLOR #1)
B	WINONA STONE CUT STONE VENEER (COLOR #2)
C	LP SMARTSIDE LAP SIDING - 6" EXPOSURE - COLOR TO BE SELECTED.
D	LP SMARTSIDE BOARD & BATTEM - 16" O.C. VERTICAL - CEDAR TEXTURE - COLOR TO BE SELECTED.
E	LP SMARTSIDE CEDAR TEXTURE SHAKES - STAGGERED EDGE - COLOR TO BE SELECTED.
F	LP SMARTSIDE CEDAR TEXTURE FLAT PANEL - COLOR TO BE SELECTED.
G	PREFINISHED METAL COPING - COLOR TO BE SELECTED.
H	LP SMARTSIDE TRIM - BELLYBAND - 12"
J	LP SMARTSIDE TRIM - 6" - CORNER TRIM
K	LP SMARTSIDE TRIM - 3 1/2" - WINDOW AND DOOR TRIM (EXCEPT AT STONE VENEER)

KEYED PLAN NOTES

##	NOTE
5	42" HIGH ALUMINUM GUARDRAIL WITH CLEAR TEMP GLASS PANELS - COLOR TO BE SELECTED.
7	ALUMINUM RAILING - TOP TO BE AT 48" - COLOR TO BE SELECTED.
12	FACE MOUNTED SUSPENDED ALUMINUM MODULAR BALCONY SYSTEM WITH TENSION RODS.. WITH GLASS AND ALUMINUM RAILING SYSTEM TO MATCH OTHER RAILINGS
13	THRU-WALL SCUPPER.
15	28" DECORATIVE WOOD LOUVER. PAINT
21	4' HIGH (EXPOSED) 6" DIA STEEL BOLLARD. PAINT SAFETY YELLOW.

BID SET

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Dana J. Heibichuk

DANA J. HEIBICHUK — LIC# 44719 — 2023-01-12

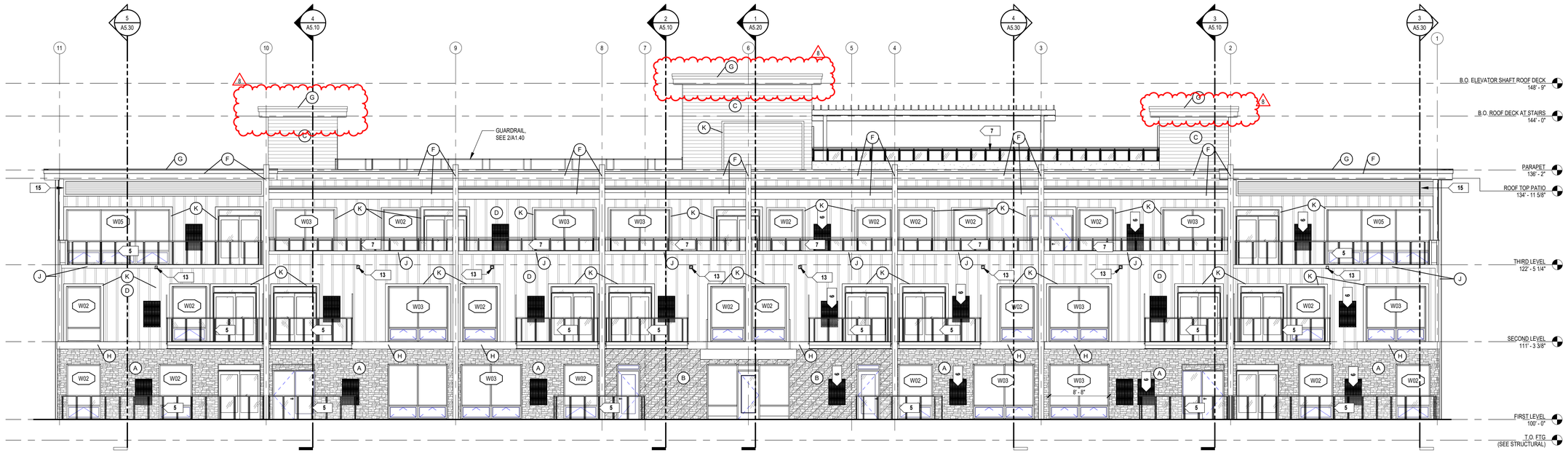
REVISIONS DESCRIPTION	REV#	DATE	BY
ASI #05	7	6-21-2023	PSC
ASI #06	8	07-06-2023	

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

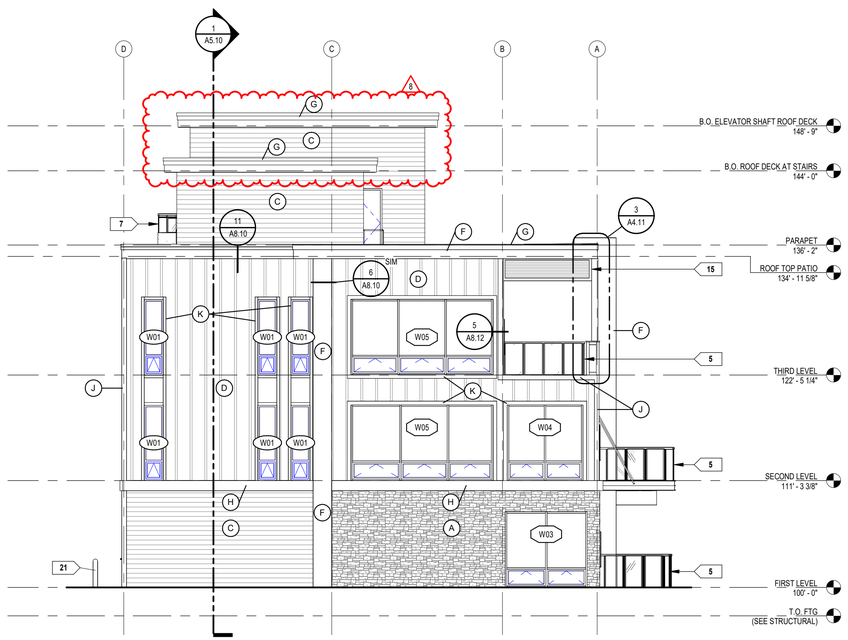
GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

BUILDING ELEVATIONS

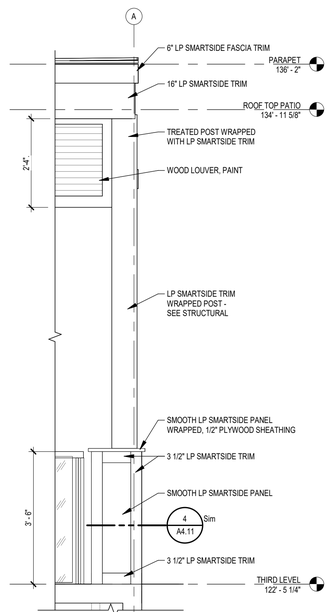
SHEET NO.
A4.10



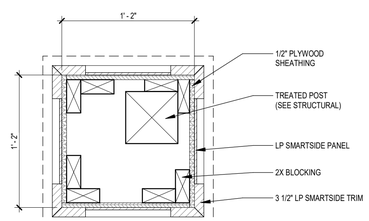
1 NORTH ELEVATION
1/8" = 1'-0"



2 EAST ELEVATION
1/8" = 1'-0"



3 CORNER COLUMN DETAIL
1/2" = 1'-0"



4 CORNER COLUMN BASE DETAIL
1 1/2" = 1'-0"

BUILDING ELEVATION NOTES

#	DESCRIPTION
A	WINONA STONE CUT STONE VENEER - DAKOTA CUT STONE (COLOR #1)
B	WINONA STONE CUT STONE VENEER (COLOR #2)
C	LP SMARTSIDE LAP SIDING - 6" EXPOSURE - COLOR TO BE SELECTED.
D	LP SMARTSIDE BOARD & BATTEM - 16" O.C. VERTICAL - CEDAR TEXTURE - COLOR TO BE SELECTED.
E	LP SMARTSIDE CEDAR TEXTURE SHAKES - STAGGERED EDGE - COLOR TO BE SELECTED.
F	LP SMARTSIDE CEDAR TEXTURE FLAT PANEL - COLOR TO BE SELECTED.
G	PREFINISHED METAL COPING - COLOR TO BE SELECTED.
H	LP SMARTSIDE TRIM - BELLYBAND - 12"
J	LP SMARTSIDE TRIM - 6" - CORNER TRIM
K	LP SMARTSIDE TRIM - 3 1/2" - WINDOW AND DOOR TRIM (EXCEPT AT STONE VENEER)

KEYED PLAN NOTES

##	NOTE
5	42" HIGH ALUMINUM GUARDRAIL WITH CLEAR TEMP GLASS PANELS - COLOR TO BE SELECTED.
6	LOUVER FOR MECH UNIT. VERIFY W/ MECH PLANS. COLOR TO MATCH ADJACENT MATERIAL.
7	ALUMINUM RAILING - TOP TO BE AT 48" - COLOR TO BE SELECTED.
13	THRU-WALL SCUPPER.
15	28" DECORATIVE WOOD LOUVER, PAINT
21	4' HIGH (EXPOSED) 6" DIA STEEL BOLLARD. PAINT SAFETY YELLOW.

BID SET

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Diana J. Hilbrink

DIANA J. HILBRINK 2023-01-12 LIC# 44719

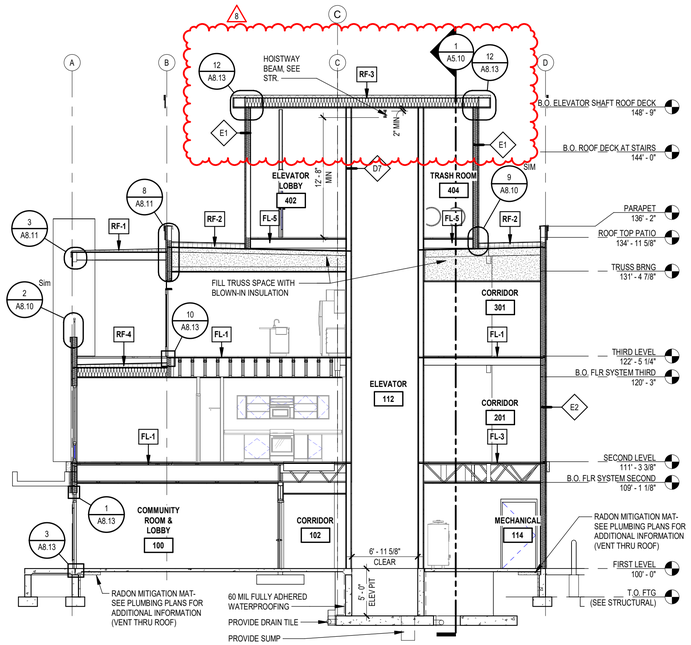
REVISIONS	DESCRIPTION	BY
6	AS #06R	PJC
8	AS #08	

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

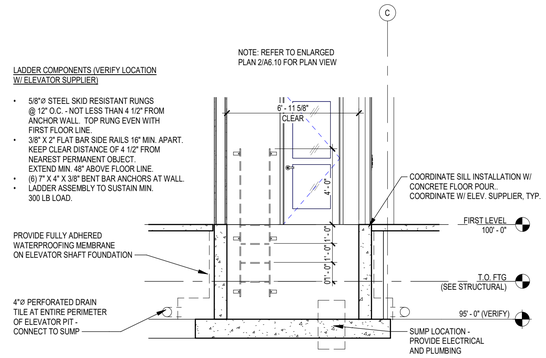
GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

BUILDING ELEVATIONS

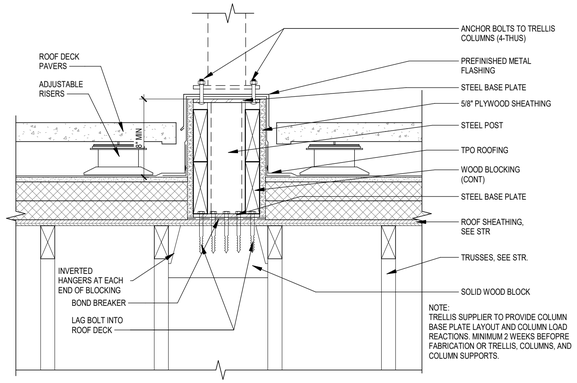
SHEET NO.
A4.11



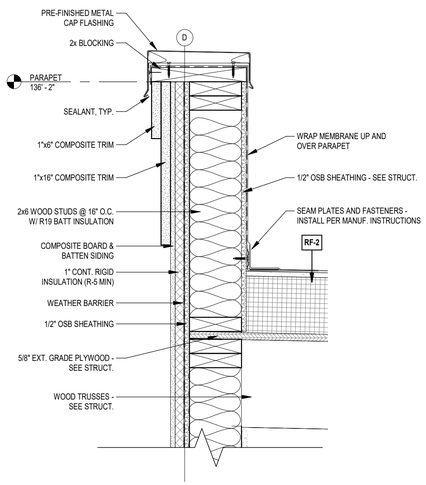
1 BUILDING SECTION
1/8" = 1'-0"



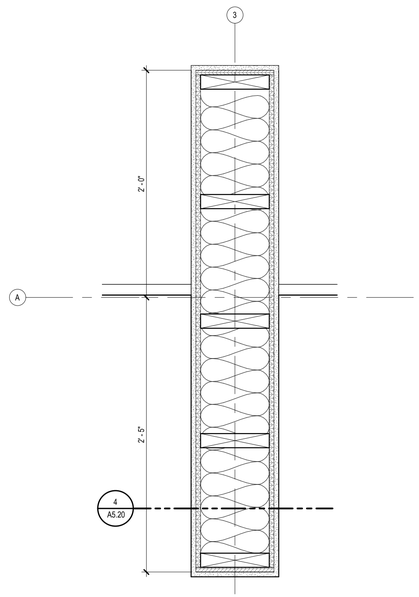
6 ELEVATOR PIT DETAIL
1/4" = 1'-0"



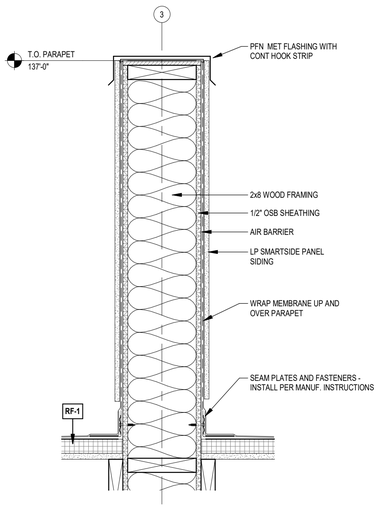
7 TYPICAL TRELLIS BASE DETAIL
1 1/2" = 1'-0"



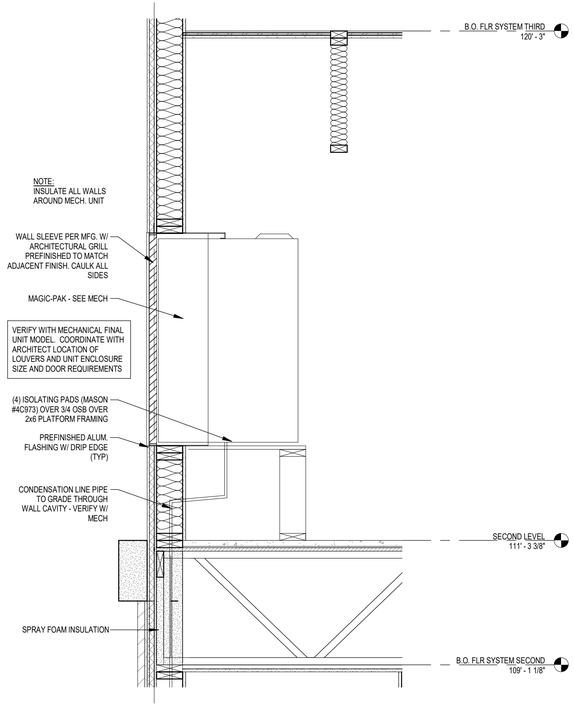
2 TYPICAL PARAPET DETAIL
1 1/2" = 1'-0"



3 PLAN DETAIL @ ROOF
1 1/2" = 1'-0"



4 DETAIL @ ROOF
1 1/2" = 1'-0"



5 SECTION @ MECH UNIT
3/4" = 1'-0"

BID SET

J:\AH Development 2 LLC-44488\2022-10225 7/31/2023 10:46:00 AM © 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

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Lana Reichlik
LANA J. HJ REICHLIK
LIC# 44719
2023-01-12

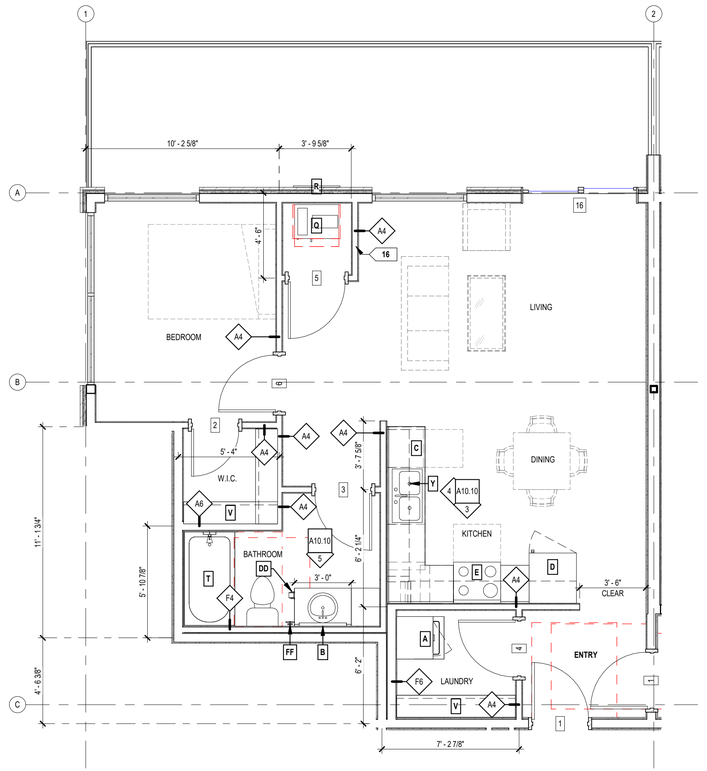
REVISIONS DESCRIPTION	REV#	DATE	BY:
ADDENDUM #1	1	1-18-2023	P.C.
AS NOTED	5	4-19-2023	
AS #6	6	07-28-2023	
AS #8	8		

DATE:	2023-01-18
SCALE:	AS NOTED
DRAWN BY:	AJM
CHECKED BY:	DJH
JOB NUMBER:	2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

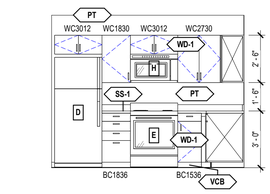
BUILDING SECTIONS

SHEET NO.
A5.20

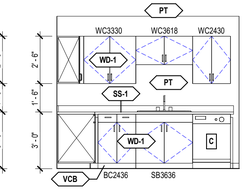


1 UNIT 101 - TYPE "B"
1/4" = 1'-0"

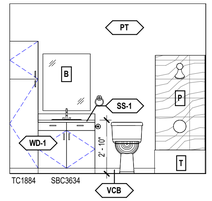
2 UNIT 105 - TYPE "A"
1/4" = 1'-0"



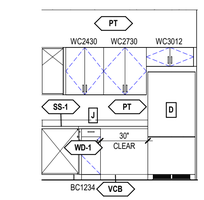
3 INT. ELEV.
1/4" = 1'-0"



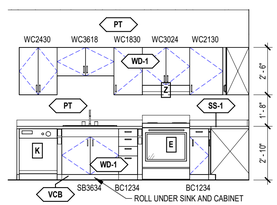
4 INT. ELEV.
1/4" = 1'-0"



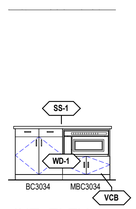
5 INT. ELEV.
1/4" = 1'-0"



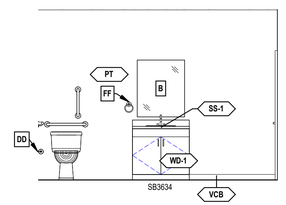
6 INT. ELEV.
1/4" = 1'-0"



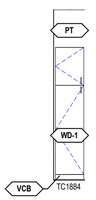
7 INT. ELEV.
1/4" = 1'-0"



8 INT. ELEV.
1/4" = 1'-0"



9 INT. ELEV.
1/4" = 1'-0"



10 INT. ELEV.
1/4" = 1'-0"

XX-###	UNIT COMPONENT ID LIST	
X	DESCRIPTION	COMMENTS
A	STACKED WASHER/DRYER	
AA	OUTLET AND SWITCH FOR DISPOSAL MOUNTED IN 3" FILLER STRIP.	
B	MIRROR 30"W x 36"H - UNFRAMED	SEE SPECS FOR MORE INFORMATION
BB	OUTLET AND SWITCH FOR HOOD VENT AND LIGHT, MOUNTED IN 3" FILLER STRIP	
C	STANDARD DISHWASHER	
CC	DOOR BELL WITH AUDIO AND VISUAL NOTIFICATIONS	
D	30" REFERIGERATOR	
DD	TOILET PAPER HOLDER, OPEN	
E	RANGE	
EE	24" TOWEL BAR	BATHROOM ACCESSORIES
FF	TOWEL RING	
H	MICROWAVE	
I	ADA RANGE	ADA COMPLIANT
J	30" WORKING SURFACE	ADA COMPLIANT
K	34" COUNTER DISHWASHER	ADA COMPLIANT
L	60"X30" STANDARD ROLL-IN SHOWER	ADA COMPLIANT
M	FRONT-LOADING DRYER	ADA COMPLIANT
N	FRONT-LOADING WASHER	ADA COMPLIANT
P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
T	60"X32" STANDARD TUB/SHOWER COMBO	
U	STANDARD SHOWER STALL	
V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENT/LIGHT	

##	KEYED PLAN NOTES
##	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS

GENERAL UNIT FLOOR PLAN NOTES:

- SEE OVERALL FLOOR PLANS FOR WINDOW LOCATIONS. WINDOW LOCATIONS VARY PER UNIT.
- DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY.
- ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYWALL FURRING AS REQUIRED IN FINISHED AREAS WEATHER SHOWN ON DRAWINGS OR NOT, U.N.O.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
- ALL EXTERIOR DIMENSIONS ARE TO THE FACE OF STUD. ALL INTERIOR DIMENSIONS ARE TO THE CENTER OF THE WALL (U.N.O.)
- PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITIONS HAS OCCURRED. PREPARE SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
- ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.
- TYPICAL ALL APARTMENT UNITS - PROVIDE A WALL MOUNTED FIRE EXTINGUISHER IN A VISIBLE LOCATION IN A CLOSET OR STORAGE ROOM NEAR THE LIVING AREA.
- ALL UPPER CABINETS TO BE MIN. 14" DEEP OVERALL.
- ALL OWNER PROVIDED APPLIANCES, CABINETRY, FIXTURES, FINISHES, ETC. SHALL COMPLY WITH ALL APPLICABLE CODES AND ACCESSIBILITY - WHERE REQUIRED.
- THE CONDO OWNER/OCCUPANT IS RESPONSIBLE FOR COORDINATING WITH THE GENERAL CONTRACTOR & MECHANICAL/PLUMBING/ELECTRICAL ENGINEERS (DESIGN-BUILD & NOT PART OF THIS SET).
- 5/8" DURAROCK @ SHOWERS, EXCEPT ADA UNITS WHICH WILL HAVE GYPCRETE

GENERAL FINISH NOTES:

- ALL FLOORING TRANSITIONS SHALL BE CENTERED UNDER DOOR IN CLOSED POSITION, UNLESS NOTED OTHERWISE.
- ALL EXPOSED ENDS OF CASEWORK TO HAVE FINISHED END PANELS.
- SEE REFLECTED CEILING PLANS FOR CEILING, SOFFIT AND BULKHEAD LOCATIONS AND FINISHES.
- BULKHEADS AND SOFFITS - ALL SIDES AND UNDERSIDES TO BE PAINTED TO PAINT COLOR INDICATED, UNLESS NOTED OTHERWISE.
- INSTALL FLOORING PER PATTERNS SHOWN ON FINISH PLANS. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
- WOOD DOORS, FRAMES AND BASE MOLDING TO BE FILLED, STAINED, SEALED AND SHOP FINISHED TO MATCH PROVIDED SAMPLE. WORK SHOULD BE PERFORMED IN A DUST FREE ROOM.
- PAINT ALL EXPOSED DUCTWORK, CONDUIT, ETC, TO MATCH ADJACENT SURFACES, UNLESS NOTED OTHERWISE.
- EXTEND ALL FLOORING UNDER BUILT-IN FURNITURE AND CASEWORK UNLESS NOTED OTHERWISE.
- INSTALL ALL FLOORING TYPES PER MANUFACTURER'S RECOMMENDED INSTALLATION INSTRUCTIONS AND/OR METHODS.
- SPECIFIED PRODUCTS AND FINISHES MAY HAVE SUBSTANTIAL LEAD TIMES. CONTRACTOR SHALL BE RESPONSIBLE FOR PLACING ORDERS IN A TIMELY MANNER TO KEEP THE PROJECT ON SCHEDULE. CONTRACTOR WILL BE RESPONSIBLE FOR EXPENSES AND DESIGN FEES, RELATED TO ANY RESELECTIONS REQUIRED DUE TO FAILURE TO ORDER PRODUCTS IN A TIMELY MANNER.
- ALL FINISH WORK SHALL BE PERFORMED IN COMPLIANCE WITH SPECIFICATIONS AND DRAWINGS. SHOP DRAWING SUBMITTALS, SAMPLES AND PRODUCT DATA SHALL BE SUBMITTED TO THE ARCHITECT FOR THEIR REVIEW AND APPROVAL PRIOR TO BEGINNING WORK
- SHEE "G" SHEETS FOR TYPICAL MOUNTING HEIGHTS

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DANA J. HEIBICHUK — DATE: 2023-01-12 — LIC# 44719

REVISIONS DESCRIPTION	REV#	DATE	BY
ADDENDUM #1	1	1-16-2023	PJC
ASI #5	3	2-27-2023	PJC
ASI #6R	6	6-21-2023	

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

SHEET NO.
A10.10

BID SET

TRUE NORTH

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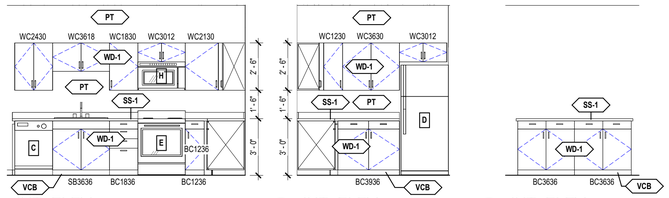
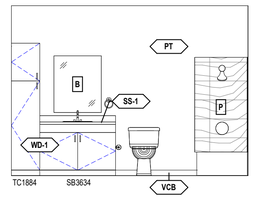


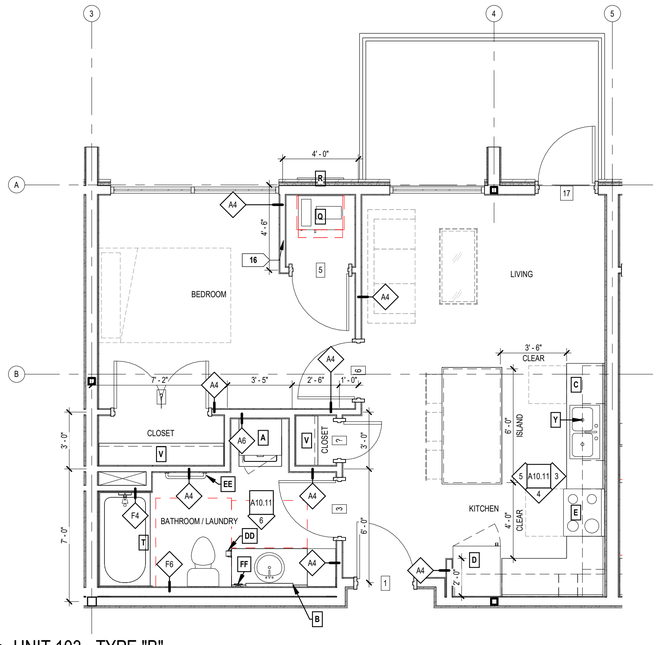
3 INT. ELEV.
1/4" = 1'-0"

4 INT. ELEV.
1/4" = 1'-0"

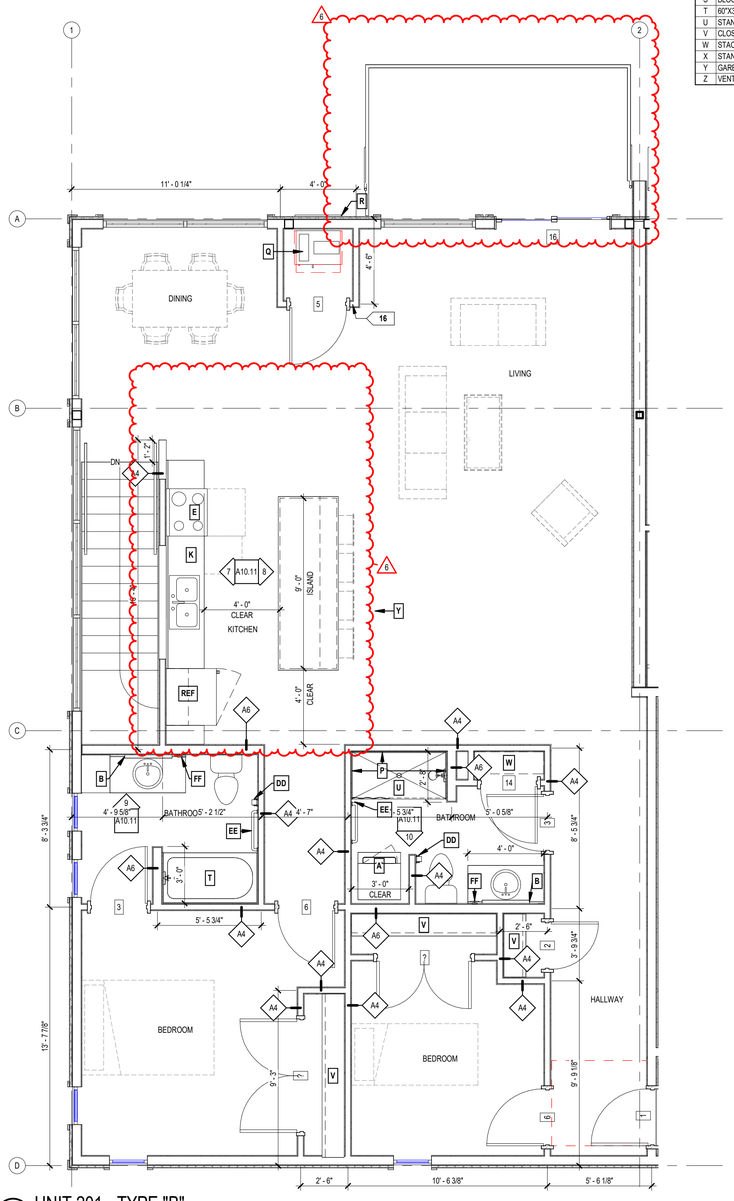
5 INT. ELEV.
1/4" = 1'-0"



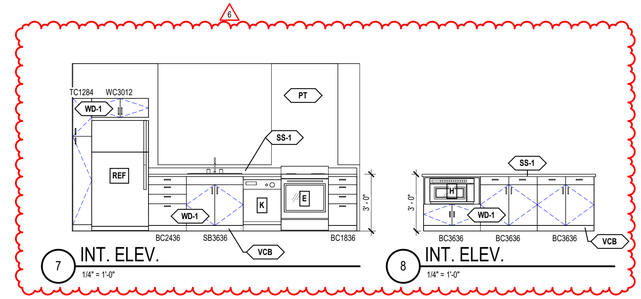
6 INT. ELEV.
1/4" = 1'-0"



1 UNIT 103 - TYPE "B"
1/4" = 1'-0"

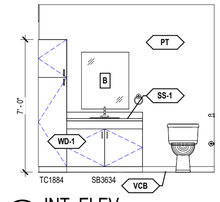


2 UNIT 201 - TYPE "B"
1/4" = 1'-0"

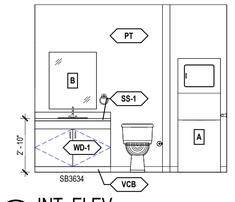


7 INT. ELEV.
1/4" = 1'-0"

8 INT. ELEV.
1/4" = 1'-0"



9 INT. ELEV.
1/4" = 1'-0"



10 INT. ELEV.
1/4" = 1'-0"

XX-###	UNIT COMPONENT ID LIST	
X	DESCRIPTION	COMMENTS
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B	MIRROR 30"W x 36"H - UNFRAMED	SEE SPECS FOR MORE INFORMATION
BB	OUTLET AND SWITCH FOR HOOD VENT AND LIGHT, MOUNTED IN 3" FILLER STRIP	
C	STANDARD DISHWASHER	
CC	DOOR BELL WITH AUDIO AND VISUAL NOTIFICATIONS	
D	30" REFERIGERATOR	
DD	TOILET PAPER HOLDER, OPEN	
E	RANGE	
EE	24" TOWEL BAR	BATHROOM ACCESSORIES
FF	TOWEL RING	
H	MICROWAVE	
I	ADA RANGE	ADA COMPLIANT
J	30" WORKING SURFACE	ADA COMPLIANT
K	34" COUNTER DISHWASHER	ADA COMPLIANT
L	60"X30" STANDARD ROLL-IN SHOWER	ADA COMPLIANT
M	FRONT-LOADING DRYER	ADA COMPLIANT
N	FRONT-LOADING WASHER	ADA COMPLIANT
P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
T	60"X32" STANDARD TUB/SHOWER COMBO	
U	STANDARD SHOWER STALL	
V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENT/LIGHT	

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- 5/8" DURAROCK @ SHOWERS, EXCEPT ADA UNITS WHICH WILL HAVE GYPCRETE

##	KEYED PLAN NOTES
##	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS

BID SET

TRUE NORTH

J:\AH Development 2 LLC-44488\2022-10225 6/22/2023 10:45:19 AM © 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

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DANA J. HEIRICHUK — 2023-01-12 — LIC# 44719

BY:	REVISIONS DESCRIPTION	REV#	DATE:
P.C.	ADDENDUM #1	1	1-16-2023
	AS BUILT	6	6-21-2023

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

SHEET NO.
A10.11

XX-###	UNIT COMPONENT ID LIST	
X	DESCRIPTION	COMMENTS
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AA	OUTLET AND SWITCH FOR DISPOSAL MOUNTED IN 3" FILLER STRIP.	
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P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
T	60"X32" STANDARD TUB/SHOWER COMBO	
U	STANDARD SHOWER STALL	
V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENT/LIGHT	

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- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
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- ALL UPPER CABINETS TO BE MIN. 14" DEEP OVERALL.
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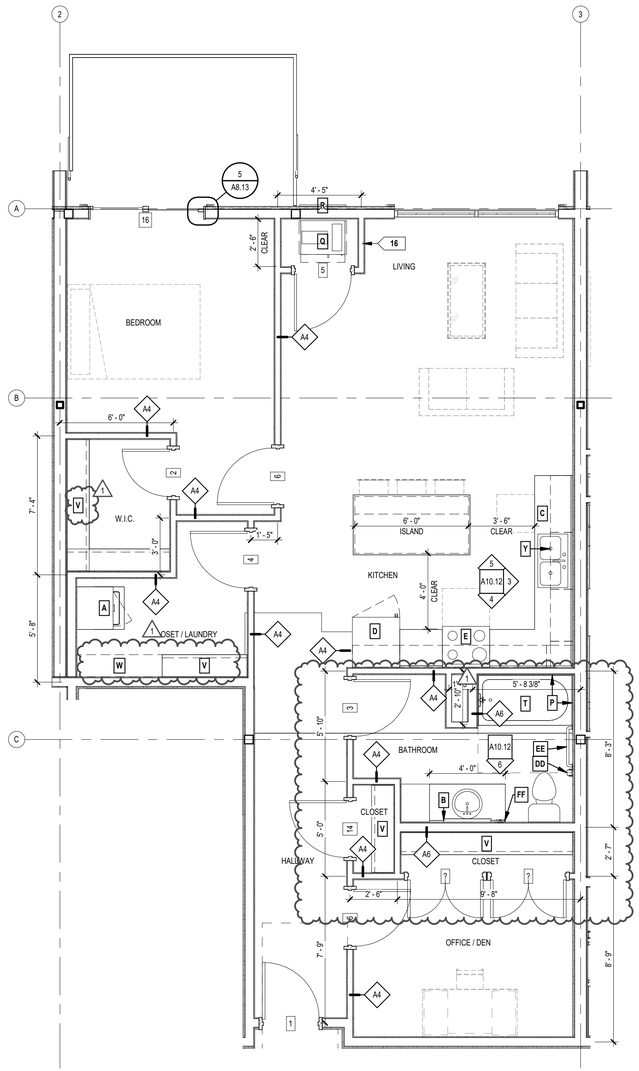
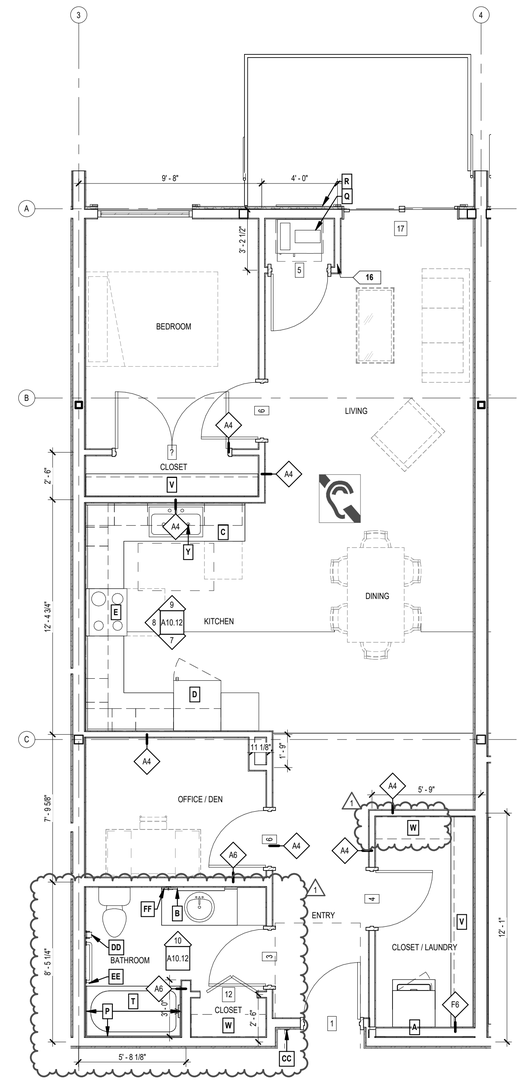
- 5/8" DURAROCK @ SHOWERS, EXCEPT ADA UNITS WHICH WILL HAVE GYPCRETE

##	KEYED PLAN NOTES
##	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS



1 UNIT 202 - TYPE "B"
1/4" = 1'-0"



2 UNIT 203 - TYPE "B"
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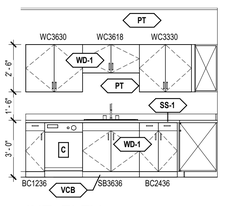
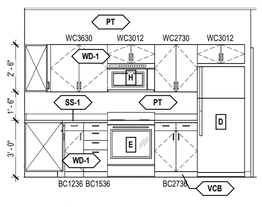
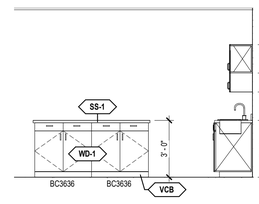


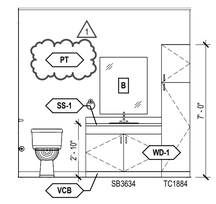
3 INT. ELEV.
1/4" = 1'-0"



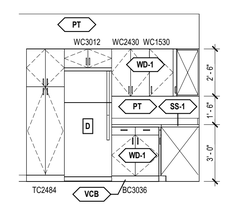
4 INT. ELEV.
1/4" = 1'-0"



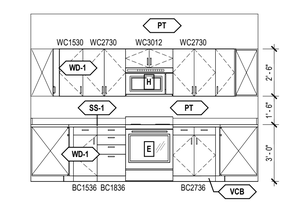
5 INT. ELEV.
1/4" = 1'-0"



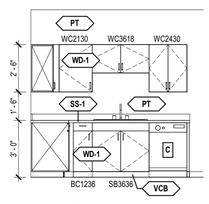
6 INT. ELEV.
1/4" = 1'-0"



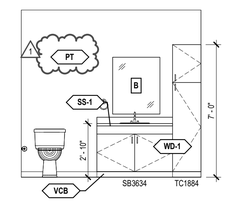
7 INT. ELEV.
1/4" = 1'-0"



8 INT. ELEV.
1/4" = 1'-0"



9 INT. ELEV.
1/4" = 1'-0"



10 INT. ELEV.
1/4" = 1'-0"

N E S W

TRUE NORTH

BID SET

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DANA J. HEIRICHLIK — 2023-01-12 — LIC# 44719

BY	REVISIONS DESCRIPTION	REV#	DATE
DJH	ASI #1	1	2023-01-18

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

SHEET NO.
A10.12

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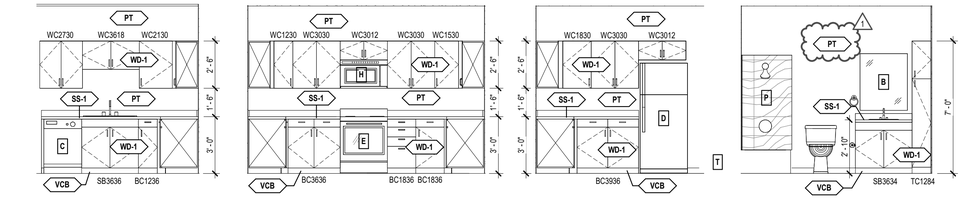
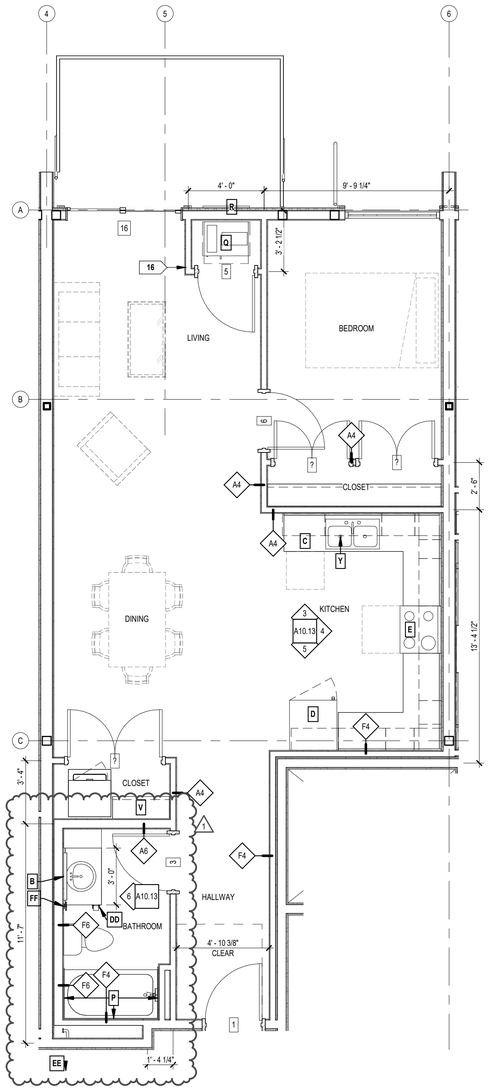


3 INT. ELEV.
1/4" = 1'-0"

4 INT. ELEV.
1/4" = 1'-0"

5 INT. ELEV.
1/4" = 1'-0"

6 INT. ELEV.
1/4" = 1'-0"



1 UNIT 204 - TYPE "B"
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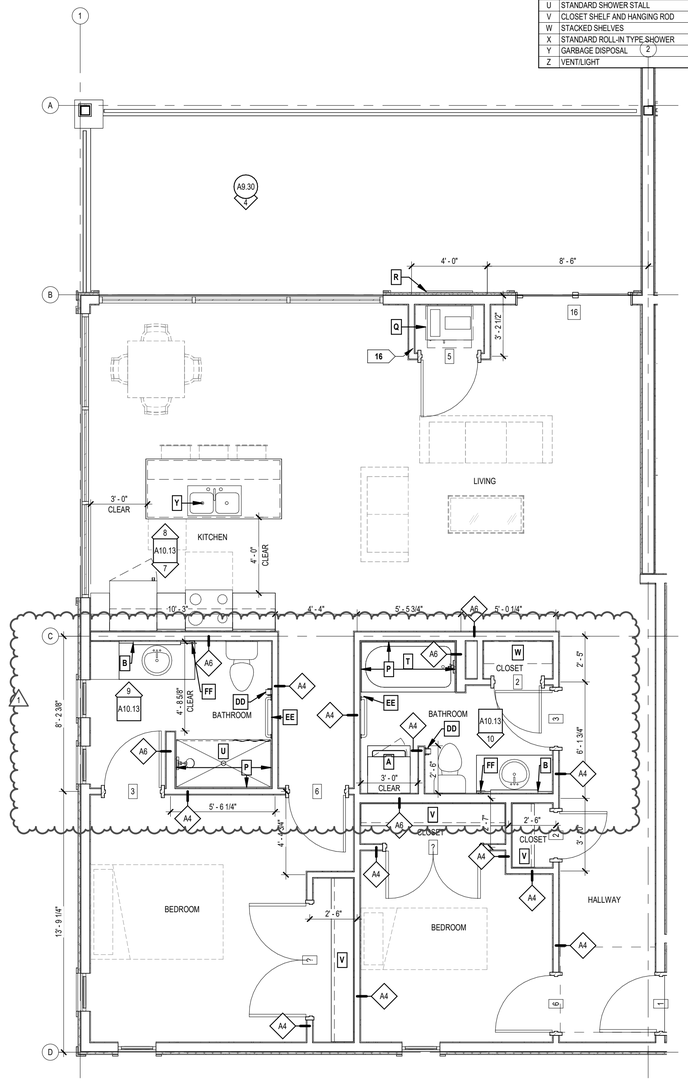

2 UNIT 301 - TYPE "B"
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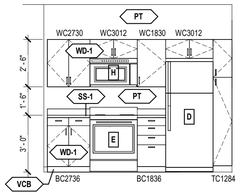
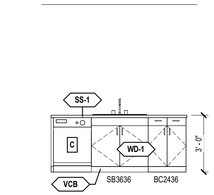
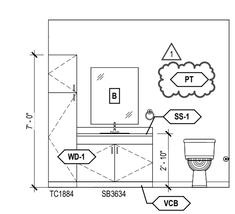


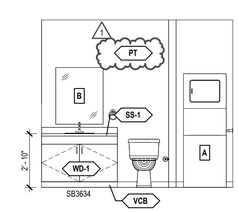
7 INT. ELEV.
1/4" = 1'-0"



8 INT. ELEV.
1/4" = 1'-0"



9 INT. ELEV.
1/4" = 1'-0"



10 INT. ELEV.
1/4" = 1'-0"

XX-### UNIT COMPONENT ID LIST

X	DESCRIPTION	COMMENTS
A	STACKED WASHER/DRYER	
AA	OUTLET AND SWITCH FOR DISPOSAL MOUNTED IN 3" FILLER STRIP.	
B	MIRROR 30"W x 36"H - UNFRAMED	SEE SPECS FOR MORE INFORMATION
BB	OUTLET AND SWITCH FOR HOOD VENT AND LIGHT, MOUNTED IN 3" FILLER STRIP	
C	STANDARD DISHWASHER	
CC	DOOR BELL WITH AUDIO AND VISUAL NOTIFICATIONS	
D	30" REFERIGERATOR	
DD	TOILET PAPER HOLDER, OPEN	
E	RANGE	
EE	24" TOWEL BAR	BATHROOM ACCESSORIES
FF	TOWEL RING	
H	MICROWAVE	
I	ADA RANGE	ADA COMPLIANT
J	30" WORKING SURFACE	ADA COMPLIANT
K	34" COUNTER DISHWASHER	ADA COMPLIANT
L	60"X30" STANDARD ROLL-IN SHOWER	ADA COMPLIANT
M	FRONT-LOADING DRYER	ADA COMPLIANT
N	FRONT-LOADING WASHER	ADA COMPLIANT
P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
T	60"X32" STANDARD TUB/SHOWER COMBO	
U	STANDARD SHOWER STALL	
V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENT/LIGHT	

GENERAL UNIT FLOOR PLAN NOTES:

- SEE OVERALL FLOOR PLANS FOR WINDOW LOCATIONS. WINDOW LOCATIONS VARY PER UNIT.
- DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY.
- ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYWALL FURRING AS REQUIRED IN FINISHED AREAS WEATHER SHOWN ON DRAWINGS OR NOT, U.N.O.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
- ALL EXTERIOR DIMENSIONS ARE TO THE FACE OF STUD. ALL INTERIOR DIMENSIONS ARE TO THE CENTER OF THE WALL (U.N.O.)
- PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITIONS HAS OCCURRED. PREPARE SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
- ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.
- TYPICAL ALL APARTMENT UNITS - PROVIDE A WALL MOUNTED FIRE EXTINGUISHER IN A VISIBLE LOCATION IN A CLOSET OR STORAGE ROOM NEAR THE LIVING AREA.
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KEYED PLAN NOTES

##	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

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DANA J. HEBRINK — 2023-1-12 — LIC# 44719

BY	REVISIONS DESCRIPTION	REV#	DATE
DJH	ASI #1	1	2023-01-18

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

SHEET NO.
A10.13

BID SET

TRUE NORTH

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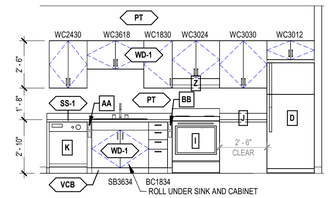
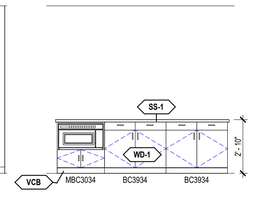
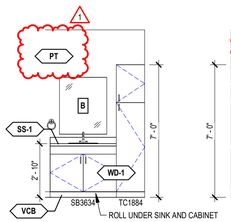


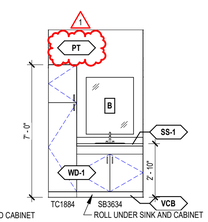
3 INT. ELEV.
1/4" = 1'-0"



4 INT. ELEV.
1/4" = 1'-0"



5 INT. ELEV.
1/4" = 1'-0"



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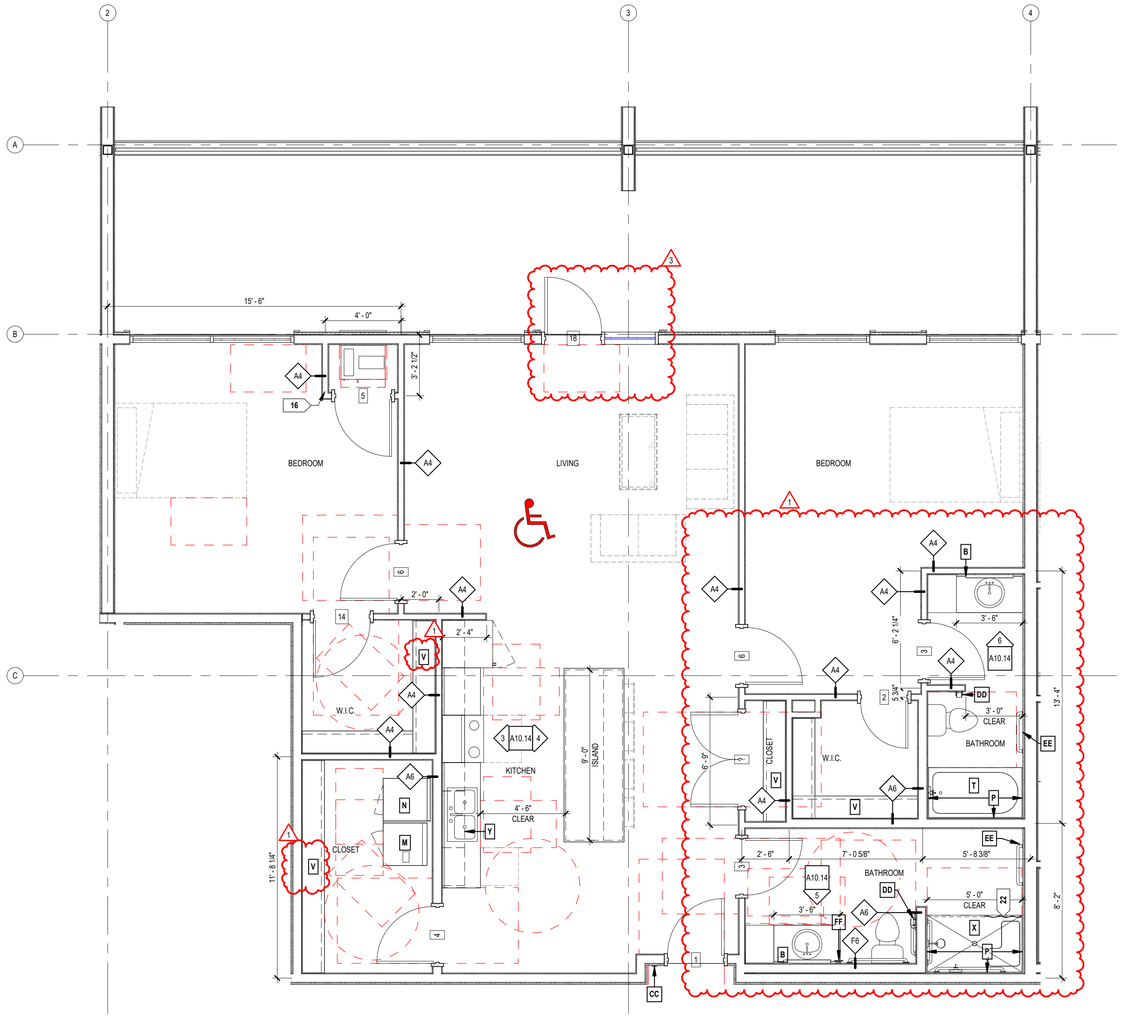
1/4" = 1'-0"



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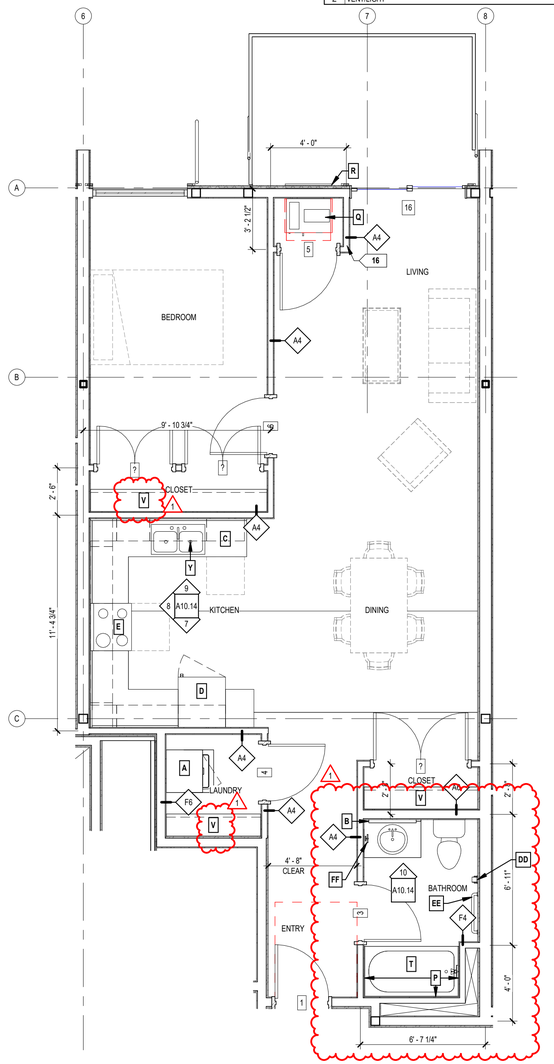

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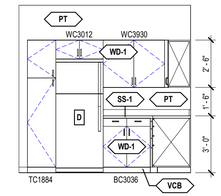
1/4" = 1'-0"



7 INT. ELEV.
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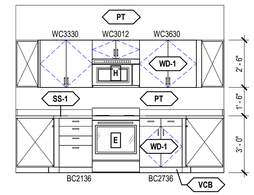

8 INT. ELEV.
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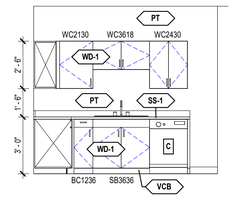

9 INT. ELEV.
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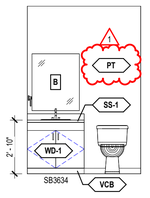

10 INT. ELEV.
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XX-###	UNIT COMPONENT ID LIST	
X	DESCRIPTION	COMMENTS
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AA	OUTLET AND SWITCH FOR DISPOSAL MOUNTED IN 3" FILLER STRIP.	
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BB	OUTLET AND SWITCH FOR HOOD VENT AND LIGHT, MOUNTED IN 3" FILLER STRIP	
C	STANDARD DISHWASHER	
CC	DOOR BELL WITH AUDIO AND VISUAL NOTIFICATIONS	
D	30" REFERIGERATOR	
DD	TOILET PAPER HOLDER, OPEN	
E	RANGE	
EE	24" TOWEL BAR	BATHROOM ACCESSORIES
FF	TOWEL RING	
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N	FRONT-LOADING WASHER	ADA COMPLIANT
P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
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V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENT/LIGHT	

GENERAL UNIT FLOOR PLAN NOTES:

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- 5/8" DURAROCK @ SHOWERS, EXCEPT ADA UNITS WHICH WILL HAVE GYPCRETE

##	KEYED PLAN NOTES
#	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS
22	RECESS FLOOR AT SHOWER, G.C. TO VERIFY DEPTH. ADA UNITS ONLY.

GRAPHIC SCALE
0' 24' 48'

TRUE NORTH

BID SET

J:\AH Development 2 LLC-44488\2022-10225 2/27/2023 9:46:19 AM

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WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

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ERIKA J. HERSCHLIP LIC# 44719

REVISIONS DESCRIPT	REV#	DATE
ADDENDUM #1	1	11-16-2023
AS NEEDED	3	2-27-2023

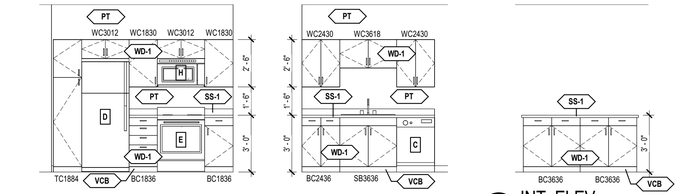
BY: P.C.

DATE: 2023-01-18
SCALE: AS NOTED
DRAWN BY: AJM
CHECKED BY: DJH
JOB NUMBER: 2022-10225

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

SHEET NO.
A10.14



3 INT. ELEV.
1/4" = 1'-0"

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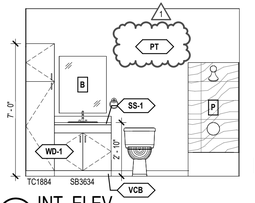
1/4" = 1'-0"

5 INT. ELEV.
1/4" = 1'-0"



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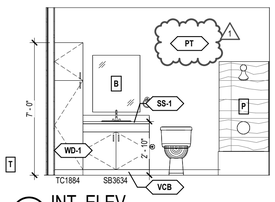
1/4" = 1'-0"



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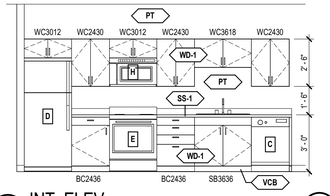

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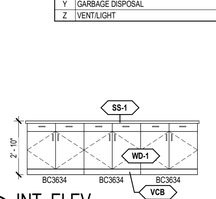

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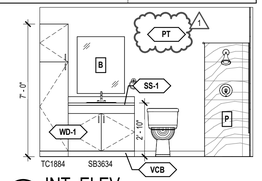
1/4" = 1'-0"



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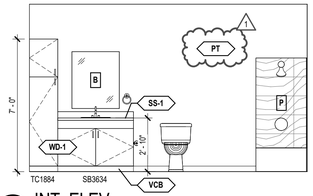
1/4" = 1'-0"



11 INT. ELEV.
1/4" = 1'-0"

KEYED PLAN NOTES

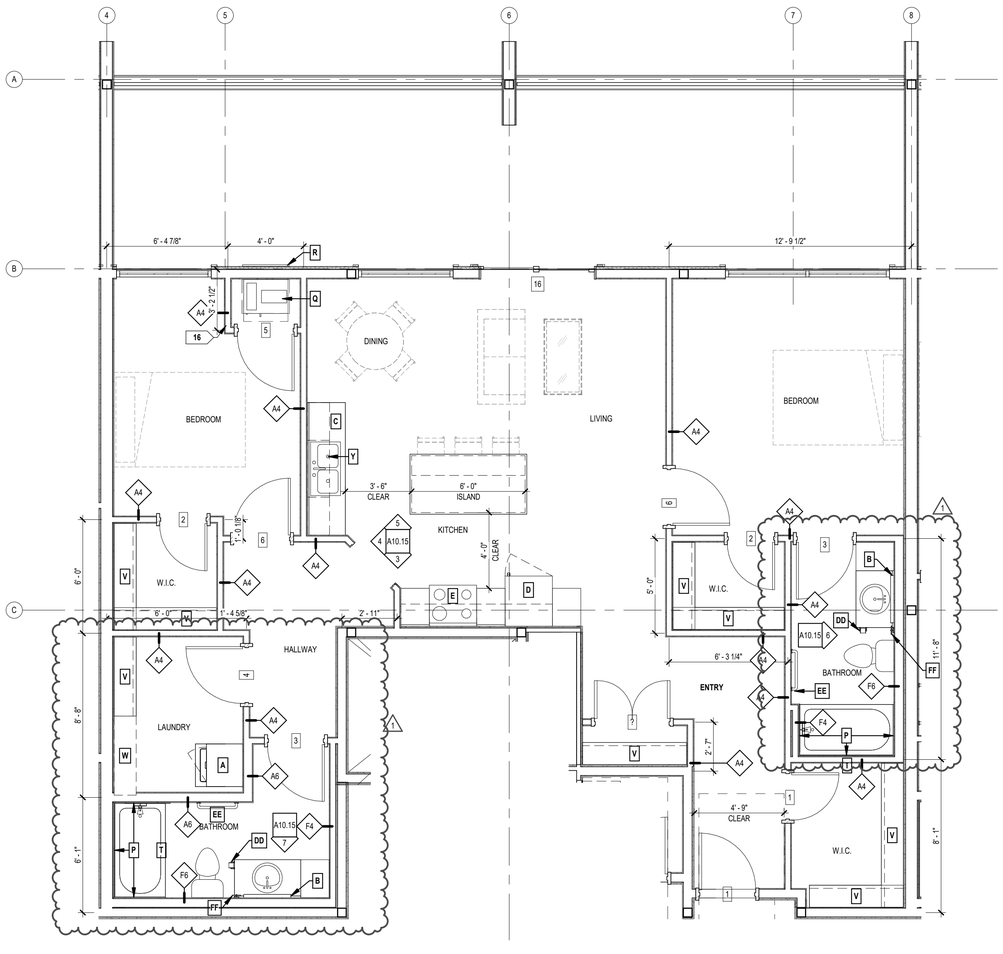
#	NOTE
16	INSULATE ALL WALLS AROUND MECHANICAL UNITS

XX-### UNIT COMPONENT ID LIST

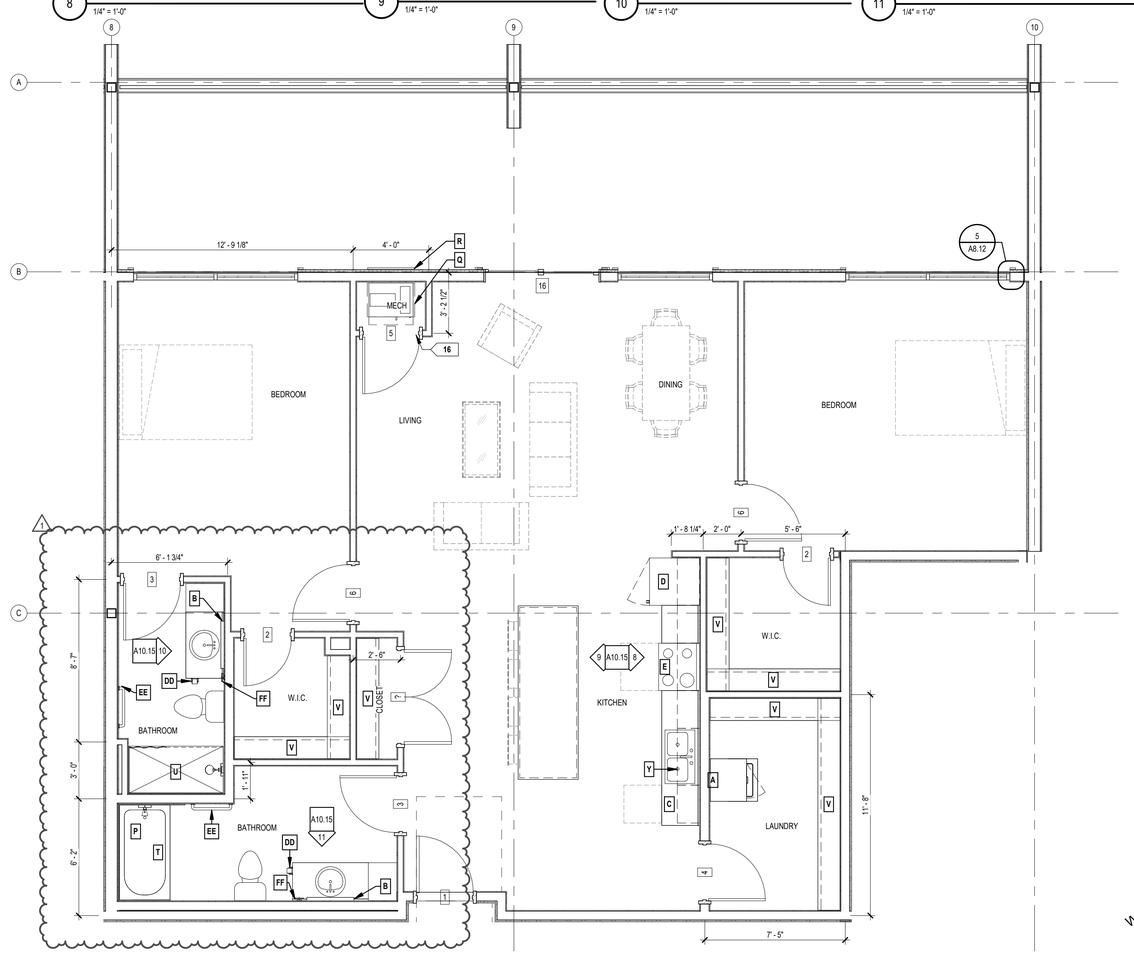
X	DESCRIPTION	COMMENTS
A	STACKED WASHER/DRYER	
AA	OUTLET AND SWITCH FOR DISPOSAL MOUNTED IN 3" FILLER STRIP.	
B	MIRROR 30"W x 36"H - UNFRAMED	SEE SPECS FOR MORE INFORMATION
BB	OUTLET AND SWITCH FOR HOOD VENT AND LIGHT, MOUNTED IN 3" FILLER STRIP	
C	STANDARD DISHWASHER	
CC	DOOR BELL WITH AUDIO AND VISUAL NOTIFICATIONS	
D	30" REFERIGERATOR	
DD	TOILET PAPER HOLDER, OPEN	
E	RANGE	
EE	24" TOWEL BAR	BATHROOM ACCESSORIES
FF	TOWEL RING	
H	MICROWAVE	
I	ADA RANGE	ADA COMPLIANT
J	30" WORKING SURFACE	ADA COMPLIANT
K	34" COUNTER DISHWASHER	ADA COMPLIANT
L	60"X30" STANDARD ROLL-IN SHOWER	ADA COMPLIANT
M	FRONT-LOADING DRYER	ADA COMPLIANT
N	FRONT-LOADING WASHER	ADA COMPLIANT
P	TILE SURROUND	
Q	MECH UNIT	
R	LOUVER	
S	BLOCKING IN WALL	
T	60"X32" STANDARD TUB/SHOWER COMBO	
U	STANDARD SHOWER STALL	
V	CLOSET SHELF AND HANGING ROD	
W	STACKED SHELVES	SEE SPECS FOR MATERIAL
X	STANDARD ROLL-IN TYPE SHOWER	ADA COMPLIANT
Y	GARBAGE DISPOSAL	
Z	VENTILIGHT	

GENERAL UNIT FLOOR PLAN NOTES:

- SEE OVERALL FLOOR PLANS FOR WINDOW LOCATIONS. WINDOW LOCATIONS VARY PER UNIT.
- DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY.
- ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYWALL FURRING AS REQUIRED IN FINISHED AREAS WEATHER SHOWN ON DRAWINGS OR NOT, U.N.O.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
- ALL DIMENSIONS ARE CLEAR FROM THE CENTER OF WALL/PARTITION, TO CENTER OF WALL/PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
- ALL EXTERIOR DIMENSIONS ARE TO THE FACE OF STUD. ALL INTERIOR DIMENSIONS ARE TO THE CENTER OF THE WALL (U.N.O.)
- PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITIONS HAS OCCURRED. PREPARE SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
- ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.
- TYPICAL ALL APARTMENT UNITS - PROVIDE A WALL MOUNTED FIRE EXTINGUISHER IN A VISIBLE LOCATION IN A CLOSET OR STORAGE ROOM NEAR THE LIVING AREA.
- ALL UPPER CABINETS TO BE MIN. 14" DEEP OVERALL.
- ALL OWNER PROVIDED APPLIANCES, CABINETRY, FIXTURES, FINISHES, ETC. SHALL COMPLY WITH ALL APPLICABLE CODES AND ACCESSIBILITY - WHERE REQUIRED.
- THE CONDO OWNER/OCCUPANT IS RESPONSIBLE FOR COORDINATING WITH THE GENERAL CONTRACTOR & MECHANICAL/PLUMBING/ELECTRICAL ENGINEERS (DESIGN-BUILD & NOT PART OF THIS SET).
- 5/8" DURAROCK @ SHOWERS, EXCEPT ADA UNITS WHICH WILL HAVE GYPCRETE



1 UNIT 303 - TYPE "B"
1/4" = 1'-0"



2 UNIT 304 - TYPE "B"
1/4" = 1'-0"

J:\AH Development 2 LLC-444882022-10225 1/18/2023 11:19:35 AM © 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

TRUE NORTH

BID SET

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DANA J. HEIRICHIK — LIC# 44719 — 2023-01-12

BY	REVISIONS DESCRIPTION	REV#	DATE
DJH	AS #1	1	2023-01-18

GREAT RIVER FLATS - PERMIT SET - INTERIOR BUILD-OUT
C & R ELTON HILLS LLC
917 LAKESHORE DR, LAKE CITY, MN 55041

ENLARGED UNIT LAYOUT PLANS

DATE:	2023-01-18
SCALE:	AS NOTED
DRAWN BY:	AJM
CHECKED BY:	DJH
JOB NUMBER:	2022-10225

SHEET NO.
A10.15

Great River Flats Site Location Map

6/18/2026, 8:52:47 AM

1:4,213

0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

Wabasha County Roads (Lake City)

Goodhue County Roads

CEM; ; OCTY; OCRLN; CTRLN

USHWY

Esri Major Roads

ParcelsAll

Goodhue_Co_2024_G3.sid

Red: Band_1

Green: Band_2

Blue: Band_3

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Lake City Planning Commission will conduct a public hearing on July 2, 2026, at 6:00 p.m. in the Council Chambers of City Hall, 205 West Center Street, Lake City, Minnesota. The Commission will consider a request submitted by Great River Flats, for Common Interest Community (CIC) Final Plat for property located at 907 Lakeshore Dr, Lake City Minnesota 55041, and legally described as: *Part of Block 6 Baileys Addition & Part of Vacated Alley ID.* The applicant has submitted a request to create a Common Interest Community final plat over the existing multi-family building.

People desiring to address the Commission are encouraged to do so during the public hearing. Additional information concerning this request is available at City Hall.

Kristi Gross, AICP, CFM
Director of Planning & Community Development

Published in the Lake City Graphic the June 18, 2026

Great River Flats Site Location Map

6/18/2026, 8:52:47 AM

1:4,213

0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

Wabasha County Roads (Lake City)

Goodhue County Roads

CEM; ; OCTY; OCRLN; CTRLN

USHWY

Esri Major Roads

ParcelsAll

Goodhue_Co_2024_G3.sid

Red: Band_1

Green: Band_2

Blue: Band_3

RESOLUTION NO. 26-025

CITY OF LAKE CITY, MINNESOTA

A RESOLUTION APPROVING THE FINAL PLAT FOR COMMON INTEREST COMMUNITY NUMBER 97 A CONDOMINIUM, GREAT RIVER FLATS

WHEREAS, Grant Griffin on behalf of G-Cubed, Inc 14070 Highway 52 SE Chatfield MN 55923 (the "Applicant") has submitted an application for Final Plat for the property legally described as follows:

Parcel 1:
Lots 7, 8, 9, and 10 in Block 6 of Bailey's Addition to Central Point in the City of Lake City, Goodhue County, Minnesota; and also the Northeasterly one half of the Alley lying Southwesterly of and adjoining Lots 7, 8, 9 and 10 in Block 6 in Bailey's Addition to the Town of Central Point.

Parcel 2:
Lots 5 and 6, both in Block 6 in Bailey's Addition to the Town of Central Point, and that part of Block 6 in said Bailey's Addition to the Town of Central Point, described as follows: Beginning at the corner of said Block 6 at the intersection of Clay Street and First Street (now Lakeshore Drive); thence Southeasterly along said First Street 100 feet to the line of Lot 5 in said Block 6; thence Southwesterly along the Northwesterly line of said Lot 5 in said Block 6 for a distance of 140 5 feet; thence Northwesterly parallel to First Street, 100 feet to the Southeasterly line of Clay Street; thence Northeasterly along the Southeasterly line of Clay Street 140.5 feet to the point of beginning, according to the plat thereof on file and of record in the office of the County Recorder for Goodhue County, Minnesota; and Also the Northeasterly one half of the Alley lying Southwesterly of and adjoining Lots 5 and 6 in Block 6 in Bailey's Addition to the Town of Central Point, according to the recorded plat thereof. (the "Property"); and

WHEREAS, on June 11, 2026, the Applicant submitted a final plat application for the Property "Common Interest Community Number 97 a Condominium, Great River Flats" a copy of which is on file in the Lake City Planning and Zoning Department (the "Application"); and

WHEREAS, the Lake City Planning Commission held a public hearing on July 2, 2026, to consider the Application and recommended to City Council approval of the final plat; and

WHEREAS, on August 17, 2026, the City Council reviewed the final plat; and

NOW, THEREFORE, based upon the testimony elicited and information received, the City Council makes the following:

FINDINGS

1) Chapter 154.77 Subdivision J states "In the case of all subdivisions, the Planning Commission shall recommend denial of, and the City Council may deny, approval of a preliminary or final plat if it makes any of the following findings:

2) 1. That the proposed subdivision, including the design, is in conflict with any adopted component of the Lake City Comprehensive Plan;

3) 2. That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention are such that the site is not suitable for the type of development or use contemplated;

4) 3. That the site is not physically suitable for the proposed density of development;

5) 4. That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage;

None of the above findings have been found to be true.

CONCLUSIONS AND DECISION

Based on the foregoing, the Applicant's final plat for Great River Flats Common Interest Community is hereby approved, subject to the following conditions:

1) The plat must be recorded with the county recorder within 6 months of the City Council decision.

Passed and duly adopted this 17th day of August, 2026, by the City Council of the City of Lake City, Minnesota.

_____
Brian R. Quinn, Mayor

ATTEST:

_____
Michelle Seydel, City Clerk

August 17, 2026

Agenda Item Description: Introduce and Waive the First Reading of Ordinance 653 Planned Unit Development Amendment PD26.02 by Brian & Tracie Henkel

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____ Second by _____, based on the findings of fact, waive the first reading and introduce Ordinance 653 "Approving the Golf Cottages at the Jewel Planned Unit Development Amendment" as written.

Introduction/Background/Justification/Key/Legal Issues:
What is the request: The request is an Ordinance for a Planned Unit Development Amendment to combine Lot 2 and Lot 3, Block 3 Golf Cottages at the Jewel, to allow the owner to build a detached accessory building and landscaping.
Who makes the decision: The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council.
What are the next steps:
The applicant must complete the following:
1. Combine the parcels with the Wabasha County Recorders office
2. Obtain a Building Permit for the Accessory Building
3. Obtain the Jewel ACC approval for the Accessory building.

Summary: The City has received a request from Brian & Tracie Henkel to amend the final development plans for the Golf Cottages at the Jewel to attach the two lots that they own. The amendment would allow the owner to build a small 252 Sq ft detached accessory building with a landscape area around it. This amendment would reduce the overall density in the development by one home, bringing the subdivision density down from 39 homes to 38 single family homes.
Planning Commission Action: The Planning Commission held a public hearing on July 2. No public spoke for or against the request. The Planning Commission recommends approval of Ordinance 653 as written. Motion carried 5:0.

Budgetary/Fiscal Impact:

Reviewed By: Kristi Gross, Planning & Community Development Director

Preparer: Kristi Gross

ATTACHMENTS:
Application Submittal
Building Plans

Henkel Site Location Map
Neighborhoodmap
Site Layout
PD 26.02 Staff Report
Golf Cottages Final Plat
PD26.002 Public Notice
60 day Extension
Ordinance 653 PUD Amendment

CITY OF LAKE CITY

PLANNING APPLICATION FORM

City of Lake City • 205 West Center Street
Lake City, MN 55041
Phone: 651-345-5383 • Fax: 651-345-3208
www.ci.lake-city.mn.us

Case No. PD26.002
Receipt No. R. 00002509
Accepted By KRG
Date 6/11/2025

APPLICANT INFORMATION

Applicant	Property Owner
Brian and Tracie Henkel	Brian and Tracie Henkel
Name of Applicant	Name of Property Owner
Name of Firm (if applicable)	Name of Firm (if applicable)
Street Address	Street Address
509 Cedar Drive, Lake City, MN, 55041	509 Cedar Drive, Lake City, MN, 55041
City, State, Zip	City, State, Zip
612-964-8411 bdhenkel@gmail.com	612-964-8411 bdhenkel@gmail.com
Phone Email Address	Phone Email Address

PROPERTY INFORMATION

Property Address 509 Cedar Drive, Lake City
Lot Dimensions 50' X 150'
Property ID No. R22.02221.00
Lot Size (SF) 7,500
Current Land Use Primary Residence
Zoning District 201
Legal Description (attach if necessary) Lot 3 in Block 3 of Golf Cottages at the Jewel, CIC No. 18

TYPE OF REQUEST

- ☐ Annexation Application
- ☐ Comprehensive Plan Amendment
- ☐ Conditional Use Permit
- ☐ Home Occupation (Conditional)
- ☐ Environmental Assessment
- ☐ Single Event License
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Minor Subdivision
- ☐ PUD (Preliminary Plan)
- ☐ PUD (Final Plan)
- ☒ PUD Amendment
- ☐ Temporary Use Permit
- ☐ Variance
- ☐ Zoning Appeal
- ☐ Zoning Text Amendment
- ☐ Zoning Map Amendment
- ☐ Other

Multiple requests related to a single project may be processed with one application form. The review process will vary depending on the type of action(s) requested.

Description of Request

Description of request (attach separate sheet if necessary):

Please see attached document.

Please read the following before signing this application. The City of Lake City requires specific material to be submitted in conjunction with this form, and will not begin processing an incomplete application. Information explaining the application procedures and policies for specific zoning requests are available from the Planning and Community Development Department at City Hall. For complex applications, applicants should review the specific code requirements and detailed information on procedures found in the City Code. Copies of these ordinances may also be obtained at City Hall or on the City website.

The attached checklist may be used as a reference for determining submission requirements. Please review this checklist with Staff if you have questions about which items may be required with your application.

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the Planning and Community Development Department determines that it is complete. *Please note: If the property fee owner is not the applicant, the applicant must provide written authorization by the property owner in order to make an application.*

Tracie Henkel
Signature of Applicant

Tracie Henkel
Signature of Property Owner

6/4/26
Date

6/4/2026
Date

*** For Office Use Only ***

Total Fees 500.00

60 Day Review Deadline 8/10/2026

Date Application Complete 6/11/2026

Extension Requested ☒ Yes ☐ No

City Action: ☐ Approved ☐ Denied ☐ Withdrawn

Action By: ☐ City Council ☐ Board of Adjustments ☐ Staff

Date ____/____/____

Document _____

APPLICATION SUBMISSION CHECKLIST		
Required Submissions	**Required**	**Submitted**
Completed Application Form • Must include all required submissions to be considered complete.	Completed	
Complete Legal Description • For descriptions that exceed the space allotted on the application form.	Completed	
Site Survey/Boundary Description • Provide all existing conditions on-site and surrounding the property.		
Site Development Plan • Provide legal boundaries of the property, proposed buildings, parking lot layout, size of parking stalls, driveway widths, setback lines, north arrow, and other relevant information.		
Area Calculations • Provide square footage of property and building, total impervious surface area, percent and square footage of landscaping within the parking lot, and number of parking stalls.		
Preliminary Plat • Per §154.20 of the Subdivision Regulations.		
Final Plat • Per §154.21 of the Subdivision Regulations.		
Project Narrative/Detailed Description • Provide a detailed narrative describing the proposed project for complex applications and Planned Unit Developments.	Attached	
Grading/Erosion Control Plan • Provide existing and proposed contours with building footprint and spot elevations.		
Utility Plan • Provide locations of all utilities, fire hydrants, and storm sewers.		
Storm Water Management Plan • Provide locations and calculations for storm sewer system, ditches, culverts, catch basins, and/or ponding areas.		
Landscape Plan • Provide existing vegetation and vegetation to be preserved, and a planting schedule that includes size, plant type, and root type.		
Lighting Plan • Provide a photometry plan and cut sheets of fixtures and location of fixtures.		
Architectural Plans • Provide front, side, and rear elevations with all building dimensions, materials, and colors clearly labeled on all sides.	Attached	
Phasing Plan • For Planned Unit Developments that will be constructed over the course of several building seasons.		
Noise/Traffic Study • A noise or traffic study may be required after an application is submitted.		
Other Submission Requirements • Please consult with Planning and Community Development Staff for additional requirements.		
Name of Architect, Engineer, General Contractor and Others • Provide names, addresses and phone numbers for all professionals involved with the project.		
CUP Worksheet • For Conditional Use Permit Requests		
Variance Worksheet • For Variance Requests	Attached	

DESCRIPTION OF REQUEST

Dear City Council,
We are requesting approval to combine our two lots and vacate all easements to build an accessory structure to be used as a studio/hobby space. The lots to be combined would be:

- 505 Cedar Drive - Lot 2 in Block 3 of Golf Cottages at the Jewel, CIC No. 18
- 509 Cedar Drive - Lot 3 in Block 3 of Golf Cottages at the Jewel, CIC No. 18

Our primary residence is located on 509 Cedar Drive. The proposed accessory structure would be built at the back of 505 Cedar Drive.

505 Cedar Drive is currently an open lot. It is not a suitable lot for a primary residence due to uncompleted drainage grading from when the Jewel was originally constructed. The lot is currently landscaped, irrigated and graded so that it will manage rainfall and snow melt. In addition, 509 Cedar Drive has a french drain installed to manage any runoff. Completing the original grading plan at this point is unnecessary and would require the removal of dozens of large oak trees, native wildflowers, and wildlife habitat.

This project will be beneficial to all affected parties:

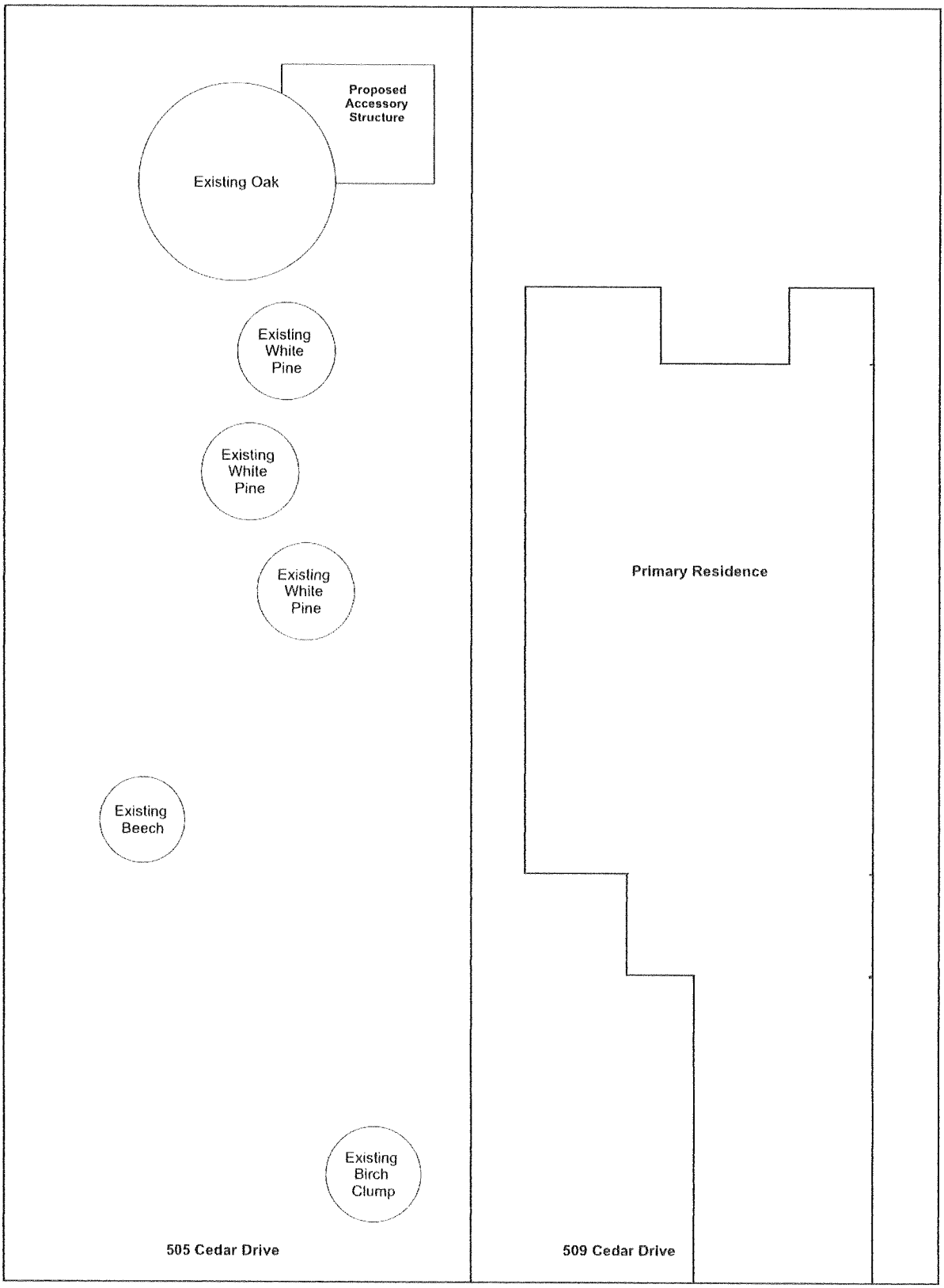
- The City of Lake City will realize an increased tax value (and thereby revenue) from the combined property plus a studio structure.
- The Jewel HOA will benefit from an ACC-approved plan that presents a finished, cohesive property as opposed to an empty lot.
- Mark Fulton (adjacent property) will benefit from proper drainage grading that protects his property.
- We will benefit from a building dedicated for hobbies that will complement our outdoor living space, thereby enhancing the enjoyment of our property..

This project has been reviewed by the Jewel HOA executive board and the Architectural Control Committee.

Thank you for your consideration.

Brian and Tracie Henkel

Proposed lot combination and accessory structure location



Proposed Studio Project

The project is designed to create an outdoor living space that enhances the property, complements the home's architecture, and preserves the wooded setting that defines the character of the neighborhood. It consists of two main elements; a studio and patio/firepit area. By positioning the building within the trees and behind the boulder line to the rear left of the home, the structure will be visually softened and largely screened from surrounding views, maintaining the natural character of the property. One smaller damaged oak tree located in the center of the proposed building area will be removed to create space for the studio footprint.

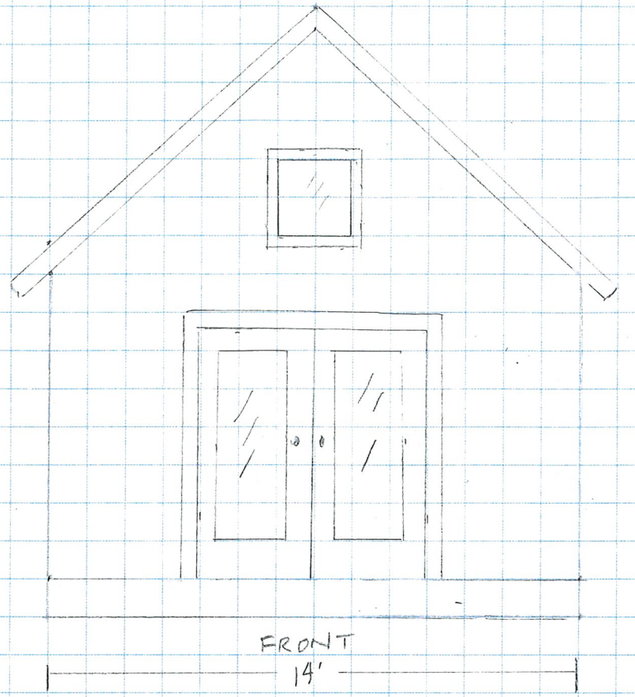
Studio

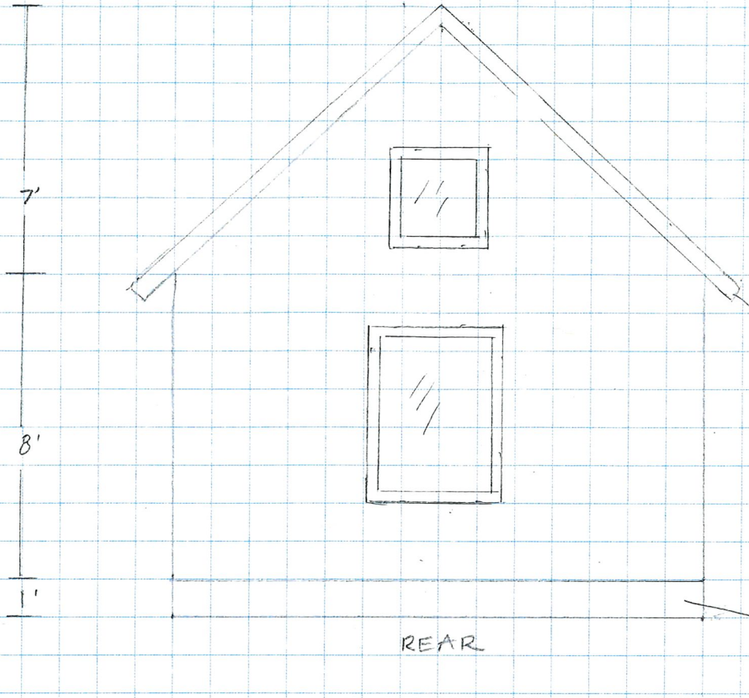
The studio will be a 14' x 18' oak timber frame structure with 7-foot sidewalls and a 12:12 pitch roofline. It will be constructed on a floating concrete base minimizing site disturbance, protecting existing tree roots, and allowing for natural drainage. Exterior materials will consist of tan board-and-batten siding, black trim, and a black roof, reflecting the design of the primary residence and maintaining a consistent architectural aesthetic.

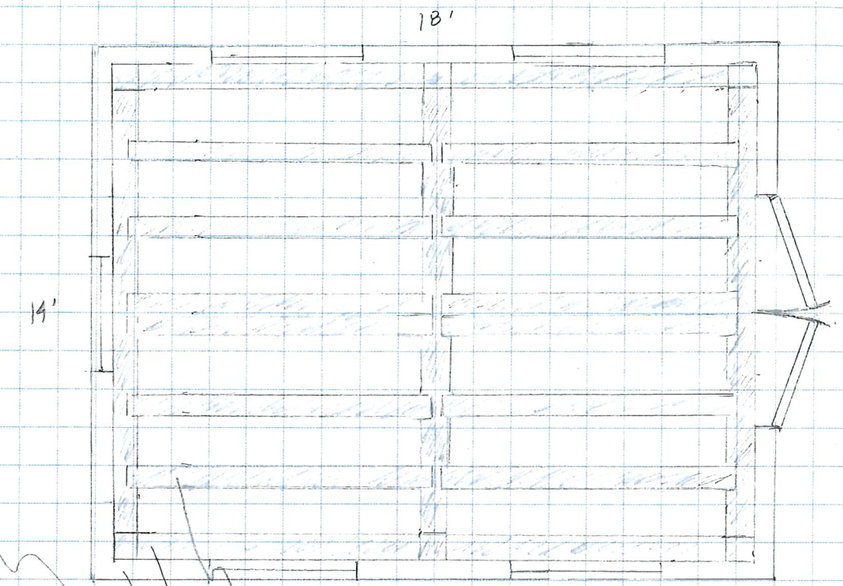
The gable end of the structure will include a full-view glass door facing the patio area, allowing the studio to open toward the outdoor space during warm weather. It will have electrical service and heat.

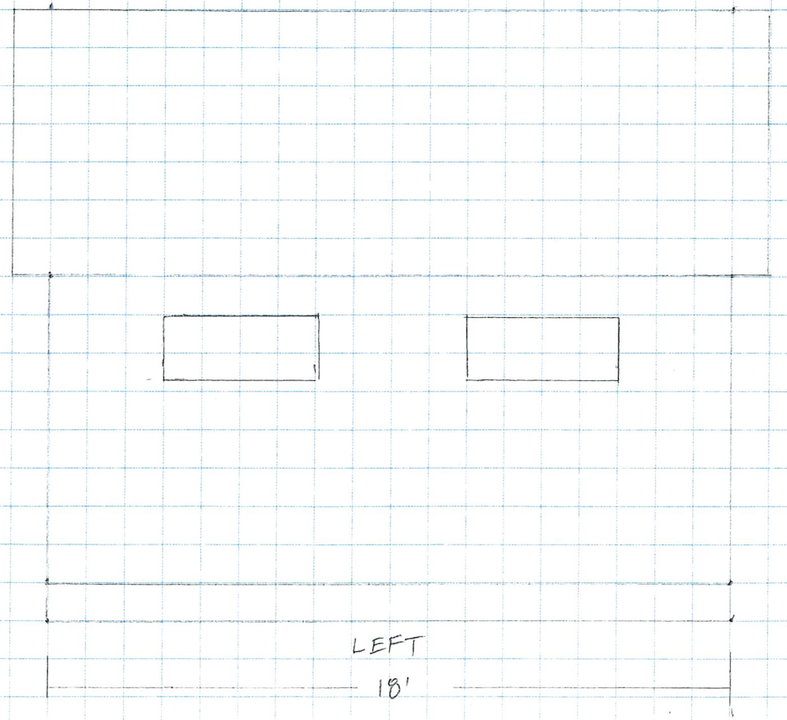
Outdoor Patio and Fire Feature

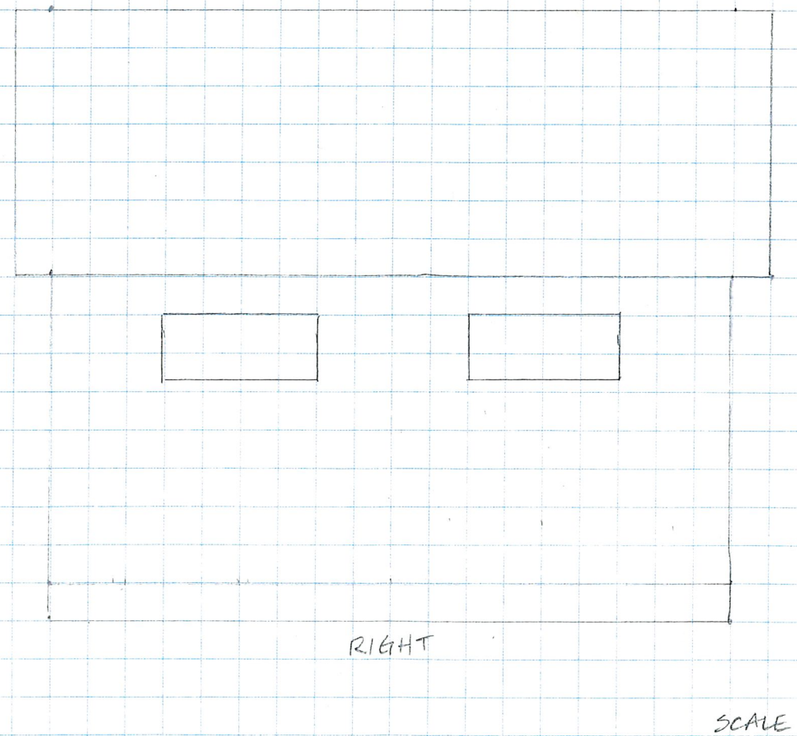
Immediately in front of the studio, a flagstone patio will be constructed, incorporating the existing limestone boulders and adding a few additional ones. The patio will include a small stone fire pit and a Green Egg grill nearby.


FRONT
14'

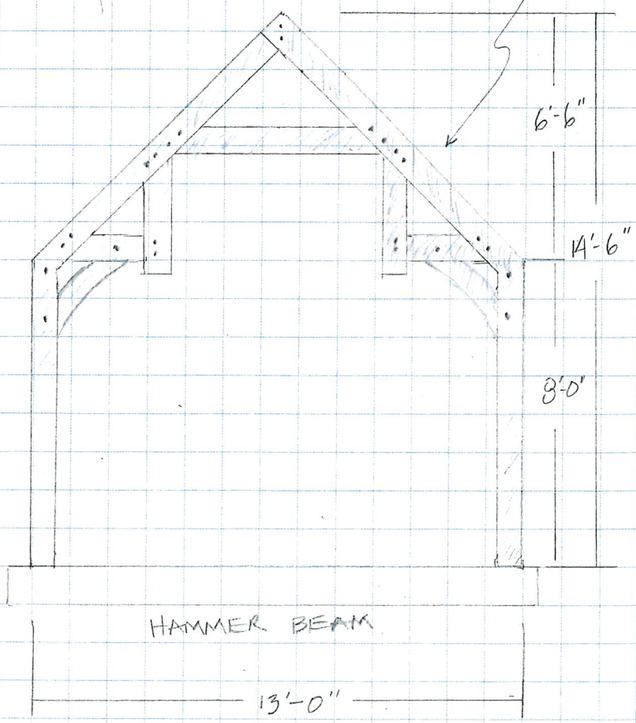

7'
8'
1'
REAR

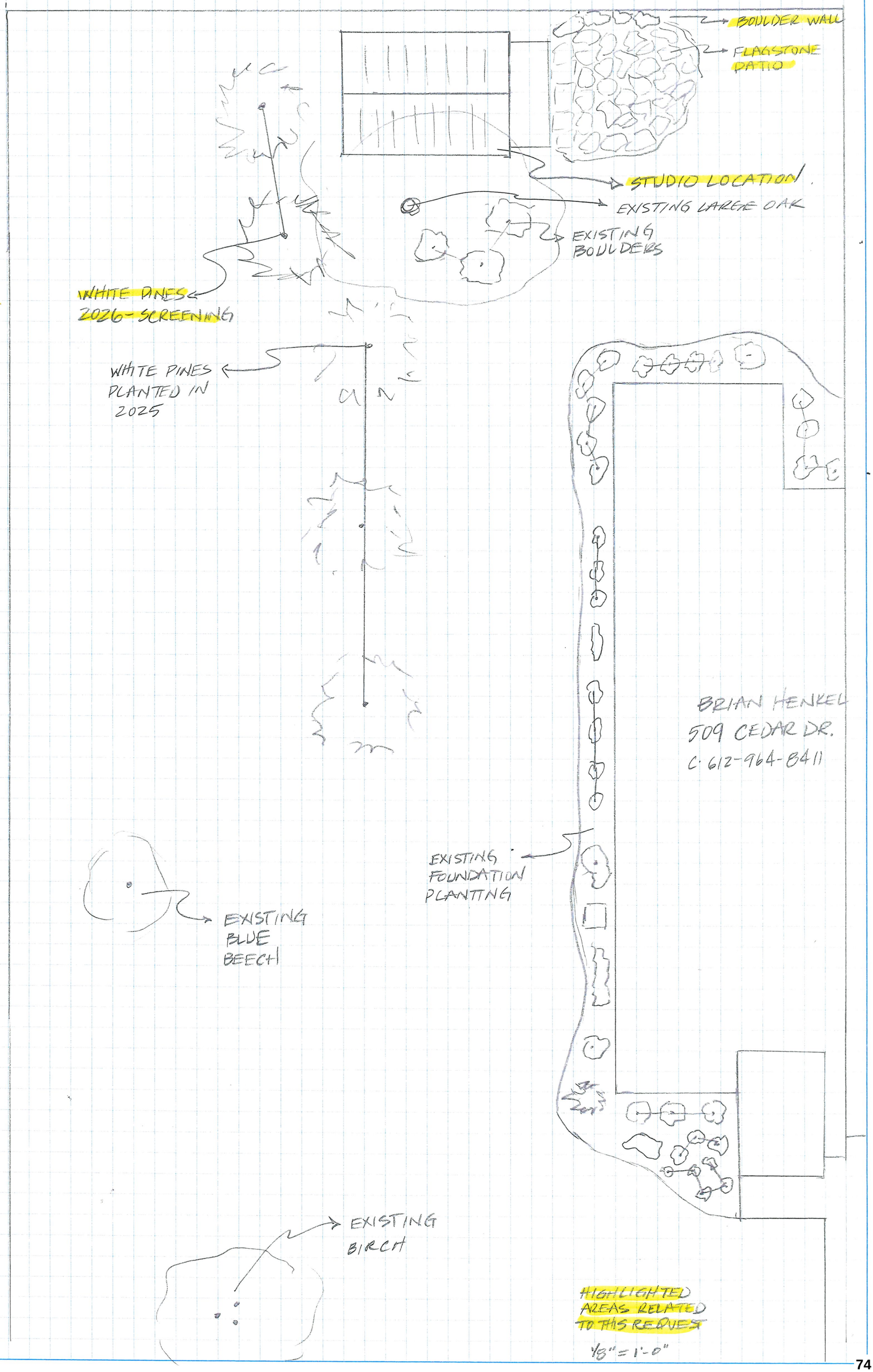

18'
14'
• 4x6 WHITE OAK PURLINS
• 8x8 WHITE OAK POST/RAFTER
• STRUCTURAL ISULATED PANELS
• FLOATING CONCRETE BASE


LEFT
18'


12"
RIGHT

SCALE 1/4" = 1'-0"


6'-6"
14'-6"
8'-0"
HAMMER BEAM
13'-0"


BOULDER WALL
FLAGSTONE PATIO
STUDIO LOCATION
EXISTING LARGE OAK
EXISTING BOULDERS
WHITE PINES 2026 - SCREENING
WHITE PINES PLANTED IN 2025
BRIAN HENKEL
509 CEDAR DR.
C: 612-964-8411
EXISTING FOUNDATION PLANTING
EXISTING BLUE BEECH
EXISTING BIRCH
HIGHLIGHTED AREAS RELATED TO THIS REQUEST
1/8" = 1'-0"

Henkel Site Location Map

6/18/2026, 9:08:35 AM

1:4,786

Wabasha County Roads (Lake City)

ParcelsAll

Goodhue_Co_2024_G3.sid

Red: Band_1

Green: Band_2

Blue: Band_3

0 0.04 0.09 0.17 mi

0 0.05 0.1 0.2 km

Henkel Neighborhood

CITY OF LAKE CITY

N

Legend

Parcels

Parcels

City Limits

City Limits

Map Created 6-24-2026
Kristi Gross, Planning & Community Development Director
For Lake City Planning & Community Development Department.

Henkel Site Layout

CITY OF LAKE CITY

N

Legend

Parcels

Parcels

City Limits

City Limits

Map Created 6-24-2026
Kristi Gross, Planning & Community Development Director
For Lake City Planning & Community Development Department.

CITY OF LAKE CITY
Office of Planning & Community Development

July 2, 2026

To: Planning Advisory Commission

From: Kristi Gross, Planning and Community Development Director

Re: Golf Cottages at the Jewel Amendment PD26.002 by Brian & Tracie Henkel

What is the request: The request is an Ordinance for a Planned Unit Development Amendment to combine Lot 2 and Lot 3, Block 3 Golf Cottages at the Jewel, to allow the owner to build a detached accessory building and landscaping.

Who makes the decision: The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council.

What are the next steps The applicant must complete the following:

1. Combine the parcels with the Wabasha County Recorders office
2. Obtain a Building Permit for the Accessory Building
3. Obtain the Jewel ACC approval for the Accessory building.

What is staff recommendation: Motion by _____ Second by _____, based on the findings of fact, recommend approval of Ordinance 653 "Approving the Golf Cottages at the Jewel Planned Unit Development Amendment" as written.

ATTACHMENTS:

1. Application Information
2. Maps
3. Golf Cottages at the Jewel PUD Plan
4. Public Notice
5. 60 Day Extension
6. Ordinance 653

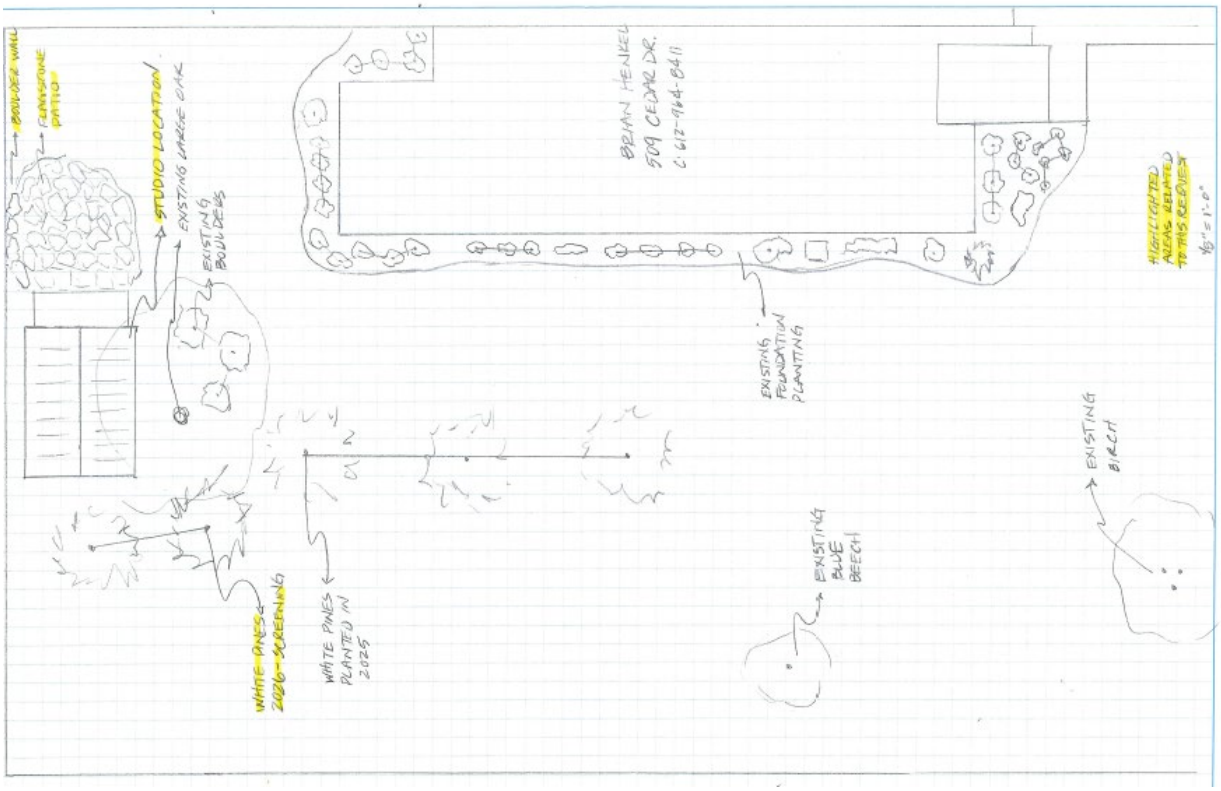
SUMMARY:

The City has received a request from Brian & Tracie Henkel to amend the final development plans for the Golf Cottages at the Jewel to attach the two lots that they own. The amendment would allow the owner to build a small 252 Sq ft detached accessory

building with a landscape area around it. This amendment would reduce the overall density in the development by one home, bringing the subdivision density down from 39 homes to 38 single family homes.

SITE HISTORY:
As originally approved, the Jewel Third Addition final development plans included 40 detached single-family residential lots. Lot 14 was split and combined with Lot 15 and 13 in 2012 to allow a house to be built on the newly created Part of Lot 14 and Lot 13. There was also a previous request for Lot 3 to be split and combined with Lots 2 and 4. That request was withdrawn. The Henkels purchased the lot from the previous owner in hopes they could utilize the entire property for additional landscaping and a small shed. The Jewel ACC has reviewed the request but will not make a formal recommendation until the city decides on the PUD Amendment. The ACC recommended the location of the structure on the property. The site plan shows the shed in the rear of the parcel to be combined with theirs. The shed must be no closer than 10' to the rear property line and the center utility/drainage easement must be vacated on the lot so that the shed is not placed encroaching the easement.

Figure 1-Site Plan



NEIGHBORHOOD MAP

Figure 2 is a map showing the site within the The Golf Cottages at the Jewel Subdivision (the area outlined in Red). Figure 3 shows the site plan overlayed on the aerial photo.

Figure 2-Neighborhood Map

Figure 3-Site Layout Aerial & Site Plan

PLANNING REVIEW AND ANALYSIS:

Issues associated with the applicants' request that have been identified by Staff include the following:

This is the twelfth (12th) request to combine lots in the Jewel since the subdivisions were platted. Five hundred sixteen (516) lots were platted within the Jewel subdivision. The current number of lots that have been lost (including this request) accounts for less than 2% reduction in number of buildable lots. If this is approved would constitute a 5% reduction in density within the Golf Cottages at the Jewel Subdivision. The Jewel PUD is 41% built out at this time.

The request would allow the applicant to landscape the extra lot and build an accessory building. The accessory building would fit on their existing parcel, however, would not be as aesthetically pleasing located right behind their dwelling rather than off the side of their dwelling as shown.

A Drainage and Utility Easement run along the property boundary, this will need to be vacated if the garage is located within the area of the easement (which it appears to be in Figure 3). The accessory building also must be no closer than 10' to the rear property line due to a rear yard Drainage and Utility Easement.

LAKE CITY COMPREHENSIVE PLAN REVIEW

Chapter 5 of the Lake City Comprehensive Plan is Housing. Goal 1 is to preserve and maintain Lake City's existing Housing stock and small community atmosphere. The request is to allow the reduction of a single-family dwelling lot to accommodate detached accessory building and landscaping. This request appears to be consistent with other residential neighborhoods within the city.

FINDINGS OF FACT

1. The proposal is consistent with the Comprehensive Plan as stated above.
2. The Golf Cottages at the Jewel is currently 48% built out and the loss of density would create a 5% overall loss of density for the subdivision, allowing for 19 more dwellings to be built in the subdivision.
3. The proposed request is consistent with uses allowed in other residential zoning districts.
4. The request is reasonable. Lots within the Jewel have been allowed to be combined for accessory buildings in other subdivisions. The accessory building cannot be built on the lot without it being combined with adjacent property.

STAFF RECOMMENDATION:

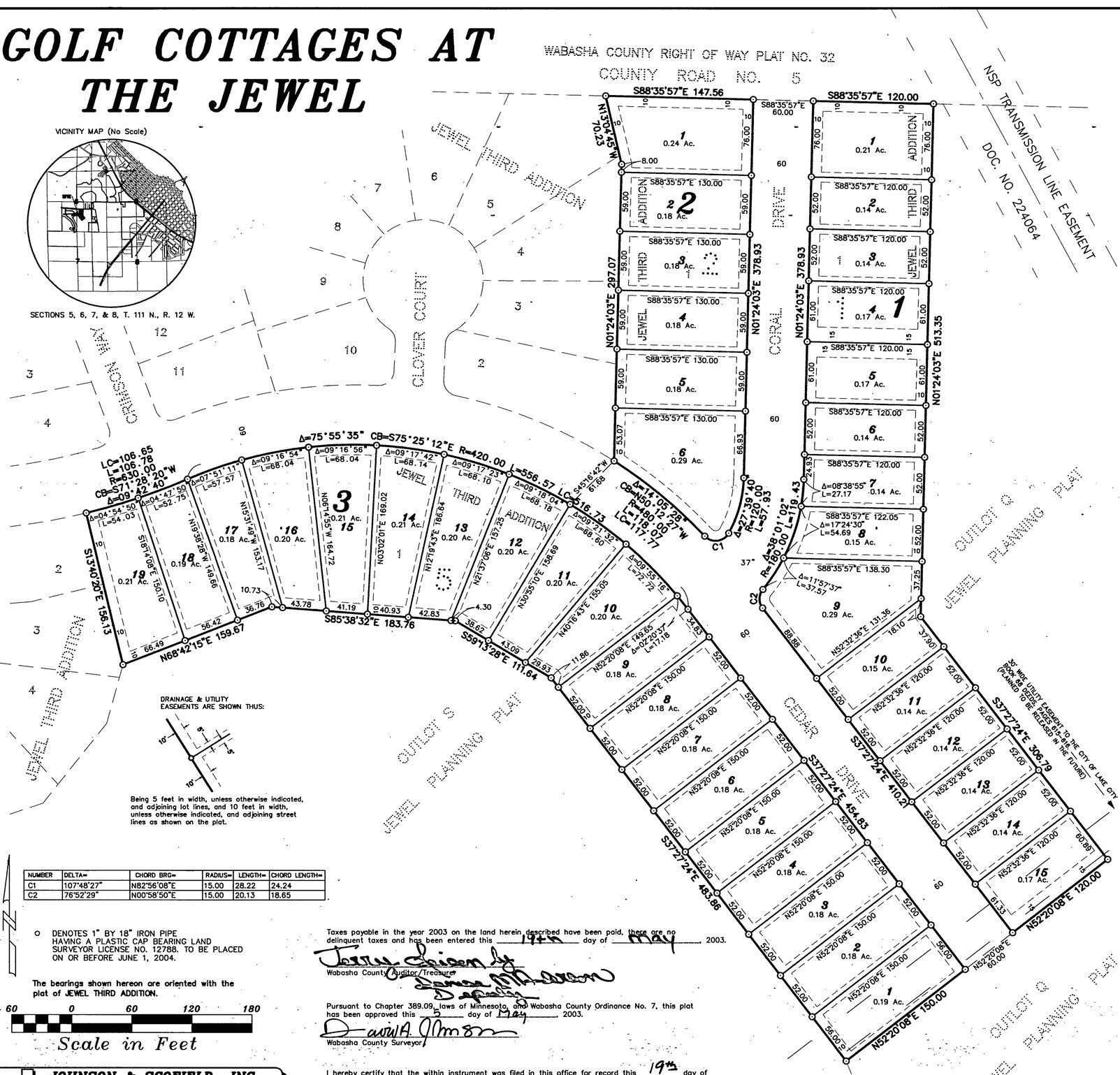
Motion by _____ Second by _____, based on the findings of fact, recommend approval of Ordinance 653 "Approving the Golf Cottages at the Jewel Planned Unit Development Amendment" as written.

OFFICIAL PLAT

GOLF COTTAGES AT THE JEWEL

VICINITY MAP (No Scale)

SECTIONS 5, 6, 7, & 8, T. 111 N., R. 12 W.



DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:

Being 5 feet in width, unless otherwise indicated, and adjoining lot lines, and 10 feet in width, unless otherwise indicated, and adjoining street lines as shown on the plat.

NUMBER	DELTA=	CHORD BRG=	RADIUS=	LENGTH=	CHORD LENGTH=
C1	107°48'27"	N82°56'08"E	15.00	28.22	24.24
C2	76°52'29"	N00°58'50"E	15.00	20.13	18.65

o DENOTES 1" BY 18" IRON PIPE HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 12788. TO BE PLACED ON OR BEFORE JUNE 1, 2004.

The bearings shown hereon are oriented with the plat of JEWEL THIRD ADDITION.

60 0 60 120 180

Scale in Feet

JOHNSON & SCOFIELD INC.
LAND SURVEYORS
1203 MAIN ST.-RED WING-MN 55066 (651) 388-1558
329 HIAWATHA DRIVE EAST
WABASHA-MN 55981 (651) 565-3244

Taxes payable in the year 2003 on the land herein described have been paid, there are no delinquent taxes and has been entered this 19th day of May 2003.

Wabasha County Auditor/Treasurer

Pursuant to Chapter 389.09, laws of Minnesota, and Wabasha County Ordinance No. 7, this plat has been approved this 5 day of May 2003.

Wabasha County Surveyor

I hereby certify that the within instrument was filed in this office for record this 19th day of May 2003, at 3:00 o'clock P. m and was duly recorded as document number 256598 file number C-223A

Wabasha County Recorder

KNOW ALL MEN BY THESE PRESENTS: That The Residences at the Jewel, LLC, a Minnesota Limited Liability Company, owner and proprietor, and Home Federal Savings Bank, a Federally Chartered Stock Savings Bank, mortgagee, of the following described property, situated in the County of Wabasha, State of Minnesota, to wit:

Lot 1, Block 1; Lot 1, Block 2 and Lot 1, Block 5 of JEWEL THIRD ADDITION, according to the plat thereof filed in the Wabasha County Recorder's Office.

Have caused the same to be surveyed and platted as GOLF COTTAGES AT THE JEWEL and do hereby donate and dedicate to the public, for public use, the easements as shown on this plat for drainage and utility purposes only.

In witness whereof The Residences at the Jewel, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this 15 day of May, 2003.

SIGNED: THE RESIDENCES AT THE JEWEL, LLC

Mark L Fayette its president

STATE OF MINNESOTA
COUNTY OF WABASHA

The foregoing instrument was acknowledged before me this 15th day of May, 2003, by Mark L Fayette its President of The Residences at the Jewel, LLC, a Minnesota Limited Liability Company.

Pat Lowther
Notary Public _____ County, Minnesota
My commission expires _____

PATRICK A. LOWTHER
NOTARY PUBLIC-MINNESOTA
MY COMMISSION EXPIRES 1-31-2005

In witness whereof Home Federal Savings Bank, a Federally Chartered Stock Savings Bank, has caused these presents to be signed by its proper officers this 8 day of May 2003.

SIGNED: HOME FEDERAL SAVINGS BANK

by Bradley Krehbiel its Senior Vice President

its _____

STATE OF MINNESOTA
COUNTY OF WABASHA

The foregoing instrument was acknowledged before me this 8 day of May 2003, by Bradley Krehbiel its Senior Vice President and _____ its _____ of Home Federal Savings Bank, a National Banking Association, on behalf of said Federally Chartered Stock Savings Bank.

Pat Lowther
Notary Public _____ County, Minnesota
My Commission expires _____

PATRICK A. LOWTHER
NOTARY PUBLIC-MINNESOTA
MY COMMISSION EXPIRES 1-31-2005

I hereby certify that I have surveyed and platted the property described on this plat as GOLF COTTAGES AT THE JEWEL that this plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that all monuments have been, or will be, correctly placed in the ground as shown; that the outside boundary lines are correctly designated, and there are no wet lands, as defined in Minnesota Statutes, Section 505.02, subd. 1, or public highways to be designated on said plat, other than as shown.

David A. Johnson
David A. Johnson, Land Surveyor
Minnesota License Number 12788

STATE OF MINNESOTA
COUNTY OF GOODHUE

The foregoing instrument was acknowledged before me this 5th day of May 2003, by David A. Johnson, Land Surveyor.

Beverly Lundquist
Notary Public, Goodhue County, Minnesota
My Commission Expires January 31, 2005

BEVERLY LUNDQUIST
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2005

Checked and approved as in compliance with the Lake City Zoning Ordinance and Subdivision Regulations.

_____
Chairperson, Lake City Planning Commission

I hereby certify that proper evidence of title has been presented to and examined by me, and I hereby approve this plat as to form and execution.
Dated this 22 day of May 2003.

_____
Lake City Attorney

Approved by the Lake City Council on this 28 day of April 2003.

Willard Bremer
Mayor, Lake City
Attest:

Bruce Timmerman
City Clerk

CITY OF LAKE CITY
Office of Planning & Community Development

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Lake City Planning Commission will conduct a public hearing on July 2, 2026, at 6:00 p.m. in the Council Chambers of City Hall, 205 West Center Street, Lake City, Minnesota. The Commission will consider a Planned Unit Development Amendment request submitted by Brian and Tracie Henkel to allow combining Lot 2 and Lot 3 Block 3 Golf Cottages at the Jewel for a detached accessory building. The property is located at 509 and 505 Cedar Dr.

People desiring to address the Commission are encouraged to do so during the public hearing. Additional information concerning this request is available at City Hall.

Kristi Gross, AICP, CFM
Director of Planning & Community Development

Published in the Lake City Graphic the June 18, 2026

Henkel Site Location Map

6/18/2026, 9:08:35 AM

1:4,786

Wabasha County Roads (Lake City)

ParcelsAll

Goodhue_Co_2024_G3.sid

Red: Band_1

Green: Band_2

Blue: Band_3

0 0.04 0.09 0.17 mi

0 0.05 0.1 0.2 km

CITY OF LAKE CITY

Office of Planning & Community Development

June 23, 2026

Brian & Tracie Henkel
509 Cedar Dr
Lake City MN 55041

RE: 60 Day extension, PUD Amendment

Dear Mr. & Mrs. Henkel,

Minnesota Statutes Section 15.99 requires that the City of Lake City act on or obtain an extension for your application for an amendment to a planned unit development within 60 days of receiving the application. Your application was considered complete and received by the City on June 11, 2026, and the 60-day time frame expired on August 10, 2026. Due to primary elections, the City Council regular meeting has been moved to August 17, 2026. Therefore an extension of the 60 days is required to allow the City Council to make a decision on your request.

The first reading of the Ordinance to amend the Golf Cottages at the Jewel PUD will be August 17, 2026 and the second reading if the first reading is approved will be September 14, 2026.

Please contact me at 651-345-6807 or kgross@ci.lake-city.mn.us if you have any questions.

Sincerely,

Kristi Gross, AICP, CFM
Planning & Community Development Director

Cc: File

ORDINANCE NO. 653

AN ORDINANCE AMENDING THE JEWEL THIRD ADDITION PLANNED UNIT DEVELOPMENT TO ALLOW THE COMBINATION OF TWO LOTS INTO ONE LOT

THE CITY OF LAKE CITY ORDAINS:

Section 1. The final site plan for the Golf Cottages at the Jewel Planned Unit Development ("PUD") is hereby amended to allow for the following parcels to be combined into one tax parcel:

Lot 2 in Block 3 of Golf Cottages at the Jewel, according to the plat thereof on file and of record in the office of the County Recorder for the County of Wabasha and State of Minnesota

Lot 3 in Block 3 of Golf Cottages at the Jewel, according to the plat thereof on file and of record in the office of the County Recorder for the County of Wabasha and State of Minnesota

Section 2. The Golf Cottages at the Jewel PUD is also amended to reduce its overall density from 39 units to 38 single family home units.

Section 3. Except as otherwise provided for in this Ordinance, all other provisions in the Golf Cottages at the Jewel Planned Unit Development Ordinance remain in effect for Lots 2 and 3, Block 3, Golf Cottages at the Jewel.

Section 4. This Ordinance shall take effect after its passage and publication in accordance with Section 3.09 of the Lake City Charter.

Introduced by the Lake City Common Council on the 17th day of August 2026.

Adopted by the Lake City Common Council on the 14th day of September 2026.

Attest:

_____
Brian R. Quinn, Mayor

_____
Michele Seydel, City Clerk

Published in *The Lake City Graphic* on _____.

August 17, 2026

Agenda Item Description: Approve Resolution 26-024 Ordering the Abatement of Conditions Creating a Nuisance and a Hazardous Property Existing at 318 North Washington Street in The City of Lake City

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____ and second by _____ to Approve Resolution 26-024 Ordering the Abatement of Conditions Creating a Nuisance and a Hazardous Property Existing at 318 North Washington Street in The City of Lake City

Introduction/Background/Justification/Key/Legal Issues:
We have been informed that 318 N Washington St contains an unsafe structure. The zoning enforcement officer and our building inspector have both inspected the site and determined the garage must be demolished. The roof has caved in and the side walls are failing. Numerous attempts have been made to address this with the property owner with no response. The Resolution for Order for Abatement will allow our City Attorney to file the Abatement Order with Wabasha County Court which would be the next step for the City to remove the structure and assess the property.

Budgetary/Fiscal Impact:

Reviewed By: Kristi Gross, Planning & Community Development Director
Michael Becklund, Zoning Enforcement Officer
Sarah Sonsalla, City Attorney

Preparer: Kristi Gross

ATTACHMENTS:
Resolution 26-024 Hazardous Building Abatement Order
Unsafe Structure 5.11.26
Enforcement Timeline narrative
318 N Washington pics

RESOLUTION 26-024

A RESOLUTION ORDERING THE ABATEMENT OF CONDITIONS CREATING A NUISANCE AND A HAZARDOUS PROPERTY EXISTING AT 318 NORTH WASHINGTON STREET IN THE CITY OF LAKE CITY

WHEREAS, the property located at 318 North Washington Street and legally described as *Lot 10 Block 7 in the City of Lake City, Wabasha County, Minnesota* (the "Subject Property") contains, among other things, a detached accessory building (the "Building"); and

WHEREAS, the Subject Property is owned by Marie Weichel (the "Owner"); and

WHEREAS, a physical inspection by the City Building Inspector of the Subject Property on April 16, 2026, found that roof and support walls of the building are caving in and collapsing and are dangerous to the health and safety of the public; and

WHEREAS, by notices dated April 14, 2026, April 16, 2026, and May 11, 2026, and further by citation dated July 2, 2026, the Owner was ordered by the City of Lake City to correct these hazards; and

WHEREAS, the Owner did not complete the repairs as required by the notices and citation; and

WHEREAS, City Building Inspector Brent McNallan has determined that the collapsing support walls and collapsed roof are violations of the Minnesota State Building Code, City Zoning Ordinance Section 155.74, and City Code Sections 150.25-.28, and create dangerous and nuisance conditions, and that the City must perform all work necessary in order to abate the dangerous and nuisance conditions on the Subject Property unless the Owner performs all work set out in the attached order; and

WHEREAS, the Owner of the Subject Property has taken no steps to abate the hazardous conditions; and

WHEREAS, Minnesota Statutes Section 463.161 authorizes the governing body of any city or town to order the owners of any hazardous building within the municipality to correct or remove the hazardous condition; and

WHEREAS, Minnesota Statutes Section 463.15, subdivision 3 defines a "hazardous building" as "any building . . . which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health;" and

WHEREAS, Minnesota Statutes Section 463.161 et seq. authorizes a city to correct or remove a hazardous condition of any hazardous building if the owner of record fails to do so after a reasonable time and the district court enters a judgment sustaining the city's order; and

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

1. The building located on the Subject Property, specifically its collapsing support walls and collapsed roof, is hazardous as defined by Minnesota Statutes Section 463.15.

2. The property also constitutes a public nuisance within the meaning of Minnesota Statutes Section 609.74 and City Code Section 150.28.

3. An Abatement Order substantially similar to that attached hereto as Exhibit A shall be served upon all parties with an interest in the Subject Property in order to effectuate this Resolution.

4. The City Attorney is authorized to take all necessary legal steps to secure compliance with the Order and to obtain authority to remove and abate the hazardous conditions on the Subject Property by court order or consent and assess the costs thereof against the Subject Property.

Resolution adopted this 17th day of August, 2026.

_____
Brian R Quinn, Mayor

ATTEST:

_____
Michelle Seydel, City Clerk

EXHIBIT A

Abatement Order

STATE OF MINNNESOTA DISTRICT COURT

COUNTY OF WABASHA THIRD JUDICIAL DISTRICT

Case Type: Other Civil

In the Matter of the Hazardous
Building Located at 318 N Washington Street,
Lake City, Minnesota

ORDER FOR ABATEMENT OF A HAZARDOUS BUILDING

TO: All owners, occupying tenants if any, and all lienholders of record.

The City Council of the City of Lake City orders that within 20 days of service of this Order you abate the hazardous conditions which exist on the property located at: 318 North Washington Street, in the city of Lake City, which property is legally described as:

Lot 10, Block 7 in the City of Lake City, Wabasha County, Minnesota

The City of Lake City, pursuant to Minnesota Statutes Sections 463.15 to 463.261 and based on the authorization of City Council Resolution No. 26-024, adopted on August 17, 2026, a copy of which is attached hereto and incorporated by reference herein, finds that the detached accessory building located at the above-referenced property, specifically the collapsing supporting walls and collapsed roof, constitutes a hazardous building within the meaning of Minnesota Statutes Section 463.15, subdivision 3.

The City of Lake City, pursuant to Minnesota Statutes Sections 145A.05, subdivision 9, City Zoning Code Section 155.74, City Code Sections 150.25-.28 and based on the authorization of Resolution No. 26-024 adopted on August 17, 2026, finds that the property located at the above-

referenced address constitutes a "public nuisance" within the meaning of Minnesota Statutes Section 609.74 and City Code Section 150.28.

Pursuant to the above-referenced statutes and ordinances, it is hereby ORDERED that you abate the hazardous property conditions within 20 days of the date of service of this Order by either removing the building by completing the following:

1. Obtain a demolition permit from the City of Lake City;

2. Demolish the detached accessory building; and

3. Remove and properly dispose of all garbage and debris.

You must apply for and obtain the appropriate permit(s) for the work you intend to perform from the appropriate City offices before abating the hazardous conditions. This Order is not a permit.

You are further advised that unless such corrective action is taken or an Answer is served on the City and filed with the Wabasha County District Court Administrator within 20 days of the date of service of this Order upon you, a motion for summary enforcement of this Order will be made to the Wabasha County District Court.

You are further advised that if you do not comply with this Order and the City is compelled to take any corrective action, all necessary costs incurred by the City in taking the corrective action will be assessed against the property pursuant to Minnesota Statutes Section 463.21. In connection thereto, the City intends to recover all its expenses incurred in carrying out this Order, including specifically but not exclusively, filing fees, service fees, publication fees, attorneys' fees, appraisers' fees, witness fees, including expert witness fees and traveling expenses incurred by the City from the time this Order was originally made pursuant to Minnesota Statutes Section 463.22.

Dated: August _____, 2026

KENNEDY & GRAVEN, CHARTERED

By:_____

Sarah J. Sonsalla (#0313464)
Zachary DesAutels (#_____)
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

ATTORNEYS FOR THE CITY OF LAKE CITY

CITY OF LAKE CITY

Office of Planning & Community Development

May 11, 2026

Marie Weichel
36015 629th St
Zumbro Falls, MN 55991

RE: Unsafe Structure 318 N Washington St, Lake City

Dear Marie,

The building inspector has determined the garage at 318 N Washington St. is an unsafe structure and must be removed from the property. A do not occupy notice was placed on the structure on April 15, 2026. You must apply for a demolition permit within 10 days.

It is a violation of City Code §150.26 to allow the existence of a dangerous or unsafe structure to remain on the property.

Enclosed is a demolition permit application. This must be submitted to our office no later than May 22, 2026. If you have any questions please contact me at 651-345-6807 or via email at kgross@ci.lake-city.mn.us.

Sincerely,

Kristi Gross, AICP, CFM

Planning & Community Development Director

CC:

Michael Beckland, Zoning Enforcement Officer

Brent McNallan, Building Inspector

Ann Mickow, Etal

SAFEbuilt®

Phone: 952-442-7520
Fax: 952-442-7521
Email: infoMN@safebuilt.com

DEMOLITION (Structures)

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- A permits is required for demolition of a building structure and/or interior building demolition work.
- If a new structure will be built immediately following the demolition of the old structure, all the work may be on one permit. The valuation of the demolition work should be included in the valuation of that permit.
- It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction. The permit applicant shall be responsible for contacting all of the proper State, County and Local authorities prior to beginning demolition. All asbestos and other prohibited materials shall be removed and disposed of in accordance with the rules and regulations established by the Minnesota Pollution Control Agency. The Department of Natural Resources, County Environmental Services Department, County or Local Watershed, Municipality Utilities and Public Works Directors are examples of agencies and/or authorities that may be involved in any given project, and a demolition permit issued by the Building Inspections Department shall not be construed as permission to proceed without approval from all appropriate agencies.
- Information from the Minnesota Pollution Control Agency is included at the end of this document for your convenience. Visit www.pca.state.mn.us for additional helpful information.

Permit Submittal (if the project is demolition only) shall include:

- ☐ **Building Permit Application,** completed in its entirety, including signature and valuation.
- ☐ **Checklist for Demolition Permit** (included in this handout).
- ☐ **ALL DOCUMENTATION listed in the Checklist that applies to your project** MUST be included with the application. If the structure is regulated, you must submit a Notice of Intent to Perform a Demolition (attached) to the Minnesota Pollution Control Agency, and submit proof of this step with your Application. (Single family dwellings are generally exempt from this requirement.)

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

Inspections: (Refer to your permit card regarding project-specific inspections. If you have any questions regarding the classification, removal, transport, or disposal of **asbestos**, or any questions regarding asbestos rules, regulations, or standards, please contact the MPCA asbestos team at (651) 296-6300 or (800) 657-3864. Information is also available at the MPCA website: www.pca.state.mn.us.)

- **Pre-demo:** The following items must be checked and remain in place throughout the duration of the project:
  - □ Removal of all items listed in the Pre-Renovation/Demolition Environmental Checklist (attached)
  - □ Traffic control □ Pedestrian protection □ Silt fence □ Dust control □ Utilities disconnected
  - □ Owner/contractor must provide verification of proper clean-up and disposal of contaminated soils, and all abatement issues, and disconnects (see permit packet for requested documents).
- **Empty hole:** After the structure has been removed, the "empty hole" is inspected to verify removal of all construction materials.
- **Final:** After the demolition is complete, the following items are checked:
  - □ Site is properly cleaned up and appropriately graded. □ Street is clean
  - □ Vegetation is restored, soil is stabilized, or sediment/erosion control measures are still in place.

 Copyright © SAFEbuilt 2020

Demolition Permit Application

Planning and Community Development
205 West Center Street, Lake City, MN 55041
Phone 651.345.5383 • Fax 651.345.3208
www.ci.lake-city.mn.us

Permit Number_____
Receipt Number_____

Property Location	
Address	PIN
Property Owner	
Name	Phone No.
Address	City/State/Zip
Demolition Contractor	
Name	Phone No.
Address	City/State/Zip
Liability Insurance	Phone No.
Policy No.	Policy Period: From: _____ To: _____
Coverage's and Limits:	
Site Information	
Type of Structure	
Demolition Dates *Approximate date to begin*	*Completion Date*
Utilities on Site: ☐ Sewer ☐ Water ☐ Electric ☐ Gas ☐ Cable ☐Telephone	
Well on the site? ☐ Yes ☐ No	
Underground fuel tank on site? ☐ Yes ☐ No *If yes, applicant must contact the Minnesota Pollution Control Agency.*	
Owner/Applicant Certification	
By my signature below, I hereby certify the following: 1. All Utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction. 2. All materials from the demolition will be taken to a state approved demolition dump site. 3. Issuance of a permit and inspections conducted do not constitute a guarantee or warranty from the City. 4. All work will be done in accordance with the ordinances of the City of Lake City, and the state building code 5. All necessary insurance for the type of demolition project has been secured. 6. All the foregoing information contained on this permit is a true and correct statement of my intentions.	
Signature	Date
Staff Review and Comments	
Staff Signature	Date
With the following conditions	

Checklist for Demolition Permit

(MUST be included when applying for permit)

Project Name: _____ Date: _____

Address: _____ Municipality: _____

Owner's Name: _____ Telephone Number: _____

Contractor's Name: _____ Telephone Number: _____

Detailed explanation of work to be performed:

_____

_____

_____

Yes	No	
☐	☐	Will the demolition work disturb greater than one acre of land? Disturbed land includes: land used for stockpiling; land surrounding the structure that is to be demolished that will be altered during the final excavating work; the land where the removed structure was located; construction site entrance.
IF YES:		Separate Stormwater Pollution Prevention Plan (MPCA) and local MS4 requirements may apply.
IF NO:		Sediment and erosion control practices must be maintained.

Have the following been submitted or completed?

Yes	No	N/A	
☐	☐	☐	Completed permit application.
☐	☐	☐	Two sets of site plans verifying the location and size of structure(s) being demolished.
☐	☐	☐	Two sets of plans showing area of interior/exterior demo work.
☐	☐	☐	A written description of building demolition method.
☐	☐	☐	A written verification and/or site plan identifying the type of pedestrian protection being provided, including description of type, location and height of fencing to be used.
☐	☐	☐	A performance bond, letter of credit, escrow or securities in accordance with Municipality policy.
☐	☐	☐	A *Demolition/Renovation Notification* submitted to the Minnesota Pollution Control Agency. (Under Section 40 of the Code of Federal Regulations Part 61(M), if the structure is regulated, you must submit a Notice of Intent to Perform a Demolition. Single family dwellings are generally exempt.)
☐	☐	☐	All utilities properly terminated.
☐	☐	☐	All wells properly abandoned in accordance with State Health Department regulations.
☐	☐	☐	Septic tanks pumped and removed.
☐	☐	☐	Are there any underground storage tanks to be removed?
☐	☐	☐	All hazardous materials removed and disposed of in accordance with Minnesota Pollution Control Agency requirements. See the MPCA documents *Pre-Renovation/Demolition Environmental Checklist* and *Pre-Renovation or Demolition Requirements* (attached) for more information.

Signed: _____ Date: _____

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MINNESOTA POLLUTION CONTROL AGENCY

520 Lafayette Road North
St. Paul, MN 55155-4194

Demolition/Renovation notification

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: ☐ Original ☐ Amended ☐ Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

Submittal: Notifications may be made electronically (preferred) or by paper copy. To submit this form electronically, save the form to your computer and send the form to the Minnesota Pollution Control Agency (MPCA) by using the submit button at the end of the form, or attach the form to an email message, using Demolition/Renovation notification as the subject line to asbestos.demolition.pca@state.mn.us. To submit the form by paper copy, please mail to the Asbestos Program at the address above; or fax to 651-297-1438. If you have any questions, contact the MPCA Asbestos Coordinator Kit Grayson at 218-302-6627.

Demolition contractor

Name of firm or organization:
Mailing address:
City: State: Zip code:
Contact: Phone: Email:

Building owner

Name of owner:
Mailing address:
City: State: Zip code:
Contact: Phone: Email:

Building information

Name of building:
Address/Location: County:
City: State: Zip code:
Contact: Phone: Email:
Age of building: yrs Size of building: sq.ft. Number of floors, including basement level(s):
Present use of building:
Prior use of building:

Dates of demolition or intentional burning Start date: *mm/dd/yyyy* End date: *mm/dd/yyyy*

Note: If the combined amount of Regulated Asbestos Containing Material (RACM) exceeds 260 linear feet, 160 square feet, or 35 cubic feet in the facility to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of *MN-Notice of intent to perform an asbestos abatement* project http://www.pca.state.mn.us/publications/w-sw4-06.doc must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished? ☐ Yes ☐ No

Will nonfriable ACM be present in the structure at the time of demolition? ☐ Yes ☐ No

If **Yes** to both questions above, complete Items 1-9. If **No** to either question, complete Items 3-9.

1. If ACM will be left in place indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Category I: Linear feet
Square feet
Cubic feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.
Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.

Category II: Linear feet
Square feet
Cubic feet

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.
Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).

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2. **Description and location of ACM remaining in place (including number of floors and rooms):**

3. **Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM** (including analytic method): *(**Note:** Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.)*

4. **Description of planned demolition and the specific method(s) that will be used:**

5. **If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:**

   Name: _____ Title: _____

   Authority: _____

   Date of order (mm/dd/yy): _____ Start date (mm/dd/yy): _____

   *Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency **only** when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures **must** be followed. If you are unaware of the special procedures, instructions/ regulations can be obtained by contacting the MPCA at the phone numbers listed below. Refer to 40 CFR 61.145(a)(3) for additional information.*

6. **Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:**

7. **Waste transporter information:**

   Transporter name: _____

   Mailing address: _____

   City: _____ State: _____ Zip code: _____

   Contact: _____ Phone: _____ Email: _____

8. **Permitted waste disposal site information:** *see below for more information

   Landfill name: _____

   Mailing address: _____

   City: _____ State: _____ Zip code: _____

   Contact: _____ Phone: _____ Email: _____

9. **By typing my name below, I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.**

   Print name: _____ Title: _____

   (This document has been electronically signed.)

   Date: _____

Important Note: **Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of renovation/demolition.** This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Poly-Chlorinated BiPhenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at http://www.pca.state.mn.us/publications/w-sw4-20.pdf for a *Pre-Renovation/Demolition Environmental Checklist Guidance Document* to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. For other disposal option please contact the regional MPCA solid waste compliance/enforcement staff with any questions.

Submit Reset

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Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Pre-Renovation/Demolition Environmental Checklist

Asbestos Program

Doc Type: Compliance/Enforcement Correspondence

Minn. R. 7035.0805 requires that you remove the items below before starting a renovation or demolition project, and then manage and recycle or dispose of them correctly. This checklist is provided to help you manage the project and does not need to be submitted to the Minnesota Pollution Control Agency unless requested.

Project Information

Structure owner

Name: _____

Address: _____

City, State, Zip: _____

Contact name: _____

Phone number: _____

Demolition contractor

Name: _____

Address: _____

City, State, Zip: _____

Contact name: _____

Phone number: _____

Structure information

Building name: _____

Address/Location: _____

City, State, Zip: _____

Age of bldg (yrs): _____ Size of bldg (sq ft): _____

Present use of bldg: _____

Prior use of bldg: _____

Dates of renovation, demolition, or fire training burn:

Start date: _____ *(mm/dd/yy)* End date: _____ *(mm/dd/yy)*

Mercury	*Qty*
Batteries	
Smoke detectors:	
Emergency lighting systems:	
Elevator control panels:	
Exit signs:	
Security systems and alarms:	
Lighting	
Fluorescent lights:	
High intensity discharge	
Metal halide:	
High pressure sodium:	
Mercury vapor:	
Neon:	
Switches for lighting using	
mercury relays *(look for any*	
control associated with exterior	
or automated lighting systems):	
"Silent" wall switches:	
Heating, ventilating, and	
air conditioning systems	
Thermostats:	
Aquastats:	
Pressurestats:	

	Qty
Firestats:	
Manometers:	
Thermometers:	
Boilers, furnaces, heaters,	
and tanks	
Mercury flame sensors by	
pilot lights:	
Manometers, thermometers,	
gauges:	
Pressure-trol:	
Float or level controls:	
Space heater controls:	
Electrical systems	
Load meters & supply relays:	
Phase splitters:	
Micro relays:	
Mercury displacement relays:	
Asbestos	
Boiler rooms	
Boilers, furnaces, fireplaces,	
and their components:	
Cement sheets near heating	
equipment:	

	Qty
Boiler insulation:	
HVAC duct insulation:	
Ductwork flexible fabric	
connections:	
Fireproofing materials:	
Fire doors:	
Flooring:	
Vinyl floor tile:	
Vinyl sheet flooring:	
Asphalt tile:	
Linoleum paper backing:	
Mastic/glue (floor tile, carpet, etc.)	
Electrical	
Electrical panels:	
Electrical wiring insulation:	
Heating and electrical	
ducts/conduit:	
Pipe and other insulation	
Aircell (corrugated cardboard):	
Millboard:	
Preform:	
Joint compound:	

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Asbestos (continued)	Qty
Spray applied insulation:	
Blown-in insulation:	
Block:	
Surfacing materials	
Acoustical plaster:	
Decorative plaster:	
Textured paints & coatings:	
Spray-applied materials (acoustical, decorative, or insulative):	
Roofing	
Roofing shingles:	
Roofing felt:	
Base flashing:	
Cement materials (Transite)	
Cement pipes (flues & vents):	
Cement wallboard:	
Cement siding:	
Pegboard:	
Ceiling materials	
Ceiling titles:	
Ceiling tile adhesives (pucks):	
Lay-in ceiling panels:	
Acoustical tiles:	
Miscellaneous	
Taping, joint, and spackling compound:	
Caulking/putties:	
Fire curtains and blankets:	
Laboratory hoods, table tops, gloves, etc.:	
Gaskets:	

	Qty
ChloroFluoroCarbons	
Fire extinguishers (both portable and installed halon suppression systems):	
Air conditioners (rooftop, room, and central):	
Walk in coolers (refrigeration or cold storage areas):	
Water fountains and dehumidifiers:	
Refrigerators/freezers/chillers:	
Heat pumps:	
Vending machines/food display cases:	
Poly-Chlorinated BiPhenyls (PCBs)	
Transformers:	
Transistors:	
Capacitors:	
Heat transfer equipment:	
Light ballasts:	
Lead	
Lead-based paint (woodwork, metal equipment, interior/ exterior uses):	

	Qty
Lead-acid batteries (lighting, exit signs, security systems):	
Lead flashing molds and roof vents:	
Lead pipes and solder:	
Lead-lined X-ray rooms:	
Other	
Solid waste (all non-building components such as unattached carpet, files, books, trash, desks, chairs, etc.) must be removed prior to demolition:	
Hazardous waste (including household) must be properly handled and disposed of prior to demolition:	
Oil (used oil, hydraulic oils in door closers, elevator shafts, etc.) must be collected and properly disposed of prior to demolition:	
Tanks (no evidence of former heating tanks or storage tanks exist):	
Appliances must be recycled by an appliance recycler:	
Electronics:	

If you have questions or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, contact the Minnesota Pollution Control Agency at 651-296-6300 or 1-800-657-3864.

Affiliation with project: _____ Title: _____

Printed name: _____ Date: _____

Important Note:

This guidance document is not intended as a substitute for reading Minnesota Rules and Statutes and making your own independent determination of their applicability to your renovation/demolition project. Examples in this guidance document do not represent an exhaustive listing of type of materials that may be required to be removed from a building prior to renovation/demolition.

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Pre-renovation or demolition requirements

Scope of this guidance

In Minnesota, hazardous and other problem wastes must be removed from a structure before it is renovated or demolished. The removed wastes must be managed properly through recycling or disposal. This fact sheet provides guidance in identifying hazardous and problem wastes and determining their proper disposal, but does not supersede any state or federal regulatory requirements applicable to a renovation or demolition project.

The Minnesota Pollution Control Agency's (MPCA) pre-renovation or demolition requirements apply to all structures in Minnesota, including residential, agricultural, governmental, commercial, and industrial structures. Note that there is no exemption from these requirements in Minnesota for farm buildings.

In addition to the Minnesota requirements, certain buildings built before 1978 may also be subject to federal requirements under the Repair, Renovation, and Painting Rule (RRP) of the U.S. Environmental Protection Agency (EPA). For more information on the RRP, visit the EPA at http://www.epa.gov.

Burning structures

In Minnesota, it is illegal for anyone to intentionally burn any structure, including a farm building. The only exception to this prohibition is for legitimate firefighter training. A legitimate firefighter training burn must include a prepared curriculum, specific training objectives, and documented post-training assessment. Burning a structure for disposal is not legitimate training. All of the pre-demolition requirements, including an asbestos survey and abatement, must be followed and a specific fire training burn permit obtained from the Minnesota Department of Natural Resources (DNR) prior to a legitimate firefighter training burn. For more information, contact the DNR as listed at the end of this fact sheet.

Notification

If you are going to renovate, demolish, or burn for legitimate fire training any structure regulated under the Federal National Emission Standard for Hazardous Air Pollutants (NESHAP) for asbestos, notify the MPCA at least ten working days prior to the start of the work. This NESHAP is found at 40 Code of Federal Regulations, Part 61, Subpart M. In general, all structures in Minnesota are regulated under this NESHAP except for residences having four dwelling units or less.

Note - Residential units may remain NESHAP-regulated under the following conditions: if they were converted from prior regulated uses regardless of the number of units; the demolition of multiple structures owned by the same party; or the demolition of any number of houses as part of an urban renewal project, a highway construction project; or a project to develop a shopping mall, industrial facility, or other commercial development.

Remember that whether subject to the NESHAP or not, asbestos work in structures may still be regulated under Minnesota Department of Health (MDH) requirements. For more information, contact the MDH as listed at the end of this fact sheet.

- For a renovation and for MDH-regulated work, notify the MPCA and MDH by submitting MPCA form #w-sw4-06, Notification of Asbestos Work, at http://www.pca.state.mn.us/publications/w-sw4-06.pdf.
- For a demolition or legitimate training burn, notify the MPCA by submitting MPCA form #w-sw4-21, Notification of Intent to Perform a Demolition, at http://www.pca.state.mn.us/publications/w-sw4-21.pdf.

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Common wastes that must be removed before demolition

Type of waste	More information
Appliances; such as air conditioners and furnaces.	See MPCA hazardous waste fact sheet #w-hw3-02, Recycling Appliances, at http://www.pca.state.mn.us/publications/w-hw3-02.pdf.
Asbestos; such as pipe lagging and furnace flues. **If any asbestos-containing material (ACM) is left in place in the portion of structure to be demolished, then all resulting debris must be managed and disposed as ACM.*	See MPCA webpage #482, Asbestos Program, at http://www.pca.state.mn.us/tchy7f7.
Electronics; such as smoke alarms and home entertainment systems.	See MPCA hazardous waste fact sheet #w-hw4-15, Managing Electronic Wastes, at http://www.pca.state.mn.us/publications/w-hw4-15.pdf.
Environmental and safety system controls; such as thermostats and manometers.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes, at http://www.pca.state.mn.us/publications/w-hw4-62.pdf.
Hazardous waste; such as lawn chemicals and paints.	See MPCA hazardous waste fact sheet #w-hw3-12, Managing Waste from Residential Properties, at http://www.pca.state.mn.us/publications/w-hw3-12.pdf.
Lead-containing items; such as pipes and roof flashing. **Lead paint may remain on the structure.*	See MPCA hazardous waste fact sheet #w-hw4-23, Lead Paint Disposal, at http://www.pca.state.mn.us/publications/w-hw4-23.pdf.
Lighting components; such as fluorescent/HID lamps and ballasts.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes, at http://www.pca.state.mn.us/publications/w-hw4-62.pdf.
Oils; such as fuel oil and hydraulic fluids.	See MPCA hazardous waste fact sheet #w-hw4-30, Used Oil and Related Wastes, at http://www.pca.state.mn.us/publications/w-hw4-30.pdf.
Refrigerants and halons; such as chillers and halon fire extinguishing equipment.	See MPCA webpage #62, Chlorofluorocarbons (CFCs), at http://www.pca.state.mn.us/yhiz4b8.
Solid wastes; such as furniture and window treatments.	
Submersible well pumps, which may contain polychlorinated biphenyls (PCBs) or mercury.	Search for MDH publication #141-0434, 'Sealing Unused Wells', at http://www.health.state.mn.us/.
Any other wastes not acceptable at a disposal facility; such as radioactive or infectious wastes.	

Wastes that do not need to be removed before demolition

You do not need to test paint for lead or remove suspected or known lead paint from a structure if you are going to demolish the structure or if it will be burned for a legitimate firefighter training burn.

You also do not need to test caulking or paints for polychlorinated biphenyls (PCBs) or remove suspected or known PCB caulking or paint if you are going to demolish the structure. If the structure will be burned for firefighter training, however, the caulking and other sealants must be tested for PCBs and any PCB-containing caulking removed prior to the burn.

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For more information on PCBs in caulking or paints, see MPCA hazardous waste fact sheet #w-hw4-48k, Managing Sealants and Coatings Containing PCBs, at http://www.pca.state.mn.us/publications/w-hw4-48k.pdf.

Timeframes for removal

Remove all the wastes above and any other wastes which would be required to be removed at least two days before the intended renovation or demolition date.

However, if due to accidental or emergency circumstances that were beyond the control of the structure owner it is unsafe or unfeasible to remove all of these wastes prior to the renovation or demolition work, then you may complete the work, but must identify and remove all of these wastes from the debris prior to disposal. Note that identifying and removing hazardous and problem wastes from debris is frequently much more difficult and expensive than removing them before demolition.

Examples of accidental or emergency circumstances when this deferral could be allowed may include:

- declaration by a government entity that the structure is unsafe to enter;
- damage or partial destruction of the structure by accidental fire;
- discovery after demolition or renovation has already started of previously unknown hazardous or problem wastes which could not reasonably have been identified beforehand.

More information

Guidance and requirements in this fact sheet were compiled from Minn. R. Chapters 7035 and 7045, and incorporate regulatory interpretation decisions made by the MPCA on July 3, 2013. Visit the Office of the Revisor of Statutes at https://www.revisor.mn.gov/pubs to review the Minnesota Rules directly.

The MPCA has staff available to answer your waste management questions. For more information, contact your nearest MPCA solid waste staff. For information about waste and toxicity reduction, contact the Minnesota Technical Assistance Program (MnTAP).

Minnesota Pollution Control Agency

Toll free (all offices)..... 1-800-657-3864
Brainerd.....218-828-2492
Detroit Lakes.....218-847-1519
Duluth.....218-723-4660
Mankato 507-389-5977
Marshall.....507-537-7146
Rochester.....507-285-7343
St. Paul.....651-296-6300
Willmar 320-214-3786
Website .....http://www.pca.state.mn.us

Small Business Environmental Assistance

Toll free..... 1-800-657-3938
Metro.....651-282-6143
Website http://www.pca.state.mn.us/sbeap/

Minnesota Technical Assistance Program

Toll free.....1-800-247-0015
Metro.....612-624-1300
Website.....http://www.mntap.umn.edu

Minnesota Department of Natural Resources

Toll free 1-888-646-6367
Metro 651-296-6157
Website .....http://www.dnr.state.mn.us/

Minnesota Department of Health

Toll free 1-888-345-0823
Metro 651-201-4620
Website .....http://www.health.state.mn.us/

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Timeline for Enforcement:

7/25/2023 – Zoning Enforcement Officer (Officer) first contact with property owner regarding nuisance and junk

2/01/2024 and 4/15/2024 Officer follow up no cleaning and nothing was moved

5/3/2024 Officer spoke with property owner regarding condition of property and she stated she was putting a plan in place to address the ordinance violation concerns with the tenant of the property, who is her brother. Officer noted some work had been completed and it appeared the items were moved from the yard into the garage. And a large tarp was placed at the front of the garage door. Tenant had stated in the past he would fix the foundation and the roof of the garage but did not have funds.

4/15/2026 Officer and Building Inspector to post a do not inhabit notice on the garage. The owner had been issued three citations for the condition of the property. The last letter sent by the officer was 7/2/2026, tenant nor property owner has spoken with anyone at the city.

August 17, 2026

Agenda Item Description: Approve Resolution No. 26-019 Amending and Restating the Subdivision Agreement for Ponderosa Estates

Originating Department: Planning & Community Development

Board/Commission/Committee Action: None **Consent Agenda?:** No

---

Action Requested:
Motion, _____ Second, _____, to approve Resolution No. 26-019 Amending and Restating the Subdivision Agreement for Ponderosa Estates.

Introduction/Background/Justification/Key/Legal Issues:
The purpose of the Amended and Restated Subdivision Agreement is to formally close out the obligations that have been completed under the original 2020 agreement, allow Lots 1 through 4 and Outlots A and B to be released, and replace outdated portions of the original agreement with development obligations that reflect the current ownership and development plan. Since the original agreement was executed, the required water and sanitary sewer improvements serving Lots 1 through 4 have been completed, ownership of the remaining property has changed, and several development details have been revised. These include an updated parkland dedication approach, a revised future roadway alignment, City participation in upsizing the future water main from six inches to eight inches, and a revised stormwater approach that directs runoff to an expanded City-owned Pond 301. The restated agreement provides a single updated document that clearly identifies the obligations that remain and allows the completed portions of the original agreement to be formally released.

The original agreement required an $83,493.75 letter of credit to secure water and sanitary sewer improvements serving Lots 1 through 4. Those improvements were completed and certified by the City Engineer, and the associated warranty period has expired. Because the improvements secured by the original letter of credit have been satisfied, a new letter of credit is not required under the restated agreement. Future development of Outlots A, B, or D will remain subject to separate financial security requirements at the time those outlots are developed.

Budgetary/Fiscal Impact:
The Amended and Restated Subdivision Agreement does not create any new City financial obligations beyond those previously approved. The City's contribution toward the expansion of Pond 301 remains capped at $50,000, as approved by the City Council on March 9, 2026. The Developers will be responsible for all remaining pond expansion costs.

The City will also be responsible only for the documented material cost difference to increase the proposed water main from six inches to eight inches. All other water main construction costs, including labor, equipment, fittings, valves, hydrants, installation, and restoration, will remain the responsibility of the Developers.

Any legal, engineering, inspection, or administrative costs incurred by the City in reviewing or enforcing the agreement will be reimbursed by the Developers in accordance with the agreement.

Reviewed By: Kristi Gross, Planning & Community Development
Rob Keehn, City Administrator
Mitchell Rigelman, Public Works Director
Sarah Sonsalla, City Attorney

Preparer: Kristi Gross

ATTACHMENTS:
Amended and Restated Subdivision Agreement - Ponderosa Estates
Resolution 26-019 Approving Amended and Restated Subdivision Agreement Ponderosa Estates
Ponderosa Estates Plan Sheets
Pond 301 Concept Footprint

AMENDED AND RESTATED SUBDIVISION AGREEMENT

BY AND BETWEEN

THE CITY OF LAKE CITY

AND

MICHAEL E. GLANDER AND TAMERA A. GLANDER

FOR

PONDEROSA ESTATES

This document drafted by:

Kennedy & Graven, Chartered (SJS)
150 South 5th Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300

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EXHIBIT A LEGAL DESCRIPTION OF THE PROPERTY/SUBDIVISION
EXHIBIT B LIST OF PLAN DOCUMENTS
EXHIBIT C DEPICTION OF PARK PROPERTY TO BE DEDICATED TO THE CITY

This Amended and Restated Subdivision Agreement (this "Agreement") is made and entered into this ____ day of _____, 2026 by and between the City of Lake City, a municipal corporation under the laws of Minnesota (the "City") and Michael E. Glander and Tamera A. Glander, married to each other (the "Developers").

WITNESSETH:

WHEREAS, on the 14th of December, 2020, the City and Ponderosa Land Company, LLC, a Minnesota limited liability company, entered into that certain Subdivision Agreement recorded on April 15th, 2021, as Document No. 343848 with the Wabasha County Recorder (the "2020 Subdivision Agreement") for the property to be platted as Ponderosa Estates, which is legally described on the attached Exhibit A (the "Property" or the "Subdivision"); and

WHEREAS, the Developers have purchased all of the lots and outlots within the Subdivision and are now the fee owners of those lots and outlots; and

WHEREAS, the Developers intend to complete construction of the public improvements within the Subdivision; and

WHEREAS, the Developers have requested that the 2020 Subdivision Agreement be released with respect to Outlots A and B and Lots 1, 2, 3 and 4, Block 1 of the Subdivision (the "Released Lots"); and

WHEREAS, the City is willing to release the Released Lots with respect to the 2020 Subdivision Agreement provided that the Developers enter into this Agreement to address the completion of construction of the public improvements within the Subdivision and the remaining developer's obligations under the 2020 Subdivision Agreement; and

WHEREAS, the parties agree that the 2020 Subdivision Agreement, as it applies to the Released Lots, is hereby terminated, released, and of no further force or effect, and that this Amended and Restated Subdivision Agreement supersedes and replaces the 2020 Subdivision Agreement solely as it pertains to the remaining unreleased lots within the Subdivision, legally described as Outlots C and D (the "New Subdivision"); and

NOW, THEREFORE, based on the mutual covenants and obligations contained herein, the parties agree as follows:

1. Right to Proceed. The Developers may not construct public or private improvements or any buildings within the New Subdivision until all the following conditions precedent have been satisfied:

a) this Agreement has been executed by the Developers and the City and recorded with Wabasha County;

b) final engineering and construction plans in digital form for the New Subdivision Improvements (as hereinafter defined) have been submitted by the Developers and approved by the Public Works Director;

c) the Developers have reimbursed the City for all legal, engineering, and administrative expenses incurred to date by the City regarding the New Subdivision;

d) all erosion control measures are in place;

e) the Developers have received all required permits from the Minnesota Pollution Control Agency, the Minnesota Department of Health, MnDOT, and any other entity having jurisdiction over the New Subdivision;

f) the Developers or the Developers' engineer have initiated and attended a preconstruction meeting with the Public Works Director and City staff; and

g) the City has issued a notice that all conditions precedent have been satisfied and that the Developers may proceed.

2. Plans; New Subdivision Improvements. a) The Developers agrees to develop the New Subdivision in accordance with this Agreement, the final plat of Ponderosa Estates and the terms and conditions of City Council Resolution No. 20-015, which resolution is hereby incorporated by reference into this Agreement and made a part hereof, and to construct all required improvements within and adjacent to the New Subdivision in accordance with the approved engineering and construction plans (collectively, the "Plans"). The documents which constitute the Plans are those on file with and approved by the City and are listed on Exhibit B attached hereto. The Plans may not be modified by the Developers without the prior written approval of the City.

b) In developing the New Subdivision in accordance with the Plans, the Developers shall make or install at their sole expense the following public and private improvements (collectively, the "New Subdivision Improvements"):

1. Site grading;

2. Stormwater conveyance improvements, including storm sewer, catch basins, manholes, grading, drainage swales, outlet connections, and related appurtenances necessary to convey runoff from Lots 1, 2, 3, and 4, Block 1 to City-owned Pond 301.

c) The City shall be responsible for installing the electrical improvements described in Section 7 of this Agreement. Except for the electrical improvements and any other costs expressly assumed by the City under this Agreement, the Developers shall be solely responsible for all costs associated with the New Subdivision Improvements.

d) All work performed by or on behalf of the Developers related to construction of the New Subdivision Improvements shall be restricted to the hours of 7:00 a.m. through 7:00 p.m., Monday through Friday and 7:00 a.m. through 7:00 p.m. on Saturday and Sunday. All work related to construction of the houses within the New Subdivision which involves a level of noise likely to unreasonably annoy nearby residents shall also be restricted to the same hours.

3. Density; Architectural Guidelines. The City has agreed to allow the construction of single-family homes on Lots 1,2, 3, and 4, Block 1 and to allow the remainder of the Property (Outlots

A, B, and D) to be developed into three residential outlots for future residential development and an outlot (Outlot C) that will provide a future roadway connection to a 16 acre site located at 200 Hillwood Drive. The Developers agree that Outlot C will be conveyed to the City after the road is constructed.

4. Erosion Control. All construction regarding the New Subdivision Improvements shall be conducted in a manner designed to control erosion and in compliance with all City ordinances and other requirements, including any applicable Minnesota Pollution Control Agency requirements. No construction of the New Subdivision Improvements will be allowed, and no building permits will be issued for the New Subdivision unless the Developers are in full compliance with the erosion control requirements, which are binding on the Developers and their heirs, successors, and assigns.

5. Site Grading; Haul Routes. a) All site and other grading must be done in compliance with the Plans, required erosion control measures, and all requirements of the Minnesota Pollution Control Agency regarding contaminated soils. Within 30 days after completion of the grading, or such other period acceptable to the City's engineer, the Developers shall provide the City with an "as constructed" grading plan and a certification by a registered land surveyor or engineer.

b) The Developers agree that any fill material which must be brought to or removed from the New Subdivision or adjacent areas while grading or during construction of the New Subdivision Improvements or any homes within the New Subdivision will be transported using the haul route established by the City. The City designates Hillwood Drive and Wabasha County 5 as appropriate haul routes.

6. Construction of New Subdivision Improvements. a) All New Subdivision Improvements shall be installed in accordance with this Agreement, the Plans, all other City approvals, the City's subdivision regulations, the City's engineering standards (as hereinafter defined) for utility construction, and any requirements of the City Engineer. The Developers shall submit plans and specifications for the New Subdivision Improvements prepared by a registered professional engineer. The Developers shall obtain any necessary permits from the Minnesota Pollution Control Agency, the Minnesota Department of Health, MnDOT, and any other agency having jurisdiction over the New Subdivision before proceeding with construction. The City shall inspect all work at the Developers' expense, but the Developers shall not be obligated to reimburse the City for more than $6,500.00 in construction inspection costs. The Developers, their contractors, and subcontractors, shall follow all instructions received from the City's inspectors. Prior to beginning construction, the Developers or the Developers' engineer shall schedule a preconstruction meeting with all parties concerned, including the City staff and engineers, to review the program for the construction work.

b) Within 45 days after the completion of the New Subdivision Improvements, the Developers shall supply the City with a complete set of reproducible "as constructed" plans and three complete sets of paper "as constructed" plans, each prepared in accordance with City standards and in AutoCAD format based on Wabasha County coordinates. Sanitary sewer, water, and stormwater "as constructed" plans shall also be submitted to the City in GIS format compatible

with ArcMap 10 in the coordinates and with the attributes directed by the City Engineer. Iron monuments must be installed in the New Subdivision in accordance with state law. The Developers' surveyor shall submit a written notice to the City certifying that the monuments have been installed. All New Subdivision Improvements required by this Agreement shall be completed by no later than August 17, 2027, except as specifically noted otherwise in this Agreement.

c) The Developers shall be responsible for correcting, at their expense, any deficiencies in the New Subdivision Improvements identified by the City prior to final acceptance of the improvements.

7. Electrical Improvements. a) The City agrees to install the following improvements which are necessary to deliver electricity service to the New Subdivision:

1. Transformers;
2. 4/0 Conductor – length as needed;
3. Pedestals ~2 with 4 lots; and
4. Terminations.

b) The Developers shall provide a common trench for the location of all utilities (e.g., electric, gas, communications, etc.). The Developers shall also supply all labor and materials necessary to deliver secondary voltage electrical service from the City-installed pedestals to each detached single-family home to be constructed. The Developers must utilize a master electrician to complete this work.

8. Street Improvements. The Developers are not required to improve Outlot C of the New Subdivision into a public road at this time, or upon the sale or transfer of Outlot C by the Developers. However, the development of Outlot D of the New Subdivision is prohibited until Outlot C is improved by the Developers into a public road and conveyed to the City in fee. The City will not be responsible for the costs of improving Outlot C into a public road.

9. Water Improvements. The City and the Developers acknowledge that the water main improvements serving the Subdivision are to be constructed by the Developers in accordance with the approved Plans and City specifications. The proposed water main alignment shall extend from Cedar Drive and connect at Hillwood Drive. The Developers shall be responsible for the construction and installation of the water main improvements, except that the City agrees to be responsible for the additional pipe material cost necessary to increase the water main diameter from six inches to eight inches wide. The City's responsibility shall be limited to the documented material cost difference between six-inch and eight-inch main pipe and shall not include installation, labor, equipment, fittings, valves, hydrants, restoration, or other related construction costs unless otherwise approved in writing by the City. Payment by the City to the Developers for the cost of oversizing the water main shall not be required until all New Subdivisions have been completed by the Developers and accepted by the City.

10. Stormwater Improvements. The Developers agree to construct all stormwater improvements serving the New Subdivision in accordance with the Plans and all City

requirements. In lieu of constructing a separate stormwater pond within the development as previously contemplated, drainage from the development shall be conveyed to City-owned Pond 301 located north of the Subdivision. The Developers shall be responsible for expanding Pond 301 to provide the stormwater capacity necessary to serve the development. The pond expansion will also allow the City to complete needed maintenance of the existing pond, including dewatering and sediment removal. Pursuant to City Council approval on March 9, 2026, the City shall contribute an amount not to exceed $50,000 toward the pond expansion, and the Developers shall be responsible for all remaining costs. The Pond 301 expansion is a future stormwater improvement associated with the revised development plan and is not a condition precedent to the release of Lots 1 through 4, Block 1, or Outlots A and B from the 2020 Subdivision Agreement. Any stormwater treatment capacity or water-quality credits created beyond those required for the development shall remain the property of the City. The City shall be responsible for preparation of the SWPPP associated with the Pond 301 expansion if required and for installation of erosion-control blanket and seed, subject to the City's approved project contribution.

11. Landscaping. The Developers agree to install landscaping within the New Subdivision in accordance with the Plans. All landscaping shall include hardy, non-invasive and drought tolerant species appropriate for Minnesota. All landscaping materials shall be maintained and replaced if they die within two years.

12. Street Signs. No street signs are being proposed.

13. Homeowners' Association. The Developers may elect to establish a homeowners' association to include all land within the New Subdivision. If an HOA is created, the Developers shall record covenants against the New Subdivision for this purpose, which covenants must be in form and substance acceptable to the City. The covenants shall be filed by the Developers with Wabasha County prior to any building permits being issued for a lot within the New Subdivision. The HOA covenants must provide for maintenance by the HOA of all common properties and improvements located within or serving the New Subdivision, including any stormwater improvements. The HOA covenants must provide that certain provisions thereof may not be amended or deleted without prior written City approval.

14. Responsibility for Costs. The Developers agree to pay to the City an administrative fee in the amount necessary to reimburse the City for its reasonable costs and expenses in reviewing the New Subdivision, including the drafting and negotiation of this Agreement. The Developers agree to reimburse the City in full for such reasonable costs within 45 days after notice in writing by the City. The Developers agree to reimburse the City for the reasonable cost incurred in the enforcement of any provision of this Agreement, including reasonable engineering and attorneys' fees.

15. Park Dedication Requirements. The Developers agree to dedicate .19 acres of land within Outlot A and .99 acres of land within Outlot B in order to satisfy its park dedication requirements. The portions of Outlot A and Outlot B that are to be dedicated as park land are shown on the attached Exhibit C. The Developers shall provide an easement for park purposes in favor of the City over these portions of Outlot A and Outlot B. Said easement shall be in a format acceptable to the City Attorney. No building permits for lots within the New Subdivision will be issued until the easements have been executed and provided to the City for recording.

16. Developers' Default. In the event of default by the Developers as to construction or repair of any of the New Subdivision Improvements or any other work or undertaking required by this Agreement, and following the notice and opportunity to cure provided for in this Agreement, the City may, at its option, perform the work and the Developers shall promptly reimburse the City for any expenses incurred by the City. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek an order from any court for permission to enter the Property for such purposes. If the City does any such work, the City may, in addition to its other remedies, levy special assessments against the land within the New Subdivision to recover the costs thereof. For this purpose, the Developers, for themselves and their heirs, successors, and assigns, expressly waive any and all procedural and substantive objections to the special assessments, including but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the land so assessed. The Developers, for themselves and their heirs, successors, and assigns, also waive any appeal rights otherwise available pursuant to Minnesota Statutes Section 429.081.

17. Letter of Credit Acknowledgment. The original letter of credit for the Subdivision has been previously released by the City due to the previous developer completing the improvements that were required by the 2020 Subdivision Agreement. Due to the improvements that the original letter of credit secured being completed by the previous developer, the City will not be requiring the Developers to post a new letter of credit or other type of security for the New Subdivision Improvements. The Developers acknowledge that should Outlots A, B, or D be developed, the City will be requiring a letter of credit to be provided by the developer of those outlots. Said letter of credit will be in the amount of 125 percent of the estimated cost of the public improvements associated with the development of those outlots.

18. Insurance. The Developers agree to take out and maintain or cause to be taken out and maintained until six months after the City has accepted the New Subdivision Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developers' work or the work of their contractors or subcontractors. Liability limits shall not be less than $500,000 when the claim is one for death by wrongful act or omission or for any other claim and $1,500,000 for any number of claims arising out of a single occurrence. The City shall be named as an additional insured on the policy. The certificate of insurance shall provide that the City must be given the same advance written notice of the cancellation of the insurance as is afforded to the Developers.

19. No Building Permits Approved; Certificates of Occupancy. a) Approvals granted herein by the City regarding the New Subdivision do not include approval of a building permit for any structure within the New Subdivision. The Developers must submit and the City must approve building plans prior to an application for a building permit for a structure on any lot within the New Subdivision. All building pads must be certified prior to initiation of construction of a home on a lot. The Developers or the party applying for a building permit shall be responsible for payment of the customary fees associated with the building permit and all other deferred fees as specified in this Agreement.

b) No certificate of occupancy shall be issued for any home constructed in the New Subdivision unless prior thereto the lot has been graded and all landscaping installed in accordance

with the Plans, the driveway has been installed, the footing drain tile or sump pump, if any, is discharging in an approved location, the water service valve is in proper working order and an as built survey of the lot has been submitted and approved by the City. In cases in which seasonal weather conditions make compliance with these conditions impossible, the City may accept an escrow of sufficient amount to ensure completion of the work during the following construction season.

20. Clean up and Dust Control. The Developers shall clean dirt and debris on a daily basis from any street along the established haul route and the Developers shall provide dust control to the satisfaction of the City's engineer throughout construction within the New Subdivision.

21. Compliance with Laws; Applicable Law. a) The Developers agree to comply with all laws, resolutions, ordinances, regulations, and directives of the state of Minnesota and the City applicable to the New Subdivision. Breach of the terms of this Agreement by the Developers shall be grounds for denial of building permits for lots within the New Subdivision.

b) This Agreement shall be construed according to the laws of Minnesota.

22. Agreement Runs With the Land. This Agreement shall run with the New Subdivision and shall be recorded against the title thereto and shall bind and inure to the benefit of the City and the Developers and their heirs, successors, and assigns. The Developers' successor in title may be responsible for obligations under this Agreement as required by the City. The Developers warrant that there are no unrecorded encumbrances or interests relating to the New Subdivision. The Developers agree to indemnify, defend, and hold the City harmless for any breach of the foregoing covenants.

23. Indemnification. The Developers hereby agree to indemnify, defend, and hold harmless the City, its agents, employees, and officials, for any act, injury, or cause of action arising under the terms of this Agreement.

24. Assignment. The Developers may not assign this Agreement without the prior written permission of the City.

25. Notices. Any notice or correspondence to be given under this Agreement shall be deemed to be given if delivered personally or sent by United States certified or registered mail, postage prepaid, return receipt requested:

a) as to Developers: Michael E. Glander and Tamera A. Glander
2105 N. Lakeshore Drive
Lake City, MN 55041

b) as to City: City of Lake City
205 West Center Street
Lake City, MN 55041
Attention: City Administrator

with a copy to: Sarah J. Sonsalla
Kennedy & Graven
150 South Fifth Street, Suite 700
Minneapolis, MN 55402

or at such other address as either party may from time to time notify the other in writing in accordance with this section. The Developers shall notify the City if there is any change in their address.

26. Severability. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such section and shall not invalidate or render unenforceable any other section or provision of this Agreement.

27. Non-waiver. Each right, power or remedy conferred upon the City by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City at law or in equity, or under any other agreement. Each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

28. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF LAKE CITY

By: _____
Brian Quinn, Mayor

By: _____
Michelle Seydel, City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Brian Quinn and Michelle Seydel, the Mayor and City Clerk, respectively, of the City of Lake City, a Minnesota municipal corporation, on behalf of the municipal corporation.

_____
Notary Public

By: _____
Michael E. Glander

By: _____
Tamera A. Glander

STATE OF MINNESOTA)
) ss
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this ___ day of _____ 2026, by Michael E. Glander and Tamera A. Glander, married to each other.

_____
Notary Public

This document drafted by:

Kennedy & Graven, Chartered (SJS)
150 South Fifth Street, Suite 700
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300

EXHIBIT A TO
SUBDIVISION AGREEMENT

Legal Description of the Property/Subdivision

Lots 1-4, Block 1, inclusive, Outlots A, B, C, and D, Ponderosa Estates, according to the recorded plat thereof, County of Wabasha, State of Minnesota.

EXHIBIT B TO
SUBDIVISION AGREEMENT

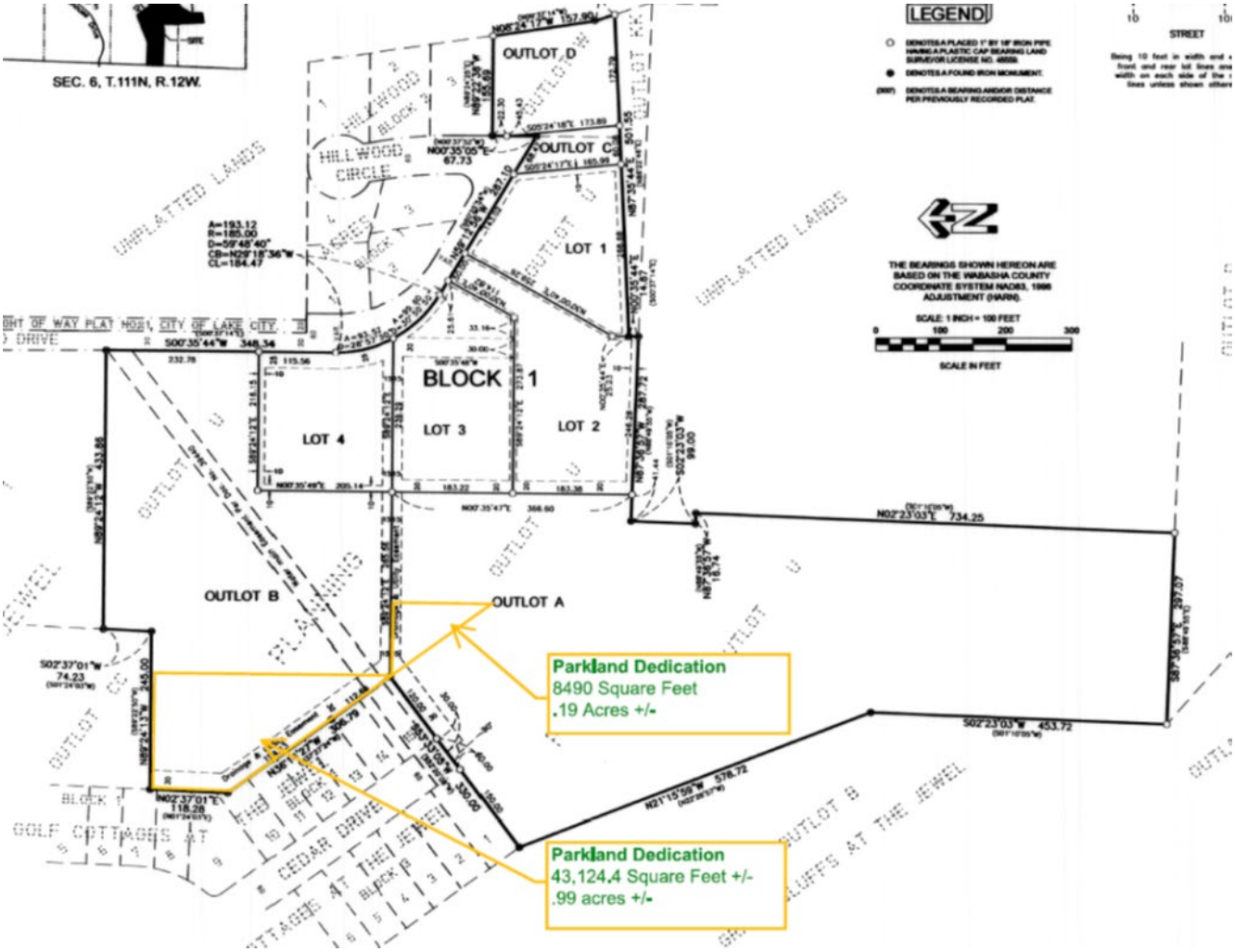
List of Plan Documents

The Plans consist of the civil plan set titled "Ponderosa Estates, Lake City, Minnesota," prepared by Johnson & Scofield, Inc., signed and dated February 7th, 2020, consisting of Sheets 1 through 8.

Sheet Number	**Name of Plan**	**Date Updated**
Sheet 1	Title Sheet	02/07/2020
Sheet 2	Existing Conditions	02/07/2020
Sheet 3	Site Plan	02/07/2020
Sheet 4	Grading Plan	02/07/2020
Sheet 5	Utility Plan	02/07/2020
Sheet 6	Existing Hydraulics	02/07/2020
Sheet 7	Proposed Hydraulics	02/07/2020
Sheet 8	SWPPP	02/07/2020

EXHIBIT C
TO SUBDIVISION AGREEMENT

Depiction of Park Property to be Dedicated to the City



RESOLUTION NO. 26-019

CITY OF LAKE CITY MINNESOTA

A RESOLUTION APPROVING THE AMENDED AND RESTATED SUBDIVISION AGREEMENT FOR PONDEROSA ESTATES

WHEREAS, the City of Lake City (the "City") is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, on the 14th of December 2020, the City and Ponderosa Land Company, LLC, a Minnesota limited liability company, entered into that certain Subdivision Agreement recorded on April 15th, 2021, as Document No. 343848 with the Wabasha County Recorder (the "2020 Subdivision Agreement") for the property to be platted as Ponderosa Estates (the "Subdivision"); and

WHEREAS, Michael E. Glander and Tamera A. Glander (the "New Developers") have purchased all of the lots and outlots within the Subdivision and are now the fee owners of those lots and outlots; and

WHEREAS, the New Developers intend to complete the remaining public improvements within the Subdivision and, as part of a revised stormwater approach, expand and improve City-owned Pond 301, located north of the Subdivision, to accommodate stormwater drainage associated with future development; and

WHEREAS, the revised Pond 301 approach replaces the previously contemplated on-site stormwater pond concept and will also provide a direct benefit to the City by allowing needed maintenance of the existing City-owned pond while increasing long-term stormwater treatment capacity; and

WHEREAS, the New Developers have requested that the 2020 Subdivision Agreement be released with respect to Outlots A and B and Lots 1, 2, 3 and 4, Block 1 of the Subdivision (the "Released Lots"); and

WHEREAS, the City is willing to release the Released Lots from the 2020 Subdivision Agreement provided that the New Developers enter into the Amended and Restated Subdivision Agreement to document the remaining development obligations, including the revised stormwater approach involving the future expansion and improvement of City-owned Pond 301; and

WHEREAS, the expansion and improvement of Pond 301 reflects a revised stormwater approach for future development and is not a condition precedent to the release of the Released Lots from the 2020 Subdivision Agreement; and

WHEREAS, the City and the New Developers agree that the 2020 Subdivision Agreement, as it applies to the Released Lots, is hereby terminated, released, and of no further force or effect, and that the Amended and Restated Subdivision Agreement supersedes and replaces the 2020 Subdivision Agreement solely as it pertains to the remaining unreleased lots within the Subdivision, legally described as Outlots C and D, Ponderosa Estates; and

NOW, THEREFORE, based on the testimony elicited and information received, the Lake City Common Council hereby:

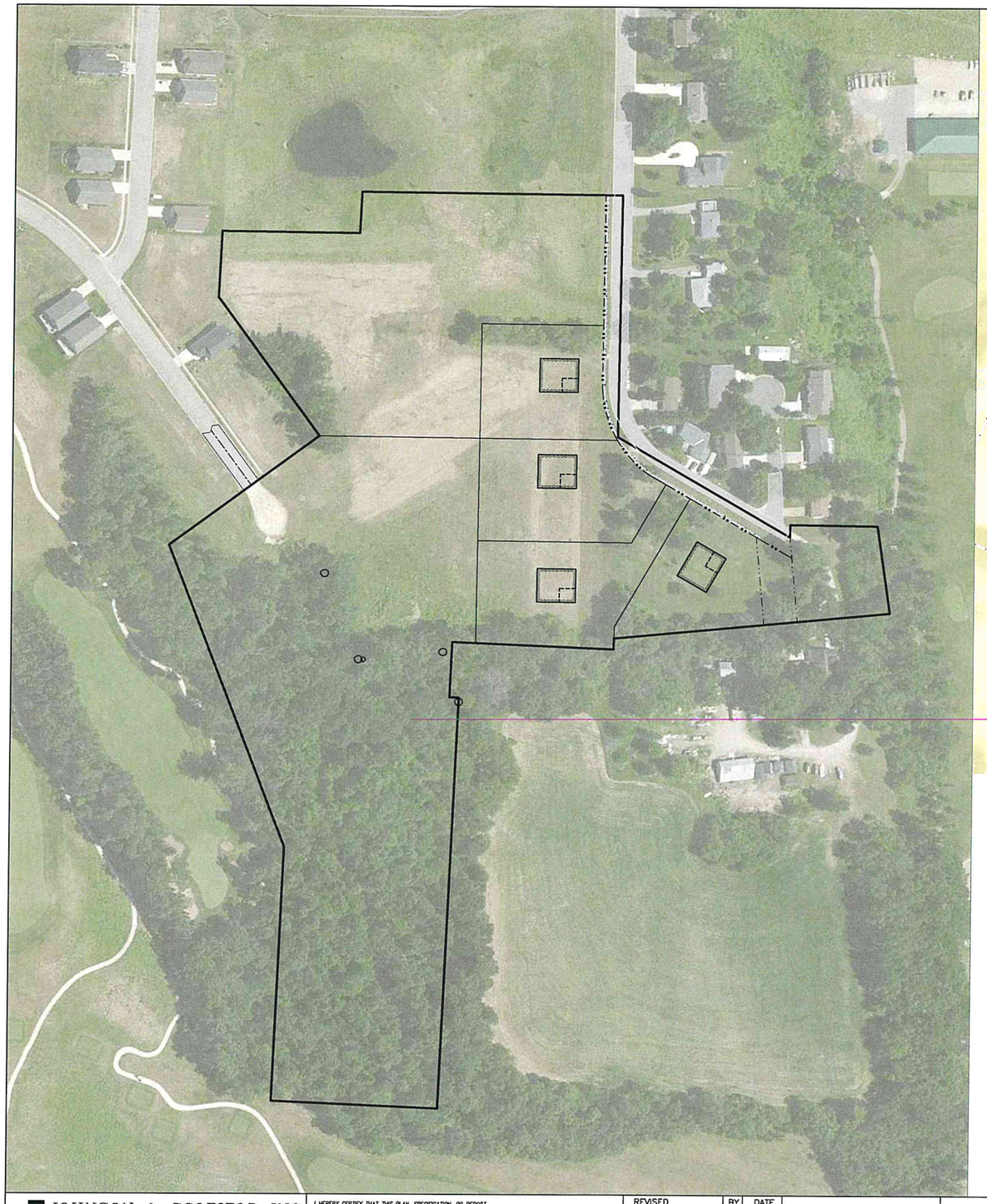
1. Approves the Amended and Restated Subdivision Agreement for Ponderosa Estates and authorizes the Mayor and City Clerk to execute it. The Amended and Restated Subdivision Agreement shall be recorded in the land records of Wabasha County.

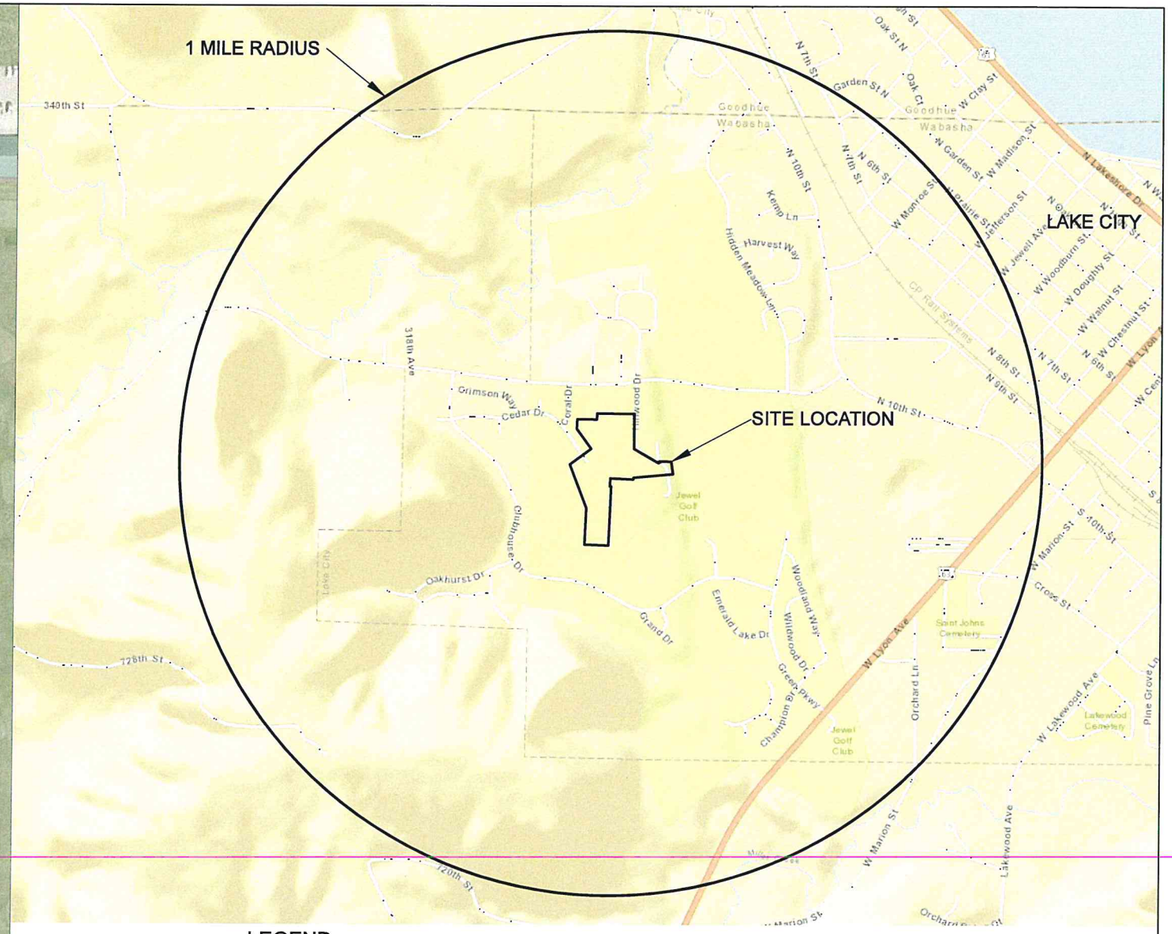
Passed and duly adopted this the 17th day of August 2026, by the Lake City Common Council of the City of Lake City, Minnesota.

_____
Brian R. Quinn, Mayor

ATTEST:

_____
Michelle Seydel, City Clerk





LEGEND

These standard symbols will be found on this plan sheet.

- DENOTES PROPERTY LINE
- DENOTES LOT LINE
- DENOTES PROPOSED RIGHT OF WAY
- DENOTES PROPOSED CENTERLINE OF ROAD
- DENOTES BITUMINOUS SURFACE

PLAN NOTES

- PID: R22.02647.00
- SECTION: 06
- TOWNSHIP: 111
- RANGE: 012
- CURRENTLY ZONED: LDR, LOW DENSITY RESIDENTIAL DISTRICT
- PROPOSED ZONING: NO PLANNED ZONING CHANGE

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

NORTH

0 100 200 300

INDEX TO PLAN SHEETS

Sheet Title	Sheet. No.
TITLE SHEET	1
EXISTING CONDITIONS	2
SITE PLAN	3
GRADING PLAN AND EROSION CONTROL	4
UTILITY PLAN	5
EXISTING CONDITIONS HYDRAULICS	6
PROPOSED CONDITIONS HYDRAULICS	7
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)	8

THIS PLAN CONTAINS 8 TOTAL SHEETS

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JOHNSON & SCOFIELD INC.
Surveying & Engineering,
1203 Main Street Red Wing, MN 55066
ph. 651.388.1558 fax 651.388.1559

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

Steven P. Volgt, PE

DATE 02/07/2020 REG. NO. 20034

DESIGNED JDP
DRAWN JDP
CHECKED SPV

REVISED	BY	DATE

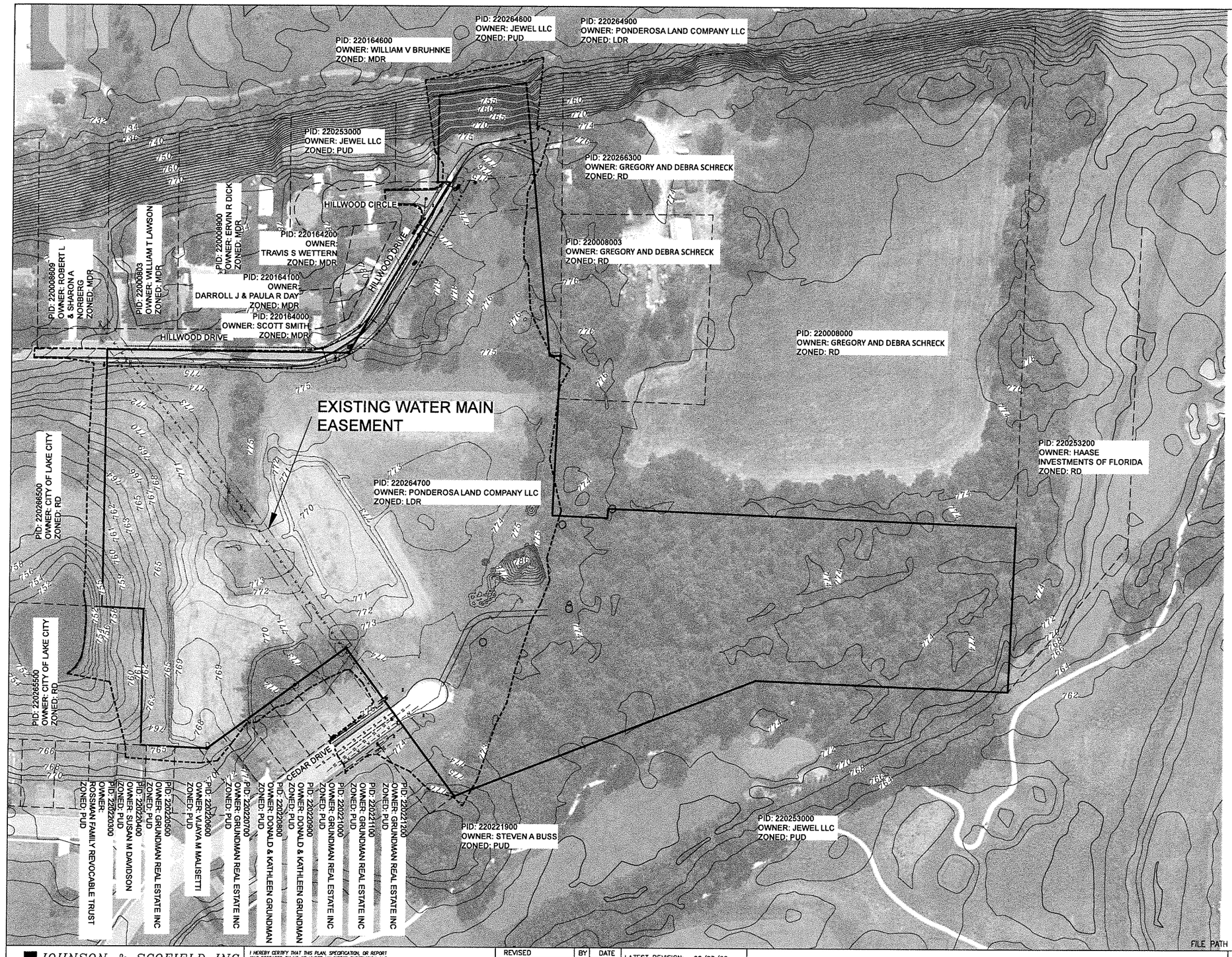
LATEST REVISION: 02/07/20
Prepared For:
RUSS MALCOMSON
407 WEST CENTER STREET
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

TITLE SHEET

SHEET 1 OF 8 SHEETS



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NORTH

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

LEGEND

These standard symbols will be found on this plan sheet.

- DENOTES PROPERTY LINE
- DENOTES TOPOGRAPHIC SURVEY LIMITS
- DENOTES RIGHT OF WAY
- 770 DENOTES EXISTING INDEX CONTOUR AND LABEL
- 769 DENOTES EXISTING CONTOUR AND LABEL
- 770 DENOTES LIDAR INDEX CONTOUR AND LABEL
- 769 DENOTES LIDAR CONTOUR AND LABEL
- DENOTES EXISTING HYDRANT, WATER MAIN, AND VALVE
- DENOTES SANITARY SEWER AND MANHOLE
- DENOTES EXISTING STORM SEWER AND CATCH BASIN
- DENOTES EXISTING UNDERGROUND FIBER OPTIC LINE
- DENOTES EXISTING GAS LINE

NOTES

- 2' CONTOUR MNTOPO LIDAR IS SHOWN OUTSIDE OF TOPOGRAPHIC SURVEY LIMITS.
- TOTAL PARCEL AREA: 20.98 ACRES

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Surveying & Engineering,
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DRAWN JDP
CHECKED SPV

REVISED	BY	DATE

LATEST REVISION: 02/07/20
Prepared For:
RUSS MALCOMSON
407 WEST CENTER STREET
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

EXISTING CONDITIONS

SHEET 2 OF 8 SHEETS

LEGEND

These standard symbols will be found on this plan sheet.

- DENOTES PROPERTY LINE
- DENOTES LOT LINE
- DENOTES PROPOSED BUILDING SETBACK
- DENOTES RIGHT OF WAY
- DENOTES CENTERLINE OF ROAD
- DENOTES PROPOSED UTILITY EASEMENT LINE
- DENOTES EXISTING BITUMINOUS
- DENOTES FUTURE 5' SIDEWALK CONNECTION

NORTH

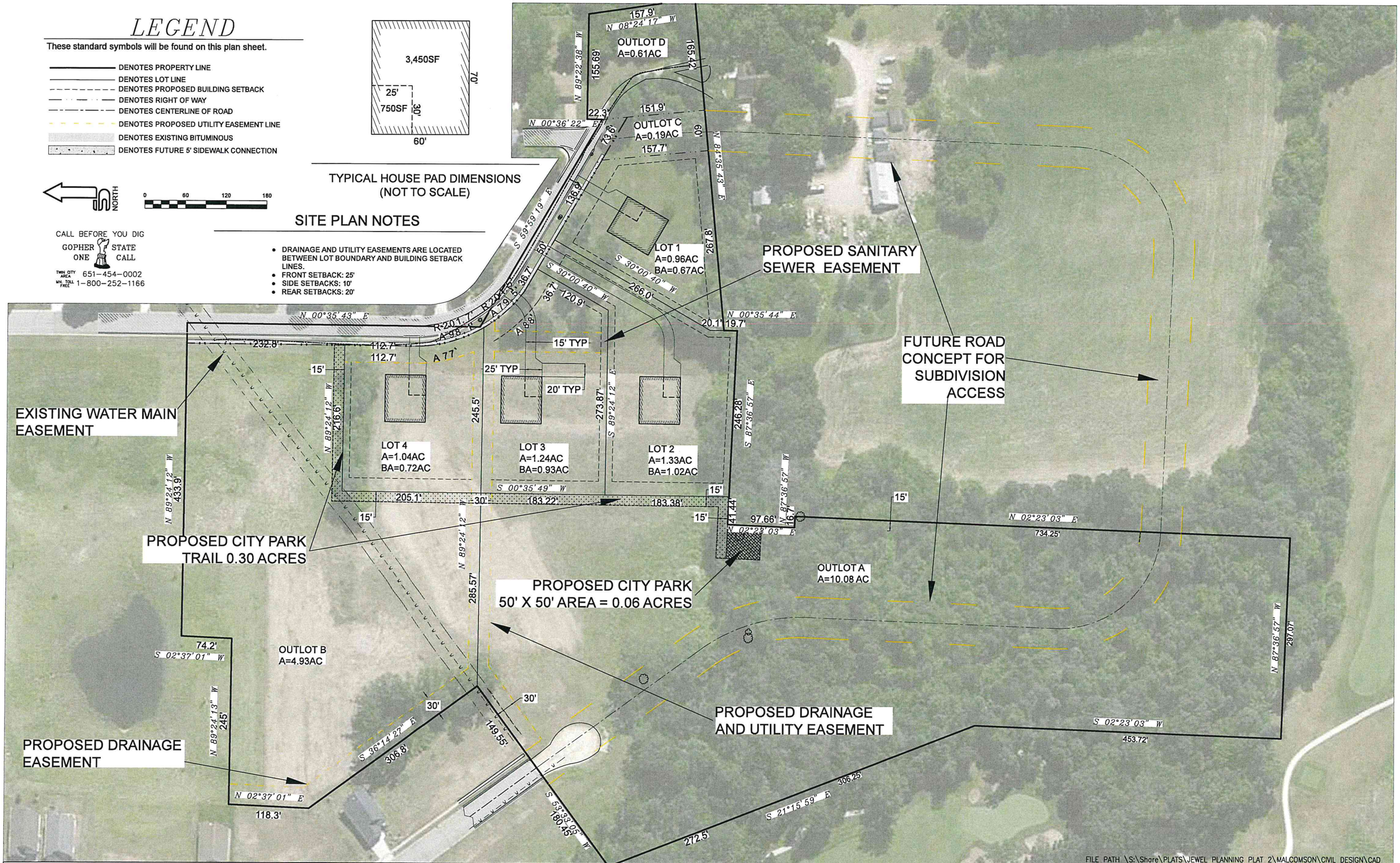
0 60 120 180

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MN TOLL FREE 1-800-252-1166

TYPICAL HOUSE PAD DIMENSIONS
(NOT TO SCALE)

SITE PLAN NOTES

- DRAINAGE AND UTILITY EASEMENTS ARE LOCATED BETWEEN LOT BOUNDARY AND BUILDING SETBACK LINES.
- FRONT SETBACK: 25'
- SIDE SETBACKS: 10'
- REAR SETBACKS: 20'



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PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

SITE PLAN

SHEET 3 OF 8 SHEETS

EXISTING WATER MAIN AND
WATER MAIN UTILITY EASEMENT

OUTLOT B

PROPOSED DRAINAGE AND
UTILITY EASEMENT

LOT 4

LOT 3

LOT 2

LOT 1

OUTLOT A

OUTLOT C

OUTLOT D

PAD: 776.00

PAD: 775.00

PAD: 777.00

PAD: 778.50

NORTH

CALL BEFORE YOU DIG
GOPHER ONE STATE CALL
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

0 50 100 150

GRADING PLAN NOTES

- ALL PROPOSED GRADES SHOWN ARE FOR FINISHED SURFACE

BMP LIST:

ITEM	DESCRIPTION	UNITS	TOTAL ESTIMATED QUANTITY
1	ROCK CONSTRUCTION ENTRANCE	EA	1
2	SILT FENCE	LF	1,000
3	INLET PROTECTION	EA	1

LEGEND

These standard symbols will be found on this plan sheet.

- DENOTES PROPERTY LINE
- DENOTES LOT LINE
- DENOTES BUILDING SETBACK LINE
- DENOTES PROPOSED RIGHT OF WAY
- DENOTES PROPOSED CENTERLINE OF ROAD
- DENOTES TOPOGRAPHIC SURVEY LIMITS
- DENOTES PROPOSED UTILITY EASEMENT LINE
- DENOTES EXISTING BITUMINOUS
- DENOTES FUTURE 5' SIDEWALK CONNECTION
- DENOTES EXISTING WATER MAIN
- DENOTES EXISTING INDEX CONTOUR AND LABEL
- DENOTES EXISTING CONTOUR AND LABEL
- DENOTES LIDAR INDEX CONTOUR AND LABEL
- DENOTES LIDAR CONTOUR AND LABEL
- DENOTES PROPOSED INDEX CONTOUR AND LABEL
- DENOTES PROPOSED CONTOUR AND LABEL
- DENOTES PROPOSED SLOPE PERCENTAGE AND SLOPE DIRECTION
- DENOTES PROPOSED SILT FENCE
- DENOTES PROPOSED INLET PROTECTION DEVICE
- DENOTES PROPOSED INLET PROTECTION DEVICE

SEDIMENT AND EROSION CONTROL

- CONTRACTOR SHALL INSTALL PERIMETER SILT FENCE BEFORE START OF ANY CONSTRUCTION ACTIVITY. TO PREVENT SEDIMENT RUNOFF FROM REACHING THE CURB OR STREET RIGHT-OF WAY, PERIMETER DOWN-SLOPE SILT FENCE SHALL BE INSTALLED ACROSS ALL PRIVATE LOTS. WHILE STILL VULNERABLE DUE TO EXPOSED SOIL, ROCK CHECK DAMS WILL BE PLACED EVERY 25 FEET ALONG THE CENTERLINE OF EACH DRAINAGE SWALE ON GRADES EXCEEDING 4% TO REDUCE FLOW VELOCITIES THAT CAUSE EROSION. SEE DETAIL SHEET.
- TO PREVENT TRACKING OF DIRT ONTO HARD SURFACE STREET RIGHT-OF-WAY, ROCK CONSTRUCTION ENTRANCES SHALL BE INSTALLED AND MAINTAINED UNTIL VEHICLE ENTRANCES ONTO THE SITE ARE NO LONGER REQUIRED AND TOPSOIL IS SCHEDULED TO BE REPLACED. ALL VEHICLE ACCESS TO THIS SITE SHALL USE THE ROCK CONSTRUCTION ENTRANCES. SHOULD THE ROCK CONSTRUCTION ENTRANCES BECOME INEFFECTIVE DUE TO EXCESSIVE SOIL CONTAMINATION, THEY SHALL BE REMOVED AND REPLACED. SEE DETAIL SHEET.
- SUFFICIENT TOPSOIL IS TO BE SALVAGED TO PROVIDE COVER AFTER GRADING OPERATIONS. ALL SOIL STOCKPILES AND FINISHED GRADED AREAS ARE TO BE SEEDED IMMEDIATELY IN ORDER TO ESTABLISH VEGETATION WITH WHEAT OR RYE GRASS @ 100 LB /ACRE.
- DURING CONSTRUCTION INSTALL AND MAINTAIN APPROVED INLET PROTECTION AT ALL ACTIVE STORM SEWER INLETS. SEE DETAILS SHEET. SEDIMENT RUNOFF SHOULD BE MINIMIZED BY RESPONSIBLE SITE EROSION CONTROL. EROSION CONTROL MEASURES MUST BE INSPECTED BY THE CITY BEFORE ANY GRADING ACTIVITY BEGINS. TO PREVENT SILT AND SEDIMENT FROM ENTERING THE STORM SEWER SYSTEM, A FILTER BAG INSERT, SEDIMENT CONTROL INLET HAT, ROCK LOG RING OR OTHER DEVICE APPROVED BY THE CITY, SHALL BE INSTALLED AT THE INLET.
- ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE STABILIZED AS SOON AS POSSIBLE. AREAS THAT HAVE BEEN DISTURBED OR AT FINISH GRADE, BUT HAVE NO ACTIVE WORK, SHALL BE SEEDED AND MULCHED OR SODDED WITHIN 14 DAYS, EXCEPT ON SLOPES STEEPER THAN 4H:1V. STEEPER SLOPES SHALL BE SEEDED AND COVERED WITH AN EROSION CONTROL BLANKET OR SEEDED AND MULCHED WITH A TACKIFYING AGENT OR SODDED. AS SOON AS POSSIBLE AFTER GRADING OPERATIONS HAVE BEEN COMPLETED, TOPSOIL SHALL BE SPREAD AND THE ENTIRE SITE SHALL BE VEGETATED. FINAL SITE STABILIZATION SHALL BE EVIDENT WHEN SEEDED GRASS IS PRESENT ON ALL EXPOSED GRADING AREAS AND HAS GROWN TO A LENGTH OF 6 INCHES AND THERE ARE NO SIGNS OF ONGOING EROSION. IF SOD IS PLACED IN-LIEU OF SEED, IT SHALL BE WATERED AND MAINTAINED AND SHOW NO SIGNS OF STRESS FOR AT LEAST 30 DAYS. THE CITY SHALL APPROVE FINAL SITE STABILIZATION.
- A CONCRETE WASHOUT AREA IS REQUIRED FOR ALL CONCRETE CONSTRUCTION. THE WASHOUT SYSTEM CAN BE A PORTABLE UNIT PROVIDED BY THE CONCRETE SUPPLIER OR AN IN-GROUND SYSTEM CONSTRUCTED BY THE CONTRACTOR. ONE ACCEPTABLE METHOD OF CREATING AN IN-GROUND WASHOUT PIT WOULD BE TO EXCAVATE A 3 FOOT DEEP AREA (MIN. 3' WIDTH X VARIABLE LENGTH AS NEEDED), LINED WITH 10 MIL. PLASTIC AND PERIMETER ANCHORED WITH SAND BAGS OR AGGREGATE. IF THE LINING BECOMES DAMAGED (PUNCTURED OR RIPPED), THE WASHOUT SHALL NOT BE USED UNTIL THE LINING IS REPAIRED. CONCRETE POURS SHALL NOT BE CONDUCTED DURING OR BEFORE AN ANTICIPATED STORM EVENT. CONCRETE WASTES SHALL BE ALLOWED TO HARDEN, BROKEN UP, THEN DISPOSED OF ACCORDING TO LOCAL ORDINANCE. THE WASHOUT PIT SHALL BE LOCATED AWAY FROM ALL STEEP SLOPES AND DRAINAGE INLETS.
- A NPDES STORM WATER PERMIT FOR CONSTRUCTION IS REQUIRED FOR THIS PROJECT.

FILE PATH \S:\Share\PLATS\JEWEL PLANNING PLAT 2\MALCOMSON\CIVIL DESIGN\CAD

JOHNSON & SCOFIELD INC.
Surveying & Engineering,
1203 Main Street Red Wing, MN 55066
ph. 651.388.1558 fax 651.388.1559

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

Steven P. Voigt, PE
DATE 02/07/2020 REG. NO. 20034

DESIGNED JDP
DRAWN JDP
CHECKED SPV

REVISED	BY	DATE

LATEST REVISION: 02/07/20
Prepared For:
RUSS MALCOMSON
407 WEST CENTER STREET
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

GRADING PLAN

SHEET 4 OF 8 SHEETS

EXISTING WATER MAIN AND WATER MAIN UTILITY EASEMENT TO BE ABANDONED

8" SANITARY SEWER MAIN

PROPOSED 30' DRAINAGE AND UTILITY EASEMENT

OUTLOT B

PROPOSED SANITARY MH INV. 763.43

166 LF 8" @ 2% PVC SANITARY SERVICE

40 LF 4" @ 2% PVC SANITARY SERVICE

PROPOSED SANITARY SERVICE INV. 762.63

PAD: 776.00

LOT 4

PROPOSED SANITARY MH INV. 760.12

26LF COPPER WATER SERVICE

EXISTING STORM CATCH BASIN AND CULVERT WATER FROM ACROSS HILLWOOD DRIVE NEEDS TO BE CONVEYED TO THE REGIONAL POND WITHOUT ADDING COST TO THE FUTURE DEVELOPMENT OF OUTLOT B.

45LF COPPER WATER SERVICE

72LF PVC SANITARY SERVICE

EXISTING SANITARY SERVICE STUB

SANITARY MH INV. 759.52

54 LF 4" @ 2% PVC SANITARY SERVICE

EXISTING SANITARY MH INV. 759.94

EXISTING 12" WATER MAIN

PROPOSED 12" DIP WATER MAIN BY CITY OF LAKE CITY

EXISTING SANITARY MH INV. 762.01

EXISTING 8" PVC SANITARY STUB END CAP INV. 762.50

EXISTING WATER SERVICE STUBS

EXISTING 8" DIP WATER MAIN PLUG

PROPOSED SANITARY SERVICE INV. 762.62

PAD: 775.00

LOT 3

227 LF 4" @ 2% PVC SANITARY SERVICE

90LF COPPER WATER SERVICE

SANITARY MH INV. 761.83

SANITARY MH INV. 762.23

EXISTING SANITARY SERVICE STUB

70LF PVC SANITARY SERVICE

PROPOSED SANITARY MH INV. 764.65

PROPOSED SANITARY SERVICE INV. 766.04

PAD: 777.00

PAD: 778.50

LOT 2

LOT 1

OUTLOT C

OUTLOT D

69LF 4" PVC @ 2% SANITARY SERVICE

333LF COPPER WATER SERVICE

OUTLOT A

NORTH

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TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

0 50 100 150

LEGEND

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- DENOTES PROPERTY LINE
- DENOTES LOT LINE
- DENOTES BUILDING SETBACK LINE
- DENOTES PROPOSED RIGHT OF WAY
- DENOTES PROPOSED CENTERLINE OF ROAD
- DENOTES EXISTING BITUMINOUS
- DENOTES FUTURE 5' SIDEWALK CONNECTION
- DENOTES EXISTING HYDRANT, WATER MAIN, AND VALVE
- DENOTES SANITARY SEWER AND MANHOLE
- DENOTES EXISTING STORM SEWER AND CATCH BASIN
- DENOTES EXISTING UNDERGROUND FIBER OPTIC LINE
- DENOTES EXISTING GAS LINE
- DENOTES PROPOSED WATER LINE
- DENOTES PROPOSED SANITARY SEWER
- DENOTES EXISTING INDEX CONTOUR AND LABEL
- DENOTES EXISTING CONTOUR AND LABEL
- DENOTES LIDAR INDEX CONTOUR AND LABEL
- DENOTES LIDAR CONTOUR AND LABEL
- DENOTES PROPOSED INDEX CONTOUR AND LABEL
- DENOTES PROPOSED CONTOUR AND LABEL
- DENOTES PROPOSED SLOPE PERCENTAGE AND SLOPE DIRECTION
- DENOTES PROPOSED UTILITY EASEMENT LINE
- DENOTES TOPOGRAPHIC SURVEY LIMITS

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CHECKED SPV

REVISED	BY	DATE

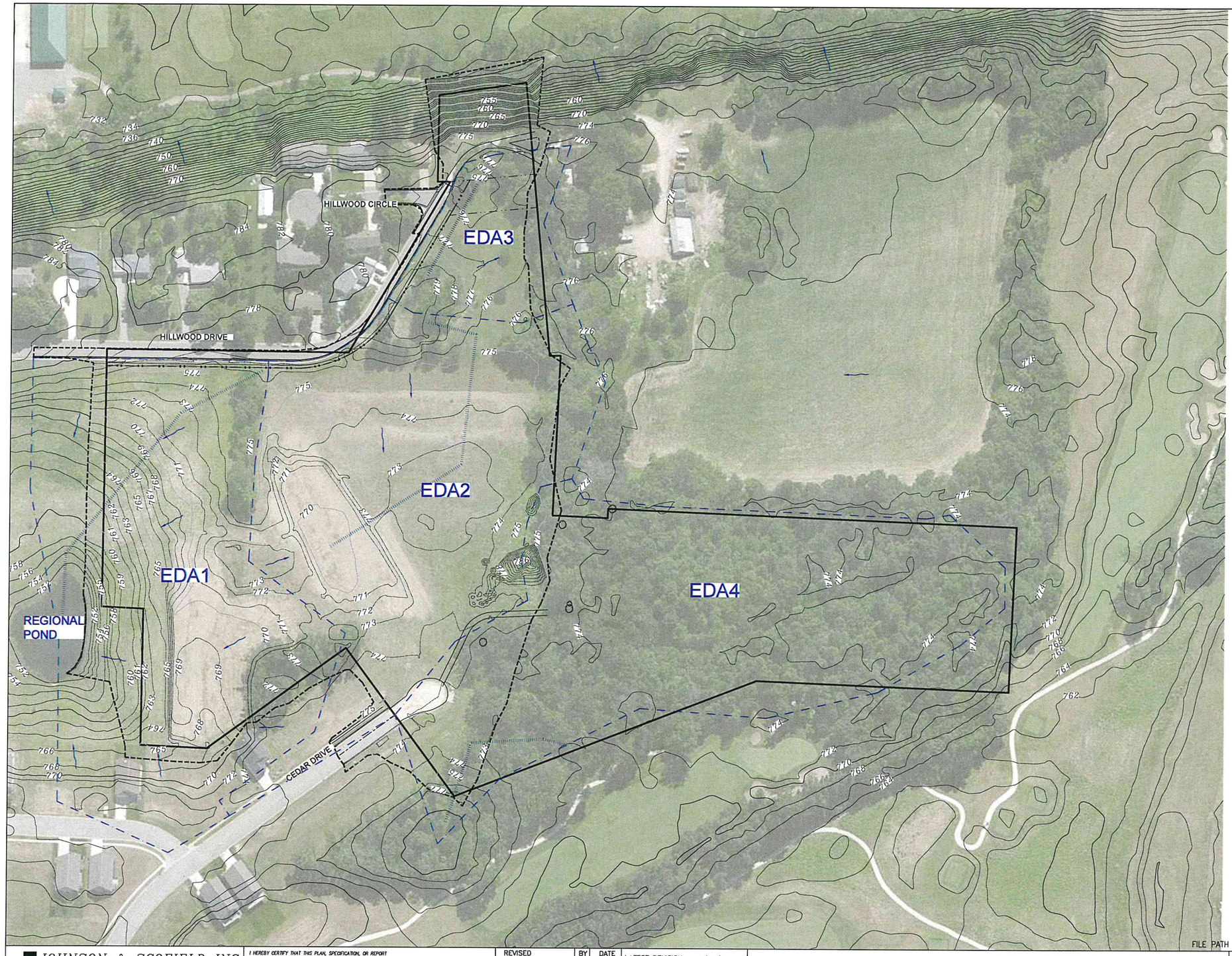
LATEST REVISION: 02/07/20
Prepared For:
RUSS MALCOMSON
407 WEST CENTER STREET
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

UTILITY PLAN

SHEET 5 OF 8 SHEETS



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LEGEND

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- DENOTES PROPERTY LINE
- DENOTES TOPOGRAPHIC SURVEY LIMITS
- DENOTES RIGHT OF WAY
- 770 DENOTES EXISTING INDEX CONTOUR AND LABEL
- 769 DENOTES EXISTING CONTOUR AND LABEL
- 770 DENOTES LIDAR INDEX CONTOUR AND LABEL
- 769 DENOTES LIDAR CONTOUR AND LABEL
- DENOTES EXISTING DRAINAGE AREA
- DENOTES EXISTING DRAINAGE AREA FLOW PATH
- DENOTES SURFACE WATER FLOW DIRECTION

CONTRIBUTING DRAINAGE AREAS

EDA 1 8.039 ACRES 0.435 ACRES IMPERVIOUS CN = 69 LFP = 600' TC = 11.6 MIN	EDA 2 7.598 ACRES 0.164 ACRES IMPERVIOUS CN = 68 LFP = 600' TC = 17.9 MIN	EDA 3 1.591 ACRES 0.000 ACRES IMPERVIOUS CN = 63 LFP = 190' TC = 10.9 MIN
EDA 4 8.142 ACRES 0.000 ACRES IMPERVIOUS CN = 59 LFP = 320' TC = 23.1 MIN		

TOTAL DRAINAGE AREA= 25.37 ACRES
IMPERVIOUS AREA= 0.59 ACRES (2.3%)

PRE DEVELOPMENT RUNOFF

DA	Q2 CFS	Q10 CFS	Q100 CFS
1*	6.64	18.14	49.04
2*	0.00	0.00	5.33
3	0.70	2.64	8.38
4	1.35	6.78	25.55
TOTAL PRE DEVELOPMENT RUNOFF*	7.69	24.30	74.28

*- SEE HYDROLOGY NOTES

HYDROLOGY NOTES

- HYDROLOGY CALCULATIONS ONLY INCLUDE THE DRAINAGE AREAS SHOWN.
- EDA1 FLOWS DIRECTLY TO THE REGIONAL POND AS SHOWN.
- EDA2 RUNOFF IS CONTAINED IN THE PONDING AREA WITHIN THE SITE FOR Q2 AND Q10.
- TOTAL DEVELOPMENT RUNOFF IS CALCULATED USING NULL NODE IN HYDROCAD.

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RUSS MALCOMSON
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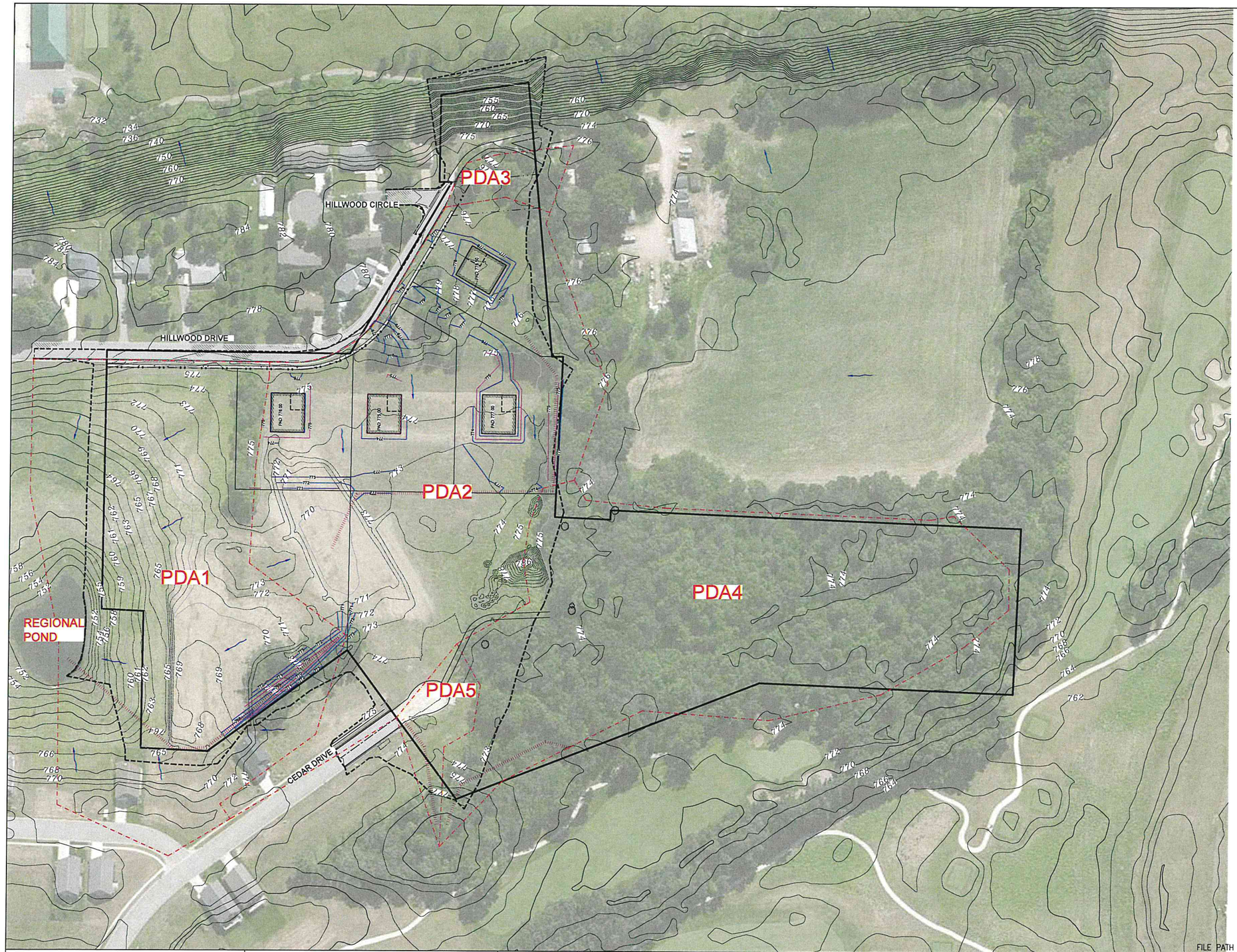
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

EXISTING HYDRAULICS

SHEET 6 OF 8 SHEETS



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- 769 DENOTES LIDAR CONTOUR AND LABEL
- DENOTES PROPOSED DRAINAGE AREA
- DENOTES PROPOSED DRAINAGE AREA FLOW PATH
- DENOTES SURFACE WATER FLOW DIRECTION
- DENOTES EXISTING BITUMINOUS
- DENOTES FUTURE 5' SIDEWALK CONNECTION

CONTRIBUTING DRAINAGE AREAS

PDA 1 6.899 ACRES 0.435 ACRES IMPERVIOUS CN = 69 LFP = 600' TC = 11.8 MIN	PDA 2 8.651 ACRES 0.731 ACRES IMPERVIOUS CN = 70 LFP = 700' TC = 23.5 MIN	PDA 3 0.389 ACRES 0.000 ACRES IMPERVIOUS CN = 58 LFP = N/A TC = 7.0 MIN	PDA 4 8.142 ACRES 0.046 ACRES IMPERVIOUS CN = 59 LFP = 320' TC = 23.1 MIN
PDA 5 0.524 ACRES 0.074 ACRES IMPERVIOUS CN = 71 LFP = 200' TC = 11.1 MIN	TOTAL DRAINAGE AREA= 25.37 ACRES *EXISTING IMPERVIOUS AREA= 0.59 ACRES (2.3%)* PROPOSED IMPERVIOUS AREA= 1.29 ACRES (5.1%) INCREASE OF IMPERVIOUS AREA= 0.70 ACRES		

PROPOSED DEVELOPMENT RUNOFF

DA	Q2 CFS	Q10 CFS	Q100 CFS
1*	6.64	18.14	49.04
2*	0.00	1.56	22.05
3	0.09	0.55	2.05
4	1.35	6.78	25.55
5	0.52	1.33	3.43
TOTAL PROPOSED DEVELOPMENT RUNOFF*	7.58	23.41	70.88

DEVELOPMENT RUNOFF SUMMARY

	Q2 CFS	Q10 CFS	Q100 CFS
*TOTAL PRE DEVELOPMENT RUNOFF**	*7.69*	*24.30*	*74.28*
TOTAL PROPOSED DEVELOPMENT RUNOFF*	7.58	23.41	70.88
TOTAL CHANGE (DECREASE)	0.11	0.89	3.40

*- SEE HYDROLOGY NOTES

HYDROLOGY NOTES

- HYDROLOGY CALCULATIONS ONLY INCLUDE THE DRAINAGE AREAS SHOWN.
- EDA1 FLOWS DIRECTLY TO THE REGIONAL POND AS SHOWN.
- EDA2 RUNOFF IS CONTAINED IN THE PONDING AREA WITHIN THE SITE FOR Q2.
- TOTAL DEVELOPMENT RUNOFF IS CALCULATED USING NULL NODE IN HYDROCAD.

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LATEST REVISION: 02/07/20
Prepared For:
RUSS MALCOMSON
407 WEST CENTER STREET
LAKE CITY, MN 55041
PHONE: 651-448-1182

PONDEROSA ESTATES

LAKE CITY, MINNESOTA

PROPOSED HYDRAULICS

SHEET 7 OF 8 SHEETS

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

THIS SWPPP MUST REMAIN ON SITE THROUGHOUT PROJECT CONSTRUCTION
INCLUDING INSPECTION LOGS AND DOCUMENTED AMENDMENTS TO THE SWPPP

LOCATION OF PROPOSED WORK: 0 CEDAR DRIVE
CITY OR TOWNSHIP: LAKE CITY
STATE: MN
ZIP CODE: 55041
COUNTY: WABASHA

DESCRIPTION OF THE NATURE OF CONSTRUCTION ACTIVITY
GRADE DWELLINGS, SOUTH ROAD, AND LOT LINE DRAINAGE

DESCRIPTION OF LAND FEATURE CHANGE
TOTAL PROJECT AREA = 20.36 ACRES
DISTURBED AREA = 6.00 ACRES
CHANGE IN IMPERVIOUS SURFACE AREA = 0.70 ACRES (INCREASE)

DESCRIPTION OF PROJECT SOIL TYPES
ACCORDING TO THE NATIONAL RESOURCES CONSERVATION SERVICE (NRCS), THE GREATEST AREA OF SOILS IN THE PROJECT AREA CONSIST OF MERIDAN SANDY LOAM. THE TYPICAL PROFILE OF THIS SOIL IS AS FOLLOWS : INCHES 0 TO 11 CONTAINS SANDY LOAM, INCHES 11 TO 28 CONTAINS LOAM, AND INCHES 28 TO 60 CONTAINS FINE SAND. THE DEPTH TO A RESTRICTIVE FEATURE OR UNDUNG WATER IS MORE THAN 80 INCHES. THIS SOIL CONTAINS A MODERATE AVAILABLE WATER STORAGE OF ABOUT 8.6 INCHES, AND A MODERATELY HIGH TO HIGH TRANSMIT CAPACITY OF 0.57 TO 1.98 INCHES PER HOUR. ALL THE SOILS WITHIN THE PARCEL ARE CLASSIFIED AS HYDROLOGIC SOIL GROUP 'B', AND HAS NO HYDRIC SOIL RATING.

SWPPP IMPLEMENTATION RESPONSIBILITY
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE STORM WATER POLLUTION PREVENTION PLAN AND SHALL IDENTIFY AN EROSION CONTROL SUPERVISOR TO OVERSEE THIS. THE EROSION CONTROL SUPERVISORS DUTIES INCLUDE IMPLEMENTING, REVISING AND AMENDING THE SWPPP, AND PERFORMING INSPECTIONS AS REQUIRED IN SECTION 11 OF THE NPDES GENERAL STORM WATER PERMIT FOR CONSTRUCTION ACTIVITY. THEY SHALL ALSO BE AVAILABLE FOR ON SITE INSPECTIONS WITHIN 72 HOURS UPON REQUST OF THE MPCA. THE EROSION CONTROL SUPERVISOR SHALL BE KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMP'S AND OVERSEE THE INSTALLATION. INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S, BEFORE AND DURING CONSTRUCTION, SHALL CONTINUE UNTIL THE PROJECT IS COMPLETE, THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION, AND A 'NOTICE OF TERMINATION' HAS BEEN SUBMITTED TO THE MPCA IN CONFORMANCE WITH SECTION 4 OF THE NPDES PERMIT. APPROPRIATE TRAINING DOCUMENTATION FOR THE EROSION CONTROL SUPERVISOR SHALL BE RECORDED IN THE SWPPP AS REQUIRED IN SECTION 21 OF THE NPDES PERMIT. ALL NECESSARY MODIFICATIONS TO MEASURES TO COMPLY WITH THE REQUIREMENTS OF IMPLEMENTING THE SWPPP SHALL BE CONSIDERED INCIDENTAL AND NO DIRECT COMPENSATION SHALL BE MADE FOR SAID WORK.

LONG TERM OPERATION AND MAINTENANCE
RESPONSIBLE PARTY: PONDEROSA ESTATES
CONTACT PERSON: RUSS MALCOMSON
ADDRESS: 407 WEST CENTER STREET, LAKE CITY, MN 55041
PHONE: 651-448-1182

PROJECT CONTACTS
RESPONSIBLE PARTY: PONDEROSA ESTATES
CONTACT PERSON: RUSS MALCOMSON
ADDRESS: 407 WEST CENTER STREET, LAKE CITY, MN 55041
PHONE: 651-448-1182

ENGINEER
JOHNSON & SCOFIELD, INC.
CONTACT PERSON: STEVEN P. VOIGT, PE
PHONE: 651.388.1558, EXT. 103

PREPARER OF SWPPP
JOHNSON & SCOFIELD, INC.
CONTACT PERSON: STEVEN P. VOIGT, PE
PHONE: 651.388.1558, EXT. 103
TRAINING: U OF M DESIGN OF CONSTRUCTION SWPPP (EXPIRATION MAY 31, 2021)

CONTRACTOR
(TO BE COMPLETED BY CONTRACTOR WHEN APPLYING FOR NPDES PERMIT)

THE CONTACT LISTED BELOW SHALL BE RESPONSIBLE FOR THE LONG TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM AFTER A 'NOTICE OF TERMINATION' HAS BEEN SUBMITTED TO THE MPCA BY THE PROJECT CONTRACTOR.

EROSION CONTROL SUPERVISOR: _____
PHONE: _____
TRAINING: _____

AGENCY CONTACTS
MPCA 24-HOUR EMERGENCY NOTIFICATION (STATE DUTY OFFICER)
PHONE: (800) 422-0798

MPCA CONTACT (ROCHESTER OFFICE)
PHONE: (800) 657-3864

MN DNR AREA HYDROLOGIST (LAKE CITY)
CONTACT PERSON: BILL HUBER
PHONE: (651) 345-5601 EXT. 244

DRAINAGE CALCULATIONS
ALL DRAINAGE CALCULATIONS PERTINENT TO THE DESIGN OF THIS PROJECT ARE KEPT ON FILE AT THE OFFICE OF THE PROJECT ENGINEER. ALL CHANGES MADE IN THE FIELD POTENTIALLY AFFECTING PROPER DRAINAGE SHALL BE DISCUSSED WITH THE PROJECT ENGINEER AND NOTED IN THE CONTRACTORS SWPPP RECORDS.

ENVIRONMENTALLY SENSATIVE AREAS
ALL ENVIRONMENTALLY SENSATIVE AREAS, INCLUDING WETLANDS, RIVERS, STREAMS AND LAKES, ARE LABELED AS "ENVIRONMENTALLY SENSATIVE AREAS" IN THE PLANS.

RECEIVING SURFACE WATERS
THE TABLE BELOW IDENTIFIES ALL SURFACE WATERS WITHIN ONE MILE OF THE PROJECT BOUNDARY THAT WILL RECEIVE STORM WATER RUNOFF FROM THE CONSTRUCTION SITE DURING AND AFTER CONSTRUCTION. THE IDENTIFIED SURFACE WATER MAY BE CONSIDERED SPECIAL WATERS AS LISTED IN SECTION 24 OF THE NPDES PERMIT AND/OR IMPAIRED WATERS AS IDENTIFIED UNDER SECTION 303 (D) OF THE FEDERAL CLEAN WATER ACT. SPECIAL WATERS HAVE QUALITIES THAT THE MINNESOTA POLLUTION CONTROL AGENCY FEEL WARRANT EXTRA PROTECTION MEASURES, AND IMPAIRED WATERS ARE BODIES OF WATER THAT DO NOT MEET THE WATER QUALITY STANDARDS SET UP FOR THEIR DESIGNATED USE AS DETERMINED BY THE STATE DUE TO THE PRESENCE OF POLLUTANTS OR STRESSORS INCLUDING PHOSPHORUS, TURBIDITY, DISSOLVED OXYGEN, AND BIOTIC IMPAIRMENT. STORM WATER FROM A DISCHARGE POINT ON THE PROJECT THAT FLOWS TO A SURFACE WATER IDENTIFIED AS SPECIAL AND/OR IMPAIRED WILL REQUIRE IMPLEMENTATION OF ADDITIONAL BMP'S OUTLINED IN SECTION 23 OF THE NPDES PERMIT.

RECEIVING SURFACE WATER	TYPE (DITCH,POND,WETLAND, LAKE, STREAM, RIVER)	SPECIAL WATER (YES,NO)	IMPAIRED WATER (YES/NO) IMPAIRMENT IF YES
UNNAMED CREEK	TROUT STREAM	YES, TROUT STREAM	NO
GILBERT CREEK	TROUT STREAM	YES, TROUT STREAM	YES, E COLI, AND FISH BIOASSESMENTS.
MILLER CREEK	TROUT STREAM	YES, TROUT STREAM	YES, E COLI

DISCHARGES TO WETLANDS
THERE ARE NO KNOWN STORM WATER DISCHARGES WITH THE POTENTIAL FOR SIGNIFICANT ADVERSE IMPACT TO A WETLAND UNDER THIS PROJECT.

OUTSTANDING RESOURCE VALUE WATERS
THERE ARE NO KNOWN STORM WATER DISCHARGES TO OUTSTANDING RESOURCE VALUE WATERS UNDER THIS PROJECT.

CALCAREOUS FENS
THERE ARE NO KNOWN STORM WATER DISCHARGES TO CALCAREOUS FENS UNDER THIS PROJECT.

KARST REGIONS
THERE ARE NO KNOWN KARST FEATURES (SINKHOLES, BLIND VALLEYS, MAPPED CAVES, SPRINGS, OR KARST WINDOWS) WITHIN THE PROJECT SITE.

TABLE OF ESTIMATED QUANTITIES

ITEM	DESCRIPTION	UNITS	TOTAL ESTIMATED QUANTITY
1	ROCK CONSTRUCTION ENTRANCE	EA	1
2	SILT FENCE	LF	1,000
3	INLET PROTECTION	EA	1

THIS PROJECT IS REGULATED BY THE CONDITIONS OF THE GENERAL PERMIT TO DISCHARGE STORM WATER AS ISSUED BY THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA). THE PROVISIONS OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA). ANY REGULATIONS AND REQUIREMENTS OF LOCAL GOVERNING AGENCY'S HAVING JURISDICTION CONCERNING EROSION AND SEDIMENT CONTROL, AND THE PROVISIONS OF THE PROJECT PLANS AND SPECIFICATIONS. THESE CONDITIONS AND PROVISIONS MUST BE UNDERSTOOD AND FOLLOW BY THE GENERAL CONTRACTOR AS WELL AS ANY SUBCONTRACTORS INVOLVED WITH A CONSTRUCTION ACTIVITY THAT DISTURBS SITE SOIL OR WHO IMPLEMENT A POLLUTION CONTROL MEASURE IDENTIFIED IN THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP). SOME OF THE CONTRACTORS RESPONSIBILITIES INCLUDE:

1. APPLY FOR AND OBTAIN WITH THE OWNER A 'NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM' (NPDES) PERMIT AS ISSUED BY THE MPCA PRIOR TO STARTING WORK AS REQUIRED BY THE PERMIT.
2. HAVE THE "NOTICE OF STORM WATER PERMIT COVERAGE" LETTER ON SITE.
3. HAVE THE "STORM WATER POLLUTION PREVENTION PLAN" (SWPPP) ON SITE.
4. PROVIDE A TRAINED AND CERTIFIED EROSION CONTROL SUPERVISOR TO OVERSEE THE IMPLEMENTATION OF THE SWPPP PROVISIONS DURING CONSTRUCTION FOR BOTH THE CONTRACTOR AND SUBCONTRACTORS OPERATIONS.
5. COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, REGULATIONS, ORDERS AND DECREES PERTAINING TO EROSION CONTROL, SEDIMENT CONTROL, AND STORM WATER MANAGEMENT AFFECTING THE CONDUCT OF WORK ON THIS PROJECT.
6. COMPLY WITH ALL EROSION AND SEDIMENT CONTROL REQUIREMENTS OF THE SWPPP AS OUTLINED IN THE PROJECT PLANS AND SPECIFICATIONS AS REQUIRED BY THE "NPDES" PERMIT.
7. PERFORM SITE INSPECTION PER PERMIT REQUIREMENTS AND AS OUTLINED BELOW.
8. SEND IN "NOTICE OF TERMINATION" (N.O.T.) TO MPCA UPON PROJECT COMPLETION AND PER PERMIT REQUIREMENTS.

THE CONTRACTOR SHALL PLACE AND MAINTAIN ALL BEST MANAGEMENT PRACTICES IN THE STORM WATER POLLUTION PREVENTION PLAN TO MINIMIZE THE POTENTIAL FOR EROSION OF SITE SOILS AND PREVENT THE TRANSPORT OF SILT FROM THE SITE AS A MINIMUM. THE CONTRACTOR SHALL SUPPLY ADDITIONAL STORM WATER CONTROL MEASURES IF FOUND NECESSARY AT NO ADDITIONAL COST TO THE OWNER.

REFER TO THE FOLLOWING SECTIONS FROM THE MPCA CONSTRUCTION STORMWATER GENERAL PERMIT IF APPLICABLE TO THE PROJECT

7.1 BMP SELECTION AND INSTALLATION. [MINN. R. 7090]

7.2 PERMITTEES MUST SELECT, INSTALL AND MAINTAIN THE BMPS IDENTIFIED IN THE SWPPP AND IN THIS PERMIT IN AN APPROPRIATE AND FUNCTIONAL MANNER AND IN ACCORDANCE WITH RELEVANT MANUFACTURER SPECIFICATIONS AND ACCEPTED ENGINEERING PRACTICES. [MINN. R. 7090]

8.1 EROSION PREVENTION PRACTICES. [MINN. R. 7090]

8.2 BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED. [MINN. R. 7090]
8.3 PERMITTEES MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES. WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING). [MINN. R. 7090]
8.4 PERMITTEES MUST STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE. [MINN. R. 7090]
8.5 FOR PUBLIC WATERS THAT THE MINNESOTA DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, PERMITTEES MUST COMPLETE STABILIZATION OF ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF THE WATER'S EDGE, AND THAT DRAIN TO THESE WATERS, WITHIN 24 HOURS DURING THE RESTRICTION PERIOD. [MINN. R. 7090]
8.6 PERMITTEES MUST STABILIZE THE NORMAL WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. PERMITTEES MUST COMPLETE STABILIZATION OF REMAINING PORTIONS OF TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 14 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH TEMPORARILY OR PERMANENTLY CEASES. [MINN. R. 7090]
8.7 TEMPORARY OR PERMANENT DITCHES OR SWALES BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. PERMITTEES MUST STABILIZE THESE AREAS WITHIN 24 HOURS AFTER THEIR USE AS A SEDIMENT CONTAINMENT SYSTEM CEASES. [MINN. R. 7090]
8.8 PERMITTEES MUST NOT USE MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES WITHIN ANY PORTION OF THE NORMAL WETTED PERIMETER OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT. [MINN. R. 7090]
8.9 PERMITTEES MUST PROVIDE TEMPORARY OR PERMANENT ENERGY DISSIPATION AT ALL PIPE OUTLETS WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM. [MINN. R. 7090]
8. PERMITTEES MUST DESIGN BASINS USING AN IMPERMEABLE LINER IF LOCATED WITHIN ACTIVE KARST TERRAIN. [MINN. R. 7090]

9.1 SEDIMENT CONTROL PRACTICES. [MINN. R. 7090]

9.2 PERMITTEES MUST ESTABLISH SEDIMENT CONTROL BMPS ON ALL DOWNGRADIENT PERIMETERS OF THE SITE AND DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO SURFACE WATERS, INCLUDING CURB AND GUTTER SYSTEMS. PERMITTEES MUST LOCATE SEDIMENT CONTROL PRACTICES UPGRADIENT OF ANY BUFFER ZONES. PERMITTEES MUST INSTALL SEDIMENT CONTROL PRACTICES BEFORE ANY UPGRADIENT LAND-DISTURBING ACTIVITIES BEGIN AND MUST KEEP THE SEDIMENT CONTROL PRACTICES IN PLACE UNTIL THEY ESTABLISH PERMANENT COVER. [MINN. R. 7090]
9.3 IF ORDINARY SEDIMENT CONTROLS ARE OVERLOADED, BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENTS, PERMITTEES MUST INSTALL ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS TO ELIMINATE THE OVERLOADING AND AMEND THE SWPPP TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN ITEM 6.3. [MINN. R. 7090]
9.4 TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS. [MINN. R. 7090]
9.5 A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP TO SATISFY ITEM 9.2 EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE OHW (NORMAL WATER LEVEL) OR WITHIN A SHORT TERM CONSTRUCTION ACTIVITY (E.G., INSTALLATION OF RIP RAP ALONG THE SHORELINE) IN THAT AREA IS COMPLETE, PERMITTEES MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER. [MINN. R. 7090]
9.6 PERMITTEES MUST RE-INSTALL ALL SEDIMENT CONTROL PRACTICES ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY IS COMPLETED. PERMITTEES MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE. [MINN. R. 7090]
9.7 PERMITTEES MUST PROTECT ALL STORM DRAIN INLETS USING APPROPRIATE BMPS DURING CONSTRUCTION UNTIL THEY ESTABLISH PERMANENT COVER ON ALL AREAS WITH POTENTIAL FOR DISCHARGING TO THE INLET. [MINN. R. 7090]
9.8 PERMITTEES MAY REMOVE INLET PROTECTION FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (E.G. STREET FLOODING/FREEZING) IS IDENTIFIED BY THE PERMITTEES OR THE JURISDICTIONAL AUTHORITY (E.G. CITY/COUNTY/TOWNSHIP/MINNESOTA DEPARTMENT OF TRANSPORTATION ENGINEER). PERMITTEES MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP. [MINN. R. 7090]
9.9 PERMITTEES MUST PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AT THE BASE OF STOCKPILES ON THE DOWNGRADIENT PERIMETER. [MINN. R. 7090]
9.10 PERMITTEES MUST LOCATE STOCKPILES OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER. [MINN.R.7090]
9.11 PERMITTEES MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE OR ONTO PAVED ROADS WITHIN THE SITE. [MINN. R. 7090]
9.12 PERMITTEES MUST USE STREET SWEEPING IF VEHICLE TRACKING BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT TRACKING ONTO THE STREET. [MINN. R. 7090]
9.13 PERMITTEES MUST INSTALL TEMPORARY SEDIMENT BASINS AS REQUIRED IN SECTION 14. [MINN. R. 7090]
9.14 IN ANY AREAS OF THE SITE WHERE FINAL VEGETATIVE STABILIZATION WILL OCCUR, PERMITTEES MUST RESTRICT VEHICLE AND EQUIPMENT USE TO MINIMIZE SOIL COMPACTION. [MINN. R. 7090]
9.15 PERMITTEES MUST PRESERVE TOPSOIL ON THE SITE, UNLESS INFEASIBLE. [MINN. R. 7090]
9.16 PERMITTEES MUST DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS UNLESS INFEASIBLE. [MINN. R. 7090]
9.17 PERMITTEES MUST PRESERVE A 50 FOOT NATURAL BUFFER OR, IF A BUFFER IS INFEASIBLE ON THE SITE, PROVIDE REDUNDANT (DOUBLE) PERIMETER SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. PERMITTEES MUST INSTALL PERIMETER SEDIMENT CONTROLS AT LEAST 5 FEET APART UNLESS LIMITED BY LACK OF AVAILABLE SPACE. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. IF PRESERVING THE BUFFER IS INFEASIBLE, PERMITTEES MUST DOCUMENT THE REASONS IN THE SWPPP. SHEET PILING IS A REDUNDANT PERIMETER CONTROL IF INSTALLED IN A MANNER THAT RETAINS ALL STORMWATER. [MINN. R. 7090]
9.18 PERMITTEES MUST USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER. THE PERMITTEES MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROL BMPS PRIOR TO CHEMICAL ADDITION AND MUST DIRECT TREATED STORMWATER TO A SEDIMENT CONTROL SYSTEM FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE. [MINN. R. 7090]

10.1 DEWATERING AND BASIN DRAINING. [MINN. R. 7090]

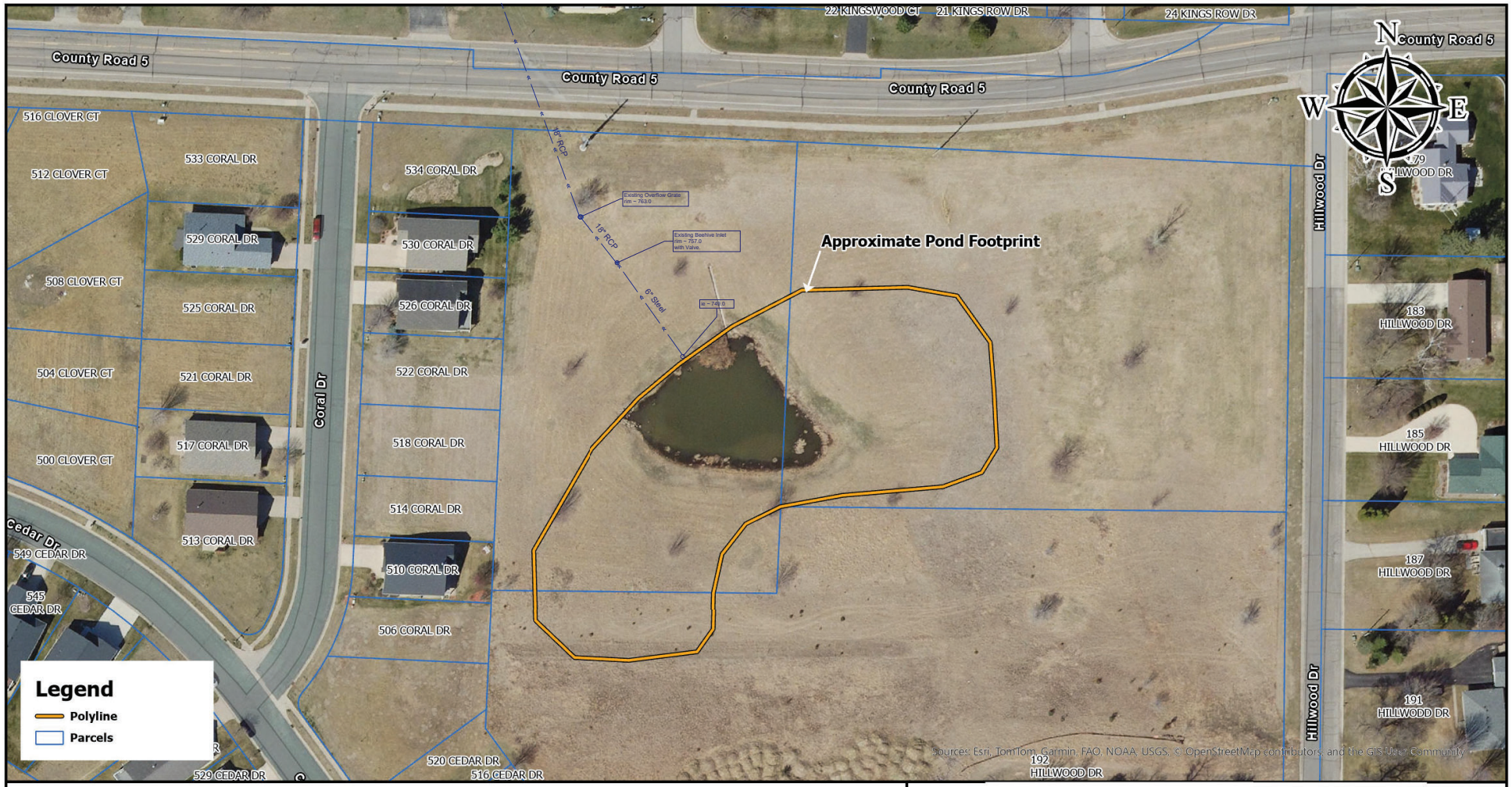
10.2 PERMITTEES MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF PERMITTEES CANNOT DISCHARGE THE WATER TO A SEDIMENTATION BASIN PRIOR TO ENTERING A SURFACE WATER, PERMITTEES MUST TREAT IT WITH APPROPRIATE BMPS SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE SURFACE WATER OR DOWNSTREAM PROPERTIES. [MINN. R. 7050.0210]
10.3 IF PERMITTEES MUST DISCHARGE WATER CONTAINING OIL OR GREASE, THEY MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGE. [MINN. R. 7090]
10.4 PERMITTEES MUST DISCHARGE ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES IN A MANNER THAT DOES NOT CAUSE EROSION OR SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS OR INUNDATION OF WETLANDS IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS THAT CAUSES SIGNIFICANT ADVERSE IMPACT TO THE WETLAND. [MINN. R. 7090]
10.5 IF PERMITTEES USE FILTERS WITH BACKWASH WATER, THEY MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. [MINN. R. 7090]

11.1 INSPECTIONS AND MAINTENANCE. [MINN. R. 7090]

11.2 PERMITTEES MUST ENSURE A TRAINED PERSON, AS IDENTIFIED IN ITEM 21.2.B, WILL INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN ½ INCH IN 24 HOURS. [MINN. R. 7090]
11.3 PERMITTEES MUST INSPECT AND MAINTAIN ALL PERMANENT STORMWATER TREATMENT BMPS. [MINN. R. 7090]
11.4 PERMITTEES MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL NONFUNCTIONAL BMPS WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY UNLESS ANOTHER TIME FRAME IS SPECIFIED IN ITEM 11.5 OR 11.6. PERMITTEES MAY TAKE ADDITIONAL TIME IF FIELD CONDITIONS PREVENT ACCESS TO THE AREA. [MINN. R. 7090]
11.5 DURING EACH INSPECTION, PERMITTEES MUST INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS BUT NOT CURB AND GUTTER SYSTEMS, FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. PERMITTEES MUST REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS AND RESTABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. PERMITTEES MUST COMPLETE REMOVAL AND STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. PERMITTEES MUST USE ALL REASONABLE EFFORTS TO OBTAIN ACCESS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF OBTAINING ACCESS. PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS. [MINN. R. 7090]
11.6 PERMITTEES MUST INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS, STREETS AND CURB AND GUTTER SYSTEMS WITHIN AND ADJACENT TO THE PROJECT FOR SEDIMENTATION FROM EROSION OR TRACKED SEDIMENT FROM VEHICLES. PERMITTEES MUST REMOVE SEDIMENT FROM ALL PAVED SURFACES WITHIN ONE (1) CALENDAR DAY OF DISCOVERY OR, IF APPLICABLE, WITHIN A SHORTER TIME TO AVOID A SAFETY HAZARD TO USERS OF PUBLIC STREETS. [MINN. R. 7090]
11.7 PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL PERIMETER CONTROL DEVICES WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ½ OF THE HEIGHT OF THE DEVICE. [MINN. R. 7090]
11.8 PERMITTEES MUST DRAIN TEMPORARY AND PERMANENT SEDIMENTATION BASINS AND REMOVE THE SEDIMENT WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES ½ THE STORAGE VOLUME. [MINN. R. 7090]
11.9 PERMITTEES MUST ENSURE THAT AT LEAST ONE INDIVIDUAL PRESENT ON THE SITE (OR AVAILABLE TO THE PROJECT SITE IN THREE (3) CALENDAR DAYS) IS TRAINED IN THE JOB DUTIES DESCRIBED IN ITEM 21.2. [MINN. R. 7090]
11.10 PERMITTEES MAY ADJUST THE INSPECTION SCHEDULE DESCRIBED IN ITEM 11.2 AS FOLLOWS:
INSPECTIONS OF AREAS WITH PERMANENT COVER CAN BE REDUCED TO ONCE PER MONTH, EVEN IF CONSTRUCTION ACTIVITY CONTINUES ON OTHER PORTIONS OF THE SITE; OR WHERE SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH AND, AFTER 12 MONTHS, MAY BE SUSPENDED ENTIRELY UNTIL CONSTRUCTION ACTIVITY RESUMES. THE MPCA MAY REQUIRE INSPECTIONS TO RESUME IF CONDITIONS WARRANT; OR WHERE CONSTRUCTION ACTIVITY HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, INSPECTIONS MAY BE SUSPENDED. INSPECTIONS MUST RESUME WITHIN 24 HOURS OF RUNOFF OCCURRING, OR UPON RESUMING CONSTRUCTION, WHICHEVER COMES FIRST. [MINN. R. 7090]
11.11 PERMITTEES MUST RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES WITHIN 24 HOURS OF BEING CONDUCTED AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP. THESE RECORDS MUST INCLUDE: DATE AND TIME OF INSPECTIONS; AND NAME OF PERSONS CONDUCTING INSPECTIONS; AND ACCURATE FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED; AND CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); AND DATE OF ALL RAINFALL EVENTS GREATER THAN ½ INCHES IN 24 HOURS, AND THE AMOUNT OF RAINFALL FOR EACH EVENT. PERMITTEES MUST OBTAIN RAINFALL AMOUNTS BY EITHER A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, A WEATHER STATION THAT IS WITHIN ONE (1) MILE OF YOUR LOCATION, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES; AND IF PERMITTEES OBSERVE A DISCHARGE DURING THE INSPECTION, THEY MUST RECORD AND SHOULD PHOTOGRAPH AND DESCRIBE THE LOCATION OF THE DISCHARGE (I.E., COLOR, ODOR, SETTLED OR SUSPENDED SOLIDS, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS); AND ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN SECTION 8 WITHIN SEVEN (7) CALENDAR DAYS. [MINN. R. 7090]

12.1 POLLUTION PREVENTION MANAGEMENT MEASURES. [MINN. R. 7090]

12.2 PERMITTEES MUST PLACE BUILDING PRODUCTS AND LANDSCAPE MATERIALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER. PERMITTEES ARE NOT REQUIRED TO COVER OR PROTECT PRODUCTS WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER. [MINN. R. 7090]
12.3 PERMITTEES MUST PLACE PESTICIDES, FERTILIZERS AND TREAT



Retention Pond Expansion Project

Notes:

Illustration for reference only. Actual pond layout and construction details may vary based on final field conditions and coordination with Glander Excavating.

CITY OF LAKE CITY

Sheet 1 of 1

Attachment 4
Concept Expansion Area

August 17, 2026

Agenda Item Description: Approve Contract Award - Relay & Breaker Testing of Step Down Substations

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

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Action Requested:
Motion, _____ Second, _____, to award the Relay and Breaker Testing contract to Ziegler Power Systems/AES as the lowest responsible bidder in the amount of $48,908.84.

Introduction/Background/Justification/Key/Legal Issues:
As part of the Phase 1 electric system improvements identified in the DGR Electric Distribution System Study, DGR Engineering solicited quotes on behalf of Lake City Public Utilities for testing existing protection relays and medium-voltage breakers at the City's step-down substations.
The testing will verify the condition and proper operation of this equipment in preparation for the planned Phase 1 electric system construction work.

Four responsive quotes were received:

- Ziegler Power Systems/AES $48,908.84
- Revolt Electrical Services $53,420.00
- Northern Testing Services $88,363.09
- Harold K. Scholz Company $99,350.00

DGR Engineering reviewed the quotes and recommends awarding the contract to Ziegler Power Systems/AES as the lowest responsible bidder. DGR confirmed that the company has experience testing and repairing equipment similar to the breakers within Lake City's electric system.

Budgetary/Fiscal Impact:
The recommended contract award to Ziegler Power Systems/AES is $48,908.84. The City has budgeted $105,000 for this work within the Electric Fund as part of the Phase 1 electric system improvements. The proposed award is $56,091.16 below the budgeted amount and will be funded entirely through the Electric Fund.

Reviewed By: Mitchell Rigelman. Public Works Director

Preparer: Mitch Rigelman

ATTACHMENTS:
DGR Letter of Recommendation of Award of Contract
DGR Quote Summary Tabulation

July 27, 2026

Lake City Public Utilities (LCPU)
Attn: Mitchell Rigelman, Public Works Director
205 W Center Street
Lake City, MN 55041

RE: **Recommendation of Award of Contract**
Testing of Protection Relays and MV Breakers
DGR Project No. 429300

Dear Mitchell:

We have reviewed the quotes received on July 17, 2026 for the above-referenced project. A quote summary form and detailed tabulation of the quote results is enclosed. We have checked the quotes for mathematical accuracy and compliance with the quote specifications. We are hereby prepared to offer the following recommendations:

There were four (4) responsive quotes received ranging from $48,908.84 to $99,350. The low responsive quote was received from Ziegler Power Systems / AES of Shakopee, MN, who submitted a total price of $48,908.84. DGR Engineering has not worked with Ziegler/AES on many relay/breaker testing projects in the past, but we do know them to be a reputable firm. We have contacted them regarding testing and repair of older breakers and have been assured of their experience both in the testing and repair of breakers like those on LCPU's system. For these reasons, it is our recommendation that LCPU award the testing project to Ziegler/AES.

Please review our recommendation and feel free to contact us with any questions you may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures.

Best Regards,

DGR Engineering

Shannen Struckman, P.E.
Enclosure: Quote Summary and Tabulation
SPS:ste

QUOTE SUMMARY

Testing of Protection Relays and MV Breakers
Lake City Public Utilities
Lake City, Minnesota

DGR ENGINEERING

DGR Project No. 429300
Quote Due Date: July 17, 2026
Email

Quoter and Address	Base Quote	Testing Location	Quote per Location	Testing Dates	Comments
Ziegler Power Systems / AES 8050 County Road 101 East Shakopee, MN 55379	$48,908.84	Jewell Substation 8th Street Substation Lakeside Substation Old Shop Substation	$17,850.46 $10,667.30 $14,502.64 $5,888.44	Mutually Agreed Upon Mutually Agreed Upon Mutually Agreed Upon Mutually Agreed Upon	
Revolt Electrical Services 19960 Ferrett Street NW Elk River, MN 55330	$53,420.00	Jewell Substation 8th Street Substation Lakeside Substation Old Shop Substation	$21,034.00 $11,302.00 $16,320.00 $4,764.00	Mutually Agreed Upon Mutually Agreed Upon Mutually Agreed Upon Mutually Agreed Upon	Determine schedule based on customer outages
Northern Testing Services 2003 Whitetail Run Buffalo, MN 55313	$88,363.09	Jewell Substation 8th Street Substation Lakeside Substation Old Shop Substation	$31,488.03 $19,175.02 $26,060.06 $11,639.98	10/13/2026-10/23/2026 10/13/2026-10/23/2026 10/13/2026-10/23/2026 10/13/2026-10/23/2026	
Harold K. Scholz Company 7800 Serum Avenue Ralston, NE 68127	$99,350.00	Jewell Substation 8th Street Substation Lakeside Substation Old Shop Substation	$35,850.00 $22,900.00 $30,700.00 $9,900.00	9/10/2026-9/13/2026 9/14/2026-9/18/2026 9/23/2026-9/26/2026 9/27/2026-10/2/2026	Dates subject to change based on project coordination
Electrical Power Systems International, Inc. (Asplundh Power) 7831 East Bush Lake Road, Ste 102 Minneapolis, MN 55439	Unresponsive Quote				Quote does not include unit prices and offers an exception stating that time spent waiting for LCPU crews to perform switching will be billed T&M at end of project.

Corrected Quote Amounts Shown Shaded

QUOTE TABULATION

Testing of Protection Relays and MV Breakers

Lake City Public Utilities
Lake City, Minnesota
DGR Project No. 429300
Quote Due Date: July 17, 2026

Unit No.	Name and Description of Construction Unit	No. of Units	Ziegler Power Systems AES Shakopee, MN		Revolt Electrical Services Elk River, MN		Northern Testing Services Buffalo, MN		Harold K. Scholz Company Ralston, NE	
			Labor	Ext. Price L & M	Labor	Ext. Price L & M	Labor	Ext. Price L & M	Labor	Ext. Price L & M
JEWELL SUBSTATION										
1	GE MODEL 121FC53B1A 50/51 RELAY	15	$ 277.34	$ 4,160.10	$ 304.00	$ 4,560.00	$ 388.89	$ 5,833.35	$ 350.00	$ 5,250.00
2	SIEMENS-ALLIS TYPE FC-500B	6	913.35	5,480.10	1,166.00	6,996.00	1,908.00	11,448.00	2,400.00	14,400.00
3	GE MODEL 12IAC53B811A 50/51 RELAY	9	291.68	2,625.12	304.00	2,736.00	388.89	3,500.01	350.00	3,150.00
4	GE MODEL 12IAC53B801A 51G RELAY	3	291.68	875.04	304.00	912.00	388.89	1,166.67	350.00	1,050.00
5	WESTINGHOUSE TYPE 50DHP250	5	942.02	4,710.10	1,166.00	5,830.00	1,908.00	9,540.00	2,400.00	12,000.00
				$ 17,850.46		**$ 21,034.00**		**$ 31,488.03**		**$ 35,850.00**
8TH STREET SUBSTATION										
6	WESTINGHOUSE STYLE 1545029-A 51 RELAY	10	$ 291.95	$ 2,919.50	$ 304.00	$ 3,040.00	$ 414.69	$ 4,146.90	$ 350.00	$ 3,500.00
7	WESTINGHOUSE STYLE 1545782 79 RELAY	4	291.95	1,167.80	304.00	1,216.00	623.59	2,494.36	1,500.00	6,000.00
8	WESTINGHOUSE STYLE 1545027-A 51 RELAY	4	291.95	1,167.80	304.00	1,216.00	414.69	1,658.76	350.00	1,400.00
9	WESTINGHOUSE TYPE 50DH250D	4	1,082.44	4,329.76	1,166.00	4,664.00	2,175.00	8,700.00	2,400.00	9,600.00
10	WESTINGHOUSE TYPE 50DH250E	1	1,082.44	1,082.44	1,166.00	1,166.00	2,175.00	2,175.00	2,400.00	2,400.00
				$ 10,667.30		**$ 11,302.00**		**$ 19,175.02**		**$ 22,900.00**
LAKESIDE SUBSTATION										
11	SIEMENS-ALLIS FC-500B	2	$ 1,317.07	$ 2,634.14	$ 1,166.00	$ 2,332.00	$ 2,070.00	$ 4,140.00	$ 2,400.00	$ 4,800.00
12	GE MODEL 12IAC51B806A 51 RELAY	6	267.58	1,605.48	304.00	1,824.00	387.58	2,325.48	350.00	2,100.00
13	GE MODEL 12IAC53A101A 51 RELAY	12	267.58	3,210.96	304.00	3,648.00	387.58	4,650.96	350.00	4,200.00
14	GE MODEL 12IAC53B811A 51 RELAY	2	267.58	535.16	304.00	608.00	387.58	775.16	350.00	700.00
15	GE MODEL 12NLR21B2A 79 RELAY	3	267.58	802.74	304.00	912.00	582.82	1,748.46	1,500.00	4,500.00
16	SIEMENS-ALLIS MA-250C1	6	952.36	5,714.16	1,166.00	6,996.00	2,070.00	12,420.00	2,400.00	14,400.00
				$ 14,502.64		**$ 16,320.00**		**$ 26,060.06**		**$ 30,700.00**
OLD SHOP SUBSTATION										
17	GE MODEL 12IAC53A803A 51 RELAY	3	$ 381.78	$ 1,145.34	$ 304.00	$ 912.00	$ 499.58	$ 1,498.74	$ 350.00	$ 1,050.00
18	GE MODEL 12IAC53A101A 51 RELAY	3	381.78	1,145.34	304.00	912.00	499.58	1,498.74	350.00	1,050.00
19	GE MODEL 12ACR11B2A 79 RELAY	2	381.78	763.56	304.00	608.00	751.25	1,502.50	1,500.00	3,000.00
20	ALLIS-CHALMERS TYPE MA-250C	2	1,417.10	2,834.20	1,166.00	2,332.00	3,570.00	7,140.00	2,400.00	4,800.00
				$ 5,888.44		**$ 4,764.00**		**$ 11,639.98**		**$ 9,900.00**
	TOTAL BASE QUOTE:			**$ 48,908.84**		**$ 53,420.00**		**$ 88,363.09**		**$ 99,350.00**

Corrected Quote Amounts Shown Shaded

August 17, 2026

Agenda Item Description: Approve Plans and Specifications and Authorize Advertisement for Bids - Lead Service Line Improvements Project

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

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Action Requested:
Motion, _____ Second, _____ to approve the plans and specifications for the Lead Service Line Improvements Project and authorize staff to advertise for bids.

Introduction/Background/Justification/Key/Legal Issues:
In January 2026, the City Council approved Task Order No. 23 with Bolton & Menk to complete the design and bidding services necessary for the Lead Service Line Improvements Project. The project includes replacement of identified lead and galvanized water service lines along High Street and was developed to utilize funding available through the Minnesota Public Facilities Authority's Lead Service Line Replacement Program. The approved project funding totaled up to $750,000, including engineering, construction, and contingency costs.

The project has since been coordinated as a joint construction project with the City of Bellechester. Bolton & Menk has completed the plans and specifications for the proposed improvements in both communities.

Following Council authorization, the project will be advertised for bids beginning August 18, 2026. Bids will be opened on September 10, 2026, reviewed by City staff and the City Engineer, and presented to the City Council for consideration of contract award at its September 14, 2026 meeting. Construction is anticipated to begin in spring 2027, with final completion in fall 2027.

Budgetary/Fiscal Impact:
The City has access to up to $750,000 in reimbursable project funding through the Public Facilities Authority's Lead Service Line Replacement Program. Funding will become available following the bidding process and submission of the required final funding application, including the bid abstract. At that time, the City may also seek reimbursement for eligible engineering costs incurred to date.

The City will be responsible for any total project costs exceeding the $750,000 maximum reimbursement amount. No construction contract is being awarded through this action. Staff will return to the City Council following receipt of bids with the bid results, final project cost information, and a recommendation regarding contract award.

Reviewed By: Mitchell Rigelman. Public Works Director

Preparer: Mitch Rigelman

ATTACHMENTS:
Lead Service Line Improvements - Bid Authoriziation Memorandum
LSL Project Plans

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

ENGINEERING MEMORANDUM
for the 8/17/26 COUNCIL MEETING

Date: August 7, 2026

To: Mitch Rigelman, Public Works Director

From: Matt Mohs, P.E., City Engineer

Subject: Lead Service Line Improvements Project (Joint with Bellechester) – Bid Authorization

Lake City Project No.: 26X.142339.000
Bellechester Project No.: 26X.142429.000

Staff has developed plans and specifications for the Lead Service Line Improvements Project along High Street and in the City of Bellechester.

The proposed schedule is as follows:

8/17/2026	Plan Approval & Set Bid Date (Regular City Council Meeting)
8/17/2026	Submit Advertisement for Bid to the Lake City Graphic (due Mondays at 10:00 AM)
8/18/2026	Bid Advertisement Live on Quest CDN
8/20/2026	Bid Advertisement Published by the Lake City Graphic
9/10/2026	Bid Date (10:00 AM at City Hall 2nd Floor Conference Room)
9/10/2026 - 9/11/2026	Internal Bid Review
9/11/2026	Packet Submittal for Contract Award
9/14/2026	Award Contract (Regular City Council Meeting)
Spring 2027	Begin Construction
Fall 2027	Final Completion

Recommendation: Approve the plans and specifications at the August 17, 2026 regular City Council meeting and set the bid date and time to be Thursday, September 10, 2026 at 10:00 AM.

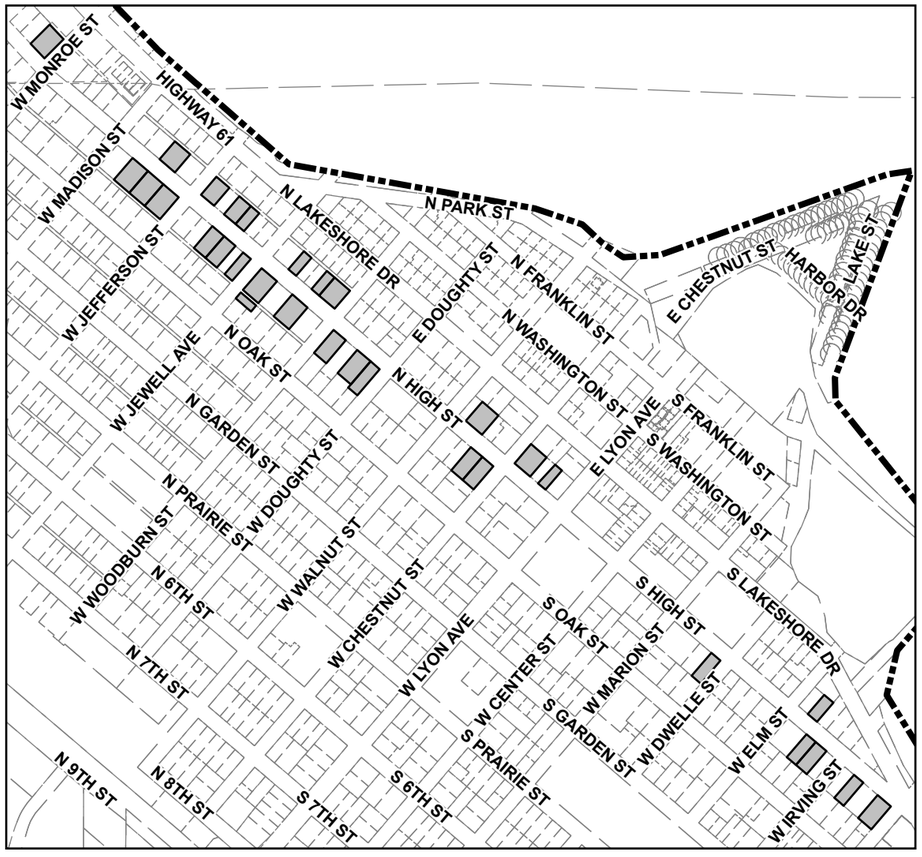
Bolton & Menk is an equal opportunity employer.

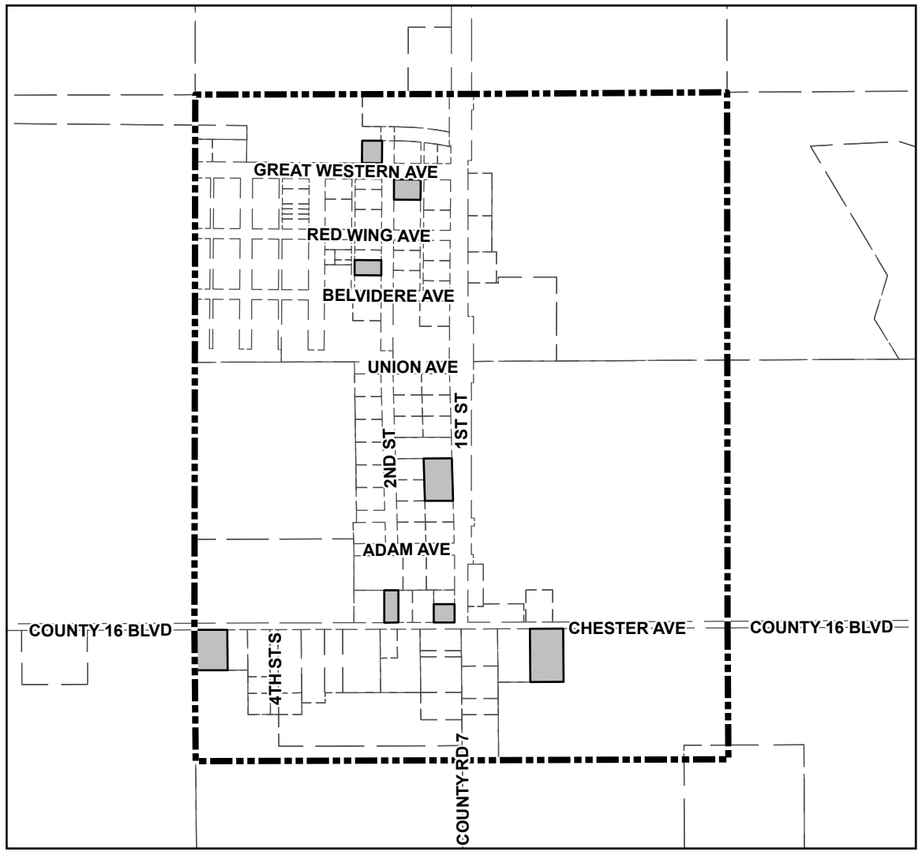
CITY OF LAKE CITY & CITY OF BELLECHESTER

CONSTRUCTION PLANS FOR

2026 LEAD SERVICE LINE REPLACEMENT PROJECT

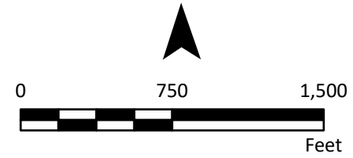
AUGUST 2026





SHEET NUMBER	SHEET TITLE
G0.01	TITLE SHEET
G1.01	STATEMENT OF ESTIMATED QUANITITES
G2.01	OVERVIEW - LAKE CITY
G2.02	OVERVIEW - BELLECHESTER
G4.01	PROPERTY APPENDIX - LAKE CITY
G4.02	PROPERTY APPENDIX - BELLECHESTER
C1.01 - C1.02	STANDARD DETAILS
C4.01 - C4.05	SITE LOCATIONS - LAKE CITY
C4.06 - C4.09	SITE LOCATIONS - BELLECHESTER

MAPS OF THE
CITY OF LAKE CITY & CITY OF BELLECHESTER
WABASHA & GOODHUE COUNTIES, MN



RESOURCE LIST

CITY OF LAKE CITY

CITY HALL
205 WEST CENTER STREET
LAKE CITY, MN 55041

CITY ADMINISTRATOR:
ROB KEEHN

PUBLIC WORKS DIRECTOR:
MITCHELL RIGELMAN

STREETS SUPERINTENDENT:
BRUCE WALLERICH

MAYOR:
BRIAN QUINN

CITY COUNCIL MEMBERS:
RUSSELL BOE
CINDY MCGRATH
FAYE BROWN
AMY ALKIRE
MEGAN KRAMER
ROBERT NEWSOME

CITY ENGINEER:
(CONSULTANT)
MATTHEW E MOHS P.E.
BOLTON & MENK, INC.
2900 43RD STREET NW, SUITE 100
ROCHESTER MN, 55901

UTILITIES

GAS
XCEL ENERGY
3930 PEPIN AVE
RED WING, MN 55066
RYAN LOIS
RYAN.D.LOIS@XCELENERGY.COM
(651) 385-1004

COMMUNICATIONS

LUMEN
RELOCATIONS@LUMEN.COM

COMMUNICATIONS
HIAWATHA BROADBAND
COMMUNICATIONS (HBCI)
58 JOHNSON STREET
WINONA, MN 55987
DAN FORTEK
DFORTEK@HBCI.COM
OFFICE: (507) 474-5893

MEDIACOM
ALEX SCHULTZ
ASCHULTZ@MEDIACOMCC.COM
CELL: (845) 645-5882

ELECTRIC
LAKE CITY PUBLIC UTILITIES
TRAVIS WETTERN
TWETTERN@CI.LAKE-CITY.MN.US
(651) 764-3253

WATER/WASTEWATER

JOHN MCCORMICK
JMCCORMICK@CI.LAKE-CITY.MN.US
(651) 345-6854

CITY OF BELLECHESTER

CITY CLERK:
LISA REDEPENNING

MAYOR:
JODY GORDON

CITY COUNCIL MEMBERS:
NICK KELLER
JAKE GILSDORF
MARK GERKEN
RICH MAJERUS

CITY ENGINEER:
(CONSULTANT)
MATTHEW E MOHS P.E.
BOLTON & MENK, INC.
2900 43RD STREET NW, SUITE 100
ROCHESTER MN, 55901

LAKE CITY PROJECT NUMBER: 26X.142339.000

BELLECHESTER PROJECT NUMBER: 26X.142429.000

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATOIN, OR REPORT 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.

MATTHEW E. MOHS
LIC. NO. 42853 DATE 08/14/2026

BOLTON & MENK

2900 43RD STREET NW
SUITE 100
ROCHESTER, MN 55901
Phone: (507) 208-4332
Email: Rochester@bolton-menk.com
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
BCO, RLC	0	BID	8/14/2026
DRAWN: BCO, HKO			
CHECKED: MEM			

LAKE CITY & BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
TITLE SHEET

SHEET
G0.01

Map Document: \\arcserver1\bmi_gis\MINNESOTA\LAKECITY_CI_MN\26X142339000\Pro\Lake_City_High_Street_Lead_Service_Line_Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM

STATEMENT OF ESTIMATED QUANTITIES

LINE NO	NOTES	ITEM DESCRIPTION	UNIT	CITY OF LAKE CITY 1790004-01 FUNDING - 100% PRIVATE CUSTOMER OWNS ENTIRE SERIVCE LINE FROM WATERMAIN TO BUILDING		CITY OF BELLECHESTER 1250006-01 FUNDING - 100% PRIVATE CUSTOMER OWNS ENTIRE SERIVCE LINE FROM WATERMAIN TO BUILDING		TOTAL ESTIMATED QUANTITY
				LOCATED IN PUBLIC ROW	LOCATED ON PRIVATE PROPERTY	LOCATED IN PUBLIC ROW	LOCATED ON PRIVATE PROPERTY	
BASE BID								
1	1	CONSTRUCTION ALLOWANCE	UNIT	60,000		16,000		76,000
2		MOBILIZATION	LUMP SUM	0.5		0.5		1
3	14	TRAFFIC CONTROL	LUMP SUM	1				1
4	1,2	CLEAR AND GRUB	EACH	4	3		1	8
5	13	REMOVE & REPLACE CURB AND GUTTER	LIN FT	615		20		635
6	13	REMOVE & REPLACE CONCRETE SIDEWALK	SF	2,530	1,281			3,811
7	13	REMOVE & REPLACE BITUMINOUS DRIVEWAY	SF	135				135
8	13	REMOVE & REPLACE CONCRETE DRIVEWAY	SF	550	108	100		758
9		REMOVE & REPLACE GRAVEL DRIVEWAY	SF			280	100	380
10	13	REMOVE & REPLACE BITUMINOUS STREET PAVEMENT (LAKE CITY)	SF	9,105				9,105
11	13	REMOVE & REPLACE BITUMINOUS STREET PAVEMENT (BELLECHESTER)	SF			200		200
12		REMOVE & REPLACE CONCRETE STEP	EACH	2				2
13		SALVAGE AND REINSTALL FENCE	LIN FT		15		20	35
14	12	EXPLORATORY EXCAVATION	EACH	30		8		38
15	1,3	TELEVISE SANITARY SERVICE	EACH	15		2		17
16	5	1" PE WATER SERVICE	LIN FT	1,114	1,349	31	506	3,000
17		1" CORPORATION STOP	EACH	30				30
18	4	1" SADDLE	EACH	30				30
19		1" CURB STOP & BOX	EACH	30		7		37
20	14	CONNECT TO EXISTING 1" COPPER WATER SERVICE	EACH				1	1
21		FREEZE WATER SERVICE	EACH				8	8
22	1	4" POLYSTYRENE INSULATION	SY	25				25
23	6	CONNECT TO EXISTING WATER SERVICE - PRIVATE	EACH		30		8	38
24	1,7	VALVE BOX TOP SECTION & CAP	EACH	1				1
25	9	WATER PITCHER AND FILTER	EACH		30		8	38
26	10	SITE RESTORATION - FULL REPAIR (LAKE CITY)	EACH		30			30
27	10	SITE RESTORATION - FULL REPAIR (BELLECHESTER)	EACH				8	8
28	11	EROSION / SEDIMENT CONTROL	EACH	30		8		38
29		PLUMBER (PRIVATE) ALLOWANCE	UNIT		10,500		2,800	13,300
30	8	ELECTRICIAN (PRIVATE) ALLOWANCE	UNIT		7,500		2,000	9,500

STATEMENT OF ESTIMATED QUANTITIES NOTES

NOTE NUMBER	DESCRIPTION
1	TOKEN QUANTITY TO BE USED AS DIRECTED BY THE ENGINEER
2	CLEAR AND GRUBBING DEBRIS ARE NOT ALLOWED AT EITHER CITY BRUSH DUMP
3	IF EXISTING SANITARY SERVICE IS WITHIN 5' OF WATER SERVICE, TELEVISE, LOCATE, AND RECORD BEFORE AND AFTER WATER SERVICE REPLACEMENT
4	SADDLE SIZE WILL VARY BASED ON WATERMAIN UNDER STREET. SIZE OF WATERMAIN SHOWN ON PLANS IS THE BEST ESTIMATE BASED ON CITY RECORDS. NO ADDITIONAL COMPENSATION FOR WATERMAIN SIZE DIFFERING IN THE FIELD
5	CONNECT TO EXISTING WATER SERVICE OUTSIDE OF HOME SHALL BE INCIDENTAL TO BID ITEM
6	BID ITEM USED FOR ALL INTERIOR WORK RELATED TO CONNECTING THE NEW WATER SERVICE TO THE WATER METER AS OUTLINED IN THE PROJECT SPECS
7	VALVE BOX TOP SECTION AND CAP FOR ALL WATER SHUT OFFS LOCATED IN PAVED SURFACE WHICH INCLUDES A GATE VALVE BOX FRAME & COVER ADJUSTED TO FINISHED GRADE
8	ELECTRICAN AS REQUIRED TO MEET STATE ELECTRICAL CODE
9	SUPPLY WATER PITCHER AND THREE FILTERS MEETING NSF / ANSI STANDARD 53 TO EACH PROPERTY
10	RESTORE SITE TO EXISTING CONDITIONS. INCLUDES SALVAGE OR IMPORT TOPSOIL, TOPSOIL PREPARATION, PLACEMENT OF NEW SOD, LANDSCAPING ROCK / MULCH AS NEEDED, WATERING & MAINTENANCE.
11	THIS ITEM IS FOR EROSION CONTROL AND BEST MANAGEMENT PRACTICE COMPLIANCE AT EACH SITE. CONTRACTOR TO DETERMINE NECESSARY APPROACH BASED ON INDIVIDUAL SITE AND COULD INCLUDE TEMPORARY SEEDING, STORM DRAIN INLET PROTECTION, PERIMETER PROTECTION, FILTER LOG, ETC.
12	REFER TO SPECIFICATION SECTION 02 32 19 FOR GUIDANCE
13	SAWCUTTING CONCRETE AND BITUMINOUS FOR REMOVALS IS INCIDENTAL TO THE ITEM
14	CONTRACTOR TO USE APPROVED SIGNAGE FROM THE MN MUTCD MANUAL FOR TEMPORARY TRAFFIC CONTROL WHERE EXCAVATION IS OCCURING IN THE STREET
15	BELLECHESTER - SEE PLAN SHEET C4.07 FOR ADDITIONAL INFORMATION. INCLUDES UNDERGROUND UTILITY LOCATION SYSTEM.

WATER SYSTEM OPERATION AND CONSTRUCTION NOTES:

1. THE CONTRACTOR WILL NOT BE ALLOWED TO SHUT DOWN THE WATERMAIN TO CONSTRUCT THE PROJECT.
2. ALL CONNECTIONS TO THE WATERMAIN ARE TO BE WITH A NEW SADDLE (AS SPECIFIED). THE NEW SADDLE SHALL BE INSTALLED ~3 FEET FROM THE EXISTING WATER SERVICE CONNECTION. THE EXISTING WATER SERVICE LINE IS BE DISCONNECTED FROM THE CORPORATION STOP, REMOVED, AND THE CORPORATION STOP TURNED TO THE OFF POSITION. THE CONTRACTOR SHALL USE CARE WHEN PERFORMING THIS WORK TO AVOID DAMAGING THE EXISTING CORPORATION STOP CONNECTION AND CREATING A LEAK. A CAP IS TO BE INSTALLED ON THE EXISTING CORPORATION STOP AS AN ADDED MEASURE FOR LEAK PREVENTION.
3. NEW CURB STOPS ARE TO BE LOCATED IN THE BOULEVARD. FINAL PLACEMENT TO BE DETERMINED BY CITY STAFF PRIOR TO INSTALLATION.

GENERAL NOTES:

1. PROTECTION OF EXISTING IMPROVEMENTS
   - A. THE CONTRACTOR SHALL TAKE CARE IN PROTECTING ALL EXISTING LANDSCAPING, TREES, SHRUBS, AND OTHER FEATURES ADJACENT TO THE NEW CONSTRUCTION NOT DESIGNATED FOR REMOVAL OR SALVAGE. REMOVAL OF TREES, OR SHRUBS, OR OTHER LANDSCAPING FEATURES FOUND TO CONFLICT WITH THE CONSTRUCTION SHALL BE REMOVED ONLY WHERE AUTHORIZED BY THE ENGINEER.
   - B. SALVAGE AND REINSTALL FENCES, LANDSCAPING, RETAINING WALLS, PAVERS, ROCK, MULCH, ETC AS DIRECTED BY THE OWNER OR ENGINEER. PAYMENT WILL BE MADE USING THE NECESSARY BID ITEMS.
2. OTHER PROJECT REQUIREMENTS
   - A. ALL TRAFFIC CONTROL AND EROSION CONTROL SHALL BE INSTALLED BEFORE COMMENCING WORK AT EACH SITE.
   - B. THE CONTRACTOR SHALL COORDINATE WITH THE POSTAL SERVICE, GARBAGE/RECYCLING SERVICE, AND SCHOOL BUS SERVICE PRIOR TO CONSTRUCTION TO ALLOW FOR REASONABLE CONTINUATION OF THEIR SERVICES THROUGHOUT CONSTRUCTION.
   - C. THE CONTRACTOR SHALL COORDINATE WITH EMERGENCY SERVICES TO DEVELOP A CONTINGENCY PLAN FOR ACCESSING THE SITE DURING ALL HOURS OF THE DAY THROUGHOUT CONSTRUCTION.
   - D. IF NEEDED, THE CONTRACTOR SHALL HAUL RECYCLING AND GARBAGE FOR RESIDENTS TO A DESIGNATED PICK UP LOCATION AND BACK AT THE END OF THE DAY, ETC., AS REQUIRED BY THE SUBJECT SERVICE PROVIDER. ALL EQUIPMENT, MATERIALS, AND LABOR REQUIRED TO COORDINATE WITH SERVICE PROVIDERS AND MAINTAIN SERVICES SHALL BE INCIDENTAL TO THE CONTRACT.
   - E. WORK AFFECTING VEHICULAR ACCESS TO PROPERTIES WITH SINGULAR ACCESS POINTS SHALL BE STAGED TO MINIMIZE THE AMOUNT OF TIME THAT ACCESS IS CLOSED. UNDER NO CIRCUMSTANCES SHALL WORK RESTRICT ACCESS TO RESIDENCES OVER NIGHTS, WEEKENDS, OR OTHER PERIODS OF TIME WHILE WORK IS NOT ACTIVELY PROGRESSING.
   - F. ALL DISTURBED AREAS SHALL BE PREPARED AS SPECIFIED WITHIN THIS PROJECT MANUAL AND THE PLANS. THE PRESENCE OF BARE SPOTS AND/OR FAILURE OF GRASS TO ESTABLISH AS SPECIFIED PRIOR TO THE FINAL COMPLETION DATE WILL RESULT IN DELAYED CLOSURE OF THE PROJECT (AND SUBSEQUENT DELAYED INITIATION OF THE 2-YEAR WARRANTY) AND DELAYED PAYMENT FOR RETAINAGE.
   - G. DISPOSE OF CONSTRUCTION DEBRIS AND WASTE MATERIALS IN ACCORDANCE WITH LOCAL REGULATIONS AND ENVIRONMENTAL BEST PRACTICES.
   - H. ALL OPEN CUT PITS SHALL HAVE BIOLOGS ALONG THE PERIMETER OF THE EXCAVATION UNTIL SOD IS PLACED.
   - I. MODIFICATIONS TO THE LIMITATIONS DESCRIBED ABOVE MAY BE REQUESTED BY THE CONTRACTOR. SUCH VARIATIONS WILL BE CONSIDERED BY THE ENGINEER AND THE OWNER AND WILL BE EVALUATED BASED ON THE IMPACTS TO PROPERTIES WITHIN THE PROJECT AREA. IF APPROVED, WRITTEN AUTHORIZATION WILL BE PROVIDED TO THE CONTRACTOR.
3. MAIL DELIVERY
   - A. THE CONTRACTOR SHALL SALVAGE EXISTING MAILBOXES IMPACTED BY THE PROJECT THAT ARE IN THE BOULEVARD AND TEMPORARILY PLACE THEM AT THE FRONT OF ITS RESPECTIVE HOUSE. THE POST OFFICE WILL DELIVER MAIL TO THE TEMPORARILY RELOCATED MAILBOX.
   - B. A TEMPORARY MAILBOX INSTALLATION LOCATION MUST BE APPROVED BY THE POSTMASTER.
   - C. ANY DAMAGED MAILBOXES RESULTING FROM BEING TEMPORARILY RELOCATED FOR THE DURATION OF THE PROJECT AND RE-INSTALLED AT THE END OF THE PROJECT SHALL BE REPLACED IN-KIND BY THE CONTRACTOR.

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LAKE CITY PROJECT NUMBER: 26X.142339.000

BELLECHESTER PROJECT NUMBER: 26X.142429.000

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

MATTHEW E. MOHS
LIC. NO. 42853 DATE 08/14/2026

BOLTON & MENK
2900 43RD STREET NW, SUITE 100
ROCHESTER, MN 55901
Phone: (507) 208-4332
Email: Rochester@bolton-menk.com
www.bolton-menk.com

CITY OF LAKE CITY
CITY OF BELLECHESTER

DESIGNED	NO.	ISSUED FOR	DATE
BCO, RLC	0	BID	08/14/2026
DRAWN: BCO, HKO			
CHECKED: MEM			

LAKE CITY & BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
STATEMENT OF ESTIMATED QUANTITIES & GENERAL NOTES

SHEET G1.01

Legend

Work Sites*

City Limits

Parcels

Source: Wabasha County, Goodhue County, City of Lake City

0 600 1,200 Feet

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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

MATTHEW E. MOHS

LIC. NO. 42853 DATE 08/14/2026

BOLTON & MENK

2900 43RD STREET NW
SUITE 100
ROCHESTER, MN 55901
Phone: (507) 208-4332
Email: Rochester@bolton-menk.com
www.bolton-menk.com

CITY OF LAKE CITY

DESIGNED	NO.	ISSUED FOR	DATE
BCO, RLC	0	BID	8/14/2026
DRAWN: BCO, HKO			
CHECKED: MEM			

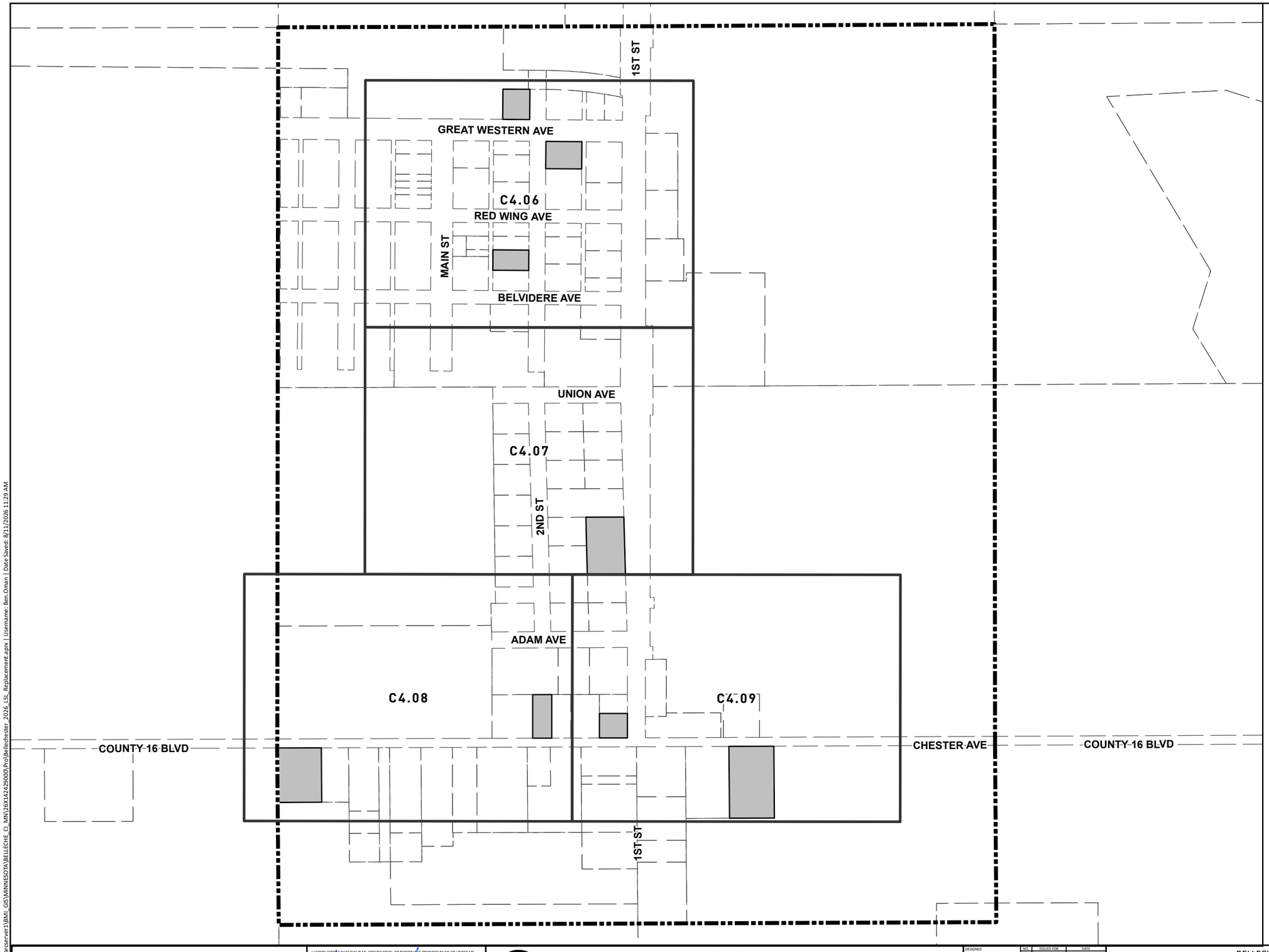
LAKE CITY, MINNESOTA

2026 LEAD SERVICE LINE REPLACEMENT PROJECT

OVERVIEW

SHEET G2.01

Map Document: \\arcserver1\bmi_gis\MINNESOTA\LAKECITY_CI_MN\26X142339000\Pro\Lake_City_High_Street_Lead_Service_Line_Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM



Legend

Work Sites*

City Limits

Parcels

Source: Goodhue County, Wabasha County, City of Bellechester

0 350 700 Feet

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MATTHEW E. MOHS

LIC. NO. 42853 DATE 08/14/2026

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CITY OF BELLECHESTER

DESIGNED	NO.	ISSUED FOR	DATE
BCO, RLC	0	BID	8/14/2026
DRAWN: BCO, HKO			
CHECKED: MEM			

BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
OVERVIEW

SHEET G2.02

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Property Appendix

Map ID	Sheet Number	Street Address	PIN	Owner Name	1" PE Water Service Public	1" PE Water Service Private	1" Curb Stop & Box Public	1" Curb Stop & Box Private	1" Corporation Stop & Saddle
1	C4.01	906 N HIGH ST	541200160	JEDIDIAH E ADLER	44.0	60.0	1.0		1.0
2	C4.01	715 N HIGH ST	220118500	THOMAS D & KELLY L BUTE	26.0	42.0	1.0		1.0
3	C4.01	710 N HIGH ST	220116100	GEORGE MELNYCHENKO	55.0	48.0	1.0		1.0
4	C4.01	711 N HIGH ST	220118600	JAMES M & JENNIFER A COBB	26.0	88.0	1.0		1.0
5	C4.01	701 N HIGH ST	220118700	JOHN V & CHRISTINE M STELZER	27.0	60.0	1.0		1.0
6	C4.02	626 N HIGH ST	220117200	ALLIE J DAMMANN	55.0	50.0	1.0		1.0
7	C4.02	614 N HIGH ST	220117100	FRANCISCO & MONICA GARCIA	55.0	40.0	1.0		1.0
8	C4.02	615 N HIGH ST	220117600	PHILLIP & VICKI DEMOSS	27.0	62.0	1.0		1.0
9	C4.02	610 N HIGH ST	220117003	SHAWN M & JEAN M SWEENEY	55.0	50.0	1.0		1.0
10	C4.02	609 N HIGH ST	220117700	DAVID W WENZEL	27.0	53.0	1.0		1.0
11	C4.02	601 N HIGH ST	220117900	MITCHELL D PETERSON	27.0	51.0	1.0		1.0
12	C4.02	521 N HIGH ST	220112400	THOMAS W & ANNE E VALENTINE	27.0	78.0	1.0		1.0
13	C4.02	516 N HIGH ST	220113600	MELANIE MARIE HOOVER	56.0	42.0	1.0		1.0
14	C4.02	511 N HIGH ST	220111700	DAMIAN P FITTERER	26.0	60.0	1.0		1.0
15	C4.02	508 N HIGH ST	220113300	THOMAS E BILLY	56.0	30.0	1.0		1.0
16	C4.02	502 N HIGH ST	220113200	TURNKEY PROPERTIES LLC	56.0	56.0	1.0		1.0
17	C4.02	419 N HIGH ST	220049200	JOHN T & SANDRA K WIECK	26.0	77.0	1.0		1.0
18	C4.02	409 N HIGH ST	220049500	LOREN W & MARY E BERG PRIGGE	26.0	70.0	1.0		1.0
19	C4.03	403 N HIGH ST	220049600	DOUGLAS J & MARY J DEROOS	26.0	90.0	1.0		1.0
20	C4.03	214 N HIGH ST	220035900	JOHN A & STACIE LEE FALVEY	57.0	38.0	1.0		1.0
21	C4.03	207 N HIGH ST	220047900	LESTER L ARNDT	25.0	60.0	1.0		1.0
22	C4.03	201 N HIGH ST	220048000	HOWARD R & MARY P HOREN	25.0	64.0	1.0		1.0
23	C4.03	120 N HIGH ST	220036800	JAMES & BETTY ALBRIGHT	55.0	60.0	1.0		1.0
24	C4.03	110 N HIGH ST	220036600	MARIO BRADLEY ARSHAT	54.0	54.0	1.0		1.0
25	C4.04	320 S HIGH ST	220045700	DEVIN J NELSON	24.0	42.0	1.0		1.0
26	C4.05	507 S HIGH ST	220042400	PATRICIA D PERKINS	57.0	44.0	1.0		1.0
27	C4.05	514 S HIGH ST	220043800	KAREN KLANN	24.0	40.0	1.0		1.0
28	C4.05	520 S HIGH ST	220043900	DANIEL LEROY WOOD	24.0	38.0	1.0		1.0
29	C4.05	606 S HIGH ST	220042900	GREGORY & PAMELA ANDERSON	24.0	32.0	1.0		1.0
30	C4.05	620 S HIGH ST	220043100	GREGORY S & DEBRA A SCHRECK	22.0	70.0	1.0		1.0

Map Document: \\arcserver1\bmi_gis\MINNESOTA\LAKECITY_CI_MN\26X14233900\Pro\Lake_City_High_Street_Lead_Service_Line_Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM

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CITY OF LAKE CITY

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LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
PROPERTY APPENDIX

SHEET
G4.01

Property Appendix

Map ID	Sheet Number	Street Address	PIN	Owner Name	1" PE Water Service Public	1" PE Water Service Private	1" Curb Stop & Box Public	1" Curb Stop & Box Private	1" Corporation Stop & Saddle
1	C4.06	303 GREAT WESTERN AVE	601000440	DANIEL G PONCELET		32.0	1.0		
2	C4.06	610 2ND ST	601000350	DANIEL G PONCELET		55.0	1.0		
3	C4.06	505 2ND ST	601000150	KYLE HOLST	9.0	52.0	1.0		
4	C4.07	307 1ST ST	601200050	NICHOLAS D KELLER		75.0			
5	C4.08	306 CHESTER AVE	180001700	TRENTEN J CARLSON	12.0	72.0	1.0		
6	C4.08	207 CHESTER AVE	601400100	JAMES BYLER	5.0	117.0	1.0		
7	C4.09	201 CHESTER AVE	601400050	PONCELET METALS	2.0	66.0	1.0		
8	C4.09	108 CHESTER AVE	180000500	JASON FERGUSON	3.0	117.0	1.0		

Map Document: \\arcserver1\BMI_GIS\MINNESOTA\BELLECHE_CI_MN\26X142429000\Pro\Bellechester_2026_LSL_Replacement.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:29 AM

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CITY OF BELLECHESTER

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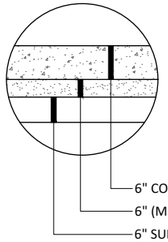
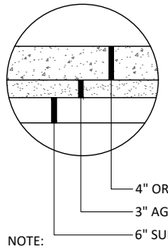
BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
PROPERTY APPENDIX

SHEET
G4.02



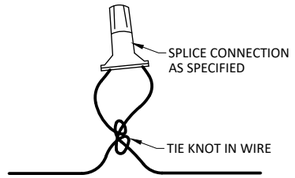
NOTE: MATCH EXISTING DRIVEWAY SECTION IF THICKER THAN PROPOSED

CONCRETE DRIVEWAY PATCH
NOT TO SCALE



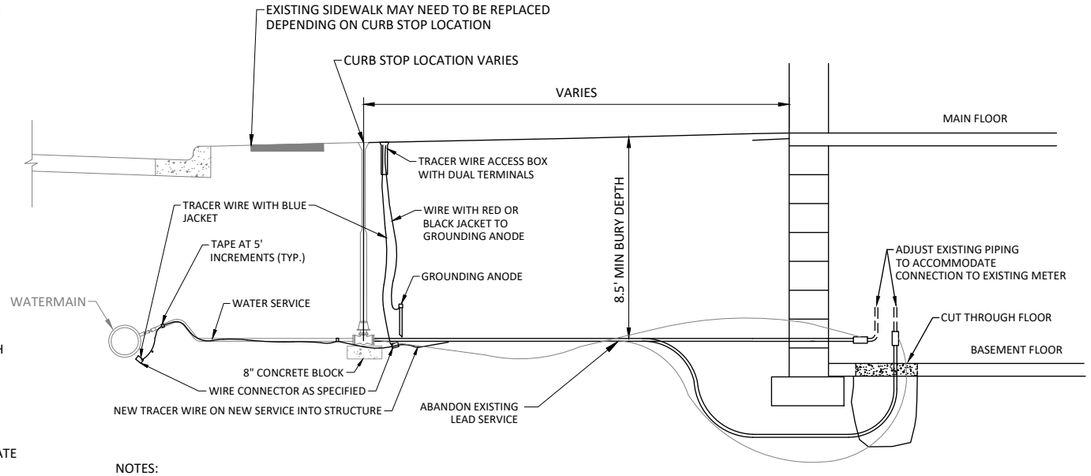
NOTE:
1. 6" CONCRETE SIDEWALK BID ITEM USED FOR PED RAMPS AND LANDINGS ONLY
2. FOLLOW CONCRETE DRIVEWAY DETAIL FOR 6" SIDEWALK THROUGH DRIVEWAYS. TRANSITION PANEL FROM 4" TO 6" CONC ON EACH SIDE OF THE DRIVEWAY WILL BE PAID AS 6" CONCRETE DRIVEWAY PAVEMENT.
3. MATCH EXISTING SIDEWALK OR DRIVEWAY SECTION IF THICKER THAN PROPOSED

CONCRETE SIDEWALK PATCH
NOT TO SCALE



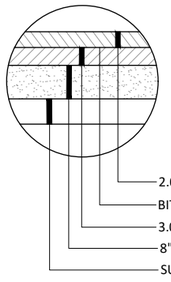
WHERE IN-LINE SPLICES ARE REQUIRED ALONG PIPES, THE TRACER WIRE SHALL BE KNOTTED PRIOR TO INSERTION INTO THE SPLICE CONNECTION.

IN-LINE TRACER WIRE SPLICE
NOT TO SCALE



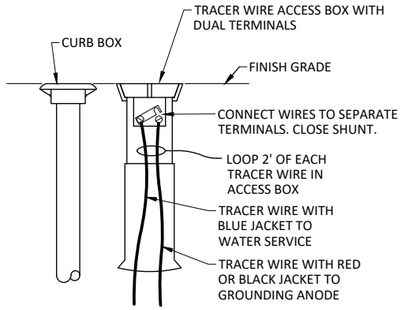
NOTES:
1. BUILDING FOUNDATION MATERIALS MAY VARY FROM RED BRICK, CONCRETE BLOCK, POURED IN PLACE, TO BACKPLASTERED LIMESTONE.
2. CONTRACTOR TO CONFIRM IF ELECTRICAL SERVICE GROUND IS ATTACHED TO EXISTING WATER SERVICE, DISCONNECT GROUNDING FROM WATER SERVICE AND FURNISH AND INSTALL NEW GROUNDING SYSTEM TO MEET STATE ELECTRICAL CODE.
3. VERIFY LOCATION OF SANITARY SEWER SERVICE IN RELATION TO WATER SERVICE.
4. CONDITION 1 (PULL METHOD).
5. CONDITION 2 (PNEUMATIC GOPHER / MOLE METHOD).
6. CONNECT TO EXISTING PLUMBING, ADJUSTING EXISTING PIPING AS REQUIRED (BY A LICENSED PLUMBER).
7. PATCH FLOOR WITH CONCRETE AND CLEAN SITE.

LEAD SERVICE LINE REPLACEMENT SECTION VIEW
NOT TO SCALE

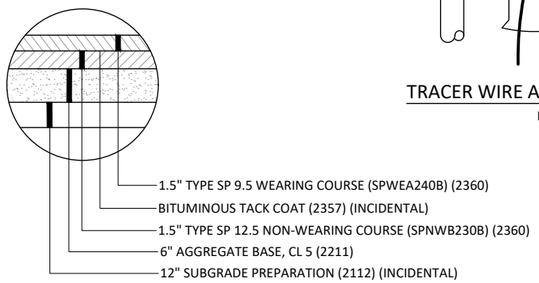


NOTE: MATCH EXISTING BITUMINOUS SECTION IF THICKER THAN PROPOSED

TYPICAL BITUMINOUS STREET PATCH (LAKE CITY)
NOT TO SCALE

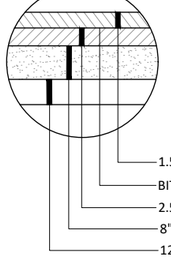


TRACER WIRE ACCESS BOX AT CURB BOX
NOT TO SCALE



NOTE: MATCH EXISTING DRIVEWAY SECTION IF THICKER THAN PROPOSED

BITUMINOUS DRIVEWAY PATCH
NOT TO SCALE



NOTE: MATCH EXISTING BITUMINOUS SECTION IF THICKER THAN PROPOSED

TYPICAL BITUMINOUS STREET PATCH (BELLECHESTER)
NOT TO SCALE

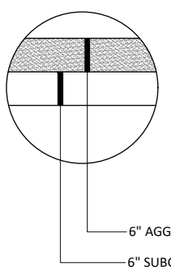
PAVEMENT REPLACEMENT NOTE: COST FOR THICKNESS BEYOND PROPOSED TO BE COVERED BY CONSTRUCTION ALLOWANCE

PULL METHOD

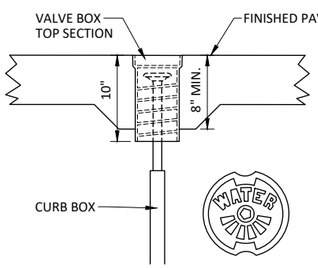
1. EXCAVATE CURB STOP ACCESS PIT
   - A. DIG A PIT AROUND THE CURB STOP LARGE ENOUGH TO SAFELY ACCESS THE EXISTING SERVICE LINE AND OPERATE TOOLS.
2. EXPOSE THE INTERIOR LINE IN BASEMENT
   - A. CUT AND REMOVE A SECTION OF CONCRETE AROUND THE POINT WHERE THE EXISTING WATER SERVICE LINE ENTERS THE BASEMENT.
   - B. EXCAVATE AS NEEDED INSIDE THE BASEMENT TO EXPOSE THE OLD GALVANIZED PIPE.
3. LOOSEN THE OLD PIPE
   - A. STRIKE THE EXPOSED END OF THE GALVANIZED LINE WITH A MAUL TO BREAK IT FREE FROM COMPACTED SOIL AND CORROSION.
4. INSTALL THE PULLING CABLE
   - A. PUSH THE PULLING CABLE THROUGH THE OLD PIPE FROM THE BASEMENT TOWARD THE CURB STOP PIT UNTIL IT EMERGES IN THE EXCAVATION.
5. PREPARE THE NEW SERVICE PIPE
   - A. TAPE THE END OF THE NEW PIPE TO KEEP OUT DIRT AND DEBRIS.
   - B. ATTACH THE PULLING CABLE TO THE NEW PIPE USING A PIPE GRIP OR PULLING HEAD.
6. PULL IN THE NEW LINE
   - A. USING AN EXCAVATOR (OR SUITABLE PULLING EQUIPMENT), CAREFULLY PULL THE NEW PIPE THROUGH THE PATH OF THE OLD LINE.
   - B. MONITOR PROGRESS FROM BOTH ENDS TO AVOID STRETCHING, KINKING, OR DAMAGING THE PIPE.
7. MAKE FINAL CONNECTIONS
   - A. CUT THE NEW PIPE TO THE PROPER LENGTH.
   - B. CONNECT THE NEW SERVICE LINE TO THE CURB STOP AND TO THE METER VALVES INSIDE THE HOUSE.
8. PRESSURIZE AND TEST
   - A. SLOWLY PRESSURIZE THE LINE.
   - B. INSPECT ALL CONNECTIONS FOR LEAKS AND VERIFY PROPER OPERATION.

PNEUMATIC GOPHER / MOLE METHOD

1. EXCAVATE CURB STOP ACCESS PIT
   - A. DIG A PIT AROUND THE CURB STOP LARGE ENOUGH TO SAFELY ACCESS THE EXISTING SERVICE LINE AND OPERATE TOOLS.
2. EXPOSE INTERIOR LINE IN BASEMENT
   - A. CUT AND REMOVE A SECTION OF CONCRETE AROUND THE POINT WHERE THE EXISTING WATER SERVICE LINE ENTERS THE BASEMENT.
   - B. EXCAVATE AS NEEDED IN THE BASEMENT TO EXPOSE THE OLD GALVANIZED LINE
3. PREPARE LAUNCH PIT FOR GOPHER/MOLE
   - A. EXCAVATE A PIT IN THE BASEMENT WIDE AND DEEP ENOUGH TO POSITION THE PNEUMATIC GOPHER AT THE CORRECT ANGLE AND ALIGNMENT TOWARD THE CURB STOP PIT.
   - B. VERIFY THAT THE PATH IS CLEAR OF OBSTACLES (ELECTRICAL, SEWER, OTHER UTILITIES).
4. LAUNCH THE PNEUMATIC GOPHER
   - A. POSITION THE GOPHER/MOLE IN THE BASEMENT PIT ALIGNED WITH THE TARGET PIT
   - B. OPERATE THE GOPHER TO BORE A PATH FROM THE BASEMENT TO THE CURB STOP PIT.
   - C. RETRIEVE THE GOPHER FROM THE CURB STOP PIT.
5. PULL CABLE THROUGH BORE PATH
   - A. ATTACH A PULLING CABLE TO THE GOPHER'S AIRLINE IN THE BASEMENT.
   - B. PULL THE ASSEMBLY FROM THE CURB STOP SIDE, DRAWING THE CABLE THROUGH THE NEWLY CREATED BORE PATH.
6. PREPARE NEW SERVICE PIPE
   - A. TAPE THE END OF THE NEW PIPE TO KEEP DIRT AND DEBRIS OUT DURING INSTALLATION.
   - B. ATTACH THE PULLING CABLE TO THE NEW PIPE USING A PIPE GRIP OR PULLING HEAD.
7. INSTALL THE NEW PIPE
   - A. CAREFULLY PULL THE NEW SERVICE PIPE FROM THE BASEMENT TOWARD THE CURB STOP PIT, ENSURING SMOOTH MOVEMENT AND AVOIDING KINKS OR ABRASIONS.
8. MAKE FINAL CONNECTIONS
   - A. CUT THE PIPE TO THE CORRECT LENGTH.
   - B. CONNECT THE PIPE TO THE CURB STOP AND TO THE METER VALVE INSIDE THE BASEMENT ACCORDING TO LOCAL PLUMBING CODES.
9. PRESSURIZE AND TEST
   - A. SLOWLY PRESSURIZE THE NEW LINE.
   - B. INSPECT ALL CONNECTIONS FOR LEAKS AND VERIFY PROPER OPERATION.

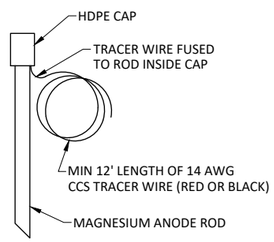


AGGREGATE SURFACING
NOT TO SCALE



NOTES:
1. A VALVE BOX TOP SECTION SHALL BE USED AS A CURB BOX COVER WHENEVER A CURB STOP FALLS IN CONCRETE OR BITUMINOUS PAVEMENT.
2. VALVE BOX TOP SECTION SHALL BE OF THE SCREW TYPE, HAVE A MINIMUM INSIDE SHAFT DIAMETER OF 5 ¼" AND HAVE A CAP WITH THE WORD "WATER" PLAINLY MARKED ON TOP.
3. CURB BOX RISER CAP IS TO BE A MINIMUM OF 4" AND A MAXIMUM OF 6" BELOW THE FINISHED PAVEMENT GRADE.
4. CURB BOX RISER ADJUSTMENT, AND THE FURNISHING AND INSTALLATION OF THE VALVE BOX TOP SECTION AND COVER, SHALL BE INCLUDED IN THE PAYMENT FOR "VALVE BOX TOP SECTION AND CAP" ITEM.

CURB BOX COVER
NOT TO SCALE



NOTE: MAGNESIUM ROD DIMENSIONS SHALL BE APPROX 18" LONG BY 1.3" DIA, AND APPROX 1 LB IN WEIGHT.

GROUNDING ANODE
NOT TO SCALE

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LAKE CITY PROJECT NUMBER: 26X.142339.000

BELLECHESTER PROJECT NUMBER: 26X.142429.000

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CITY OF LAKE CITY
CITY OF BELLECHESTER

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LAKE CITY & BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
STANDARD DETAILS

SHEET C1.01

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization. All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete. Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. Temporary stockpiles must have sediment control BMPs. Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered. Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area. Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035. Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted within 7 days.

Inspections must include:

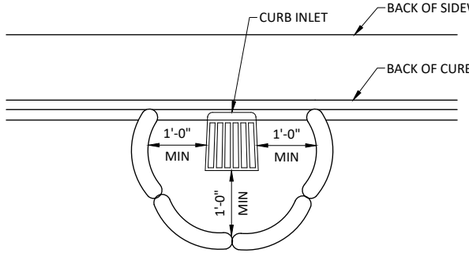
1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow. Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow. Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.
3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	7 calendar days



NOTE:
THIS INLET PROTECTION IS USED DURING ROUGH GRADING ONLY, USE BEFORE ROAD IS OPEN TO TRAFFIC OR IS PAVED

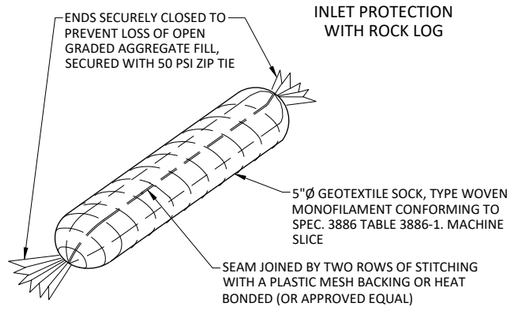
PAYMENT SHALL INCLUDE ALL MATERIALS, FILLING OF LOG, PLACEMENT, MAINTENANCE & REMOVAL; 80% OF BID PRICE SHALL BE PAID UPON PROPER PLACEMENT WITH THE FINAL 20% PAID UPON REMOVAL

INLET PROTECTION WITH ROCK LOG

FILL ROCK LOG WITH 45 LBS. OF OPEN GRADED AGGREGATE CONSISTING OF SOUND, DURABLE PARTICLES OF CRUSHED QUARRY ROCK OR GRAVEL CONFORMING TO THE FOLLOWING GRADATION.

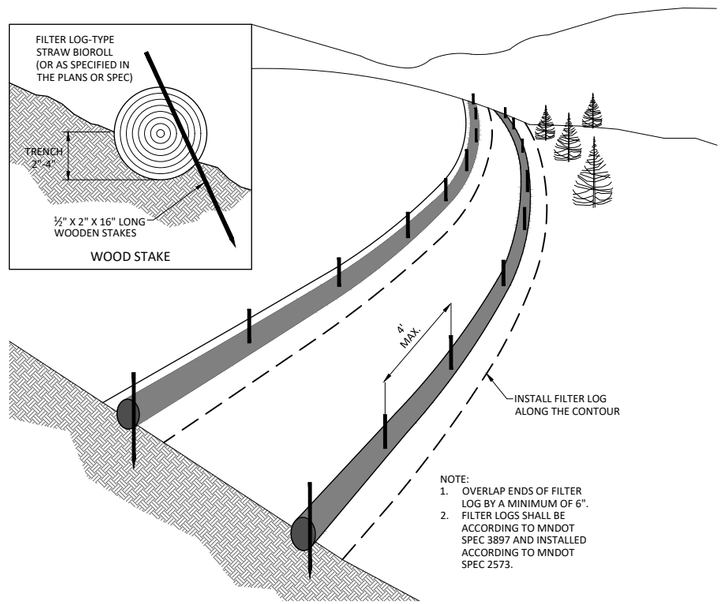
GRADATION	
SIEVE SIZE	PERCENT PASSING
1 1/2"	100
1"	95-100
3/4"	65-95
3/8"	30-65
NO 4	10-35
NO 10	3-20
NO 40	0-8
NO 200	0-3

NOTE:
CRUSHED CONCRETE OR BITUMINOUS SHALL NOT BE USED FOR OPEN GRADED AGGREGATE.



INLET PROTECTION

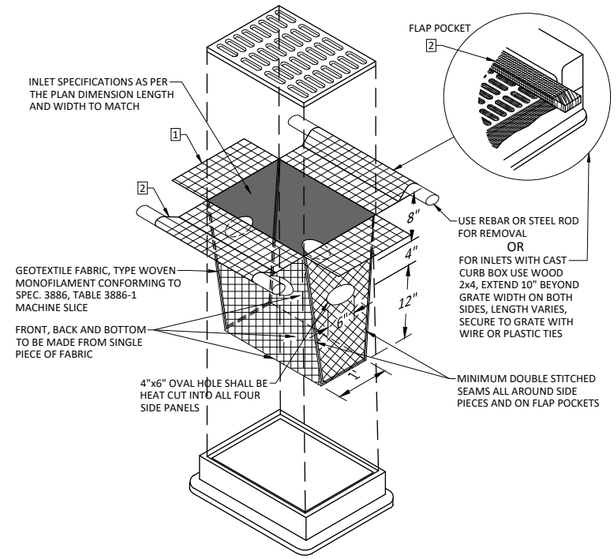
NOT TO SCALE



NOTE:
1. OVERLAP ENDS OF FILTER LOG BY A MINIMUM OF 6".
2. FILTER LOGS SHALL BE ACCORDING TO MNDOT SPEC 3897 AND INSTALLED ACCORDING TO MNDOT SPEC 2573.

PERIMETER PROTECTION-FILTER LOG

NOT TO SCALE



NOTES:
1 INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENTS EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

2 FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

INLET PROTECTION
GEOTEXTILE BAG

NOT TO SCALE

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H:\LAKECITY_CI_MN\26X142339000\CAD\C3D\142339_C_DETAILS.dwg 8/11/2026 3:45:20 PM Plotted by: Isaac Ramsay

LAKE CITY PROJECT NUMBER: 26X.142339.000

BELLECHESTER PROJECT NUMBER: 26X.142429.000

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

MATTHEW E. MOHS
LIC. NO. 42853 DATE 08/14/2026

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CITY OF LAKE CITY
CITY OF BELLECHESTER

DESIGNED	BCO, RLC
DRAWN	BCO, HKO
CHECKED	MEM

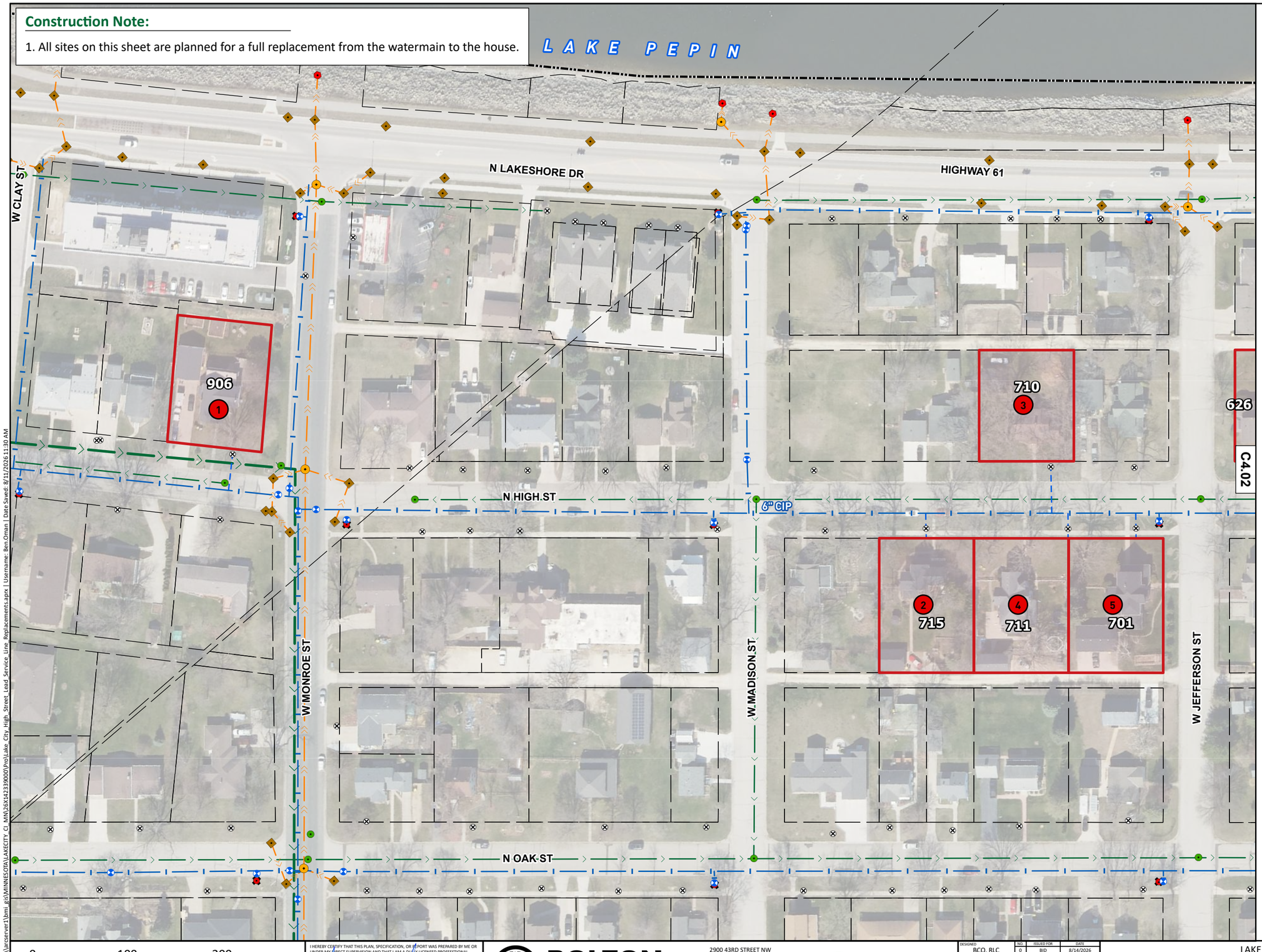
NO.	ISSUED FOR	DATE
0	BID	08/14/2026

LAKE CITY & BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
EROSION CONTROL DETAILS

SHEET C1.02

Construction Note:

1. All sites on this sheet are planned for a full replacement from the watermain to the house.



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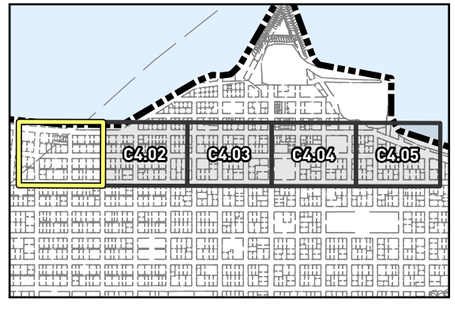
*See Appendix for property information

Source: Wabasha County, Goodhue County, City of Lake City



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LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.01

Map Document: \\arcserver1\bmi gis\MINNESOTA\LAKECITY CI MN\26X142339000\Pro\Lake City High Street Lead Service Line Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM

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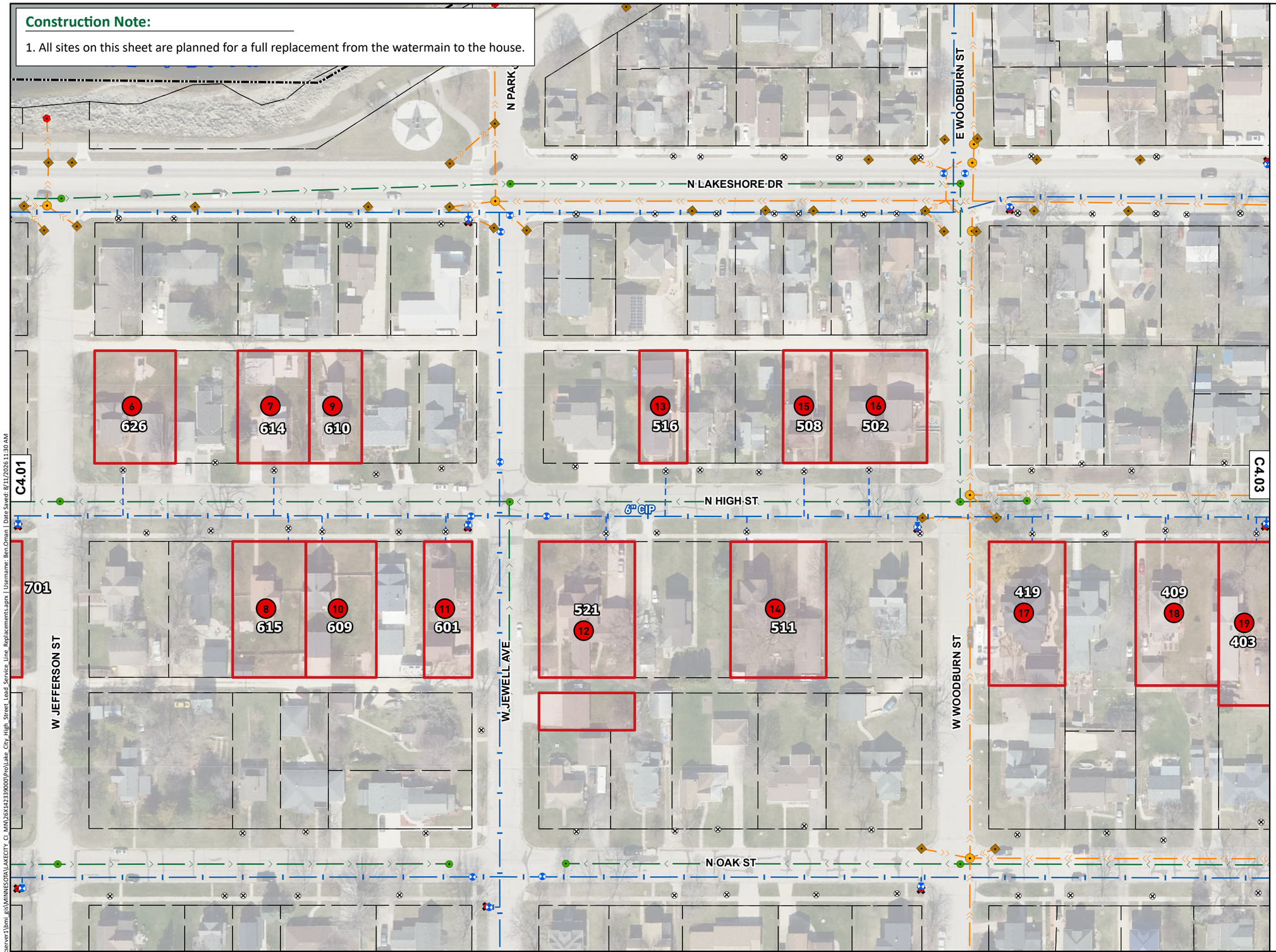

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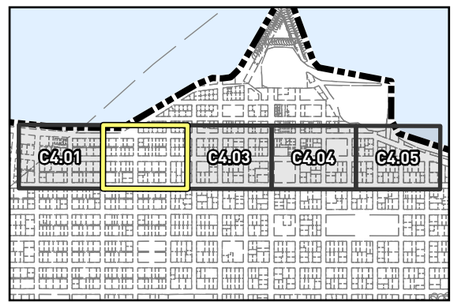
See Appendix for property information

Source: Wabasha County, Goodhue County, City of Lake City



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CITY OF LAKE CITY

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LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.02

Map Document: \\arcserver\1bmi gis\MINNESOTA\LAKECITY CI_MN\26X143239000\ProLake City_High Street_Lead_Service_Line_Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM

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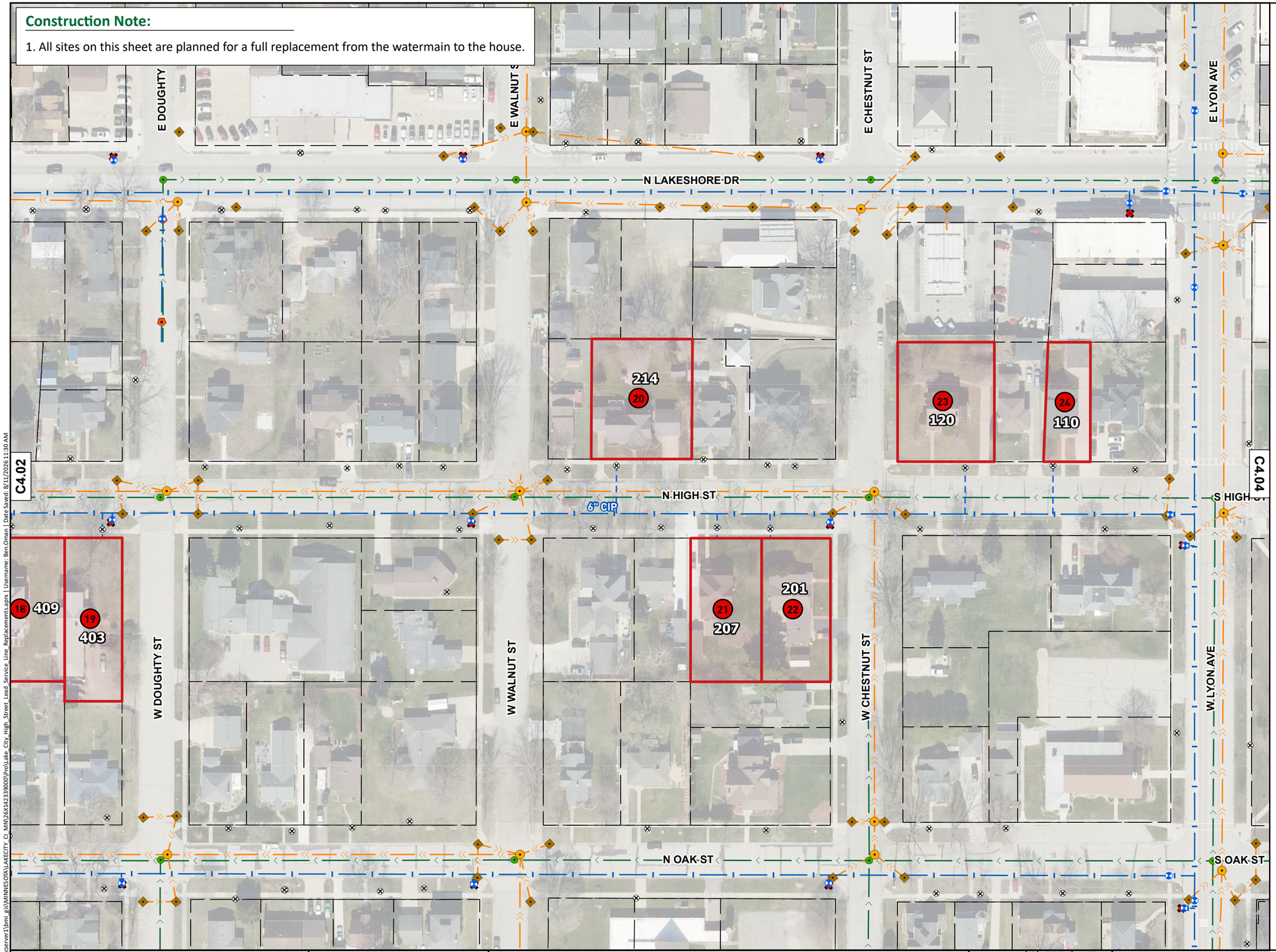

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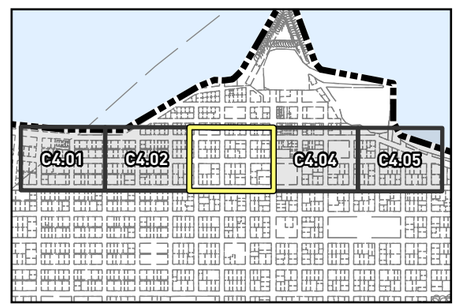
See Appendix for property information

Source: Wabasha County, Goodhue County, City of Lake City



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LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.03

Map Document: \\arcserver\1bmi gis\MINNESOTA\LAKECITY CI_MN\26X\4233900\Pro\Lake City High Street Lead Service Line Replacements.aprx | Username: Ben.Oman | Date Saved: 8/11/2026 11:30 AM

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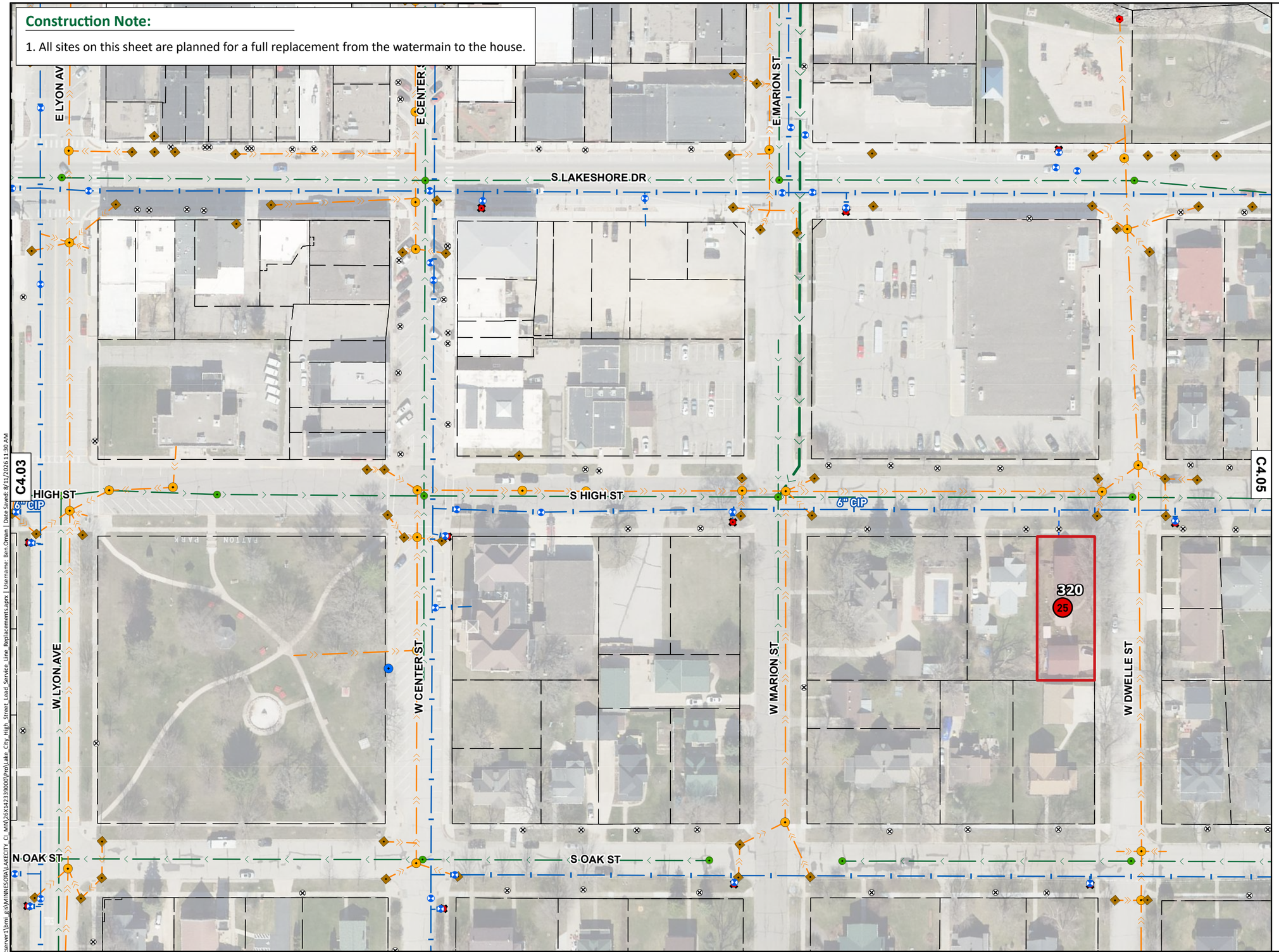

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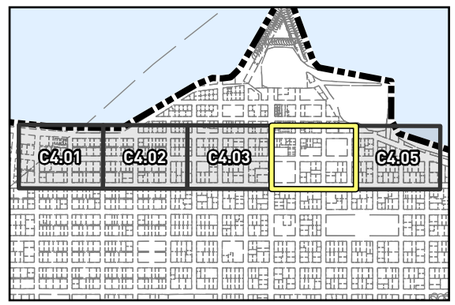

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LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.04

Map Document: \\arcserver1\bmi_gis\MINNESOTA\LAKECITY_CI_MN\26X14233900\ProLake_City_High_Street_Lead_Service_Line_Replacements.aprx | Username: Ben Oman | Date Saved: 8/11/2026 11:30 AM

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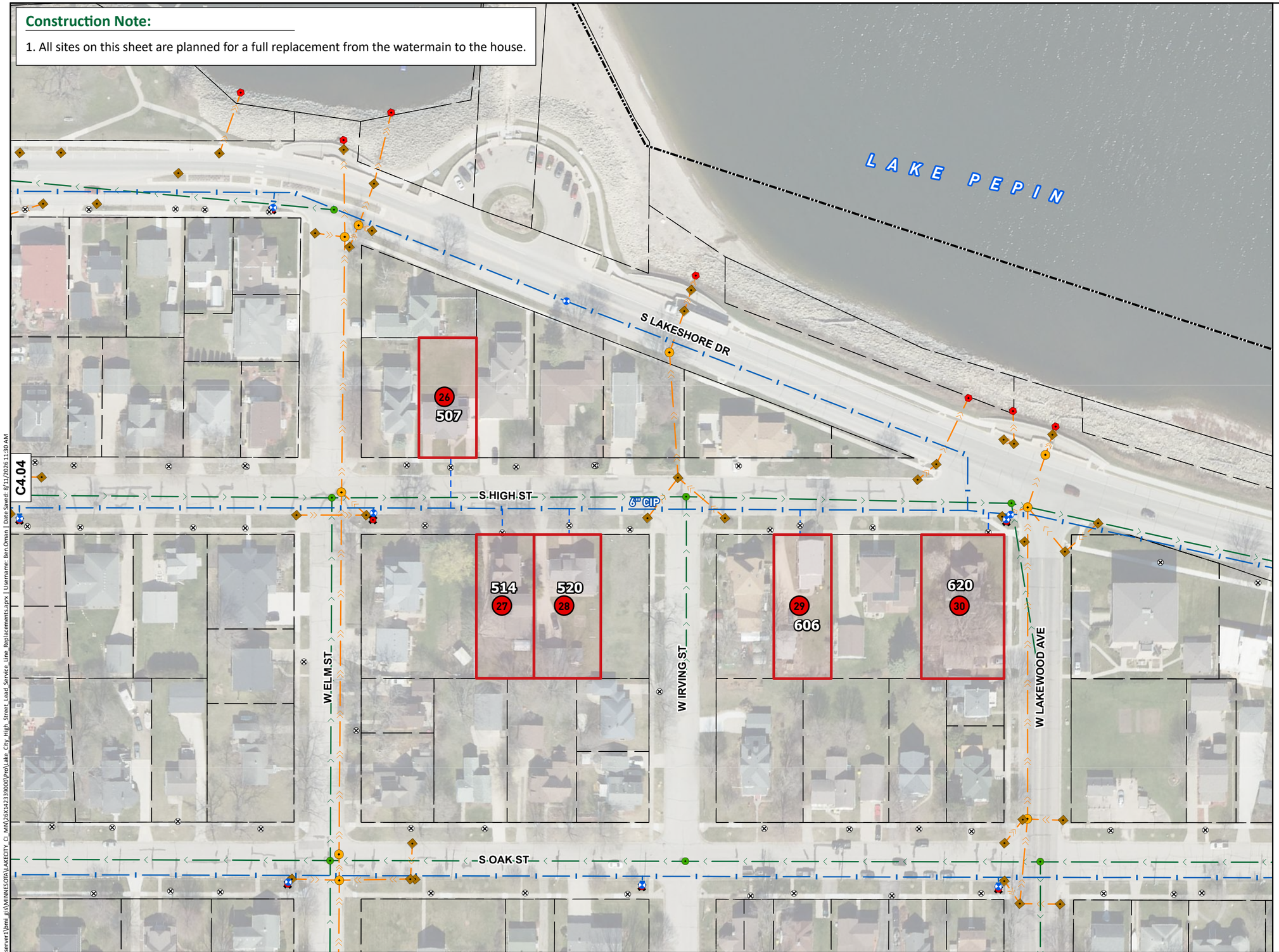

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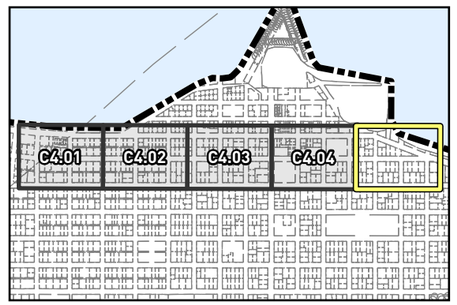
Source: Wabasha County, Goodhue County, City of Lake City



C4.04

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MATTHEW E. MOHS
LIC. NO. 42853 DATE 08/14/2026

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2900 43RD STREET NW
SUITE 100
ROCHESTER, MN 55901
Phone: (507) 208-4332
Email: Rochester@bolton-menk.com
www.bolton-menk.com

CITY OF LAKE CITY

DESIGNED	NO.	ISSUED FOR	DATE
BCO, RLC	0	BID	8/14/2026
DRAWN: BCO, HKO			
CHECKED: MEM			

LAKE CITY, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.05

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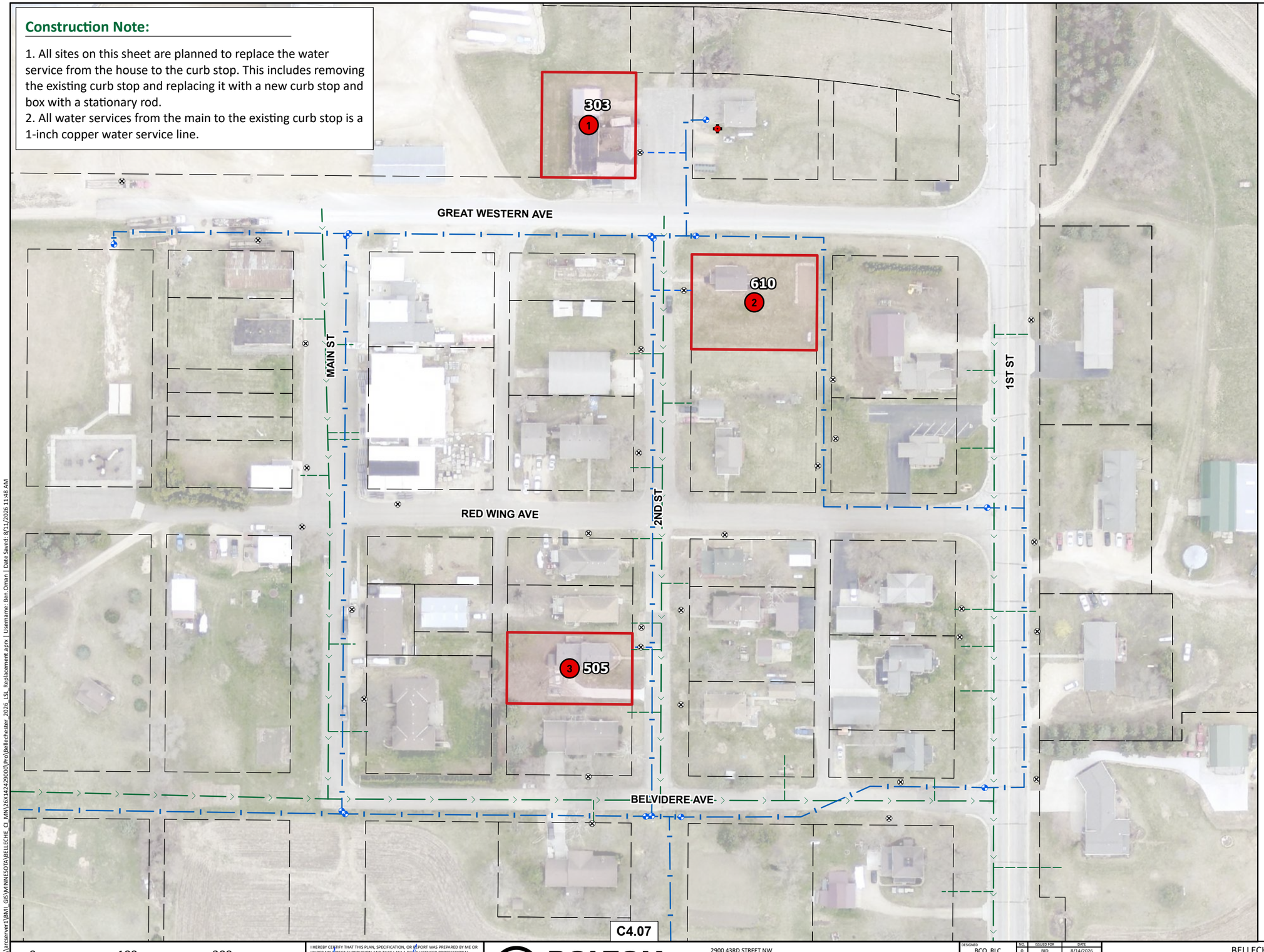

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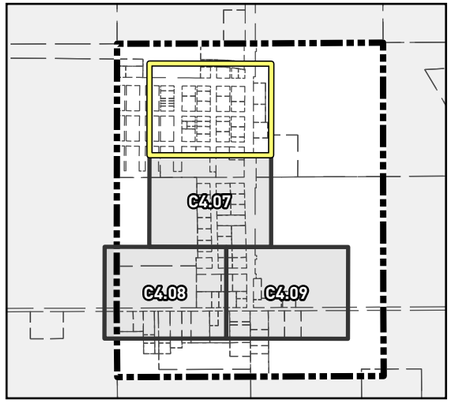
Legend (Bellechester)

- 1 Private Side Replacement
- Work Sites*
- Parcels
- City Limits
- Watermain
- Water Service Pipe
- Sanitary Pipe
- Sanitary Service Line
- Water Curb Stop
- Water Hydrant
- Water Valve

*See Appendix for property information

Source: Goodhue County, Wabasha County, City of Bellechester



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CITY OF BELLECHESTER

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BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.06

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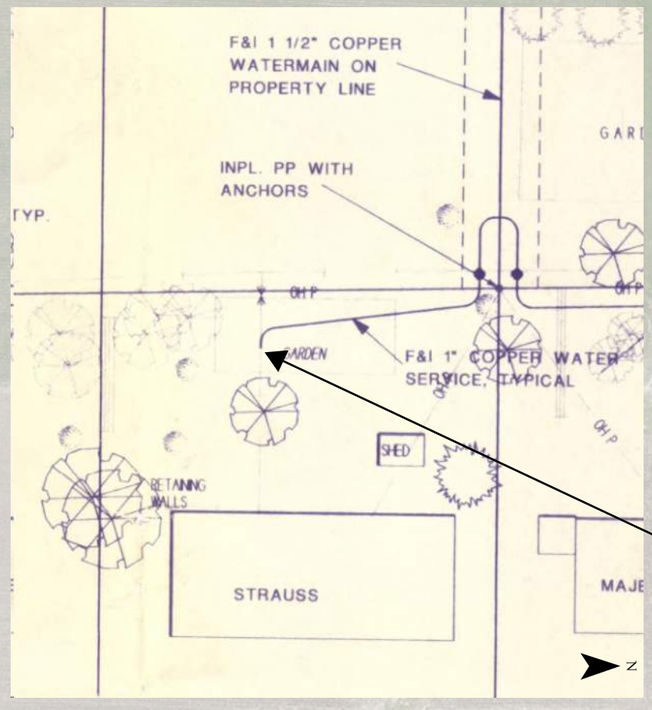
CLIP FROM THE 1994 WATERMAIN DISTRIBUTION SYSTEM IMPROVEMENTS



C4.06

UNION AVE

2ND ST

1ST ST

Locate and connect to existing 1-inch copper water service.

4

307

C4.08

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See Appendix for property information

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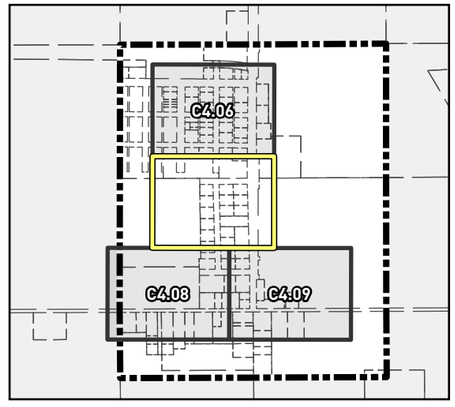

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BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET
C4.07

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C4.07

307

2ND ST

ADAM AVE

C4.09

207

6

COUNTY 16 BLVD

CHESTER AVE

5

306

4TH ST S

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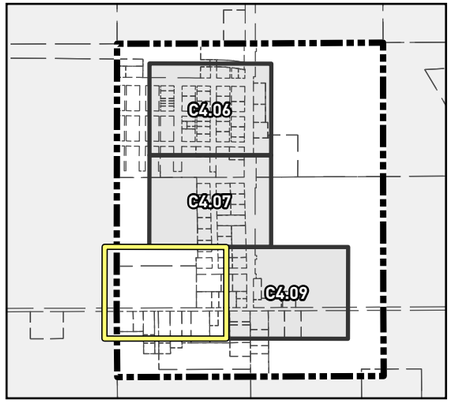

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BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.08

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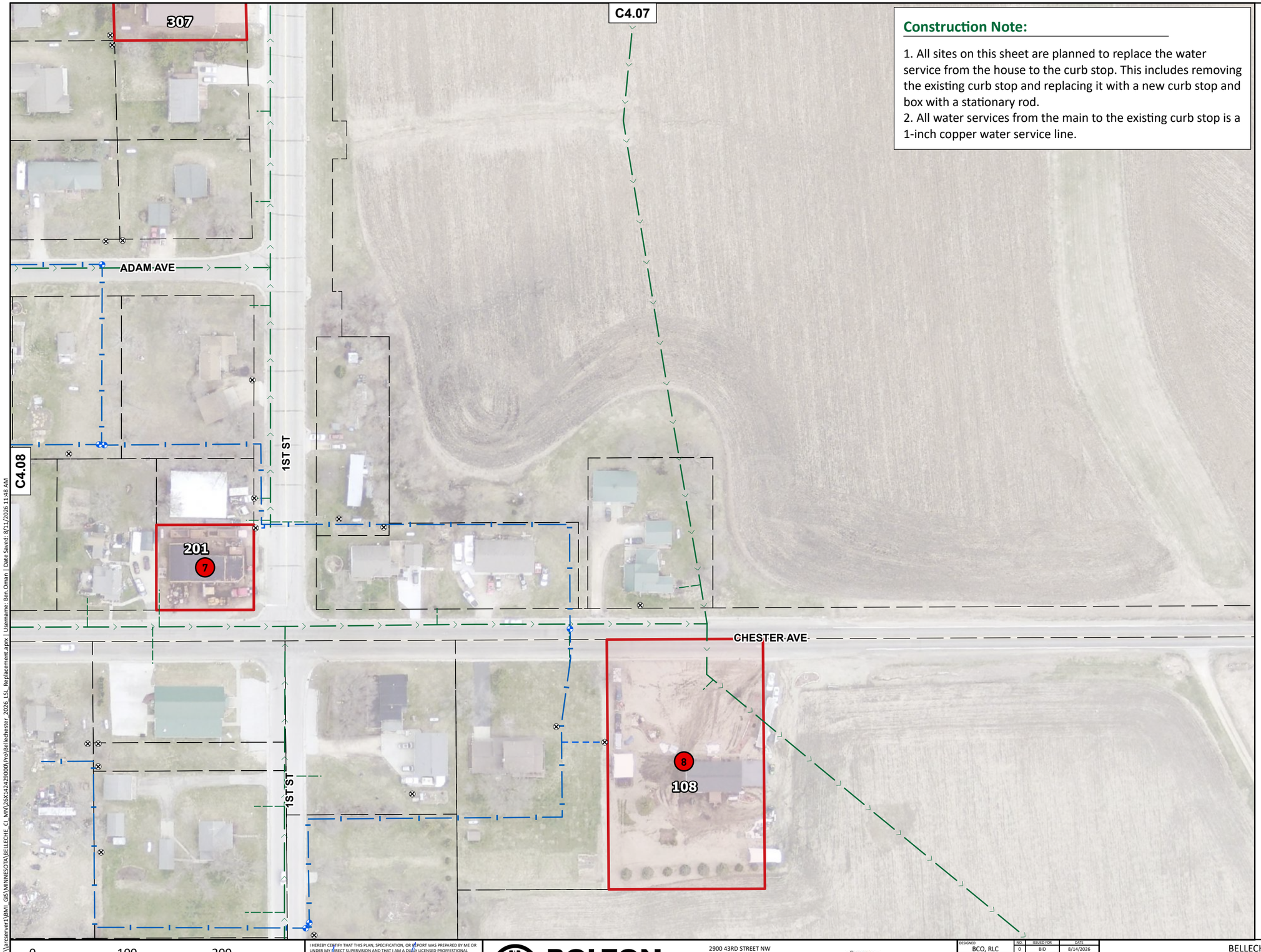

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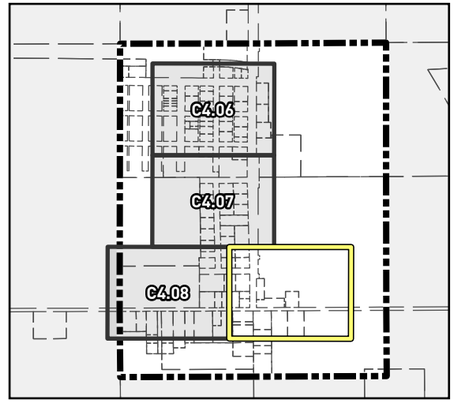

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BELLECHESTER, MINNESOTA
2026 LEAD SERVICE LINE REPLACEMENT PROJECT
SERVICE REPLACEMENT - SITE LOCATIONS

SHEET C4.09

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August 17, 2026

Agenda Item Description: Approve hiring Dylan Pfeilsticker as a full time Police Officer

Originating Department: Police

Board/Commission/Committee Action: Civil Service Commission met on the 21st of July, 2026. The commission agreed on the top 3 candidates for hire, and made a certified list.

Consent Agenda?: No

Action Requested:
Motion by_____, seconded by _____ to approve hiring Dylan Pfeilsticker as a full time Police Officer.

Introduction/Background/Justification/Key/Legal Issues:
Due to the recent resignation of a full time officer the department received applications for the open position. The applications were graded, and scored. The applicants were then given an interview time, and ranked again after the interview process. The three names that were assigned to the current list to be hired from were: 1) Courtney Olson 2) Dylan Pfeilsticker 3) Trevor Bruhnkeschmidt . The number one ranked person accepted a job offer before we had offered her the position. We then offered Dylan Pfeilsticker the position and he accepted. His starting date will be August 18th. He has three years of full time experience and two years of part time experience. We are proposing to start him at Grade 6 step 7 which is $44.46 per hour. Per the terms of LELS contract, entry level police officers start at step 3, with additional steps given for years of service/experience. He intends to start full time on August 18, 2026.

Budgetary/Fiscal Impact:
This position is an officer replacement that is already budgeted.

Reviewed By: Cory Kubista, Chief of Police
Rob Keehn, City Administrator
Jerome Illig, City Finance Director

Preparer: Cory Kubista

ATTACHMENTS:

August 17, 2026

Agenda Item Description: Approve Amendment No. 1 to Task Order No. 3 with DGR Engineering

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

---

Action Requested:
Motion, _____ Second, _____ to approve Amendment No. 1 to Task Order No. 3 with DGR Engineering.

Introduction/Background/Justification/Key/Legal Issues:
In May 2026, the City Council approved Task Order No. 3 with DGR Engineering to begin preliminary engineering for the first phase of electric distribution improvements identified in the City's Electric System Study and Capital Improvements Plan. The original authorization included a lump-sum fee of $12,000 for preliminary engineering. The remaining engineering phases were intentionally left unpriced until DGR completed the preliminary design and further defined the project scope, equipment needs, construction approach, and material procurement requirements.

DGR has now substantially completed the preliminary engineering phase and has provided Amendment No. 1 to establish the fees for the remaining engineering services. The amendment adds final design, bidding, construction administration, and post-construction services already contemplated within the original Task Order.

The amendment establishes the following additional engineering fees:
Final design $157,500
Bidding services $18,500
Construction administration $35,000
Post-construction services $3,000
Total additional fee $214,000

Including the previously approved preliminary engineering fee of $12,000, the revised total engineering authorization under Task Order No. 3 is $226,000.

Approval of Amendment No. 1 will allow DGR to proceed with final design, preparation of construction and material-procurement documents, bidding assistance, and engineering support during construction. Award of construction contracts and major material purchases will be presented separately to the City Council for approval.

Budgetary/Fiscal Impact:
Amendment No. 1 adds $214,000 in engineering services, increasing the total authorized engineering fee under Task Order No. 3 from $12,000 to $226,000.

The project is included in the Electric Fund Capital Improvement Plan and will be funded through Electric Fund reserves and applicable capital budget 2027 appropriations of $2,536,000. Approval of this amendment authorizes engineering services only and does not authorize construction contracts or material purchases. Staff will return to the Utility Board and City Council with updated project costs, equipment recommendations, bid results, and any required construction or procurement approvals as the design progresses.

Reviewed By: Mitchell Rigelman. Public Works Director

Preparer: Mitch Rigelman

ATTACHMENTS:
Task Order No. 3 - Phase 1 E4 Underwood (Amendment #1)

AMENDMENT #1

RE: Amendment to Task Order No. 3
Feeder E4 Mainline Tie and Voltage Conversion, Underwood Feeder,
W3 & FM Sectionalizing Distribution Project
City of Lake City, MN
DGR Project No. 429303

Original Task Order Date: May 11, 2026

Amendment Date: August 17, 2026

Amendment Items: This amendment adjusts the scope of work and fee as follows:

1. Addition of final design, bidding, construction, and post construction phase engineering services for the project. The project and associated scope of work includes the items as listed in the original task order.

2. Updated Fee Arrangement:

Component	Previous Fee	Fee Changes by this Amendment #1	Revised Fee Established by this Amendment #1	Fee Type
Preliminary Phase	12,000	**	12,000	Lump Sum
Final Design	**	157,500	157,500	Lump Sum
Bidding	**	18,500	18,500	Lump Sum
Construction Administration	**	35,000	35,000	Hourly-Estimate
Post Construction	**	3,000	3,000	Hourly-Estimate
Total	**$ 12,000**	**$214,000**	**$ 226,000**	

City of Lake City, Minnesota (Client)	**DeWild Grant Reckert and Associates Company d/b/a DGR Engineering** **(**Consultant)
By: _____	By: _____
Title: Mayor	Title: _____
Date: _____	Date: _____
By: _____	
Title: City Clerk	
Date: _____	
Address: _____	Address: 1302 South Union Street
City: _____	City: Rock Rapids, IA 51246
Phone: _____	Phone: 712-472-2531

August 17, 2026

Agenda Item Description: Approve the hire of Joshua DeFrang as Utility Director.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____, second _____ to approve the hire of Joshua DeFrang as Utility Director.

Introduction/Background/Justification/Key/Legal Issues:
City staff received 7 applications for the Utility Director position. 3 applicants were interviewed and Josh DeFrang was offered the position. To remain competitive and recognize the candidate's qualifications and relevant experience, staff recommends placement at Grade 11, Step 3 within the approved pay scale. We also recommend granting additional years of service for paid time off (PTO) accrual purposes. PTO accrual will begin at 11 years of service. Expected start date is September 14, 2026.

Budgetary/Fiscal Impact:
While prior utility salary budget adjustments were done earlier this year, staff has reviewed utility salaries. Considering approval of Grade 11, step 3 $51.37, a start date around 9/21/26 with family insurance, current utility salaries budgeted are sufficient for this potential hire.

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:
Utility Director Job Description
2026 Pay Scale

City of Lake City (MN)
Utility Director

Class Spec Code	PW Utility Director	**Established Date**	05/11/2026
Last Revised Date	05/11/2026	**Salary Range**	$47.50 - $60.45 Hourly $98,800.00 - $125,736.00 Annually
Bargaining Unit	N/A	**EEO**	EEO5-Officials, Administrators & Managers
Occupational Group	N/A	**FLSA**	Exempt
Benefit Code	General	**Physical Class**	N/A
Salary Grade	11		

Class Concept

Job Summary

The Utility Director provides high-level administrative and operational coordination for the City of Lake City's Electric, Water, and Wastewater divisions. This position ensures effective service delivery through personnel supervision, interdepartmental coordination, regulatory compliance support, and assistance with utility-related budgeting and capital planning. The Utility Director works closely with utility staff, consulting engineers, and the Public Works Director to support infrastructure planning and utility operations. The Utility Director functions as the City's lead utility administrator under the Public Works Director and works collaboratively with other departments, regulatory agencies, contractors, and community stakeholders to ensure the delivery of safe, reliable, and cost-effective utility services.

Scope of Responsibility

Reports directly to the Public Works Director. Supervises utility division leaders including the Electric Supervisor, Water/Wastewater Foreman, and Lead Wastewater Operator. Serves as a member of the Public Works management

team. Works closely with engineering consultants, utility contractors, and other departments to coordinate infrastructure projects and operations. May serve as acting Public Works Director during scheduled absences or as delegated.

Examples of Duties

1. Provides administrative leadership and coordination across utility departments.
    1. Oversees day-to-day operations through direct supervision of utility division supervisors.
    2. Coordinates interdepartmental utility activities to ensure alignment with City goals and compliance requirements.
    3. Facilitates communication and workflow between utility departments and other Public Works divisions.
    4. Serves as acting Public Works Director during scheduled absences or as delegated.
2. Oversees personnel and supports staff development within utility operations.
    1. Provides leadership and administrative direction to supervisors in Electric, Water, and Wastewater operations.
    2. Assists with hiring, evaluations, performance management, and training initiatives in coordination with the Public Works Director.
    3. Ensures safety policies, procedures, and training requirements are consistently implemented across all utility divisions.
    4. Promotes a culture of accountability, professionalism, and teamwork.
3. Assists with utility budgeting, capital improvement planning, and resource management.
    1. Works with utility supervisors to prepare annual budgets and 10-year capital improvement plans.
    2. Supports the Public Works Director in developing utility rate recommendations and long-term funding strategies.
    3. Assists with procurement of utility equipment, materials, and services in accordance with City policies.
    4. Helps prioritize and develop long-range capital improvement plans for substations, AMI upgrades, underground conversion, water/sewer infrastructure, and related assets.
4. Oversees utility projects and regulatory compliance coordination.
    1. Oversees assigned utility projects and monitors adherence to budget, schedule, and technical specifications.

2. Supports supervisors in preparing and submitting reports to regulatory agencies (e.g., Minnesota Department of Health, MPCA).
3. Ensures compliance with environmental and safety regulations across water, wastewater, stormwater, and electric operations.
4. Assists with grant applications, permitting, and external agency coordination.

5. Supports utility-related public engagement, policy implementation, and board communications.
    1. Assists with addressing utility service inquiries, complaints, and customer support issues.
    2. Supports implementation and enforcement of utility policies, including the City's Electric Service Rules and Regulations.
    3. Coordinates utility-related updates and agenda materials for the Utility Board and may serve as liaison or presenter.
    4. Maintains positive relationships with consultants, contractors, suppliers, and regional utility partners.
    5. Serves as the City's representative to SMMPA (Southern Minnesota Municipal Power Agency), attends member meetings, reviews technical and policy updates, and supports implementation of SMMPA programs and initiatives.
6. Performs other duties as assigned to support departmental success and leadership continuity.

Typical Qualifications

Bachelor's degree in engineering, public administration, utilities management, ora related field preferred. A minimum of 8 years' experience in a managerial position supervising personnel and managing budgets and projects. Significant experience in utility operations, including oversight of electrical and/or water/wastewater systems is preferred. Equivalent combinations of education, technical field experience, and demonstrated leadership ability will be considered.

Knowledge, Skills and Abilities

- Familiarity with municipal electric utility operations, including overhead and underground distribution systems
- Familiarity with water and wastewater treatment, collection, and distribution systems
- Strong leadership and managerial ability, emphasizing accountability, teamwork, and professionalism

- Understanding of utility budgeting, capital planning, rate structures, and regulatory compliance
- Competence with SCADA systems, GIS tools, and asset management platforms
- Proven ability to supervise supervisors and coordinate multi-division operations
- Ability to interpret system studies, project plans, engineering reports, and technical recommendations
- Strong communication skills and ability to build positive relationships with staff, contractors, regulators, and the public
- Effective organizational and problem-solving skills

Supplemental Information

Physical Demands & Working Conditions

This position is primarily office-based with occasional field visits and site inspections. Work may require lifting up to 25 pounds and includes regular use of standard office equipment. Fieldwork may include exposure to outdoor weather conditions, construction sites, and utility infrastructure. Occasional attendance at evening meetings or after-hours emergencies may be required.

Other Necessary Requirements

- Valid Class D driver's license
- Ability to obtain and maintain certifications necessary to oversee utility operations
- Willingness to work occasional evenings or weekends as needed for utility coordination or emergency support

Lake City
2026 Full-Time/Part-Time 3% COLA

	Steps								
		4.0%	4.0%	3.5%	3.0%	3.0%	2.5%	2.5%	2.0%
Grade	1	2	3	4	5	6	7	8	9
1	**$21.37**	$22.23	$23.12	$23.93	$24.64	$25.38	$26.02	$26.67	$27.20
2	**$24.58**	$25.56	$26.58	$27.51	$28.34	$29.19	$29.92	$30.67	$31.28
3	**$28.27**	$29.40	$30.57	$31.64	$32.59	$33.57	$34.41	$35.27	$35.97
4	**$32.50**	$33.81	$35.16	$36.39	$37.48	$38.60	$39.57	$40.56	$41.37
5	**$34.78**	$36.17	$37.62	$38.93	$40.10	$41.31	$42.34	$43.40	$44.27
6	**$36.52**	$37.98	$39.50	$40.88	$42.11	$43.37	$44.46	$45.57	$46.48
7	**$38.35**	$39.88	$41.47	$42.93	$44.21	$45.54	$46.68	$47.85	$48.80
8	**$40.26**	$41.87	$43.55	$45.07	$46.42	$47.82	$49.01	$50.24	$51.24
9	**$42.28**	$43.97	$45.73	$47.33	$48.75	$50.21	$51.46	$52.75	$53.80
10	**$44.39**	$46.16	$48.01	$49.69	$51.18	$52.72	$54.04	$55.39	$56.49
11	**$47.50**	$49.40	$51.37	$53.17	$54.77	$56.41	$57.82	$59.26	$60.45
12	**$49.87**	$51.87	$53.94	$55.83	$57.50	$59.23	$60.71	$62.23	$63.47
13	**$52.37**	$54.46	$56.64	$58.62	$60.38	$62.19	$63.75	$65.34	$66.65
14	**$60.22**	$62.63	$65.13	$67.41	$69.44	$71.52	$73.31	$75.14	$76.64

August 17, 2026

Agenda Item Description: Wabasha County Canvassing Board Results - Primary Election, August 11, 2026

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:
Canvassing Board Results - 2026 Primary Election

	2026 Reg Voters	2026	Turnout %	2022 Reg Voters	2022	Turnout %	2018 Reg Voters	2018	Turnout %	2014 Reg Voters	2014	Turnout %	2010 Reg Voters	2010	Turnout %
Bellechester City	28	5	**18%**	30	8	**27%**	26	10	**38%**	29	9	**31%**	29	9	**31%**
Chester Twp	307	72	**23%**	278	75	**27%**	236	34	**14%**	249	47	**19%**	264	64	**24%**
Elgin City	784	148	**19%**	691	108	**16%**	597	79	**13%**	539	51	**9%**	575	52	**9%**
Elgin Twp	514	106	**21%**	477	91	**19%**	456	71	**16%**	452	41	**9%**	450	58	**13%**
Gillford Twp	348	86	**25%**	331	100	**30%**	298	69	**23%**	309	93	**30%**	359	123	**34%**
Glasgow Twp	178	45	**25%**	164	37	**23%**	166	32	**19%**	170	24	**14%**	163	43	**26%**
Greenfield Twp	1130	301	**27%**	1013	261	**26%**	879	253	**29%**	839	111	**13%**	883	341	**39%**
Hammond City	67	11	**16%**	75	7	**9%**	74	14	**19%**	72	12	**17%**	101	21	**21%**
Highland	311	78	**25%**	297	48	**16%**	287	39	**14%**	257	27	**11%**	272	41	**15%**
Hyde Park	189	58	**31%**	157	67	**43%**	147	40	**27%**	153	22	**14%**	160	42	**26%**
Kellogg	354	86	**24%**	315	78	**25%**	302	68	**23%**	290	38	**13%**	296	89	**30%**
Lake Twp	355	113	**32%**	321	91	**28%**	307	75	**24%**	309	72	**23%**	302	79	**26%**
Lake City P1	981	272	**28%**	910	234	**26%**	876	302	**34%**	806	148	**18%**	857	141	**16%**
Lake City P2	894	283	**32%**	856	234	**27%**	808	309	**38%**	748	148	**20%**	793	159	**20%**
Lake City P3	1380	349	**25%**	1214	268	**22%**	1058	375	**35%**	961	176	**18%**	987	137	**14%**
Mazeppa City	630	134	**21%**	573	97	**17%**	493	99	**20%**	462	89	**19%**	470	113	**24%**
Mazeppa Twp	559	182	**33%**	510	116	**23%**	460	132	**29%**	473	47	**10%**	465	57	**12%**
Millville City	115	39	**34%**	107	39	**36%**	99	26	**26%**	104	29	**28%**	104	18	**17%**
Minneiska City	48	27	**56%**	42	25	**60%**	39	19	**49%**	44	11	**25%**	43	12	**28%**
Minneiske Twp	144	41	**28%**	127	46	**36%**	98	48	**49%**	101	18	**18%**	111	29	**26%**
Mount Pleasant Twp	321	77	**24%**	298	81	**27%**	260	49	**19%**	285	55	**19%**	267	69	**26%**
Oakwood Twp	285	112	**39%**	246	79	**32%**	240	56	**23%**	237	23	**10%**	244	26	**11%**
Pepin Twp	314	105	**33%**	291	64	**22%**	257	62	**24%**	270	51	**19%**	268	76	**28%**
Plainview City P1	1210	254	**21%**	1090	187	**17%**	1056	174	**16%**	977	75	**8%**	957	114	**12%**
Plainview City P2	989	208	**21%**	917	162	**18%**	861	137	**16%**	787	77	**10%**	826	99	**12%**
Plainview Twp	324	86	**27%**	308	60	**19%**	303	52	**17%**	273	22	**8%**	287	43	**15%**
Wabasha City W1	556	206	**37%**	515	178	**35%**	520	184	**35%**	546	87	**16%**	508	210	**41%**
Wabasha City W2	690	207	**30%**	621	208	**33%**	572	170	**30%**	545	88	**16%**	586	282	**48%**
Wabasha City W3	603	175	**29%**	544	139	**26%**	460	123	**27%**	436	59	**14%**	465	186	**40%**
Watopa Twp	183	46	**25%**	163	31	**19%**	165	29	**18%**	168	15	**9%**	170	23	**14%**
West Albany Twp	277	64	**23%**	263	0	**0%**	251	46	**18%**	232	69	**30%**	233	69	**30%**
Zumbro Twp	513	150	**29%**	518	87	**17%**	492	96	**20%**	441	54	**12%**	467	63	**13%**
Zumbro Falls City	126	43	**34%**	104	36	**35%**	103	23	**22%**	105	28	**27%**	109	27	**25%**
	15707	**4169**	**27%**	**14366**	**3342**	**23%**	**13246**	**3295**	**25%**	**12669**	**1916**	**15%**	**13071**	**2915**	**22%**

August 17, 2026

Agenda Item Description: Fire Department Meeting Minutes June 25, 2026

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Administration

Preparer: Michelle Seydel

ATTACHMENTS:
Fire Department Meeting Minutes June 25, 2026

Lake City Fire Department
Monthly Business Meeting Minutes
June 25th, 2026

Matt Herzig called meeting to order at 7:00 P.M.

ROLL CALL

Active Members Present: Brandon Herzig, Jack Weyer, Tom Reckmann, Chris Tourney, Mike Lafferty, Jon Dose, Matt Herzig, Justin Cerwinske, Travis Coyle, Dan Cox, Jake Schumacher, Brian Smith, Tony Schultz, Luke Hartzell, Aiden Leonard Riley Borgschatz and Casey Henderson
Active members absent: Dave Glomski, Derek Nibbe, Dan Patterson ,
Retired Members: None
City Officials present: Faye Brown - *City Council Liaison*

SECRETARIES REPORT

1. MOTION TO APPROVE May MINUTES By – Chris Tourney SECOND – Mike Lafferrty VOTE TAKEN AND MOTION CARRIED.

TREASURERS REPORT

1. MOTION TO APPROVE May Treasures Report By – Mike Lafferty SECOND – Chris Tourney VOTE TAKEN AND MOTION CARRIED.

COMMITTEE REPORTS

EQUIPMENT:

1. Take boat out and run it some more

TRAINING:

1. Ag partners ropes and confined spaces next month

SAFETY:

1. Going to have an inspection so need to clen back room

DANCE COMMITTEE:

1. Set up and Thursday afternoon for Thursday night and 12 am on Friday

FIRE PREVENTION:

1. Nothing this month

CORRESPONDENCE & COMMUNICATIONS

1. Goodhue county Cooperative donated to our new wet suits for water rescue.
2. Red wing Legion gave a donation as well.

OLD BUSINESS

1. Nothing at this time

NEW BUSINESS

1 WSD clean up Saturday and Sunday morning at the beer tent.
2. Fire boat to escort the sailboat parade
3. WSD parade Sunday
4. Fire boat for the Triathlon in August

OTHER BUSINESS FOR THE GOOD OF THE ORDER

1 Highway 63 is still closed right after County road 2
2 Two new member joining the LCFD tonight
3 Brandon Herzig recognized for his 20 years of service on the LCFD

MOTION TO ADJOURN BY Mike Lafferty SECOND BY Chris Tourney. VOTE TAKEN AND MOTION CARRIED.

Meeting adjourned at 7:30
Minutes recorded and prepared by Riley Borgschatz

August 17, 2026

Agenda Item Description: Streets, Parks, Public Safety Board Commission Minutes July 21st 2026

Originating Department: Police

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Yorde

Preparer: John Yorde

ATTACHMENTS:
Streets, Parks, Public Safety July 21 2026 Minutes

Lake City Streets, Parks and Public Safety Commission
Tuesday, July 21, 2026 4:30 p.m.
Regular Meeting

Members Present: Margie Harkins, Terence Wingert, Larry Flater

Members Absent: Rev David Badgely, Sue Weist

Others Present: John Yorde, Amy Alkire, Heather Thomas, Joe White

The meeting of the Lake City Streets, Parks and Public Safety Board was called to order by Chair Harkins at 4:30 pm.

REVIEW AND ADOPT / AMEND AGENDA
MOTION BY WINGERT, SECOND BY FLATER TO APPROVE THE AGENDA AS PRESENTED. ALL AYES 3-0-0 MOTION CARRIED

PUBLIC FORUM
No one was Present.

INFORMATIONAL REPORTS
MAY 19TH 2026 DRAFT MINUTES
MOTION BY WINGERT AND SECOND BY FLATER TO APROVE THE MAY 19TH 2026 MINUTES AS PRESENTED WITH THE CORRECTION OF THE WORDING IN THE PUBLIC FORUM. ALL AYES 3-0-0 MOTION CARRIED

NEW BUSINESS
AUGUST 8TH 2026 TRIATHLON
Yorde stated the Application and Information is complete.
MOTION BY FLATER AND SECOND BY WINGERT TO APPROVE THE 2026 TRIATHLON EVENT AS PRESENTED. 3-0-0, MOTION CARRIED.

ADJOURN
MOTION BY FLATER, SECOND BY HARKINS TO ADJOURN AT 16:37 P.M. ALL AYES. 3-0-0 MOTION CARRIED.

_____
Chair: Margie Harkins

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August 17, 2026

Agenda Item Description: Ambulance Commission minutes July 20, 2026

Originating Department: Ambulance

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Ambulance Director, City Administration

Preparer: Sara Rybarczyk

ATTACHMENTS:
Ambulance Commission Minutes July 20, 2026

LAKE CITY AMBULANCE COMMISSION
July 20, 2026
18:00 hours

Members Present: Dr. Shef Massey-Chair, Dr. Janet Chestnut, Laurie Weyant
Others Present: Sara Rybarczyk Ambulance Director
Absent- Margie Solheid RN, Dr. Dennis Spano Medical Director Liaison, Robert Newsome Council Member Liaison, Tammy Schultz MCHSLC Liaison

Chair Massey called the meeting to order at 18:06 hours with a quorum present. Pledge of Allegiance was said.

Adopt Agenda:
WEYANT MOTION, CHESTNUT SECOND, ALL AYES

Approved Minutes – May 18, 2026
CHESTNUT MOTION, WEYANT SECOND, ALL AYES

Public Forum- none

NEW BUSINESS
Approve hiring part-time Paramedic Quin Kehren
Director Rybarczyk explained that interviews were conducted last month for a vacant part-time paramedic position. Three candidates were considered, and an offer has been made to the candidate determined to be the best fit overall. The applicant has not yet accepted the offer.
MOTION BY CHESTNUT, WEYANT SECOND TO APPROVE HIRING OF QUINN KEHREN.

INFORMATIONAL REPORTS
Quarterly Financial Update
Rybarczyk gave a brief update to the Commission on the department financial forecast for 2027 and reviewed the budget numbers from the past five years related to KPI and financial trends of the ambulance service. Rising operational and personnel costs are impacting all ambulance services throughout the state. Discussion began about potential strategies to help offset costs, maximize revenues, and service goals with an acknowledgment that declining revenues and call volume are challenges outside of the control of the service.

.
Quarterly Activity Reports-April, May, June
Rybarczyk reviewed the activity reports for the past quarter, which included April, May, June. Rybarczyk highlighted the trends related to billable call percentages and transfer turndowns.

Miscellaneous
No updates

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Next meeting will be September 21, 2026 at 18:00 hours. The August meeting will not be held due to lack of quorum.

WEYANT MOVED TO ADJOURN THE MEETING, CHESTNUT SECOND, ALL AYES AT 18:49 HOURS.

_____

Dr. Shef Massey–Chair

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August 17, 2026

Agenda Item Description: Civil Service Commission Minutes July 21 2026

Originating Department: Police

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Chief Kubista

Preparer: John Yorde

ATTACHMENTS:
Lake City Civil Service Commission Minutes 07-21-26

Lake City Civil Service Commission
Tuesday, July 21, 2026
4:30 P.M.
601 N. 10th Street

Members Present: Randy Klipfel, Cory Gagnon, Dave Kohutko (arrived at 5:14 P.M.)

Members Absent: None

Others Present: Captain Bill Weist, Investigator Matt Klees, Faye Brown

Call to Order
Gagnon called the meeting to order at 5:05 P.M. with a quorum present.

Review and adopt/amend Agenda
MOTION BY KLIPFEL, SECOND GAGNON TO ADOPT THE AGENDA AS PRESENTED, ALL AYES 2-0-0. MOTION CARRIED.

MINUTES
Approval of minutes of the regular meeting of January 26, 2026.
MOTION BY KLIPFEL, SECOND BY GAGNON TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 26, ALL AYES 2-0-0. MOTION CARRIED.

NEW BUSINESS
Officer Interviews.

5:30 P.M. – Interviewed Trevor Bruhnkeschmidt
6:00 P.M. – Interviewed Dylan Pfeilsticker
6:30 P.M. – Interviewed Courtney Olson

At the conclusion of the interviews, discussed candidates.

MOTION BY KLIPFEL, SECOND BY KOHUTKO TO APPROVE THE FULL-TIME PATROL OFFICER LIST FOR TWO YEARS AS 1. COURTNEY OLSON, 2. DYLAN PFEILSTICKER, 3. TREVOR BRUHNKESCHMIDT. APPROVE OFFERING THE FULL-TIME PATROL OFFICER POSITION TO COURTNEY OLSON. ALL AYES 3-0-0. MOTION CARRIED.

ADJOURN
KLIPFEL ADJOURNED THE MEETING AT 7:07 P.M.

_____
Cory Gagnon

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August 17, 2026

Agenda Item Description: Planning Commission meeting minutes - July 2, 2026

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Kristi Gross, Planning & Community Development Director

Preparer: Abbey Glenna

ATTACHMENTS:
PC Minutes 7.2.26

Minutes
Lake City Planning Commission
Regular Meeting July 2, 2026
6:00 PM
Council Chambers
City Hall

Members present:	**Stephanie Durand, James Moechnig, Cheryl Key, Robbie Smith, Rojean Becker**
Members absent:	**Dennis Probst**
Staff Present:	**Planning and Community Development Director Kristi Gross, Planning and Community Development Administrative Assistant Abbey Glenna, City Council Liasson Cindy McGrath**

Vice-chair Durand called the meeting to order at 6:00 pm with a quorum present.

Director Gross introduced Rojean Becker, newest member of the Planning Commission.

Review and adopt/amend agenda
Motion to adopt the agenda by Key, second by Moechnig. All ayes; motion carried.

Public Forum
Vice-chair Durand opened the public forum. No community members came forward.

Informational Reports
Motion to approve Planning Commission May 14, 2026 meeting minutes by Key, second by Moechnig. All ayes; motion carried.

Motion to approve Planning Commission June 4, 2026 meeting minutes by Smith, second by Moechnig. All ayes; motion carried.

New Business

Public Hearing- Final Plat Great River Flats Common Interest Community by Grant Griffin
Director Gross explained that the City received a request from Grant Griffin on behalf of Great River Flats to create a Common Interest Community (CIC) over the existing Great River Flats multifamily building. The purpose of a CIC is to allow the building to become a condominium with individual owners owning the units and common open space such as hallways, rooftops amenities, and the exterior property. Great River Flats houses 19 condominium units that are registered for short-term rentals. Future landowners could continue to rent units out but would not be required. None of the Findings of Fact are found to be true therefore staff is recommending approval for the final plat for the Common Interest Community for Great River Flats with the following condition: that the plat must be recorded with the county recorder within 60 months of the City Council decision.

Smith asked why Great River Flats units were being used as short-term rentals and Director Gross explained that the original permit stated that the units would be condos. Once they were built the owner decided to use them as short-term rentals, which they are allowed to do. Smith asked about our short-

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term rental inventory now that we will be losing the 19 units at Great River Flats. Gross estimated we have around 20 short-term rentals outside of Great River Flats and are working on better enforcement of short-term rental units. She has received information that there are quite a few short-term rentals that have listings but are not licensed and paying taxes with the City.

Motion by Moechnig, seconded by Key to open the public discussion. Motion carried. Public discussion opened at 6:10 p.m.

Grant Griffin with G-Cube (Chatfield, MN). He represents the owners of Great River Flats and is here to answer any questions people may have. Moechnig asked about the process of deciding to make the units condos, then short-term rentals, and back to condos. Grant stated that he couldn't answer that for the owner, but he thinks there was interest in the units from people staying in them as short-term rentals. Smith asked if any units were sold already, and Grant stated there is currently a purchase agreement made and sales pending the final plat approval. Durand asked if they would continue to be short-term rentals until they are sold and he replied, yes, they would. Grant also added that once a unit is sold, the new owner could use it as a short-term rental as well. Becker asked how they came up with the design, but Grant was not a part of that process.

James Rainwater (1015 N Lakeshore Dr.) stated he wasn't sure if the board was obligated to approve this CIC for condos but questions which benefits Lake City more, additional expense of condos or more rental/vacation accommodations. Director Gross replied that both have their benefits but added that new condo owners could still use their unit as short-term rentals. She stated that there is a state statute that limits what basis a CIC could be denied as it's how people own their property. The possibility of a short-term rental study was discussed.

Vice-chair Durand asked if anyone else would like to speak three times. Public discussion closed at 6:16 p.m.

<u>Public Hearing Planned Unit Development Amendment PD26.02 by Brian & Tracie Henkel</u>
Director Gross explained that the request is an ordinance for a Planned Unit Development Amendment to combine Lot 2 and Lot 3 of Block 3, Golf Cottages at the Jewel, to allow the owner to build a detached accessory building (252 sq ft) and landscaping. The amendment would reduce the overall density in the development by one home, bringing the subdivision density down from 39 homes to 38 single family homes. There was a previous request for Lot 3 to be split and combined with Lots 2 and 4. That request was withdrawn. The Henkels purchased the lot from the previous owner in hopes they could utilize the entire property for additional landscaping and a small shed. The Jewel ACC has reviewed the request but will not make a formal recommendation until the City decides on the PUD Amendment. The ACC recommended the location of the structure on the property. The site plan shows the shed in the rear of the parcel to be combined with theirs. The shed must be no closer than 10' to the rear property line and the center utility/drainage easement must be vacated on the lot so that the shed is not placed encroaching the easement. If approved, the applicant must combine the parcels with the Wabasha County Recorders Office, obtain a building permit for the accessory building, and obtain the Jewel ACC approval for the accessory building. Lots within the Jewel have been allowed to be combined for accessory buildings in other subdivisions. The accessory building cannot be built on the lot without being combined with the adjacent property. Based on those findings, staff recommend approving the amendment as written.

Moechnig said it was his understanding that having just and accessory building on a lot is not allowed and asked if that is prevented by a City ordinance, the Jewel, or both. Gross answered that a City ordinance states that you cannot have an accessory building on a lot without a primary structure.

Motion to open the public hearing by Key, seconded by Becker. All ayes. Motion carries.

Public hearing opened at 6:24 p.m.

No one came forward. Durand asked if anyone would like to speak three times. Public discussion closed at 6:24 p.m.

The Commission discussed the applicants plan and how to make choices about lots within the Jewel going forward.

Motion by Smith, seconded by Moechnig, based on the findings of fact, recommend approval of Ordinance 653 "Approving the Golf Cottages at the Jewel Planned Unit Development Amendment" as written. All ayes. Motion carried.

Future Meeting Dates

Two commissioners stated that they would not be at the August workshop.
August 6 6pm Regular Meeting

Adjourn

Motion by Smith, seconded by Key, to adjourn. All ayes. Motion carried.

Commissioner Durand closed the meeting at 6:31 p.m.

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Chairperson, Dennis Probst

Minutes submitted by Abbey Glenna, Planning and Community Development Department

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August 17, 2026

Agenda Item Description: Utility Board Meeting Minutes, July, 15 2026.

Originating Department: Public Works

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Mitchell Rigelman. Public Works Director

Preparer: Mitch Rigelman

ATTACHMENTS:
7-15-2026 Utility Board Minutes

Agenda
Lake City Utility Board
Regular Meeting July 15, 2026
5:30 PM
1st floor conference room

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1. Call to Order/Introductions

   Called to order at: 5:30 PM by Peter Coyle

   Members Present: Mitchell Rigelman. Peter Coyle. Bill Stiene. Justin Hawryluk. Brent Blattner. Cindy McGrath

2. Review and adopt/amend agenda

Motion: Brent Blattner

Second: Bill Stiene to adopt the agenda as presented. Motion caried.

New Business

Approve Utility Board Minutes from June 17, 2026.

Motion: Bill Stiene

Second: Peter Coyle. Motion carried.

3. Communication Updates
   a. Phase 1 Electric Distribution Improvements – 2027 Project Cost Update

Mitchell Rigelman provided an update on the planned 2027 Phase 1 Electric Distribution Improvements project.

Rigelman explained that DGR Engineering had provided a revised preliminary project estimate of approximately $2.759 million, approximately $223,000 above the previously budgeted amount of $2.536 million. He further explained that DGR identified a potential cost-saving option involving the use of deadfront fused switches in place of certain MVI switches, which could reduce project costs by an estimated $400,000 to $500,000.

Rigelman noted that the project includes approximately 120 residential electric services that would need to be converted from overhead to underground. Staff is currently planning for the City to absorb those secondary service conversion costs because the work is associated with a City-initiated system improvement project. Using experience from the North Garden Street project, staff estimated approximately $1,800 per residence, or roughly $216,000 total, for licensed electrician work associated with the conversions.

The Board discussed the operational and safety differences between deadfront fused switches and MVI switches. Members questioned whether the lower-cost switch option would provide the same level of system protection and safety and whether additional operating precautions would be required for electric staff. Rigelman explained that Electric Supervisor Travis Wettern and staff had visited Rochester Public

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Utilities to observe installation and operation of the proposed equipment and that staff feedback would be important before finalizing equipment selections.

Members also questioned why the lower-cost switch option was not included in the original project estimate and whether the approximately $223,000 increase in the overall estimate was attributable to material pricing, inflation, design refinement, or other factors. Rigelman indicated that he did not yet have a detailed explanation for the increase and would seek additional clarification from DGR Engineering.

Rigelman reviewed the preliminary project map and explained the general project area, including the proposed underground primary system, transformer locations, overhead-to-underground conversions, and the geographic extent of the E4 Mainline Tie and Voltage Conversion work. He also noted that a separate project component includes primary system improvements in other portions of the electric distribution system with little or no residential secondary service conversion work.

The Board also briefly discussed future substation improvements, breaker and relay testing, and the relationship between the proposed distribution improvements and long-term switching and backfeed capability.

No formal action was taken. The item was informational only.

b. Project Updates

North Garden Street Reconstruction

Rigelman reported that the North Garden Street Reconstruction Project was progressing well and appeared to be ahead of schedule due in part to favorable weather.

Water and sanitary sewer service work had progressed from Doughty Street toward Jefferson Street, with remaining work from Jefferson Street toward Monroe Street expected to continue over the following weeks.

Work had also begun in the Phase 2 area extending south from Doughty Street toward Lyon Avenue. Temporary water service had been installed, pavement removal and excavation were underway, and the contractor was preparing for installation of new watermain, sanitary sewer, and storm sewer infrastructure.

Rigelman explained that when the contractor reaches Chestnut Street, the anticipated sequencing is to move to Lyon Avenue and work back toward Chestnut Street. This approach is intended to better manage sewer elevations and connections at the lower point in the system.

Roadway subgrade work was also progressing north of Doughty Street in preparation for future asphalt placement. Rigelman indicated that portions of the corridor were being brought closer to finished grade and that a first lift of asphalt could occur later in the summer.

The Board also discussed a future sanitary force-main connection near Monroe Street. Rigelman explained that this work will require coordinated pumping and drawdown of the lift station so the force main can be safely tied in. Because of the additional planning required, that connection is expected to occur later in the construction sequence.

Rigelman stated that staff and the project team were pleased with the contractor's progress and that only a limited number of residential concerns had arisen to date.

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2026 Mill and Overlay Project

Rigelman reported that concrete and pavement removals were underway on Cross Street and West Marion Street.

Work included replacement of pedestrian ramps, improvements to crossings near Bluff View Elementary School, reconstruction of portions of the trail along Cross Street, and improvements near the school's dedicated turn lane.

Rigelman explained that the pedestrian ramps being reconstructed were primarily locations requiring ADA compliance improvements to address slopes, landings, and accessibility.

The Board discussed the anticipated paving sequence. Rigelman indicated during the meeting that, following completion of the concrete work, milling and paving were expected to occur later in the summer, with milling followed closely by asphalt paving. A Board member noted receiving communication suggesting some milling-related work might begin sooner than anticipated, and Rigelman stated that he would verify the contractor's current schedule.

The Board also confirmed that reconstructed pedestrian ramps would be concrete, while the trail along Cross Street would remain asphalt.

Monarch Paving was identified as the paving contractor associated with the project.

4. Informational Reports
    a. Utility Financial Reports through May 31st

Rigelman presented utility financial reports through May 31, 2026. He explained that June reports had not been finalized in time for inclusion in the packet, despite the Board's previous request for updated mid-year financial information.

Rigelman highlighted several expenditure categories he regularly monitors, including:

overtime;
operating supplies;
tools and equipment;
professional services;
maintenance and repair; and
contractual services.

Particular attention was given to the Electric Fund operating supplies account, which had used approximately 74% of its annual budget through May. Rigelman explained that higher-than-anticipated expenditures were related in part to increased material usage, electric department staffing activity earlier in the year, and the need to replenish transformer and utility-pole inventory.

Rigelman explained that routine system inspections had identified transformers requiring replacement, reducing available inventory and creating the need for additional purchases.

The Board discussed whether expenses could be shifted between expenditure accounts. Rigelman explained that invoices are coded according to the appropriate account in order to preserve accurate spending trends and that expenses should not simply be charged to another account because more budget authority is available there. If an expense is miscoded, Finance can correct the account classification.

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Rigelman further explained that he had requested budget adjustments using available funding from other electric accounts, including maintenance and repair and unspent salary dollars associated with vacant positions, rather than requesting additional General Fund support.

The Board discussed the purpose of electric customer base charges. Rigelman explained that base-charge revenue supports utility operating costs and is used for items such as operating supplies, tools, maintenance, and other system expenses.

The Board also discussed two current electric department vacancies: a journeyman lineworker position and the former electric service technician/meter technician position. Rigelman noted that following approval of the new IBEW agreement, the journeyman lineworker position could be advertised using the newly established wage rate.

Chair Coyle requested that future financial reports provide a clearer comparison between actual expenditures and the expected year-to-date budget position. He explained that simply showing the percentage of the annual budget used does not indicate whether an account is ahead of or behind its expected spending level for that point in the year.

Rigelman agreed to discuss with Finance Director Jerome Illg whether future reports could include a budget variance or year-to-date comparison that would better identify accounts materially above or below expected spending.

Rigelman stated that utility financial reports would continue to be presented quarterly and that Board members could raise questions regarding individual accounts as part of those reviews.

5. Future Meeting Dates
   Wednesday August 19th at 5:30 PM.

6. Adjourn

Motion to adjourn: Justin Hawryluk

Second: Bill Stiene. Motion carried.

Chair Signature: _____

Peter Coyle

Meeting minutes compiled by Public Works Director Mitchell Rigelman

DRAFT

August 17, 2026

Agenda Item Description: Port Authority Meeting Minutes July 16, 2026

Originating Department: Port Authority

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Abbey Glenna

Preparer: Abbey Glenna

ATTACHMENTS:
Port Authority Meeting Minutes 7.16.26

Minutes
Lake City Port Authority
Regular Meeting July 16, 2026
4:30 PM
2nd Floor Conference Room

Members Present:	**Gregg Moyer, Doris Schurhammer, Kevin Beauvais, Brian Quinn, Robert Newsome**
Members Absent:	**Mark Fayette**
Staff Present:	**Port Authority Director Doug Grout, Administrative Assistant Abbey Glenna**

Call to Order
Beauvais called the meeting to order at 4:42 p.m.

Review/Adopt Agenda
Motion by Quinn, seconded by Schurhammer to approve the agenda. All ayes. Motion carried.

Public Forum
No public in attendance.

Consent Agenda

a. August 21, 2025 – Lake City Port Authority Board of Commissioners Meeting Minutes
b. May 2026 Port Authority financial statements
c. Approval of invoices – July 2026

Motion by Schurhammer, seconded by Newsome to approve all consent agenda items. All ayes. Motion carried.

New Business

Annual Election of Officers
Chair Moyer spoke to Fayette who is willing to be an officer again. Chair Moyer volunteered to remain the President. Beauvais will remain Vice President. Discussion was had over whether to combine the Treasurer and Secretary roles; it was decided to keep the roles separate. Port Authority staff will serve as Secretary and Fayette will be the Treasurer.

Nomination by Moyer, seconded by Beauvais to approve the current state of officers. All ayes. Motion carried.

Communication Updates

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Lake Pepin Interpretive Center
Director Grout gave a brief description of the group that requested to present to the Port Authority Board in August, their ideas for an Interpretive Center, and the possibility of using Block 13.

Port Authority Board Opening
Discussion occurred regarding the opening within the board and who might be interested in filling it.

Informational Reports

Presentation of 2025 Port Authority Annual Report
Director Grout reviewed the Annual Report that included projects, revolving loans, the façade improvement program, ongoing activities, and the Port Authority mission.

Review of 2025 Year-End Financials
Director Grout reviewed the year-end financials for 2025. Moyer asked about the $66,890.00 "Due from other Funds". Grout explained this was an expense from several years ago related to the Block 25 redevelopment. Clarification will come next month from Finance Director, Jerome Illg.

Future Meeting Dates
August 20, 2026

Adjourn
Motion by Quinn, seconded by Beauvais to close meeting. All ayes. Motion carried. Moyer closed the meeting at 5:23 p.m.

_____
Port Authority President - Gregg Moyer

Minutes submitted by Abbey Glenna, Planning and Community Development Department

DRAFT

August 17, 2026

Agenda Item Description: Fire Relief Association Minutes 7.30.26

Originating Department: Fire Relief

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Rob Keehn, City Administrator

Preparer: Robert Keehn

ATTACHMENTS:
7.30.26 Fire Relief Meeting Minutes

Lake City Fire Department Relief Association Meeting Minutes

Date: July 30th, 2026

Time: 6:00 P.M.

1. Call to Order and Introductions

President Luke Hartzel called the meeting to order at 6:00 P.M.

Board Members Present: Luke Hartzel, Dan Cox, Jack Weyer, Jon Dose, Chris Tourney and Riley Borgschatz

Board Members Absent: None

Active Members Present: David Glomski, Casey Henderson, Aiden Leonard, Tom Reckmann, Tony Schultz,

Retired Members Present: Dan Moyer

City Officials Present: Dan Patterson, Robert Keehn

Others Present: Bill Kalmes

2. Review and Adoption of Agenda

A motion was made to add a discussion regarding a potential pension increase to the agenda.

Motion by: Chris Tourney

Seconded by: Jack Weyer

Vote: 6–0 – Motion carried

3. New Business

A. Approval of May 28th, 2026 Meeting Minutes

Motion by: Jack Weyer

Seconded by:

Vote: 6–0 – Motion carried

B. Approval of 2025 Annual Audit

Auditor Bill Kalmes presented the findings from the 2025 Fire Relief Association audit. The board reviewed and approved the report.

Motion by: Dan Cox

Seconded by: Luke Hartzell

Vote: 6–0 – Motion carried

C. Pension Increase Discussion

City Official Rob Keehn shared his perspective on addressing a pension increase, and he agrees that the numbers work out for the increase. Further discussions regarding funding will take place between city officials and Relief Board. The Relief Association is not asking to change anything with $20,000 received annually from the City.

4. Future Meeting Dates

The next meeting is scheduled for August 27th, 2026, at 6:00 P.M.

5. Adjournment

The meeting was adjourned at 6:43 P.M.

Motion by: Dan Patterson

Seconded by: Jack Weyer

Vote: 6–0 – Motion carried

August 17, 2026

Agenda Item Description: Fire Department Meeting Minutes 7.30.26

Originating Department: Fire

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Rob Keehn, City Administrator

Preparer: Robert Keehn

ATTACHMENTS:
7.30.26 Fire Department Meeting Minutes

Lake City Fire Department
Monthly Business Meeting Minutes
July 30th, 2026

Dan Patterson called meeting to order at 7:00 P.M.

ROLL CALL

Active Members Present: Dave Glomski, Brandon Herzig, Jack Weyer, Tom Reckmann, Dan Patterson, Chris Tourney, Mike Lafferty, Jon Dose, Justin Cerwinske, Dan Cox, Jake Schumacher, Tony Schultz, Luke Hartzell, Aiden Leonard Riley Borgschatz and Casey Henderson

Active members absent: Derek Nibbe, Matt Herzig, Travis Coyle, Brian Smith

Retired Members: Dan Moyer

City Officials present: Faye Brown

SECRETARIES REPORT

1. MOTION TO APPROVE June MINUTES By – Tony Schultz SECOND – Jake Schumacher VOTE TAKEN AND MOTION CARRIED.

TREASURERS REPORT

1. MOTION TO APPROVE June Treasures Report By –Jack Weyer SECOND –Dave Glomski VOTE TAKEN AND MOTION CARRIED.

COMMITTEE REPORTS

EQUIPMENT:

1. Looking to purchase more safety equipment for the fire boat

TRAINING:

1. Truck training and Age partners next month

SAFETY:

1. Make sure we are making updates to preplans and adding them to IAR

DANCE COMMITTEE:

1. Working on finalizing all bills and payment to figure total

FIRE PREVENTION:

1. Working on getting smoke detectors to hand out

CORRESPONDENCE & COMMUNICATIONS

1. Thank you from Jim Huettl and his family for being nominated as an Honorary Firefighter.

OLD BUSINESS

1. Nothing at this time

NEW BUSINESS

1 Looking to get new tables for the meeting room to be added to the Relief agenda
2. Fire school starts end of August
3. New iPad mounts for a couple of the trucks that are broken.

OTHER BUSINESS FOR THE GOOD OF THE ORDER

1 Nothing to Report

MOTION TO ADJOURN BY Dave Glomski SECOND BY Tom Reckmann. VOTE TAKEN AND MOTION CARRIED.

Meeting adjourned at 7:45
Minutes recorded and prepared by Riley Borgschatz

August 17, 2026

Agenda Item Description: August 2026 Calendar

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
August 2026 Calendar

Budgetary/Fiscal Impact:
None

Reviewed By: Administration

Preparer: Diane Johnson

ATTACHMENTS:
August 2026 Calendar

August 2026

MON	TUE	WED	THU	FRI	SAT/SUN
					1/2
3	4	5	6 ~~Planning Commission 6:00 PM~~ Cancelled	7	8/9
10	11 **Primary Election** 	12	13 Heritage Preservation Commission 5:00 PM	14	15/16
17 Council Workshop 5:00 PM Common Council 6:00 PM ~~Ambulance Commission 6:00 PM~~ Cancelled	18 Marina Board 5:00 PM Street/Parks/Public Safety Commission 4:30 PM	19 Utility Board 5:30 PM	20 Port Authority 4:30 PM	21	22/23
24	25	26	27 Fire Relief Assn 6:00 PM Fire Department 7:00 PM	28	29/30
31					

August 17, 2026

Agenda Item Description: September 2026 Draft Calendar

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
September 2026 Draft Calendar

Budgetary/Fiscal Impact:
None

Reviewed By: Administration

Preparer: Diane Johnson

ATTACHMENTS:
September 2026 Draft Calendar

September 2026

MON	TUE	WED	THU	FRI	SAT/SUN
	1	2	3 Planning Commission Workshop 5:00 PM Planning Commission 6:00 PM	4	5/6
7 **City Hall Closed Labor Day** 	8	9	10 Heritage Preservation Commission 5:00 PM	11	12/13
14 Council Workshop 5:00 PM Common Council 6:00 PM	15 Street/Parks/Pub Safety Commission 4:30 PM	16 Utility Board 5:30 PM	17 Port Authority 4:30 PM	18	19/20
21 Ambulance Commission 6:00 PM	22 	23	24 Fire Department 7:00 PM	25	26/27
28	29	30			

Clean-up Day

8:00am-3:00pm