



## MEMORANDUM

TO: Kabetogama Town Board Members

FROM: Sara Lindberg & Colin Marcusen  
Project Engineers

DATE: February 28, 2014

RE: Puck's Point SSD Engineering Updates  
SEH No. KABET 119468 14

This memo shall serve to provide you with updates on the PPSSD engineering items for the regular meeting on March 4, 2014.

### **Schedule:**

#### *Discussion:*

Plans, specifications, supporting design documents and permit application paperwork have been submitted to MPCA for review. Project on schedule to advertise for bids starting in May or June, 2014. Construction in mid to late summer and fall, 2014 to accommodate resort properties.

### **Easement Acquisition:**

#### *Discussion:*

#### DNR land:

Information has been provided to the DNR to show locations of land needed for treatment, dispersal, and piping. SEH has been in contact with DNR staff to assist in providing additional information as needed. DNR is working on drafting lease agreement. Negotiation on area of land needed may be necessary depending on price.

- DNR well aware of desire to construct by summer and are willing to work with Township to make that happen.

### **SSD Land Owners:**

- SEH has provided a list of all land owners and corresponding parcel numbers to Fryberger – Mary working to update the list as necessary
- Blanket easement may be beneficial in the case of tanks or piping needing to be relocated in the field during construction due to rock formations or other obstructions. However, permanent easements would still be needed. Property descriptions would then need to be prepared twice.
- Other option is construction easement just cover areas to install pipes and tanks. If areas change during construction, the easements will need to be revised as well.

- Legal descriptions of properties for preparation of easements is not part of SEH contract. These are prepared by a licensed land surveyor. SEH can prepare at an hourly rate if desired. SEH will provide all background drawings necessary.

County ROW:

Easements will not be needed from the County. However, a permit for work within the Right-of-Way will be required. This will be completed closer to the time of construction.

Shared tank electrical:

North Star Electric will install separate meters for each of these shared tanks. Bill will have to be paid by the Township and back-charged to residents in sewer bills. Costs will be minimal.

**DNR capital payment**

*Discussion:*

Legislation to require Woodenfrog Campground to connect to project.

**PFA, Small Communities Program**

*Discussion:*

Updated list of action items has been attached. Completed items have been removed. The list was updated 02/28/14.

**SEH Payment:**

Outstanding invoices:

<b>Invoice Number</b>	<b>For Work Through</b>	<b>Invoice Amount</b>
275072	10-31-13	\$5,340.00
277172	12-31-13	\$16,020.00
277988	01-31-14	\$30,705.00
	<b>TOTAL:</b>	<b>\$52,065.00</b>

In default for invoices 275072 and 277172.

**IRRRB Grant Reimbursement:**

*Discussion:*

As shown in the attached IRRRB reimbursement request letter.

*Recommendations:*

Review and approve Town Treasurer to submit IRRRB Grant Reimbursement Request #14.

If you have any questions regarding these items, please do not hesitate to contact either of us.

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Cc: Mary Manninen, Township Clerk and Jill Kiner, Township Treasurer

Enc: PFA List of Items Needed – Updated 01/31/14

IRRRB Grant Reimbursement Request #14.

PFA - List of Items Needed for Kabetogema Township/Puck's Point Application – updated 02/28/14  
 Pucks Point, Kabetogema Township, Minnesota  
 SEH # KABET 119468

Response Legend:

**Red** – Action items in question. Nancy Johnson, please respond to SEH.

**Yellow** – Action items in progress by SEH/Township. Info will be submitted to PFA at a later date.

**Green** – Item complete. No further attention needed.

Numbered items are the same as those sent to SEH by Nancy Johnson on 10/07/13. Responses are by Colin Marcusen, SEH. Completed items have been removed from this list.

1. PFA will need a copy of the proceedings organizing the Service District. Could the Township ask Mary Francis Skala to send a copy?
  - a. **Bob Nevalainen working on obtaining.**
2. Copy of the draft sewer ordinance including sewer service charge plan.
  - a. **In progress**
3. Status of voluntary easements and additional land purchases, if necessary.
  - a. **Land lease discussions with DNR underway.**
4. Status of DNR's participation in the system.
  - a. **The DNR will not connect Woodenfrog Campground to the system at this time. The EDUs from the campground are not included in the calculations previously submitted. Recent legislation to require campground to hookup to system.**
5. Status of DNR land required for dispersal system.
  - a. **Land lease discussions with DNR are underway.**
6. Copy of draft management plan for wastewater system
  - a. **Management plan for treatment system will be developed and submitted during construction in the summer of 2014.**
7. Copy of draft management contract for system operation/maintenance.
  - a. **Operator of the system will be determined by the Township during bidding/construction. Treatment system will require a Class C operator.**
8. Copy of the discharge/operating permit when available.
  - a. **A copy of the permit will be submitted to PFA during bidding or construction.**
9. There is an updated Compliance Form for the Small Community Program Application that the Township's Authorized Official will need to sign. It incorporates the job reporting requirements listed below. I will send that out separately to the Township.
  - a. **Form was sent by Nancy Johnson to Bob and SEH. Township to sign and return to Nancy.**
10. Documentation that all necessary easements and land agreements are in place prior to construction.
  - a. **Township lawyers, Fryberger, are working on language for all necessary easements. Documentation of land lease through the DNR will be sent to PFA when available.**