

Subordinate Service District Project

Cascade Township SSD

Hallmark Terrace and Zumbro Ridge Estates MHPs

Legend:

Project start date: 1/8/2022

Milestone marker: 1

Milestone description	Category	Assigned To	Progress	Start Date	End Date	Days
Establish Subordinate Service District						
Petitions and Resolution	Milestone	Board	100%	3/14/2022	3/14/2022	1
Post Public Hearing Notice	Milestone	Sara	100%	1/8/2022	1/8/2022	1
Public Hearing	Milestone	Board	100%	1/21/2022	1/21/2022	1
Publish Intent to Form SSD and Letters to Peititioners	Milestone	Sara	100%	1/29/2022	1/29/2022	1
Formation of SSD and Filing	On Track	Board, Sara	100%	1/29/2022	3/29/1931	60
Record Sewer Ordinance	Milestone	Sara	100%	3/31/2022	3/31/2022	1
Record Subordinate Service Distict	Milestone	Sara	100%	3/31/2022	3/31/2022	1
Construction / Bid Schedule						
Bid Received for MHP SSD and Alternate "A"	Milestone	Kevin, Board	100%	12/9/2021	12/9/2021	1
Issue Letter of Intent to Elcor	Milestone	Board	100%	1/10/2022	1/10/2022	1
Deadline for Bid Accept, Reject, or Agreement on 90 Day Extension (SSD & Alternate "A")	High Risk	Kevin, Board	100%	2/7/2022	2/7/2022	60
Bid Deadline if 90 Day Extension Agreed to by Elcor	Med Risk	Kevin, Board	100%	4/10/2022	3/31/2022	90
Completion of Required Permanent and Temporary Easements	High Risk	Kevin, Mike, Board, Legal	100%	3/24/2022	06/10/022	79
Redo and Approvals of Required Permanent and Temporary Easements	Med Risk	Kevin, Mike, Board, Legal	100%	5/23/2022	6/13/2022	22
Record Easements	Milestone	Sara	100%	6/13/2022	6/13/2022	1
Pre-Construction Meeting	Milestone	Kevin	100%	4/21/2022	4/21/2022	1
Construction (Bid Award to Completion Target Date from Bid 10/25/2022)	Med Risk	Kevin, Elcor	4%	3/31/2022	10/25/2022	260
Elcor Target Construction Schedule (Bid Award to Completion Target Date)	Med Risk	Kevin, Elcor	4%	3/31/2022	9/30/2022	235
Complete MPCA Documents and Certification per 12/14/2021 letter	Med Risk	Kevin, Elcor, Board	0%	3/31/2022	8/1/2022	175
City of Rochester Deliverables						
Revised SSD Sewer Partners Agreement	On Track	Dean H., Aaron Luckstein	100%	1/10/2022	1/10/2022	1
Sewer Ordinance: Flows Comply with Rochester San. Sewer Codes	Low Risk	Board, Roger Ihrke	100%	2/14/2022	2/14/2022	1
Operting Plan, Reporting Requirements of Agreement	Low Risk	Gopher Septic	100%	2/14/2022	2/14/2022	1
Sewer Connection Permit Prior to Connection	Low Risk	Kevin	0%	1/30/2022	8/26/2022	235



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Televised Inspection View of Lines Prior to Connection to City.	Low Risk	Kevin	0%	1/30/2022	8/26/2022	235
Financial (PFA, Loan, Grant)		Anita Gallentine (PFA), M. Bubany, M. Black, Kevin, Sara				
Itemize MHP vs. Individual Homes Expenditures	Med Risk	Sara, Mike Black, Kevin	100%	1/19/2022	3/31/2022	71
Final Budget Submitted	Med Risk	Kevin, Sara	100%	1/19/2022	4/25/2022	89
Provide All Requested Documents to Anita.	High Risk	Sara, Mike Black, Kevin	100%	2/2/2022	5/19/2022	106
Complete Loan Application	Low Risk	Black, Bubani, Kevin	100%	2/14/2022	3/25/2022	39
Determine Funding for Alternative "A" Availability / Source if a GO	Milestone	Board	100%	1/10/2022	1/10/2022	1
PSIG Project Grant Agreement (DocuSign) Completed	Milestone	Anita, PFA, Sara, Board	100%	6/6/2022	6/13/2022	7
Disbursement Forms Provided by PFA for Monthly Disbursements (Required and Initiated by PFA)	Milestone	Anita, PFA	90%	6/10/2022	6/15/2022	5
Documentation and Approvals by PFA to Allow PSIG Disbursement	High Risk	Sara, Board, Anita, Kevin	90%	4/4/2022	6/15/2022	72
Anticipated PSIG Grant Money Disbursed to Bank (1st of Monthly)	High Risk	Anita Gallentine (PFA)	0%	4/18/2022	6/22/2022	65
Payment of PSIG Loan Application Fee (0.5% of Loan Amount = \$9,093.06)	High Risk	Sara, Anita	100%	3/31/2022	6/6/2022	67
PSIG Grant Money Available in Bank (1st Partial Disbursement of Grant Total of \$1,819,953)	Milestone	Sara, Anita	0%	4/25/2022	6/22/2022	55
Booard / WHKS Submission of Grant Disbursement Request #2 for Month of May Expenses	Med Risk	Kevin, Sara, Board, Anita	75%	6/3/2022	6/13/2022	10