

RIGHT OF WAY

X

COMMERCIAL ACCESS

APPLICATION FOR PERMIT FOR INSTALLATION OF UTILITIES OR PLACING OBSTRUCTIONS ON THE COUNTY HIGHWAY SYSTEM  
ALL APPLICANTS MUST BE REGISTERED PRIOR TO PERMIT APPROVAL

APPLICANT NAME

CENTERPOINT ENERGY

CONTACT PERSON

Wyatte Chaffee

ADDRESS

505 NICOLLET MALL

CITY

MINNEAPOLIS

PHONE NUMBER

612-321-4509

EMAIL

wyatte.chaffee@centerpointenergy.com

COMPANY OR INDIVIDUAL PERFORMING WORK

MICHELS CORP

CONTACT PERSON

Wyatte Chaffee

EMAIL

wyatte.chaffee@centerpointenergy.com

PHONE NUMBER

612-321-4509

PERMIT WORK TO START

07/01/2025

PERMIT WORK TO BE COMPLETED

12/31/2025

DURATION OF JOB

4 WEEKS

ARE YOU BEING ASKED TO RELOCATE DUE TO A COUNTY PROJECT?

No

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS

Jefferson ST NE & 49 AVE NE ( CO RD 4)

CITY

Columbia Heights

METHOD OF INSTALLATION/CONSTRUCTION

BORING

NATURE OF WORK SAP# 115436349 MGC# 25-78280 - REPLACING 1350' OF 3" BARE STEEL CL-2 ALONG JEFFERSON ST NE IN COLUMBIA HEIGHTS, MN. REPLACING WITH 2" PE CL-2. BORING WILL CROSS 49 AVE NE (COUNTY RD 4) PERPENDICULARLY.

SURFACE TO BE DISTURBED

X

DITCH/BLVD

GRAVEL

X


BITUMINOUS

X


CONCRETE

NONE

SITE PLAN



IF THE ROADWAY IS ENCROACHED, YOU MUST ATTACH A TRAFFIC CONTROL PLAN AND/OR REFERENCE THE MOST CURRENT VERSION OF THE MN TEMPORARY TRAFFIC CONTROL FIELD MANUAL (3+ DAYS REQUIRES PLANS TO BE SIGNED BY A LICENSED PE).



IS SIGNING AND STRIPING REQUIRED?

No

DEPTH FROM SURFACE

60"

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE

2" PE CL-2

NUMBER OF EXCAVATIONS

3

SIZE OF EXCAVATIONS

5' x 5' x 4'

(Length, width, and depth)

LOCATION OF EXCAVATIONS ALL EXCAVATIONS ARE TO BE PROTECTED AT ALL TIMES AND THEN BACKFILLED WHEN UNATTENDED AND/OR OVERNIGHT  
Specific written descriptions of excavations - if shown on attached drawing, drawing shall be specific with depth and distance from centerline, curb, or other distinguishable location. Traffic control plans cannot be approved without specific excavation descriptions.

Southeast corner of Jefferson ST NE & County Road 4.

THIS PERMIT COVERS THE RIGHT OF WAY IN ANOKA COUNTY ONLY

ACTD reserves the right to make changes to these special conditions.

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Anoka County

MINNESOTA

Respectful. Innovative. Fiscally Responsible

## ANOKA COUNTY TRANSPORTATION DIVISION

1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304

PERMIT PHONE: 763-324-3176

highwaypermits@anokacountymn.gov

## GENERAL INFORMATION

One permit must be approved for each county road on which work will be performed prior to any work within the right of way by any utility/contractor. Emergency conditions which threaten the safety of the public and require immediate repair are exceptions to this rule. Under those circumstances, the utility/contractor is permitted to begin and/or complete the necessary repairs. The Anoka County Transportation Division (ACTD) shall be notified of emergency repairs as soon as feasible and a written permit is to be completed within two business days of occurrence.

A license-permit bond is generally required of the contractor as part of the registration process, the amount of which will be determined by the nature of the utility work.

A sketch or drawing shall accompany each permit application which will show the location of the proposed work/utility with reference to the county highway center line and right of way line. A complete set of plans is required for all sewer/water projects.

It shall be the responsibility of the applicant to determine which of the special conditions apply to each permit.

ACTD reserves the right to revoke any utility permit and halt work, if, upon inspection of any job site, the special conditions are not met, and/or a hazard exists for the applicant or public safety is threatened. **The failure to comply with the terms and conditions of any applicable Federal, State, Regional, and local laws, rules and regulations, including any provision of Anoka County's Right-of-Way Ordinance shall be cause for immediate revocation of a permit.**

The applicant shall notify ACTD immediately upon completion of project so that the ACTD can inspect the site to determine if restoration has been satisfactorily completed.

The undersigned hereby accepts the terms and conditions of this permit and the regulations of Anoka County, and agrees to fully comply therewith to the satisfaction of the ACTD. The county of Anoka, its officials, employees, and agents, shall be held harmless, by the applicant/permittee, from any demands, claims, lawsuits, or damages relating to the work described in this permit.

APPLICANT'S SIGNATURE

DocuSigned by:

kimberly Ignatowicz

E99C2785BD624F8...

DATE 3/11/2025

## AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the regulations of the ACTD covering such operations, permission is hereby granted for the work to be done as described in the above application. Said work to be done in accordance with the general conditions listed above and the special conditions required as hereby stated. It is expressly understood that this permit is conditioned upon replacement or restoration of the county highway and its right of way to their original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city or township authorities having joint supervision over said street or highway.

APPROVED BY:

DATE

TITLE: Traffic Technician

NOT VALID UNLESS SIGNED BY ANOKA COUNTY

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1440 BUNKER LAKE BLVD NW  
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highwaypermits@anokacountymn.gov

SPECIAL CONDITIONS

TRAFFIC CONTROL

- 1) Detours
  - a) Detailed detour layouts shall be submitted to the traffic engineer for approval.
  - b) No detours shall be permitted without prior approval of the Anoka county traffic engineer.
  - c) A ten day notice must be given prior to the installation of any detour.
  - d) It shall be the responsibility of the applicant to notify Anoka county central communications, local government bodies, and any affected bus companies ten days prior to any road closures/detours.
  - e) Immediately upon completion of work and/or detours, all posts, barricades, and signs shall be removed from the right of way.
- 2) Traffic control devices
  - a) All traffic control devices, barricades, flashers, etc., shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota manual on uniform traffic control devices and temporary traffic control zone layouts – field manual of the same manual.

CONSTRUCTION REQUIREMENTS

- 1) Open cutting of bituminous or concrete surfaced roads will be allowed only at the discretion of the county engineer.
- 2) Neither supplies nor excavation materials shall be placed on the bituminous or concrete surface at any time.
- 3) No trenches will be allowed to remain open overnight.
- 4) Materials removed from the trench shall be used as backfill insofar as they are suitable. All backfill material shall conform to MNDOT specifications for compaction. The use of heavy equipment on top of trench, slapping with backhoe bucket and/or back casting to achieve compaction is prohibited. Any additional material required to back fill to the original grade shall be furnished by the applicant at no expense to the ACTD. All the base and surface courses damaged during construction operations shall be restored to a condition equal to or better than before operations began. The applicant shall be responsible for and restore any settlement.
- 5) All culverts, ditches, shoulders, and backslopes shall be restored to their original condition unless otherwise directed by the ACTD. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guard posts, etc., are the sole responsibility of the applicant and shall be restored to their original condition.
- 6) All roadway maintenance required within the limits of the utility project that is related to the applicant's activities shall be the sole responsibility of the applicant for one year after completion of the project. Upon completion of the restoration work, the applicant shall request a final inspection by the ACTD. The ACTD's approved completion date shall be the starting date of the applicant's one-year responsibility.

HORIZONTAL BORING AND JACKING

- 1) All hard surface roadways shall be jacked or bored.
- 2) All crossings of Anoka County maintained roadbeds, shall be made by boring inside a casing or carrier pipe, or by jacking unless otherwise directed by the Anoka County Engineer. The auger shall lead the casing or carrier pipe by at least six inches whenever possible and never lead the carrier pipe by more than one inch.
- 3) The use of pneumatic devices to facilitate the roadbed crossings will be allowed in most cases with prior approval. In the event approval is not granted and applicant uses a pneumatic device to cross a roadbed and encounters an obstruction and/or unstable subbase material which makes forward or reverse motion of pneumatic device impossible, said pneumatic device then becomes part of the roadway subbase and permission to excavate to retrieve device will not be granted.
- 4) If a pneumatic device is used for the work permitted herein, the installation must be kept to a minimum of four feet below the surface of the roadway if the pneumatic device is less than two inches in diameter, and a minimum of five feet below the surface of the roadway if the pneumatic device is two inches in diameter or larger.

BITUMINOUS RESTORATION

- 1) The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the ACTD prior to any cutting or any surface opening operations.
- 2) All openings in bituminous surfaces shall be cut in a straight line with the sides smooth and vertical. No ragged edges will be permitted. Cutting shall be done with a concrete saw.
- 3) All necessary dust control operations shall be carried out by the applicant at no expense to Anoka County.
- 4) The minimum requirement for subgrade replacement shall be the upper twelve inches of material and shall meet MNDOT specifications for class five placed in six inch layers compacted to one hundred percent of optimum density.
- 5) All manhole casings, gate valves, and other utility structures shall be set one quarter inch below the top of the finished surface.
- 6) Bituminous tack coat materials and application thereof shall conform to MNDOT specification 2357.
- 7) All bituminous surfacing shall be replaced as soon as practicable after the base construction. All bituminous surfacing shall be machine laid. Any exceptions must be approved by the ACTD. Bituminous surfacing shall be replaced to original pavement depth or to a minimum of six inches of bituminous mixture (2360), whichever is greater. Bituminous mixtures must be placed in lifts not exceeding three inches in thickness for base and binder courses and not exceeding two inches for the wear course.
- 8) All surface restoration regardless of size shall conform to existing grades.
- 9) Any unnecessary or negligent damage to bituminous surface in conjunction with the installation and/or repair of a utility shall be cut out and replaced in kind as directed by the ACTD.



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CONCRETE RESTORATION

- 1) Curb and gutter, sidewalks, and driveways shall be restored in accordance with MNDOT specifications 2531 and 2521.

UTILITY LINES

- 1) There shall be only a single pole line on the county right of way on either side of the center line thereof.
- 2) Exact locations of longitudinal installations on county highways shall be located as directed by the ACTD.

SECTION CORNER MONUMENTS

- 1) Utility locations shall not interfere with the location of any section, quarter, witness, or right of way monuments. For assistance in locations, contact the Anoka County Surveyor’s Office.
- 2) The applicant shall be responsible for replacement of any existing property irons disturbed during construction.
- 3) The applicant shall notify the Anoka County Surveyor’s Office three working days in advance of any anticipated disturbance of any section, quarter, witness, or right of way monuments.
- 4) Any monument disturbed during the course of construction, shall be reset by the Anoka County Surveyor’s Office at the expense of the applicant.

ATTACHING TO BRIDGES/STRUCTURES

- 1) No utility is permitted to be hung from, or otherwise attached to, any bridge or structure without having detailed plans approved by the Anoka County Engineer. These plans are to show approaches to the structure, method of installation, type, and dimension of housing for the utility.

ADDITIONAL PROVISIONS

- 1) All subcontractors, installers, and crew shall possess a physical or electronic copy of all documents in relation to the approved permit prior to the commencement of work and be kept on site. This includes, but it not limited to the following:
  - a) Approved permit
  - b) Any/all traffic control plans and/or layouts
- 2) Shall notify Anoka County Permits at 763-324-3176 or highwaypermits@anokacountymn.gov
  - a) At least 36 hours prior to the commencement of work
  - b) With time frame of proposed of work
  - c) Anticipated traffic control
  - d) When work is complete - including restorations - to request a final inspection
- 3) No work during inclement weather or when plows are out in any capacity
- 4) All traffic control shall be in accordance with the most current version of the MnDOT Temporary Traffic Control Field Manual
- 5) For staking of right-of way or proposed infrastructure, contact Chris Osterhus at 763-324-3189 a minimum of 48 hours prior to the commencement of work.

INITIAL 

bs  
bl



CONSTRUCTION NOTES

Install new main as shown or as directed in field at time of installation.  
Contact Engineering for approval of field generated changes.

All test points should be installed in the boulevard or other acceptable locations and avoid placement in driving lanes.

Verify Coating test results if required prior to abandoning main.

NOTE: BORE ALL PAVED STREETS AND DRIVEWAYS

Minimum depth requirements for crossings of state highways and county roads is 60". Minimum depth requirements for crossings of city streets and township roads is 48". Minimum depth for parallel installations on state highways and county roads is 38". Minimum depth for parallel installations on city streets and township roads is 30". All steel pipe welds to be coated with 2 part epoxy.

CONSTRUCTION PROCEDURES

Install; Clean and Test; and Put in Service; Proposed new main per CenterPoint Energy Construction and Services Manual.

Procedure for tapping or making tie-ins to existing gas mains: Verify existing gas main size, type, and location prior to tapping or making tie-in. Monitor and verify, using a pressure gauge, existing gas main Pressure Class within the bell hole of tap location or tie-in location prior to tapping or making tie-in.

Purge new main until essentially 100% reading is obtained on Combustible Gas Indicator. See CenterPoint Energy Construction and Service Manual Section CS-B-1.230 for purging mains into service.

Complete all Service / Meter Work as directed. (See Service Survey)

See Abandonment Procedures for abandonment and purging procedures.

Install a marker ball at a new end of main, at a valve, at each ell of a horizontal offset, at road crossings and at any fitting or pressure control identified as needing to be located in the future. Refer to CenterPoint Energy Construction and Service Manual section CS-B-1.310 for installation procedures.

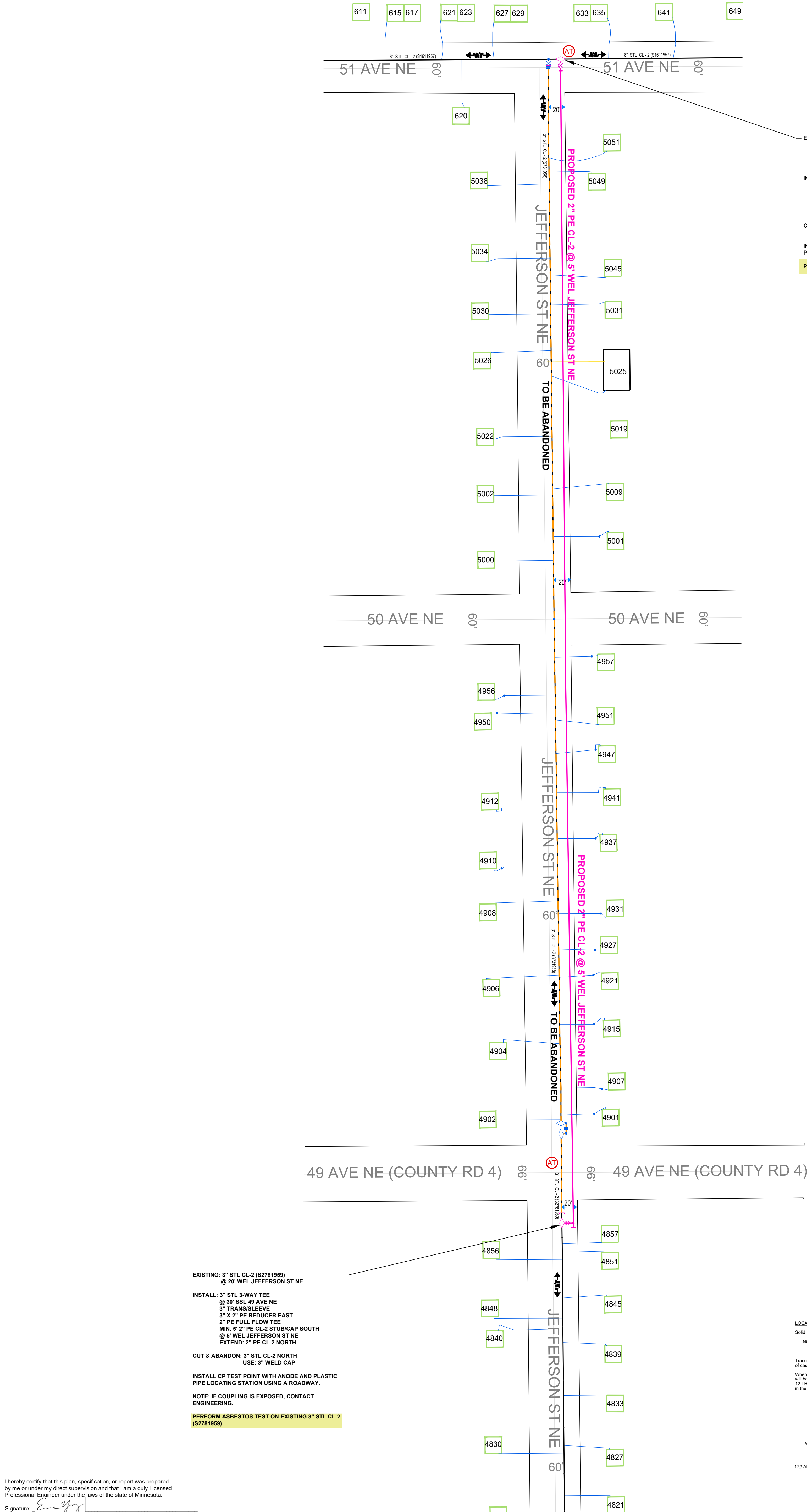


DENOTES COATING SAMPLE LOCATION. CONTACT COLTON PESHEK (612-321-5447) IN THE ENVIRONMENTAL DEPARTMENT TO SCHEDULE SAMPLING OF PIPE COATING. GIVE 48 HOURS NOTICE WHEN POSSIBLE TO ARRANGE FOR A LICENSED INSPECTOR.

Pipe < 4-Inches Diameter (Unregulated PCB area):

Project area cleared for internal impacts. Pipe being removed is unregulated for disposal if coating does not exist or is non-asbestos. Refer to CNP Construction and Service Manual CS-B-1.110, CS-B-1.330, and CS-B-1.100, for pipe to be abandoned.

CORROSION TECH FOR AREA IS  
KEVIN ANDERSON, CELL 612-910-1397



EXISTING: 3" STL CL-2 (S2781959)  
@ 20' WEL JEFFERSON ST NE

INSTALL: 3" STL 3-WAY TEE  
@ 30' SSL 49 AVE NE  
3" TRANS/SLEEVE  
3" X 2" PE REDUCER EAST  
2" PE FULL FLOW TEE  
MIN. 5' 2" PE CL-2 STUB/CAP SOUTH  
@ 5' WEL JEFFERSON ST NE  
EXTEND: 2" PE CL-2 NORTH

CUT & ABANDON: 3" STL CL-2 NORTH  
USE: 3" WELD CAP

INSTALL CP TEST POINT WITH ANODE AND PLASTIC  
PIPE LOCATING STATION USING A ROADWAY.

NOTE: IF COUPLING IS EXPOSED, CONTACT  
ENGINEERING.

PERFORM ASBESTOS TEST ON EXISTING 3" STL CL-2  
(S2781959)

ABANDONMENT PROCEDURES

See Construction Procedures for installation of mains and services prior to abandonments.

Cut and abandon existing main as shown. Purge abandoned mains until essentially 0% gas reading is obtained on Combustible Gas Indicator.  
See CenterPoint Energy Construction and Service Manual Section CS-B-1.110 and Section CS-B-1.230 for purging mains out of service using air movers.

Cross Compression may be used to lower pressure in line prior to venting trapped gas and purging line out of service.

Warning - cross compression into a one-way feed system requires Engineering approval. Trapped gas to be transferred to CL-2 (10) PSIG system.

Do not exceed 10 PSIG on the outlet side of the Cross Compression unit. Monitor using digital gauge on outlet side of unit.

Contact Area CAM Personnel prior to starting job to review Cross Compression process and to arrange field support.

For typical connection of Cross Compression:  
Plastic Mains: Use a 1-1/4" PE Service Tee with a temp. 1-1/4" anodeless riser with valve  
Steel Mains: Use a 2" TOR Drill Nipple.

Contact Engineering with questions.

EXISTING: 3" PLUG VALVE (S731958)  
@ 40' NSL 51 AVE NE  
@ 20' WEL JEFFERSON ST NE  
@ 26' E HYDRANT  
@ 26' N HYDRANT

INSTALL: 2" FLAT BOTTOM STL 3-WAY TEE  
@ 5' WEL JEFFERSON ST NE  
2" STL BALL VALVE  
(SAP EMP# 16173630)  
2" TRANS/SLEEVE  
EXTEND: 2" PE CL-2 SOUTH

CUT & ABANDON: 3" STL CL-2 SOUTH OF EXISTING 3" PLUG VALVE  
USE: 3" WELD CAPS

INSTALL CP TEST POINT WITH ANODE AND PLASTIC  
PIPE LOCATING STATION USING A ROADWAY.

PERFORM ASBESTOS TEST ON EXISTING 8" STL CL-2 (S1611957)

LOCATING/TRACER WIRE - PIPES

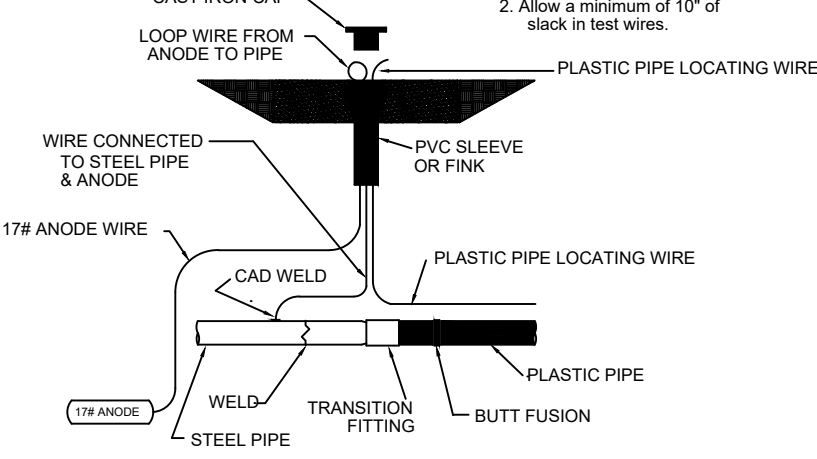
Solid 12 THHN copper tracer wire shall be buried with all plastic pipes.

NOTE: Whenever tracer wires are joined together or connected to plastic pipes or services, the connections shall be coated with moldable sealant/tape.

Tracer wire shall also be terminated with plastic pipes when inserting inside of cast iron pipes.

Where steel pipes and plastic pipe are joined together, the tracer wire will be terminated in a test box as shown in the drawing below. A separate 12 THHN copper wire will be connected to the steel pipe and also terminated in the same test box with the tracer wire.

NOTE:  
1. Install roadway cap at final grade.  
2. Allow a minimum of 10" of slack in test wires.



PROPRIETARY AND CONFIDENTIAL

PROJECT #: 115436349

CITY: COLUMBIA HEIGHTS

COUNTY: ANOKA

LEGEND:

IN SERVICE  
PROPOSED  
PROPOSED ABANDONED  
ABANDONED  
NOT A PART OF PROJECT  
SEE NOTES

Pipe Summary

1385' 2" PE Class 2

1385' TOTAL PIPE

Proposed Abandoned Pipe

1352' 3" STL Class 2

1352' TOTAL PIPE

COPIES:  
PIPELINE INTEGRITY PACKET: N  
STATION MANAGER: N  
DD NUMBER: N/A  
CORROSION: KEVIN ANDERSON  
EMP: 16173630

SITE CONTACT: N/A

SURVEYOR REQUIRED? N

RETURN PACKET TO ENG? N

JOB BRIEFING REQUIRED? Y

GFP #: N/A

PERMITS: COLUMBIA HEIGHTS  
ANOKA COUNTY

PROJECT DESCRIPTION: SBAR  
JEFFERSON ST NE & 51 AVE NE

DESIGNER: WYATTE CHAFFEE  
PHONE#: 612-321-4509  
DRAWN BY: WYATTE CHAFFEE  
DESIGN DATE: 01/28/2025

REVISION INFO:

MAIN

SS#: #

SCALE: 1" = 60'

SHEET 1 OF 1

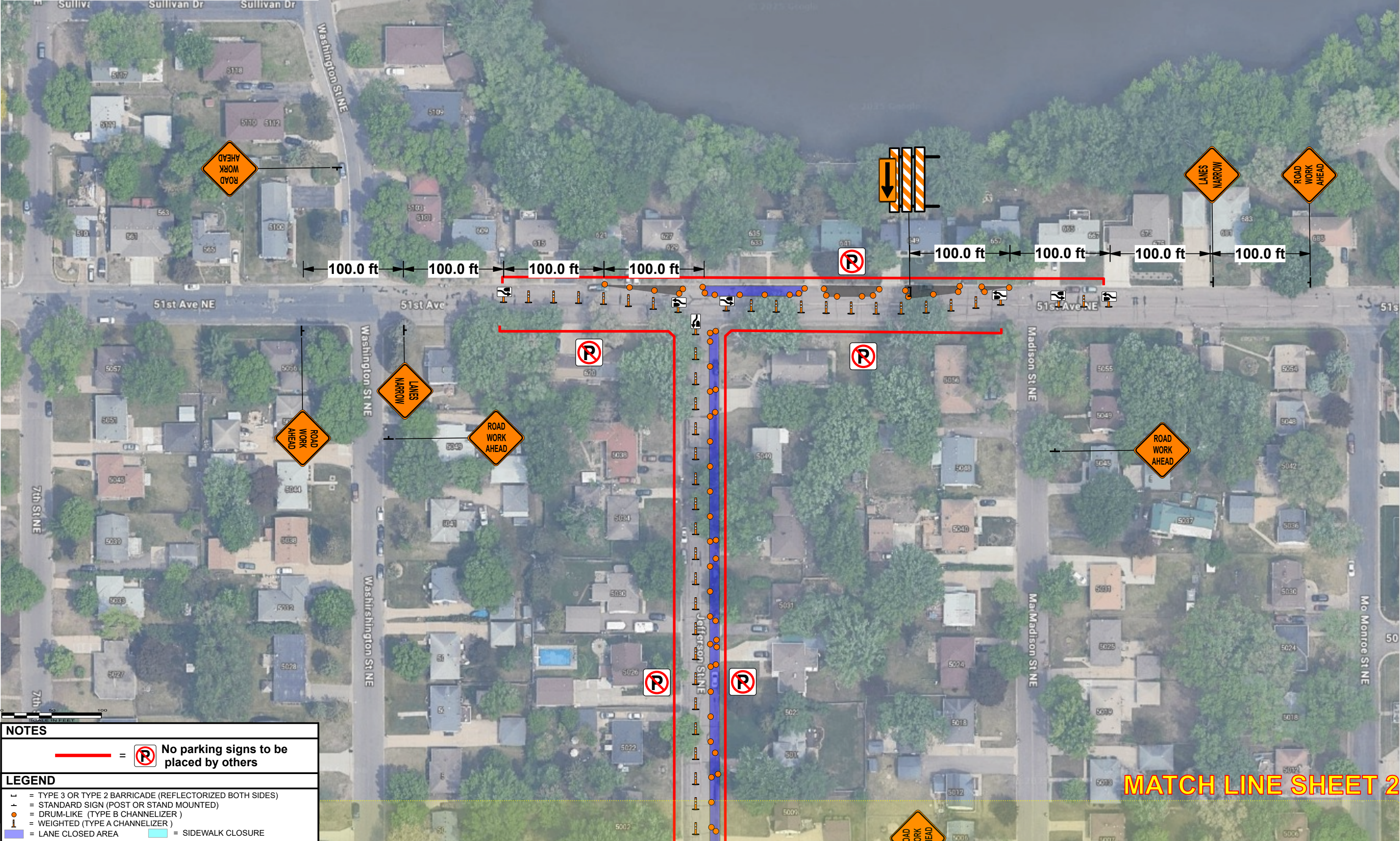
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

Signature: Eric Yang

Typed or Printed Name: Eric Yang

Date: 1/29/2025 License Number: 56613





**NOTES**

No parking signs to be placed by others

**LEGEND**

= TYPE 3 OR TYPE 2 BARRICADE (REFLECTORIZED BOTH SIDES)

= STANDARD SIGN (POST OR STAND MOUNTED)

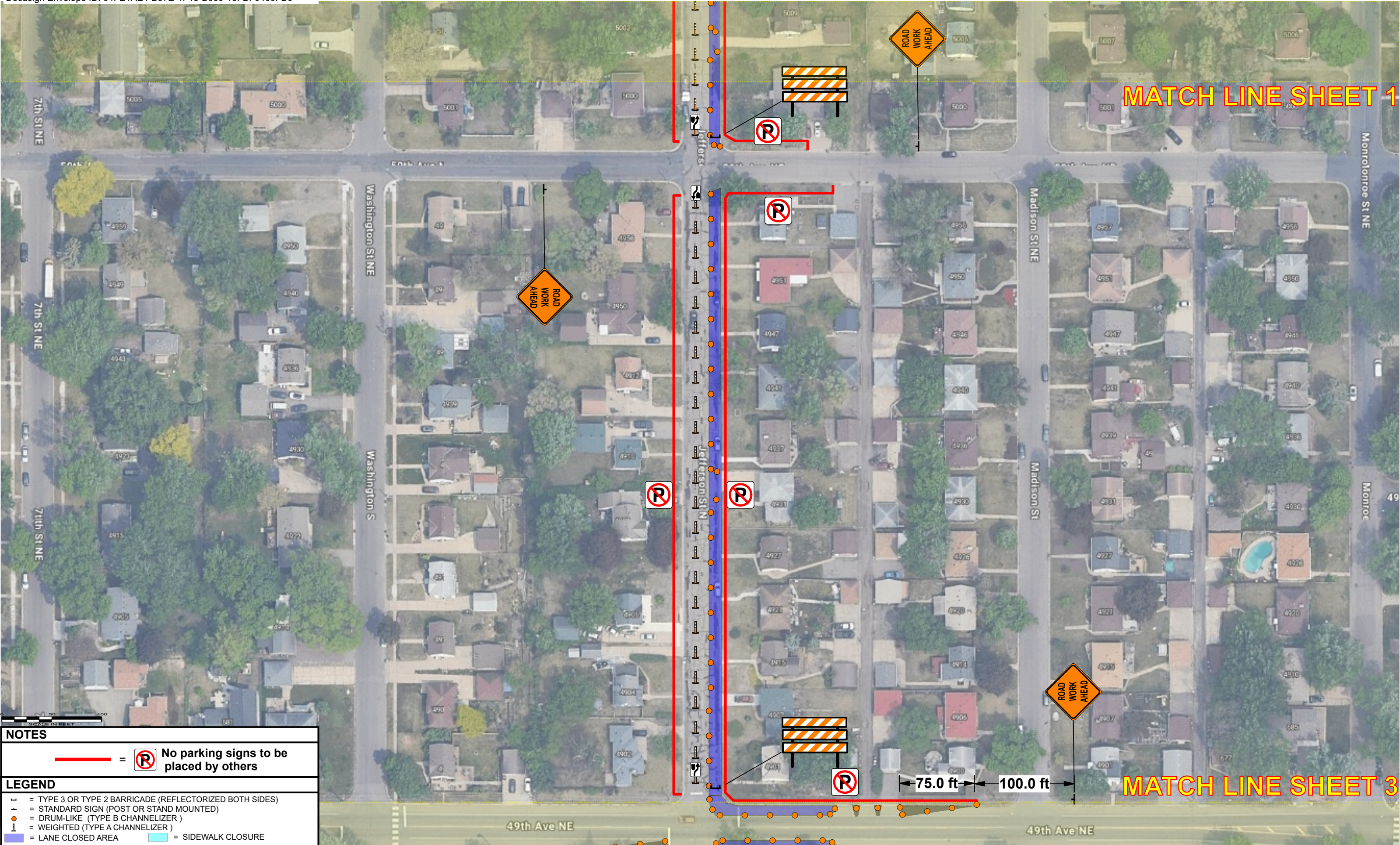
= DRUM-LIKE (TYPE B CHANNELIZER)

= WEIGHTED (TYPE A CHANNELIZER)

= LANE CLOSED AREA

= SIDEWALK CLOSURE





**NOTES**  

=

No parking signs to be placed by others

**LEGEND**  

=

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=

STANDARD SIGN (POST OR STAND MOUNTED)

=

DRUM-LIKE (TYPE B CHANNELIZER)

=

WEIGHTED (TYPE A CHANNELIZER)

=

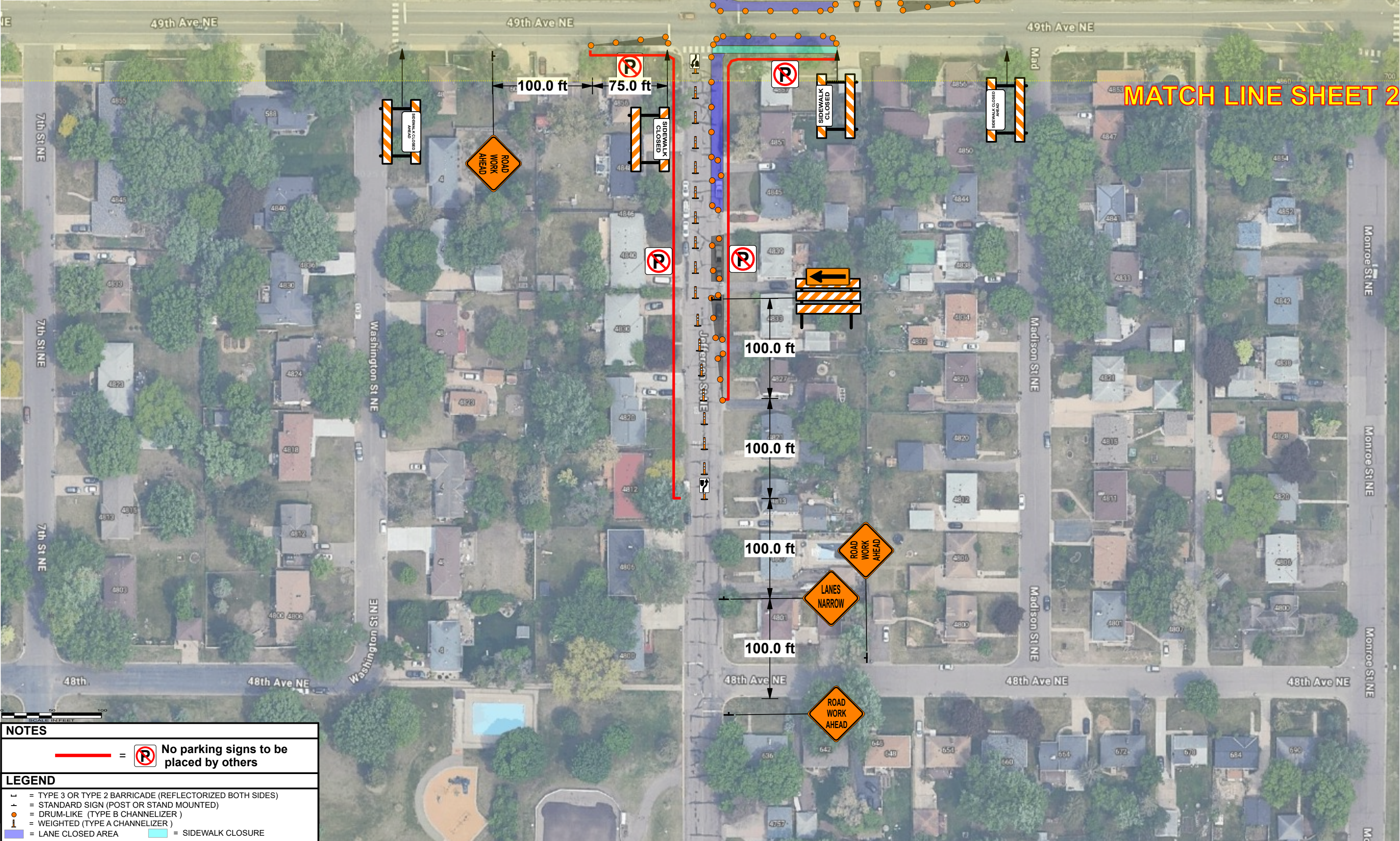
LANE CLOSED AREA

=

SIDEWALK CLOSURE

SAFETY SIGNS # 41098		PREPARED BY	DAVID OSTERGAARD	SPEED LIMIT 30		DISCLAIMER - THIS IS A PROPOSED TRAFFIC CONTROL DEVICE LAYOUT. IT HAS NOT BEEN PREPARED BY A PROFESSIONAL ENGINEER AND MUST BE APPROVED AND ACCEPTED BY THE ROAD AUTHORITY. SAFETY SIGNS LLC DOES NOT ASSUME ANY LEGAL LIABILITY.	ORDERED BY	PROLINE SOLUTIONS		CENTERPOINT ENERGY	N	LOCATION	Jefferson St NE & 50th Ave NE	
DATE REVISED		DATE DRAWN	2/18/2025				CITY	Columbia Heights		JOB # 115436349		PHASE	N/A	SHEET # 2 of 3
		24 HR CONTACT # 952-469-6700					CONTRACTOR #	115436349						





**NOTES**

No parking signs to be placed by others

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### Certificate Of Completion

Envelope Id: 94FE1AE4-B57E-4F18-B069-13FBF9409FB6  
Subject: KIMBERLY IGNATOWICZ - ROW Permit Application  
Source Envelope:  
Document Pages: 8  
Certificate Pages: 4  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent  
  
Envelope Originator:  
Highway Permits  
Anoka County Government Center  
2100 3rd Avenue  
Anoka, MN 55303  
highwaypermits@anokacountymn.gov  
IP Address: 208.127.247.236

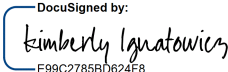
### Record Tracking

Status: Original 3/11/2025 6:37:02 AM	Holder: Highway Permits highwaypermits@anokacountymn.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: Docusign

### Signer Events

Kimberly Ignatowicz  
kimberly.ignatowicz@centerpointenergy.com  
Security Level:  
DocuSign.email  
ID: 1  
3/11/2025 6:37:04 AM

### Signature

DocuSigned by:  
  
E99C2785BD624F8...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 208.127.247.236

### Timestamp

Sent: 3/11/2025 6:37:02 AM  
Viewed: 3/11/2025 6:37:13 AM  
Signed: 3/11/2025 6:44:05 AM

### Electronic Record and Signature Disclosure:

Accepted: 4/26/2023 7:35:09 AM  
ID: c14e17af-cfe5-477a-a4f3-4d6deee9f4bd

Susan Burgmeier  
Susan.Burgmeier@anokacountymn.gov  
Associate Traffic Technician  
Anoka County  
Signing Group: Highway Permits  
Security Level: Email, Account Authentication  
(Optional)

Sent: 3/11/2025 6:44:09 AM  
Viewed: 3/11/2025 7:28:37 AM

### Electronic Record and Signature Disclosure:

Accepted: 3/11/2025 7:26:38 AM  
ID: 1b0961b9-af8f-4008-8175-c47ba27543dc

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

KIMBERLY IGNATOWICZ  
kimberly.ignatowicz@centerpointenergy.com  
Security Level: Email, Account Authentication  
(Optional)

### Electronic Record and Signature Disclosure:



Carbon Copy Events	Status	Timestamp
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Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	3/11/2025 6:44:06 AM
Certified Delivered	Security Checked	3/11/2025 7:28:37 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure		
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### **Withdrawing your consent**

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

### **All notices and disclosures will be sent to you electronically**

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

### **How to contact Anoka County:**

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are



changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763)-324-4110

Address: Anoka County Government Center  
Attn: Information Technology, #300  
2100 3rd Avenue  
Anoka, MN 55303

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **ACKNOWLEDGEMENT**

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.