

APPENDIX A

AGGREGATE SOURCES

GRAVEL EXPLORATION AND LEASING

You have been contacted today by an employee of the Minnesota Department of Transportation (Mn/DOT) for permission to test drill your property for possible sources of sand and gravel. Mn/DOT routinely searches the state for new sources of gravel to supply the large quantities required for highway construction and maintenance. Locating and leasing gravel deposits near future highway projects enables Mn/DOT to make gravel sources available to all contractors who are bidding on state highway projects, thus lowering construction costs.

With your permission, a Mn/DOT drilling crew will be scheduled to test your property in the near future. They will drill a number of widely spaced holes in selected areas to check for the presence of suitable gravel. All drill holes will be backfilled immediately after drilling, and will be marked with wooden stakes for future reference. However, these stakes may be removed by you if your field work makes it necessary. Mn/DOT will mail you a copy of the drilling results several months after the drilling is completed. This length of time is necessary for Mn/DOT to process and analyze laboratory samples and determine if your property contains a suitable gravel deposit.

If you do have a gravel deposit that meets our needs, a Mn/DOT Right-of-Way agent will contact you to discuss details of leasing. There are several advantages a property owner has when leasing a gravel deposit to Mn/DOT. First of all, the usual type of lease that Mn/DOT uses is a non-exclusive lease. That is, you will be free to sell gravel to other buyers even if Mn/DOT's lease is in effect at the time. You may also ask Mn/DOT's agent to include clauses in the lease to require that slope dressing, topsoil replacement, and other pit cleanup work be done after gravel has been excavated by a contractor working under the terms of Mn/DOT's lease.

The lease price you and Mn/DOT agree upon will be a fair one, as it will be based upon the current market price for gravel in your area. If gravel from your property is used on a Mn/DOT project under terms of Mn/DOT's lease, Mn/DOT will keep an accurate accounting of all material taken and you will receive prompt payment by State warrant.

If you have any questions regarding the above information, you may contact the Mn/DOT Aggregate Engineer or one of his assistants at (612) 779-5611.

AGGREGATE SOURCE LEASING REQUEST

DATE: _____

TO: _____
District R/W/Land Management Engineer

FROM: Warren Pladsen, Aggregate Engineer
1400 Gervais Avenue, Maplewood, Mn 55109

VIA: _____
District Materials Engineer

SUBJECT: AGGREGATE PIT/PROSPECT - _____
_____, _____ County

We are considering using the subject aggregate property as a possible source of aggregates for S.P. _____,
T.H. _____, Location _____

_____ Letting Date: _____
PLEASE ARRANGE FOR LEASING THE FOLLOWING DESCRIBED TRACT(S):

Sec. _____, T _____, R _____
OWNER: _____

CITY: _____ PHONE: _____
OTHER: _____

COMMENTS BY MATERIALS ENGINEER: _____

STATUS: (Please notify Materials Engineer and Aggregate Engineer within 60 days.)

By: _____ Date: _____

Enclosures: (Drilling notes, sketch, lab reports, other: _____)

NONEXCLUSIVE
MATERIAL PIT LEASE

Pit No. _____
County _____
District _____

Date: _____, 20____

For and in consideration of the agreements set forth herein, _____
as the _____

Owners (whether singular or plural), hereby grant to the State of Minnesota, acting through the Commissioner of Transportation and its assigns, the right to enter upon and use the following described real property in _____ County, Minnesota, hereinafter referred to as the Pit:

of Section _____, T. _____ N., R. _____ W., of the _____ th P.M.

This right of entry and use is for the purpose of investigating, testing, and removing therefrom earth, gravel and any or all materials required for use in the construction and maintenance of public highways for a period of two (2) years from the date stated above. At the option of the State of Minnesota, this lease may be renewed for _____ additional two (2) year period(s) after the termination date, by giving written notice to the Owners at the above address, mailed not less than thirty days prior to the termination date.

It is understood between the parties hereto that the State of Minnesota may assign the rights herein without prior consent of the Owners. The Owners agree to permit such assignees to remove materials from the Pit in accordance with the terms and provisions of this agreement.

The Owners hereby grant to the State of Minnesota and its assigns, the rights of ingress to and egress from the Pit by right of way across other lands of the Owners. Said right of way shall follow such course as is reasonably necessary for convenient access to the Pit. Said course may be improved and maintained by the State of Minnesota or its assigns in such a manner and at such times as may be reasonably necessary for the transportation of equipment and materials to and from the Pit.

Payments for materials taken under this agreement shall be based on records kept by the Commissioner of Transportation. Payment shall be made by the State of Minnesota, upon satisfactory proof of marketable title, free and clear of all encumbrances, at the following rates:

Common Borrow	Granular Borrow	Aggregate	Topsoil	Rock	Measure
					per cubic yard, loose volume
					per cubic yard, excavated volume
					per cubic yard, compacted volume
					per ton

The State of Minnesota, or its assigns, shall dispose of all waste materials accumulated by reason of its operations in removing the materials from the Pit as follows:

The Owners hereby release the State of Minnesota and its assigns from all claims whatsoever in the use of or damage to other lands and property of the owner resulting from the use of the Pit and the right of way when such use has been in accordance with the terms of this agreement.

OWNERS

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

COMMISSIONER OF TRANSPORTATION

By: _____

Director
Office of Right of Way and Surveys

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing was acknowledged before me this _____ day of _____, 20_____,
by _____.

NOTARY PUBLIC

My commission expires: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

On this _____ day of _____, 20____, before me personally appeared _____
_____ to me known to be the _____ Director of Office of Right
of Way and Surveys acting for the Commissioner of Transportation of the State of Minnesota, and the person
described in and who executed the foregoing instrument in behalf of the State of Minnesota and the Commissioner
of Transportation, and acknowledged that he executed the same as the free act and deed of the State of Minnesota.

NOTARY PUBLIC

My commission expires: _____

REQUEST FOR GRAVEL PIT SURVEY

Date: _____

TO: _____, District Surveys Engineer

FROM: Warren Pladsen, Aggregate Engineer
1400 Gervais Avenue, Maplewood, MN 55109

VIA: _____, District Materials Engineer

SUBJECT: SURVEY REQUEST - TYPE:

New Source

New Borings

Condition

R/W Corners

Other _____

SOURCE/PIT NO. _____, _____ County.

LOCATION: _____

Sec. _____ T _____ R _____

REMARKS: _____

ENCLOSURES: Drillers Sketch, gravel pit sheet, other _____

ENCLOSURES: Drillers Sketch, gravel pit sheet, other _____

=====
STATUS: _____

(Please notify Materials Engineer and Aggregate Engineer within 60 days if survey cannot be completed.)

MN/DOT AGGREGATE UNIT
ASIS Data Entry Form

Date Submitted: _____

ACTION:

- _____ Insert new record
- _____ Update old record
- _____ Delete old record

Source Number: _____ Status (A,I,N,Q,C): _____ Old Reference Number: _____

County: _____ District: _____ th Principal Meridian

Legal Desc.: _____

Sec.: _____ T _____ N R _____ W State Plane Coord.: X: _____ Y: _____

Owner/Operator: _____ Lease Exp. Date: _____

Concrete Source? (Y/N): _____ Date Computer File Revised: _____

Date Last Condition Survey: _____ Nearest City: _____

QUALITY INFORMATION

Shale -4; Lo: _____ Hi: _____ Avg: _____ of: _____ LAR; Lo: _____ Hi: _____ Avg: _____ of: _____

Shale +4; Lo: _____ Hi: _____ Avg: _____ of: _____ Litho Information (Y/N): _____

Total Shale: _____ Total Spall: _____ Absorption; Lo: _____ Hi: _____

Unsound Chert (Avg.): _____ of: _____ Iron Oxide (Avg.): _____ of: _____

QUANTITY INFORMATION

Mat. Class: _____ Quan. Est. (cu.yds.): _____ % Below Water: _____

Mat. Class: _____ Quan. Est. (cu.yds.): _____ % Below Water: _____

Stripping Ratio: _____

Geological Comments: _____

Source Name: _____

Process date: _____

Effective Date:
August 1, 1985
Revised December 20, 2001

AGGREGATE SOURCE INFORMATION SYSTEM
(COMPUTER DATABASE)

- ASIS USERS GUIDE -

AGGREGATE SOURCES ARE ADDED TO THE ASIS DATABASE BY THE M&R AGGREGATE UNIT, IN COOPERATION WITH THE CENTRAL OFFICE R/W PROPERTY MANAGEMENT UNIT AS FOLLOWS:

I. Mn/DOT LEASED AGGREGATE SOURCES

A. New Source with New Lease

1. District R/W negotiates lease.
2. District R/W requests assignment of source number* from C.O. R/W (612-296-6891), or sends completed lease to C.O. R/W for source number assignment.
3. C.O. R/W checks records to ensure parcel is not presently assigned a number and then assigns a new source number.
4. C.O. R/W sends copy of lease to MR & E Aggregate.
5. MR & E Aggregate creates aggregate source record and enters lease information into ASIS database. (Additional information such as gradations, quality tests, etc., is entered into ASIS database by MR & E Aggregate when information is acquired.)

NOTE: Newly purchased parcels (new Mn/DOT-owned pits) and parcels with exclusive leases will have source numbers assigned, as above.

B. Previously Leased Sources

1. District R/W renegotiates lease and sends to C.O.R/W.
2. C.O. R/W sends copy of lease to MR & E Aggregate.
3. MR & E Aggregate enters revised lease expiration data into ASIS database.

* Since the inception of the ASIS, 5 digit numbering system in 1985, the Property Management Unit at Central Office R/W has had the sole responsibility for assigning new aggregate source numbers.

II. CONCRETE/COMMERICAL AGGREGATE SOURCES

- A. Requests for assignment of source numbers to "new" concrete aggregate or commerical sources and rock quarries, which are not presently contained in the ASIS database, (or the COPES database), must be made to the Concrete Office at Maplewood MR & E. Contact Steve Babcock at (612) 779-5572.
- B. Requests for concrete source numbers should include the following information:
 - 1) County Name & nearest City
 - 2) Owner's or operator's last name and first initial (or Company name)
 - 3) Legal description
 - 4) Pit or quarry name, if applicable
- C. MR & E Concrete checks records to ensure commerical source or quarry is not presently assigned a number and then contacts C.O. R/W for new source number.
- D. MR & E Concrete gives new source number to person making the request.
- E. C.O. R/W sends information to MR & E Aggregate on "ASIS Data Entry Form."
- F. MR & E Aggregate creates aggregate source record and enters commerical source number and information into ASIS database.

III. BORROW PITS

- A. Borrow pits are assigned unique reference number by District R/W office at the time borrow pit lease is finalized.
- B. Borrow pits are never assigned aggregate source numbers under the ASIS system.
- C. Borrow pit numbers usually include the S.P. number for reference, followed by a number or letter designation (e.g., "S.P. 6953-00, Borrow Pit A.")
- D. C.O. R/W provides copies of borrow pit leases to MR & E Aggregate on a routine basis, but no entry is made in the ASIS database by MR & E Aggregate.
- E. If a borrow pit is subsequently reclassified as an aggregate source (by virtue of type of material present), C.O. R/W then assigns a source number, and MR & E Aggregate enters information in ASIS database.

IV. ASIS DATABASE INPUT AND UPDATE

- A. The ASIS database master file is maintained by MR & E Aggregate on an IBM PS/2, Mod. 60, w/hard disk.
- B. Additions, revisions, and deletions to master file are made by MR & E Aggregate when new information becomes available, such as:
 - 1) Aggregate source lease (newly leased)
 - 2) Aggregate source purchase
 - 3) Concrete aggregate source assigned a source number
 - 4) Lease renewal (revised expiration data)
 - 5) Condition survey
 - 6) Test data - quality, quantity, etc.
 - 7) Requests from database user (See D below)

Appendix A-6 (cont.)

- C. MR & E Aggregate provides updated ASIS data files to District Materials/Soils Engineers, MR & E Concrete and Bituminous Offices, C.O. R/W and other active database users on a regular basis, or when requested, by network transfer of data files and/or ASIS source "log" printout. The ASIS source log is a summary printout, by County, of all aggregate source files in ASIS. Sources are listed numerically by source number, and information includes old reference number, legal description, last known source owner, lease expiration data and source status category.
- D. District Materials/Soils and other database users may request additions or changes in the database by filling out the "ASIS Data Entry Form" and sending to MR & E Aggregate, or by sending a printout of the modified record with the changes 'hi-lited'.

A newer and faster method is to make a text file listing the pertinent data and copying it into the \HOME\GUEST\ASISDATA directory on the DOT-MRLAB server and notifying this office by phone. Minor changes in the data can also be relayed to MR & E Aggregate by a short note or phone call (612) 779-5611.

V. ADDITIONAL NOTES

- A. The Concrete Office COPES - PIT database and the MR & E Aggregate ASIS database use similar, unique numbering systems. To convert a COPES number to an ASIS source number, merely drop the first digit, which is a one, from the COPES number and the numbers are then identical and refer to the same aggregate source.
- B. County map sheets available from MR & E Aggregate show aggregate source (gravel pit) locations and numbers. Five (5)-digit aggregate source numbers replaced old reference numbers for gravel pits. If maps in your possession do not contain 5-digit source numbers, call MR & E Aggregate (612-779-5611) for replacements.

W. Pladsen