

Pursuant to due call and notice thereof, a Council Workshop of the North Mankato City Council was held in the Council Chambers of the Municipal Building on December 5, 2011. Mayor Dehen called the meeting to order at 6 p.m. The following were present for the meeting: Mayor Dehen, Council Members Schindle, Freyberg, Steiner and Norland, Administrator Sande, Finance Director Thorne, and Deputy City Clerk Peterson. Absent: City Clerk Gehrke.

Five-Year Capital Improvement Plan, 2012-2016

Administrator Sande presented the Five-Year Capital Improvement Plan, 2012-2016 reporting the total estimated cost for all expenditures for this five-year period is \$40,700,475, which includes the CSAH 41/T.H. 14 Interchange Project.

Administrator Sande recapped the memo regarding the Plan indicating a pickup for the inspection department has been deleted. A chip spreader in the street department has been added to be purchased jointly with Nicollet County. The proposed construction of the south restroom facility in Spring Lake Park has been moved up to 2012. The proposed picnic shelter in 2012 has been deleted but the picnic shelters in 2013 and beyond have been retained for the purposes of discussion. The 2011 tax levy was reduced by the elimination of a \$69,000 levy to support an issue of equipment certificates. The items proposed for that issue are carried forward and staff will be asking the Council to consider the issuance of equipment certificates in the late fall of 2012 for the purchase of that equipment. The actual items to be purchased and the total amount of the proposed issue would be determined in the budget discussions in the fall of 2012.

Administrator Sande reviewed other projects proposed for the Five-Year CIP including replacement of exterior doors scheduled for 2013 in the Municipal Building due to ADA requirements and remodeling of the Community Room and lower level restrooms of the Municipal Building over a two-year period beginning in 2013. Replacement of the Street Department roof is scheduled for 2012. Construction of Well No. 5 building and vehicle storage on South Avenue is scheduled for 2013. A heated storage building is proposed for construction in 2015 to be located near the Public Works building on Webster Avenue to house non-emergency equipment. Renovation of the heating and air conditioning system at the Municipal Building is scheduled for 2016. Administrator Sande noted an analysis was done of the Municipal Building to see if three small heating/air conditioning units would work versus the one large unit. Due to the design of the Municipal Building the structure would be compromised if three units were installed.

Replacement of office furnishings and equipment is scheduled for 2013-2016 in the Administration and Finance Departments. Replacement of staff vehicles is scheduled for 2013 and 2015.

Equipment in the Police Department includes new patrol vehicles in 2012-2016, 15 portable radios in 2012, office computers and software in 2013, four radar units in 2013 and a marked 4WD squad in 2013. It also includes an upgrade of the records management system in 2014. The Council directed staff to look into the possibility of coordinating the records management system with Nicollet County and Mankato.

Equipment for the Fire Department includes SCBA Air Packs in 2012, fire apparatus in 2016 and an ATV with miniature pumping unit for use in ravines and ditches for 2016.

Equipment in the Inspection Department includes miscellaneous equipment upgrades in 2012-2016 and GIS-SPS equipment and software in 2014.

Equipment for Civil Defense includes new civil defense sirens in 2014 and 2016, update of all sirens in 2012-2016, running standby power from Water Plant No. 2 to Fire Station No. 2 in 2013 and replacing the emergency generator in the Municipal Building in 2015. Council Member Freyberg asked why we would replace the generator in the Municipal Building when it is used very little and tested and maintained. Administrator Sande stated it is a diesel generator and there are more efficient generators available. Administrator Sande also stated we could continue to utilize this generator until parts are no longer available to fix it. Mayor Dehen inquired whether the generator at the Police Annex could be linked to the Municipal Building. Administrator Sande stated the Police Annex generator is not large enough to run both buildings.

Equipment in the Street Department includes purchase of a shop truck with utility box in 2013, two one-ton trucks with box in 2012, a street sweeper in 2015, pickups in 2012 and 2013, a tractor backhoe in 2013, a loader in 2015, update of the oil distributor in 2013 and a used paver in 2013. A chip spreader will be purchased in 2012 as a shared piece of equipment with Nicollet County.

Equipment in the Park Department includes mowers in 2013 and 2015, a pickup in 2013, a field groomer in 2012 and a one-ton truck with box and lift gate in 2016.

Equipment in the Library includes computer equipment in 2013-2016. Administrator Sande noted with the high usage of the public computers at the Library replacement computers are needed every year.

Equipment in the Water, Sewer, Sanitation and Storm Sewer Departments includes new pickups in 2012, 2013 and 2015, a portable generator in 2015 to take to the lift stations on a trailer, recycling equipment in 2012-2016, a baler for the recycling center in 2012, a rolling cradle video inspection transport to keep the camera upright in 2012 and a one-ton truck with a crane in 2016. Council Member Schindle inquired about bidding out the operations of the Recycling Center to privatize the operations. Administrator Sande stated this could be done with specifications of hours, revenues, operations and other items.

Improvements to the park include park construction and beautification from 2012-2016 to include playground equipment, upgrade of picnic tables, trash containers, grills and other park items in the parks, the construction of fields 7 and 8 at Caswell Park, the construction of the Caswell North Soccer Complex and purchase of 5 acres of land by Caswell Park in 2013. Council Member Schindle stated he would like to see the construction of fields 7 and 8 at Caswell Park put on hold to put the sales tax dollars toward other items such as a multi-use facility to include a competition-size swimming pool, a running/walking track, sheet of ice or basketball courts and something for seniors in the community to utilize. Council Member Schindle stated he does not want the City to issue any sales tax bonds until more research is done on a multi-use facility and the costs associated with it. Proposed improvements to Benson Park include a pavilion/restroom, additional parking and trees, trails and berms. If a legacy grant would be obtained for Benson Park the match for the grant would be ten percent. Administrator Sande reported the last payment on the Contract for Deed for Benson Park land is in the first quarter of 2012. Improvements to Spring Lake Park include parking improvements scheduled for 2013, construction of the south restrooms in 2012, and other improvements in 2014 and 2015. Resurfacing of tennis courts is scheduled for 2013 and 2015. The asphalt trail on Lee

Boulevard Hill is scheduled for 2013. The Highway 14 trail from LorRay Drive to Lake Street is scheduled for 2014. Renovation of the band shell at Wheeler Park is scheduled for 2013 and picnic shelters in neighborhood parks are scheduled for 2013-2015.

Street improvements include the construction of the Reserve 2 in 2015 and 2016, Aspen Lane to Rockford Road in 2015 and 2016 and the Rockford Road Extension/CSAH 41 and Highway 14 Interchange including right-of-way in 2012 and 2013.

Replacement of caulking on the concrete dike is scheduled for 2016 for flood control.

Water improvements include pull and repair Well No. 6 (Water Plant No. 1) in 2014 and pull and repair Well No. 7 (Water Plant No. 2) in 2016. Recoating of the 500K water tower interior and exterior is scheduled for 2012. Construction of Well No. 9 and the upper system to lower system bypass are scheduled for 2013. Removal of the 100K water tower is scheduled for 2012. This tower has been listed for sale online but no interested parties have come forward.

Sewer improvements include replacement of the controls at the main lift station in 2014 and the Roe Crest/Noretta/Old Belgrade Hill rehabilitation in 2013. Council Member Norland noted the Park Committee would like to see a trail in this area when this rehabilitation is completed.

Storm Sewer Improvements include James Drive/Candi Lane/Meyer Court Storm Sewer in 2013, pulling pumps and inspecting at each corps station in 2015, Nottingham Drive from Ivanhoe Court to Normandy Drive rehabilitation in 2014, North Ridge ravine complex rehabilitation 2013-2015, Carol Court/Marvin Boulevard to the Minnesota River rehabilitation in 2015 and Roe Crest/Noretta/Old Belgrade Hill rehabilitation in 2013.

Infrastructure rehabilitation includes mill and overlay of Belgrade Avenue in 2015, Cliff Court rehabilitation in 2013, Roe Crest Drive from Lee Boulevard to Marie Lane in 2014, Sunrise Drive in 2014, complete reconstruct of the 300 blocks of Harrison, Tyler and Jefferson and the 300-400 blocks of Monroe Avenue in 2015, McKinley Avenue from Range Street to Sherman Street and Cross Street from Tyler Avenue to Webster Avenue in 2016, Garfield Avenue from Range Street to Center Street in 2014, Sherman Street from Garfield Avenue to Belgrade Avenue and Park Avenue from Sherman Street to Lake Street in 2015 and Garfield from Center Street to Lake Street in 2016.

A public hearing for the 2012-2016 Five-Year CIP will be held at 7 p.m. on Monday, December 19, 2011.

Council Members agreed to modify the plan to include a multi-purpose community facility. Staff should research the costs with I & S Engineers, cities that currently have multi-purpose community facilities and look into a public/private cooperation for the facility.

There being no further business, the Council Workshop was adjourned at 6:58 p.m.

Mayor

Deputy City Clerk

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on December 5, 2011. Mayor Dehen called the meeting to order at 7 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting, Mayor Dehen, Council Members Schindle, Freyberg, Steiner and Norland, Administrator Sande, Finance Director Thorne, City Attorney Kennedy, Engineer Malm, Planner Fischer and Deputy Clerk Peterson. Absent: City Clerk Gehrke.

Approval of Agenda

Council Member Schindle moved, seconded by Council Member Norland to approve the agenda with the addition of Auditor Discussion as Item 18.B. as requested by Council Member Schindle. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Norland to approve the minutes of the Council Workshops of November 14, 2011 and November 21, 2011 and the Council meeting of November 21, 2011. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Correspondence**Thank-You Letter from Toys for Tots**

The Mayor read a letter from Mankato Toys for Tots Coordinator Bernard Thompson thanking the City for the monetary donation from the Charitable Gambling Fund for the Toys for Tots program. The Mankato Toys for Tots program anticipates serving 3,100 children this year in the Blue Earth and Nicollet County area.

Thank-You Letter from STRIVE/Rotary

The Mayor read a letter from the North Mankato Rotary Club President Andrew Tatge thanking the City for the distribution of charitable gambling funds for STRIVE/Rotary.

Public Hearing, 7 p.m. – 2012 Budget

Mayor Dehen opened the public hearing to consider the 2012 Budget. Notice of the public hearing was published on the City's web site and publically announced at the Special Council Meeting of September 12, 2011. Finance Director Thorne presented a PowerPoint recap of the 2012 General Fund Budget and compared it to the 2011 Budget. The 2011 tax levy, collectible in 2012 is \$5,152,123, an increase of 7.02% over the prior year. The proposed 2012 General Fund Budget is in the amount of \$5,592,040, a decrease of 7/10ths of one percent from the prior year. Finance Director Thorne presented information outlining levy calculations, tax capacity rate comparisons, a history of property tax rates for the last ten fiscal years, tax estimate comparisons for \$100,000, \$150,000, \$200,000, \$250,000 and \$300,000 residential market value homes and graphs showing property tax distribution and General Fund expenditures and revenues. Administrator Sande stated that over the last 10 fiscal years the rate of increase in the City budget has been approximately 2 ½% per year which has been the rate of inflation. Finance Director Thorne stated that tonight is the public hearing and on December 19 the Council will approve the final budget and levy. Sample resolutions for the December 19 meeting have been included for the Council's review.

Kim Spears, 916 South Avenue, appeared before the Council and stated he still thinks the levy is too high and will continue to keep pressure on the Council for being conservative in the upcoming year. He appreciates what the Council has done. Bess Tsaouse, 136 Mary Circle, commended the Council for

their work on the 2012 Budget and also thanked the Boy Scouts for attending the meeting. She supports the idea of a multi-use center to meet the needs of the citizens and asked the Council to look into St. Peter's Community Center. Ms. Tsause asked the Council to have staff cut down on the little things like how often we mow the parks and mowing only where needed. She would like to see the City utilize controlled burns to take care of large areas of mowing. She would like the Library to have a book bag drop location where residents could donate extra bags instead of purchasing Library book bags. She suggested selling ads for the City newsletter and mailing the City newsletter in the utility bill. Cody Schreyer, 1528 Peggy Lane, appeared before the Council stating his support of the newsletter being mailed in the utility bills also. He stated St. Peter is a smaller town and taxpayers pay less in property taxes. Administrator Sande stated St. Peter's General Fund is supported by their electric utility. Mr. Schreyer stated junk days, leaf pickup and brush pickup are nice amenities, however, inefficiencies and not needed. He stated North Mankato does not have the retail base to keep spending. With no one else appearing before the Council, the Mayor closed this portion of the meeting.

Open the Meeting to the Public for the First Time**Doug Pendergast, 1730 Lilac Lane, Boy Scout Troop 29**

Doug Pendergast, 1730 Lilac Lane, Boy Scout Troop 29, appeared before the Council and thanked them for their support.

Staff Reports**City Administrator****Set Bid Opening for Materials and Rental Equipment for Year 2012**

Council Member Steiner moved, seconded by Council Member Norland, to set January 3, 2012 for a bid opening on Materials and Rental Equipment for 2012. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Set Public Hearing for 7 p.m. on Tuesday, January 17, 2012 for Revision of Code of Ordinances

Administrator Sande presented the notice of public hearing to amend the North Mankato City Code reporting amendments are done annually to ensure the City Code is kept current. Proposed amendments to the code will be distributed prior to the January 17, 2012 meeting. **Council Member Norland moved, seconded by Council Member Schindle, to set a public hearing for 7 p.m. on Tuesday, January 17, 2012 for Revision of the Code of Ordinances. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Renewal of Annual Towing Contract

Administrator Sande presented the Annual Towing Contract from the City of Mankato. Based on bids taken by the City of Mankato, the towing agreement is with All American Towing for the term of December 1, 2011 to November 30, 2013. The basic towing charge is \$54.00 which is a slight decrease from the current contract. A provision has been added under Section 17 of the Agreement to provide for an administrative fee in the amount of \$10 per tow to be collected by the company and remitted to the respective city. Administrator Sande stated the City of North Mankato proposes to use those funds to offset any overtime or other City expenses incurred in the process of initiating the tows. The Police Department will keep record of how many tows occur to make sure the City receives the proper amount of administrative fees. **Council Member Steiner moved, seconded by Council Member Norland, to approve the renewal of the Annual Towing Contract at the rate of \$54.00 per tow with All American Towing. Vote on the motion: Schindle, Steiner, Norland and Dehen, aye; no nays; Freyberg abstained. Motion carried.**

Schools and Conferences

Council Member Schindle moved, seconded by Council Member Steiner, to approve actual and necessary expenses for the following schools and conferences:

1. 56th Annual Institute for Building Officials, St. Paul, January 12-13, for one Building Inspector.
2. 2012 ICC Upper Great Plains Region III Educational Institute, Chaska, February 6-10 for two Building Inspectors.

Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

City Clerk**License Renewals for 2012**

Deputy Clerk Peterson presented a list of the 2012 liquor license renewals for on-sale intoxicating liquor, Sunday liquor, off-sale intoxicating liquor, club on-sale liquor, pints-on-premise and off-sale intoxicating (growler). The establishments that held cabaret licenses last year have not renewed them for 2012. Hott Shotts, 1750 Commerce Drive, Suite 103, will be changing their name to Cross Roads on January 1, 2012. The Police Department recommends approval and issuance of the renewal applications for 2012. All insurance certificates have been received and appropriate fees and property taxes have been paid. The Deputy Clerk also presented the 2012 license renewals for soft drink, cigarette, mechanical amusement devices, refuse haulers, mobile home parks, 3.2 non-intoxicating off-sale and taxi. All appropriate fees and insurance certificates have been received and staff recommends approval of all license renewals for 2012. **Council Member Norland moved, seconded by Council Member Schindle, to approve all 2012 liquor and other license renewals and authorize the Mayor and Clerk to sign all licenses. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Finance Director**Res. No. 70-11 Approving Consent Assessment Agreement – 404 Monroe Avenue**

Finance Director Thorne presented Resolution No. 70-11 for costs to be assessed in the amount of \$474.00 for a delinquent utility bill at 404 Monroe Avenue. **Council Member Schindle moved, seconded by Council Member Steiner, to adopt Resolution No. 70-11 Approving Consent Assessment Agreement for a delinquent utility bill at 404 Monroe Avenue. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 71-11 Approving Consent Assessment Agreement – 1712 Mary Lane

Finance Director Thorne presented Resolution No. 71-11 for costs to be assessed in the amount of \$9,138.47 for repair of a sewer line at 1712 Mary Lane. **Council Member Norland moved, seconded by Council Member Schindle to adopt Resolution No. 71-11 Approving Consent Assessment Agreement for sewer line repair at 1712 Mary Lane. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 72-11 Declaring Costs to be Assessed for Municipal Charges – 1702 Candi Lane

Finance Director Thorne presented Resolution No. 72-11 for costs to be assessed in the amount of \$1,388.40 for curb box repair at 1702 Candi Lane. **Council Member Steiner moved, seconded by Council Member Schindle, to adopt Resolution No. 72-11 Declaring Costs to be Assessed for Municipal Charges for 1702 Candi Lane. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 73-11 Declaring Costs to be Assessed for Municipal Charges – 2049 Roe Crest Drive

Finance Director Thorne presented Resolution No. 73-11 for costs to be assessed in the amount of \$570.00 for curb box repair at 2049 Roe Crest Drive. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 73-11 Declaring Costs to be Assessed for Municipal Charges for 2049 Roe Crest Drive. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 74-11 Declaring Costs to be Assessed for Municipal Charges – 2158 Willow Trail

Finance Director Thorne presented Resolution No. 74-11 for costs to be assessed in the amount of \$340.00 for curb box repair at 2158 Willow Trail. **Council Member Norland moved, seconded by Council Member Schindle, to adopt Resolution No. 74-11 Declaring Costs to be Assessed for Municipal Charges for 2158 Willow Trail. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Report from Council Members

Council Member Schindle

Traffic & Safety Committee Meeting Minutes of December 5, 2011

Council Member Schindle presented the December 5, 2011 Traffic & Safety Committee meeting minutes reporting the Traffic & Safety Committee reviewed a request for no parking signs to be installed on a portion of the 1600 Block of Pleasant View Drive. This request was made at the November 21, 2011 City Council meeting by a resident and the Council requested the Traffic & Safety Committee review the request. The Traffic & Safety Committee reviewed the existing conditions in this area as well as past accident data which revealed no major concerns. Further discussion was held regarding existing trees in the area. The Traffic & Safety Committee recommends that no new "No Parking" signs be installed on this section of Pleasant View Drive and that an existing evergreen tree either be trimmed or removed in an attempt to improve visibility. Staff will contact the owner and ask them to trim the tree or allow the City to remove it.

Auditor Discussion

Council Member Schindle stated he would like the City to send out a Request for Proposals to conduct the City audit and that he feels engaging a different auditor for one year would benefit the City. Finance Director Thorne stated dates for the auditor are already scheduled for 2012 and with her being new at the City she would like to continue with our current auditor for a smooth transition this year. She stated she would write an RFP and send it out in the summer of 2012. The Council expressed concerns about the date of delivery for the audit. Finance Director Thorne stated she would work with the current auditor to make sure the Council has at least two weeks to review the audit prior to it being presented at a Council meeting. The Council will discuss the RFP for audit services in 2012.

Council Member Freyberg

Council Member Freyberg stated he was intellectually insulted by Dave Arnold's comment in the November 7, 2011 Port Authority minutes about keeping the Central Business District Grant criteria loose. No one came forward at that meeting to thank the citizens and the taxpayers as this is the people's money. They only thanked the Commissioners. He stated this is a reflection of how the Port Authority is run. The Port Authority has made a lot of good decisions but when we have Federal Revolving Loan guidelines that state you should not issue revolving loans to retail businesses and we continue to do that it is troublesome. Council Member Freyberg stated the Port Authority Commission needs defined criteria for loans and grants.

Council Member Freyberg thanked the North Mankato Police Officers and all other local law enforcement for participating in the "Shop with a Hero" program.

Council Member Norland

Council Member Norland stated she attended the Community Education and Recreation Advisory Committee meeting last week. Programs are doing very well and growing. The Greater Mankato Early-Learning Initiative developed a program called "Ready for Kindergarten," unfortunately, that organization is going away. The Community Education and Recreation Department is set to take over the program, however, there is no funding that follows. Council Member Norland is hoping business leaders will step up to help fund this program.

Report from Mayor

Res. No. 75-11 Making Appointment to North Mankato Port Authority Commission

Mayor Dehen presented Resolution No. 75-11 appointing Duane Olenius to fill the vacancy on the North Mankato Port Authority Commission for the period of January 1, 2012 through December 31, 2015. Mr. Olenius is the president of Pioneer Bank in North Mankato. **Council Member Norland moved, seconded by Council Member Steiner to adopt Resolution No. 75-11 appointing Duane Olenius to the North Mankato Port Authority Commission effective January 1, 2012 through December 31, 2015. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

The Mayor stated Coffee with the Council will resume in January 2012.

The Mayor attended a meeting with the Commissioner of Commerce talking about taxes. The property tax issue is a bigger issue than just North Mankato, they are out of sink throughout the state. There are hopes the Legislature will balance the issue out on their own through sales tax or income tax adjustments and leave the property taxes alone. There does appear to be a budget surplus predicted rather than a deficit and that is slightly encouraging that they will not come back and reduce Local Government Aid again and put cities in the same situation they have been in the past.

Open the Meeting to the Public for the Second Time

Kim Spears, 916 South Avenue

Kim Spears, 916 South Avenue, appeared before the Council stating he agreed with Council Member Schindle on the timeliness of receiving the CAFR. He also agrees with Council Member Freyberg that he did not like to hear the term "loose" at the Port Authority meeting in reference to spending tax and City dollars. He feels the Port Authority should look at every expenditure closely. Mr. Spears does not feel a furnace is a necessary expenditure and is a cost of doing business. He remains to have his doubts about the Port Authority and what they do. Certainly they do some good things, however, there are so many avenues where this can go wrong and he does not think it is a function of our government.

Phil Henry, 1300 Noretta Drive

Phil Henry, 1300 Noretta Drive, appeared before the Council referencing a policy analysis book entitled "Crony Capitalism and Social Engineering - The Case Against Tax Increment Financing" put out by the Cato Institute. The policy states once developers build projects with Tax Increment Financing subsidies they are not likely to build competing projects without subsidies.

Mr. Henry stated we wouldn't be in quite such dire straights if we were collecting taxes on these projects. We wouldn't have quite the budget deficit and our school and county taxes would not be quite as high as they would be participating. He encouraged the Council to hold the line on the levy increase. People who draw Social Security have not had an increase in two years. There will be a small increase this year but most of the increase will be taken by increased Medicare costs.

Council Member Schindle stated he would like the tax forms for senior citizens to be available at the Library.

Cody Schreyer, 1528 Peggy Lane

Cody Schreyer, 1528 Peggy Lane, appeared before the Council stating he feels crossing guards should be volunteers. Minnesota State University-Mankato has a law enforcement class that may be willing to volunteer if the name is changed to traffic control. Students would love to have that on their resume. He feels it is the school district's responsibility, not the City's responsibility. If there is a traffic problem then our local Police Department should be driving around the schools to monitor traffic control.

Council Member Norland stated the Police Department does monitor the schools and stated crossing guards are necessary and she supports them as they have saved lives.

Bills and Appropriations

Council Member Steiner moved, seconded by Council Member Norland, to approve all bills and appropriations in the amounts of \$50,470.80 and \$188,260.09. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

There being no further business, the meeting was adjourned at 8:23 p.m.

Mayor

Deputy City Clerk



Community Education & Recreation Department

A Division of Mankato Area Public Schools

December 9, 2011

Wendell Sande, City Administrator
1001 Belgrade Avenue
North Mankato, MN 56003

Dear Mr. Sande:

On behalf of the youth who participate in the Lancer Marching Band and the Summer Playground programs, I want to thank you so much for the generous contribution of \$500 each to these two programs.

We will use your generous contribution to enhance the North Mankato Summer Playground Program and to support students whose families may need assistance to be able to pay the fees to participate in the Lancer Marching Band Program.

Your kindness and generosity is greatly appreciated. Thank you for your support of the Community Education and Recreation Program.

Sincerely,

Joan Eisenreich
Community Education Director

Cc: Diane Norland, CER Advisory Council Member

Dear Mr. Sande and council members,

In Troop 29 we would like to
thank you for your extremely generous
gift of 500 dollars.

Sincerely,
Scouts and Leaders of Troop 29



phone: 507-386-0279
email: info@cmsouthernmn.org
website: www.cmsouthernmn.org
address: P.O. Box 3103, Mankato, MN 56002

November 29, 2011

Wendell Sande
City of North Mankato
1001 Belgrade Ave.
North Mankato, MN 56003

Dear Wendell,

On behalf of the Children's Museum of Southern Minnesota, I would like to thank you for your recent donation of \$1,000.00, which we received on 11/29/2011. Your gift, which helps to benefit the establishment of a permanent children's museum in the Greater Mankato area, directly helps us serve the needs of children and their families in southern Minnesota.

It is our mission to spark a life-long love of learning by engaging children's natural curiosity in an interactive, hands-on environment. This vision is only possible because of the generosity and thoughtfulness of people like you. Because of your contribution, the Children's Museum eagerly takes one step closer to providing the children and families of southern Minnesota with their very own permanent children's museum, strengthening the fabric of life for our community.

For tax purposes you may retain a copy of this letter, and you will also receive a year-end receipt. The Children's Museum of Southern Minnesota is a 501(c)(3) nonprofit organization. No goods or services were provided in consideration for the donation described above.

Again, thank you for your support and for helping us achieve our mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Olson", written over a horizontal line.

Peter D. Olson
Executive Director
Children's Museum of Southern Minnesota
507.995.2242
peter.olson@cmsouthernmn.org



Imagine ...

**Children's
Museum** of
Southern Minnesota

Mr. Sande

Thank you for the generous contribution on behalf of the City of North Mankato. I hear from stakeholders how much they appreciate North Mankato's support. I hope we cross paths soon so I can thank you in person. Happy Holidays,
Pat & Libby

SO ARTS AND
CULTURE THRIVE.



December 7, 2011

Mr. Wendell Sande
City of North Mankato
1001 Belgrade Ave
North Mankato, MN 56003-3501

Dear Mr. Wendell Sande,

On behalf of the Executive Board of the Twin Rivers Council for the Arts, I'd like to thank the City of North Mankato for its generous award of \$10,000 to support our mission in the Greater Mankato Area. Your support of this organization has allowed us to create new collaborations, expand our services to reach new audiences, and strengthen the entire arts community. Because of your generosity, more artists are becoming connected to Twin Rivers, and we are now working with nearly 50 arts organizations. It is an exciting time of growth for the arts in our region!

The future possibilities and opportunities that the arts have in Greater Mankato are truly cause for celebration! We are dreaming big about the impact the arts could potentially have in our community, and are crafting a plan for how to get there. We are collaborating with downtown galleries to host Third Thursday Gallery Walks each month and recently launched the CityArt Walking Sculpture Tour with the City Center Partnership. The first-ever Arts by the River fine art and music festival in Riverfront Park was held in June and brought nearly 4,000 people to our City Center for arts and music. These are just a few of the arts initiatives that will continue to put our community on the map as a growing cultural center in southern Minnesota.

Once again, we want to thank you for your commitment and dedication to the arts in our community, and for your willingness to be a part of the amazing future that the arts hold for us. Your donation is not only helping artists and arts groups to thrive, but is helping to define our community as a creative, beautiful and inspiring place to live.

All the best,

A handwritten signature in black ink, appearing to read "Timothy Berry".

Timothy Berry
Executive Director

Gift received: 8/24/11

Amount: \$10,000

Please keep this official receipt for your records. No goods or services were received in exchange for this donation.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 8A	Department: Admin.	Council Meeting Date: 12/19/2011
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TITLE OF ISSUE: Public Hearing - MS4 (Municipal Separate Storm Sewer System) Permit
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BACKGROUND AND SUPPLEMENTAL INFORMATION: One of the requirements of our MS4 Permit is to hold an annual public hearing to hear any and all comments that may be received from the public regarding the municipal storm sewer system and its operation. Construction Inspector Marion Haayer will be present to make a short presentation and to respond to questions regarding the Permit.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: No Action Required

For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%;">Aye</td> <td style="width: 10%;">Nay</td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Norland</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Schindle</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Norland		_____	_____	Schindle		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; text-align: center;"> <tr> <td>Resolution</td> <td>Ordinance</td> <td>Contract</td> <td>Minutes</td> <td>Map</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	Other: _____												

AFFIDAVIT OF PUBLICATION

State of Minnesota, ss.
County of Blue Earth

James P. Santori, being duly sworn, on oath says that he is the publisher or authorized agent and employee of the publisher of the newspaper known as The Free Press and The Land, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a legal newspaper, as provided by Minnesota Statute 331.02, 331.06, and other applicable laws, as amended.

(B) The printed _____ Notice _____

_____ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for _____ successive weeks; it was first published on _____ Monday _____, the _____ 5 _____ day of _____ December _____, 20____11____, and was thereafter printed and published on every _____ Monday _____ to and including _____ Monday _____, the _____ 5 _____ day of _____ December _____, 20____11____; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice.

abcdefghijklmnopqrstuvwxyz

By: _____

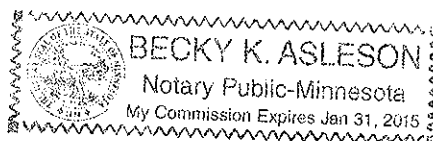
Publisher

Subscribed and sworn to before me on this _____ 5 _____ day of _____ December _____, 20____11____.

Becky K. Asleson

Notary Public

December 5, 2011
NOTICE OF PUBLIC MEETING
MS4 (MUNICIPAL SEPARATE
STORM SEWER
SYSTEM) PERMIT
CITY OF NORTH MANKATO
NOTICE IS HEREBY GIVEN, that
as required by the City's MS4
(Municipal Separate Storm Sewer
System) permit, the City of North
Mankato will hold its annual meet-
ing at 7 p.m. on December 19, 2011
in the Council Chambers at the
Municipal Building, 1001 Belgrade
Avenue, North Mankato,
Minnesota.
Such interested persons who have
questions or comments about the
City's Storm Water Pollution
Prevention Plan, stormwater man-
agement, or erosion and sediment
control practices is invited to
attend this meeting.
Dated this 5th day of December
2011.
Nancy Gehrke, CMC
City Clerk
City of North Mankato, Minnesota



NOTICE OF PUBLIC MEETING

MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM) PERMIT

CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN, that as required by the City's MS4 (Municipal Separate Storm Sewer System) permit, the City of North Mankato will hold its annual meeting at 7 p.m. on December 19, 2011 in the Council Chambers at the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota.

Such interested persons who have questions or comments about the City's Storm Water Pollution Prevention Plan, stormwater management, or erosion and sediment control practices is invited to attend this meeting.

Dated this 5th day of December 2011.

Nancy Gehrke, CMC
City Clerk
City of North Mankato, Minnesota

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9A	Department: Finance	Council Meeting Date: 12/19/2011										
TITLE OF ISSUE: Public Hearing - Five-Year Capital Improvement Plan, 2012-2016												
BACKGROUND AND SUPPLEMENTAL INFORMATION: The Council reviewed the 5-Year Capital Improvement Plan at its last workshop and this is the public hearing on the proposed plan. Copies of the Plan will be available in the Council Chambers for audience members.												
<i>If additional space is required, attach a separate sheet</i>												
REQUESTED COUNCIL ACTION: Adopt Resolution Approving the Plan												
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: Aye Nay _____ _____ Freyberg _____ _____ Steiner _____ _____ Norland _____ _____ Schindle _____ _____ Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; text-align: center;"> <tr> <td>Resolution</td> <td>Ordinance</td> <td>Contract</td> <td>Minutes</td> <td>Map</td> </tr> <tr> <td><input checked="checked" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Capital Improvement Plan</u> _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution	Ordinance	Contract	Minutes	Map								
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<input type="checkbox"/> Workshop <input checked="checked" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____											

NOTICE OF PUBLIC HEARING ON
5-YEAR CAPITAL IMPROVEMENT PLAN, 2012-2016
CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 19th day of December 2011, to hold a public hearing to consider the City's 5-Year Capital Improvement Plan, 2012-2016.

Such persons as desire to be heard with reference to the proposed 5-Year Capital Improvement Plan will be heard at this meeting. A copy of the 5-Year Capital Improvement Plan is available at the North Mankato Taylor Library or by calling 625-4141 or in person at City Hall, 1001 Belgrade Avenue, North Mankato.

Dated this 17th day of October 2011.

Nancy Gehrke, CMC
City Clerk
City of North Mankato, Minnesota

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Summary by Funding Source

Funding Source	Total Estimated Cost	Expenditures per Fiscal Year				
		2012	2013	2014	2015	2016
General Fund	88,000	26,000	35,000	5,000	17,000	5,000
Library Fund	20,000	0	5,000	5,000	5,000	5,000
Capital Facilities Fund	240,000	0	65,000	110,000	55,000	10,000
Construction Fund	70,000	10,000	10,000	30,000	10,000	10,000
Parkland Fund/Donations	730,000	76,000	146,000	411,000	61,000	36,000
Flood Control Fund	25,000	0	0	0	0	25,000
Equipment Certificates	2,731,000	440,000	647,000	112,000	602,000	930,000
Special Assessments/ G.O. Improvement Bonds	9,900,000	0	500,000	1,800,000	4,200,000	3,400,000
Water Fund	300,000	65,000	60,000	65,000	0	110,000
MSA/Federal/CSAH	18,000,000	9,000,000	9,000,000	0	0	0
Water Capital Facilities	150,000	0	150,000	0	0	0
Sewer Fund	203,000	48,000	0	0	155,000	0
Sanitation Fund	115,000	55,000	15,000	15,000	15,000	15,000
Storm Water Fund/ City Forces	1,255,000	0	925,000	100,000	230,000	0
G.O. CIP Bonds	620,000	0	0	0	500,000	120,000
G.O. Street Bonds	0	0	0	0	0	0
G.O. Sales Tax Rev. Bonds/Revenues	3,568,475	826,575	1,100,000	1,100,000	541,900	0
G.O. Sewer Revenue Bond	650,000	0	300,000	350,000	0	0
G.O. Water Revenue Bond	1,475,000	275,000	1,200,000	0	0	0
G.O. Bonds/Grants/MDOT	600,000	0	200,000	200,000	200,000	0
TOTALS	40,740,475	10,821,575	14,358,000	4,303,000	6,591,900	4,666,000

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Summary by Function

Expenditures per Fiscal Year

Project or Activity	Total Estimated Cost	2012	2013	2014	2015	2016
Public Buildings	846,000	26,000	175,000	25,000	500,000	120,000
Equipment:						
Administration	87,000	0	37,000	10,000	30,000	10,000
Police	483,000	76,000	146,000	135,000	62,000	64,000
Fire	878,000	103,000	0	0	0	775,000
Inspection	70,000	10,000	10,000	30,000	10,000	10,000
Civil Defense	228,000	20,000	33,000	52,000	70,000	53,000
Street	1,078,000	221,000	382,000	0	475,000	0
Park	185,000	20,000	107,000	0	20,000	38,000
Library	20,000	0	5,000	5,000	5,000	5,000
Water/Sewer/Sanitation	393,000	103,000	45,000	15,000	170,000	60,000
Improvements:						
Park	4,342,475	902,575	1,263,000	1,516,000	619,900	41,000
Street	19,800,000	9,000,000	9,000,000	0	1,200,000	600,000
Flood Control	25,000	0	0	0	0	25,000
Water	1,700,000	340,000	1,230,000	65,000	0	65,000
Sewer	650,000	0	300,000	350,000	0	0
Storm Sewer	1,855,000	0	1,125,000	300,000	430,000	0
Infrastructure Rehabilitation	8,100,000	0	500,000	1,800,000	3,000,000	2,800,000
TOTALS	40,740,475	10,821,575	14,358,000	4,303,000	6,591,900	4,666,000

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Public Buildings

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year				2016	Funding Source
		2012	2013	2014	2015		
Replace Exterior Doors Municipal Building	15,000		15,000				Capital Facilities
Remodel Lower Level/ Restrooms of Municipal Building	35,000		10,000	25,000			Capital Facilities
Building Improvements/ Street Dept - Roof	26,000	26,000					General Fund
Well #5 Building and Vehicle Storage	150,000		150,000				Water Capital Facilities
Heated Storage Bldg - Public Works	500,000				500,000		CIP Bonds
Renovate Heating and Air Conditioning System Municipal Building	120,000					120,000	CIP Bonds
TOTALS	846,000	26,000	175,000	25,000	500,000	120,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Administration/Finance/Building

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Office Equipment and Furnishings	40,000		10,000	10,000	10,000	10,000	Capital Facilities
Replace Staff Vehicles	47,000		27,000		20,000		Equipment Certificates
TOTALS	87,000	0	37,000	10,000	30,000	10,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Police

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Patrol Vehicles	300,000	56,000	58,000	60,000	62,000	64,000	Equipment Certificates
15 Portable Radios	20,000	20,000					Equipment Certificates
Upgrade Records Management System	75,000			75,000			Capital Facilities
Office Computers and Software	30,000		30,000				Capital Facilities
Four Radar Units	8,000		8,000				General Fund
Four Laptops	20,000		20,000				Equipment Certificates
Marked 4WD Squad	30,000		30,000				Equipment Certificates
TOTALS	483,000	76,000	146,000	135,000	62,000	64,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Fire

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
SCBA Air Packs	103,000	103,000					Equipment Certificates
Fire Apparatus	750,000					750,000	Equipment Certificates
ATV with Miniature Pumping Unit	25,000					25,000	Equipment Certificates
TOTALS	878,000	103,000	0	0	0	775,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Inspection

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Pickup	0	0					Equipment Certificates
Misc. Equipment Upgrades	50,000	10,000	10,000	10,000	10,000	10,000	Construction Fund
GIS-SPS Equipment and Software	20,000			20,000			Construction Fund
TOTALS	70,000	10,000	10,000	30,000	10,000	10,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Civil Defense

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Civil Defense Sirens/ Voice Siren/Loud Speaker	56,000			28,000		28,000	Equipment Certificates
Update All Sirens	117,000	20,000	23,000	24,000	25,000	25,000	Equipment Certificates
Run Standby Power from Water Plant 2 to Fire Station 2	10,000		10,000				General Fund
Replace Emergency Generator Municipal Bldg	45,000				45,000		Capital Facilities/CIP Bonds
TOTALS	228,000	20,000	33,000	52,000	70,000	53,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Street

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Shop Truck w/Utility Box	50,000		50,000				Equipment Certificates
One-Ton Truck with Box (2)	68,000	68,000					Equipment Certificates
Street Sweeper	200,000				200,000		Equipment Certificates
Pickups	72,000	28,000	44,000				Equipment Certificates
Tractor Backhoe	100,000		100,000				Equipment Certificates
Loader	150,000				150,000		Equipment Certificates
Tandem Dump Truck	243,000		118,000		125,000		Equipment Certificates
Update Oil Distributor	40,000		40,000				Equipment Certificates
Paver (Used)	30,000		30,000				Equipment Certificates
Chip Spreader	125,000	125,000					Equipment Certificates shared w/Nicollet County
TOTALS	1,078,000	221,000	382,000	0	475,000	0	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Park

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Mowers	105,000		85,000		20,000		Equipment Certificates
Pickup	22,000		22,000				Equipment Certificates
Field Groomer	20,000	20,000					Equipment Certificates
1 Ton Truck w/ Box & Lift Gate	38,000					38,000	Equipment Certificates
TOTALS	185,000	20,000	107,000	0	20,000	38,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Library

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Computers/Equip.	20,000		5,000	5,000	5,000	5,000	Library Fund
TOTALS	20,000	0	5,000	5,000	5,000	5,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Equipment - Water/Sewer/Sanitation/Storm Sewer

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Pickup	30,000		30,000				Water Fund
Pickup	58,000	28,000			30,000		Sewer Fund
125 KW Portable Generator	125,000				125,000		Sewer Fund
Recycling Equipment	75,000	15,000	15,000	15,000	15,000	15,000	Sanitation Fund
Baler	40,000	40,000					Sanitation Fund (Equip. Cert.)
Video Inspection Transport	20,000	20,000					Sewer Fund
1 Ton Truck w/ Crane	45,000					45,000	Water Fund
TOTALS	393,000	103,000	45,000	15,000	170,000	60,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Improvements - Park

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Park Construction and Beautification	180,000	36,000	36,000	36,000	36,000	36,000	Parkland Fund
Caswell Park: Improvements - Fields 7&8	730,000	230,000	200,000	200,000	100,000		Sales Tax Bonds / \$50M
Caswell North Soccer Complex	919,000	450,000	200,000	200,000	69,000		Sales Tax Bonds / Grant \$150M
Land Acquisition	250,000		250,000				Sales Tax Bonds / Grant \$150M
Benson Park: Pavilion/Restroom Additional Parking Trees/Trails/Berms	997,900		400,000	400,000	197,900		Sales Tax Bonds/ Legacy Grant/ 10% Local Match
Benson Park Land (CFD)	46,575	46,575					Sales Tax Bonds/Revenues
Spring Lake Park: Parking Improvements	50,000		50,000				Sales Tax Bonds
South Restrooms	100,000	100,000	0				Sales Tax Bonds
Other Improvements	475,000			300,000	175,000		Sales Tax Bonds
Resurface Tennis Courts	24,000		12,000		12,000		General Fund
Asphalt Trail - Lee Blvd Hill	35,000		35,000				Parkland Fund/Grant
Highway 14 Trail from LorRay to Lake Street	350,000			350,000			Parkland Fund/Grant/ATP
Trash Containers & Maint. Free Picnic Tables	20,000		5,000	5,000	5,000	5,000	General Fund

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Improvements - Park

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Renovate Band Shell at Wheeler Park	50,000		50,000				Parkland Fund
New Picnic Shelters	75,000	0	25,000	25,000	25,000		Parkland Fund
Multipurpose Community Center Project	40,000	40,000					Parkland Fund
TOTALS	4,342,475	902,575	1,263,000	1,516,000	619,900	41,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Street Improvements

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
The Reserve 2	1,200,000				800,000	400,000	Special Assessments/ G.O. Improvement Bond
Aspen Lane to Rockford Road	600,000				400,000	200,000	Special Assessments/ G.O. Improvement Bond
Rockford Road Extension/ CSAH 41 & Hwy Interchange Including Right-of-Way	18,000,000	9,000,000	9,000,000				Trunk Hwy/MSA/Federal/CSAH/ATP Special Assessments/Sales Tax Bonds
TOTALS	19,800,000	9,000,000	9,000,000	0	1,200,000	600,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Improvements - Flood Control

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Replace Caulking on Concrete Dike	25,000					25,000	Flood Control Fund
TOTALS	25,000	0	0	0	0	25,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Water Improvements

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Pull & Repair Well Pump: No. 6 (Water Plant #1) No. 7 (Water Plant #2)	65,000 65,000			65,000		65,000	Water Fund Water Fund
Recoat 500K Water Tower Interior & Exterior	275,000	275,000					Water Revenue Bonds
New Well #9	1,200,000		1,200,000				Water Revenue Bonds
Upper System to Lower System Bypass	30,000		30,000				Water Fund
Remove 100K Tower	65,000	65,000					Water Fund
TOTALS	1,700,000	340,000	1,230,000	65,000	0	65,000	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Sewer Improvements

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Replace Controls at Main Lift Station	350,000			350,000			Sewer Revenue Bonds
Roe Crest/Noretta/ Old Belgrade Hill Sewer	300,000		300,000				Sewer Revenue Bonds
TOTALS	650,000	0	300,000	350,000	0	0	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Storm Sewer Improvements

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
James Dr./ Candi Ln./ Meyer Ct. Storm Sewer	175,000		175,000				Storm Water Fund/City Forces
Pull 1 Pump and Inspect at Each Corps Station	30,000				30,000		Storm Water Fund
Nottingham Dr. - Ivanhoe Ct. to Normandy Dr.	100,000			100,000			Storm Water Fund/City Forces
North Ridge Ravine Complex	600,000		200,000	200,000	200,000		G.O Bonds/Grant/MNDOT/ County/City Forces
Carol Ct./Marvin Blvd to Minnesota River	200,000				200,000		Storm Water Fund/City Forces
Roe Crest/Noretta/ Old Belgrade Hill	750,000		750,000				Storm Water Fund/City Forces
TOTALS	1,855,000	0	1,125,000	300,000	430,000	0	

CAPITAL IMPROVEMENT SCHEDULE

DEPARTMENT: Infrastructure Rehabilitation

Project or Activity	Total Estimated Cost	Expenditures per Fiscal Year					Funding Source
		2012	2013	2014	2015	2016	
Mill and Overlay Belgrade Ave.	500,000				500,000		Street Reconstruction Bonds
Cliff Court	500,000		500,000				Special Assessment/ G.O. Improvement Bonds
Roe Crest - Lee Blvd. to Marie Lane	1,100,000			1,100,000			Special Assessment/ G.O. Improvement Bonds
Sunrise Drive	350,000			350,000			Special Assessment/ G.O. Improvement Bonds
Complete Reconstruct: 300 Blks Harrison, Tyler, Jefferson 300-400 Blks Monroe	1,500,000				1,500,000		Special Assessment/ G.O. Improvement Bonds
McKinley - Range to Sherman and Cross Street - Tyler to Webster	1,800,000					1,800,000	Special Assessment/ G.O. Improvement Bonds Water & Sewer Funds
Garfield - Range to Center Street	350,000			350,000			Special Assessment/ G.O. Improvement Bonds
Sherman - Garfield to Belgrade and Park Sherman to Lake	1,000,000				1,000,000		Special Assessment/ G.O. Improvement Bonds
Garfield - Center to Lake Street	1,000,000					1,000,000	Special Assessment/ G.O. Improvement Bonds
TOTALS	8,100,000	0	500,000	1,800,000	3,000,000	2,800,000	

THESE ARE DRAFT MINUTES AND NOT YET APPROVED BY THE BOARD

OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS OF THE
COUNTY OF NICOLLET
December 13, 2011

The Nicollet County Board of Commissioners met in special session on Tuesday, December 13, 2011 at 9:15 a.m. with Chair James Stenson presiding. Commissioners David Haack, Marie Dranttel, Dr. Bruce Beatty, and Jack Kolars were present. Also present were County Attorney Michelle Zehnder Fischer, Administrator Robert Podhradsky, Auditor-Treasurer Bridgette Kennedy, and Recording Secretary Margo Brown.

Prior to the meeting today, years of service awards were provided to a number of County employees. Those employees include the following:

40 Years

Bridgette Kennedy

35 Years

Cheryl Evenson
Lorna Luepke

30 Years

Robert Grussendorf
David Sandvik
Steve Campbell

25 Years

Peggy Cooney
Gary Style
Peggy Dawley
Sandra Tungsvik

20 Years

Thomas McMahon
Susan Wear
Lisa Stadler
Doug Krueger
Andrea Johnson
Carol DeRemee
Kevin Stolt
Bernie Thieman
Michelle Borseth
Peggy Wenner

15 Years

Wayne McGuire
Shana Jackson
Charles Dempewolf
Dean Cowdin
Jodi Gieseke
Dayle Moore

10 Years

Charles Zieman
Robyn Sellner
Robert Redding
Thomas Wilking
Jessica Sourbeck

5 Years

Jayne Schoevers
Ashley Johnson
Norma Jensen
Isaac Weston
Drew Link
Judy Schuneman
Christine Johnson
Krystal Pierce
Michelle Waldron
Alesha Meyer
Kristi Megli
Dawn Meier

Upon a motion by Commissioner Kolars and seconded by Beatty, it was moved to approve the minutes of the November 22, 2011 Board meeting and the December 1, 2011 Budget Input meeting. The motion carried unanimously.

Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to approve the County bills as presented. On a roll call vote, all Commissioners present voted yes.

List bills

Social Services Director Joan Tesdahl appeared before the Board to request approval of the Social Services bills. Upon a motion by Commissioner Beatty and seconded by Kolars, it was moved to approve the Social Service bills as presented. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

Environmental Services Director Mandy Landkamer appeared before the Board to request approval of a resolution regarding septic system upgrade program. Upon a motion by Commissioner Beatty and seconded by Haack, it was moved to accept the recommendation of the Environmental Services Director and adopt the resolution regarding Middle Minnesota Watershed septic system CWP Loan Program Liens. The motion carried unanimously.

RESOLUTION OF THE NICOLLET COUNTY BOARD OF COMMISSIONERS REGARDING COUNTY SEPTIC SYSTEM CWP LOAN PROGRAM LIENS

WHEREAS; Nicollet County has agreed to execute a program whereby State Revolving Loan Program funds are made available to residents of Nicollet County within the Middle Minnesota Watershed Clean Water Partnership Program area with the loan amount being repaid to the County through the attachment of a lien on the property benefiting, and;

WHEREAS; certain loans have been finalized and the liens have been processed to be assigned to the properties:

NOW THEREFORE, BE IT RESOLVED that the Nicollet County Board of Commissioners do hereby authorize the placement of a lien on the property listed below:

PAYMENT REQUEST #10 ON LOAN AGREEMENT # SRF0234

PARCEL #	ACTUAL COST	LIEN DATE
03.010.0700	\$ 8,754.85	October 10, 2011

Director Landkamer also requested that the Board consider approving a resolution authorizing North Mankato to handle notifications for an upcoming public hearing relating to a request by Great River Energy to put a new transmission line within the city limits of North Mankato. The resolution would relinquish Nicollet County's authority in regard to the public process notification to residents. Upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to accept the recommendation of the Environmental Services Director and adopt the resolution relinquishing Nicollet County's permitting authority to North Mankato for the Great River Energy Transmission Line Project. The motion carried unanimously.

WHEREAS, the construction of a transmission line within the unincorporated areas of Nicollet County requires a conditional use permit following proper public notice and a public hearing, and

WHEREAS, the construction of a transmission line within the city limits of North Mankato requires a conditional use permit following proper public notice and two public hearings, and

WHEREAS, the location of the proposed Great River Energy Transmission Line is immediately adjacent to the city limits of North Mankato, Section 3 of Belgrade Township, and

WHEREAS, to minimize duplication of efforts and confusion of residents and to maximize the efficiency of the public process,

NOW THEREFORE BE IT RESOLVED that the Nicollet County Board of Commissioners relinquishes the County's permitting authority to the City of North Mankato for the Great River Energy Transmission Line Project.

Environmental Services Solid Waste Officer Amy Linnerooth addressed the Board to request approval of several solid waste haulers licenses. Upon a motion by Commissioner Haack and seconded by Beatty, it was moved to accept the recommendation of the Environmental Services Solid Waste Officer and approve the following solid waste haulers licenses for 2012:

Hansen Sanitation
LJP Enterprises, Inc.
Renville Sibley Sanitation
River View Sanitation
Waste Management

The motion carried unanimously.

Public Works Director Seth Greenwood appeared before the Board to request consideration of the final payment for SAP 52-599-25 to Midwest Contracting. Upon a motion by Commissioner Beatty and seconded by Dranttel, it was moved to accept the recommendation of the Public Works Director and adopt the resolution in regard to the contract final on Project SAP 52-599-25.

WHEREAS, Project SAP 52-599-25 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved, that we do hereby accept said completed project for and on behalf of the County of Nicollet and authorize final payment of \$ 9,870.25 to Midwest Contracting, LLC, as specified herein. Total amount of the contract was \$ 197,405.00.

The motion carried unanimously.

Upon a motion by Commissioner Kolars and seconded by Beatty, it was moved to accept the recommendation of the Public Works Director and adopt the resolution in regard to the contract final on Project SP 52-070-02.

WHEREAS, Project SP 52-070-02 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved, that we do hereby accept said completed project for and on behalf of the County of Nicollet and authorize final payment of \$ 9,514.16 to AAA Striping Service Company, as specified herein. Total amount of the contract was \$ 158,068.17.

The motion carried unanimously.

Public Works Director Greenwood requested that the Board consider approval of a ditch repair report. Upon a motion by Commissioner Beatty and seconded by Dranttel, it was moved to accept the recommendation of the Public Works Director and approve the following ditch repair report.

Report No. 11-30 County Ditch 38A Section 14-110-30
The motion carried unanimously.

Jamie Haefner, Human Resources Director, addressed the Board to provide information about several replacement hirings:

Kyle Peterson as a Public Works Heavy Equipment Operator to replace Gary Zieske, who retired. Mr. Peterson begins employment on December 12, 2011 at a rate of \$14.5443 per hour, which represents pay step 5 of pay grade 10.

Matt Bode as a Public Works Heavy Equipment Operator to replace Ted Thorson, who retired. Mr. Bode begins employment on December 12, 2011 at a rate of \$14.5443 per hour, which represents pay step 5 of pay grade 10.

Robert Lueck as a Public Works Heavy Equipment Operator/Mechanic to replace Andrew Goltz, who resigned. Mr. Bode began employment on December 5, 2011 at a rate of \$16.2148 per hour, which represents pay step 7 of pay grade 11.

Tom Wilking (currently a Heavy Equipment Operator) has been selected to fill one of the Public Works vacant shop foreman positions (formerly Ted Thorsen's title). Mr. Wilking began his new duties at the Nicollet Shop on December 1, 2011 at a rate of \$18.7974 per hour, which represents pay step 12 of pay grade 11.

Dan Hoffman (currently a Heavy Equipment Operator) has been selected to fill one of the Public Works vacant shop foreman positions (formerly Gary Zieske's title). Mr. Hoffman began his duties at the Klossner Shop on December 5, 2011 at a rate of \$22.4451 per hour, which represents pay step 18 of pay grade 11.

Public Health Director Mary Hildebrandt has promoted Jennifer Lammert to fill her vacant Public Health Waiver Supervisor position. Ms. Lammert began her duties on November 28, 2011 at a rate of \$27.43 per hour, which represents pay step 14 of pay grade 16.

Brown/Nicollet Community Health Director Karen Swenson, per the approval of the BNCH Board, has hired Heather Kendall as an Environmental Health Educator working 30 hours per week. Ms. Kendall previously worked in our Public Health Department and will begin her duties on January 1, 2012 at a rate of \$13.59 per hour. Currently this position is not on our pay system.

Human Resources Director Haefner requested approval of an end of probation for Social Services Director Joan Tesdahl, who has submitted a request for Office Support Specialist Melody Miller. She is requesting that Ms. Miller be granted regular status as a Nicollet County employee effective December 24, 2011. Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to accept the recommendation of the Human Resources Director for the Social Services Director and approve the end of probation for Office Support Specialist Melody Miller, effective December 24, 2011. The motion carried unanimously.

Director Haefner provided information to the Board relating to a Court Ordered Salary increase for a Probation Officer. Upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to accept the recommendation of the Human Resources Director and acknowledge receipt of a court ordered salary increase for Probation Officer Deanna Ruffing, noting her move to Step 7 of the Senior Corrections Agent Scale, effective November 14, 2011. On a roll call vote, Commissioner Kolars, Dranttel, Beatty and Haack voted yes and Commissioner Stenson abstained. The motion carried 4-1.

The Human Resources Director noted that at a previous meeting, a public hearing was held in regard to the adoption of the revised Fee Schedule for Nicollet County. She requested approval of a resolution noting official approval of this schedule. Upon a motion by Commissioner Beatty and seconded by Haack, it was moved to accept the recommendation of the Human Resources Director and adopt the resolution approving and implementing the revised Nicollet County Fee Schedule, effective January 1, 2012. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

RESOLUTION for 2012 Nicollet County Fee Schedule Changes

WHEREAS, pursuant to Minnesota Statue 373.41, the County Board of Commissioners may charge fees for services provided by any county office, official, department, court or employee; and

WHEREAS, on February 1, 2011 the Nicollet County Fee Schedule was adopted which includes mandated fees and fees to be set by the county; and,

WHEREAS, the Department Heads have reviewed all of their fees for 2012 and presented recommended changes along with the complete proposed Fee Schedule in a Public Hearing on November 22, 2011; and,

WHEREAS, the Nicollet County Board reviewed the proposed Fee Schedule and changes;

NOW, THEREFORE, BE IT RESOLVED, by the Nicollet County Board of Commissioners that the 2012 Nicollet County Fee Schedule as presented has been approved, effective January 1, 2012.

Human Resources Director Haefner provided information to the Board relating to the classification studies recently done on new County Attorney staff, as well as the reclassifications studies done by the Merit System on Financial Workers (now referred to as Eligibility Workers) in Social Services. She provided the recommendations from Bunnett Consulting to the Board for their consideration and approval. Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to accept the recommendation of the Human Resources Director and approve the reclassification studies completed in 2009 by the State Merit System relating to Financial Workers, who will now be classified as Eligibility Workers, as well as the classifications for the County Attorney's Office, as follows, effective January 1, 2012.

Social Services Eligibility Workers – Increase points from 208 to 233

Name	Present Grade	Hourly	Approved Reclassification		
			Grade	Hourly	Change
Eligibility Worker	11	19.0784	12	19.5553	0.4759
Eligibility Worker	11	23.4652	12	24.0505	0.5854
Eligibility worker	11	15.0614	12	15.4371	0.3758
Eligibility Worker	11	16.4508	12	16.8686	0.4106
Eligibility Worker	11	15.0614	12	15.4371	0.3758
Eligibility Worker	11	15.0614	12	15.4371	0.3758
Eligibility Worker	11	17.9841	12	18.4327	0.4486
Eligibility Worker	11	15.0614	12	15.4371	0.3758
Eligibility Worker	11	17.9841	12	18.4327	0.4486
Eligibility Worker	11	15.0614	12	15.4371	0.3758

County Attorney's Office - Classifications

Title	Grade	Points	Hourly	Annual
Legal Assistant	12	233	16.8686	35,086.60
Victim Witness/Paralegal	13	282	19.5511	40,666.19
Office Mgr/Legal Ass't	13	282	19.5511	40,666.19
Ass't County Attorney	17	534	24.4807	50,919.88
Ass't County Attorney	17	534	31.9418	66,438.90
Chief Deputy Co. Attorney	19	677	36.7845	76,511.72

The motion carried unanimously.

Sheriff David Lange appeared before the Board to request approval of a snowmobile grant. Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to accept the recommendation of the County Sheriff and approve the Snowmobile Safety Enforcement Grant with the State of Minnesota. The motion carried unanimously.

At this time Brown/Nicollet Community Health Director Karen Swenson, along with Public Health Director Mary Hildebrandt, made a presentation to the Board about Public Health Preparedness. They provided a power point presentation noting the plan for Nicollet County Public Health to plan and respond to emergencies. Information was also provided relating to Public Health Preparedness Capabilities. Following the viewing of a video relating to the Highway 35 bridge collapse, Ms. Swenson and Ms. Hildebrandt answered additional questions from the Board regarding vaccines and flu shots, as well as their work in conjunction with Emergency Management for preparedness.

County Administrator Robert Podhradsky addressed the Board to provide information to them relating to a request from Sheriff David Lange to attend the National Center for Missing & Exploited Children training. Upon a motion by Commissioner Beatty and seconded by Dranttel, it was moved to accept the recommendation of the Administrator for the Sheriff and authorize out of state travel for Sheriff Lange to attend the National Center for Missing & Exploited Children training in Alexandria Virginia on January 22-23, 2012, with no expense to Nicollet County. The motion carried unanimously.

Administrator Robert Podhradsky addressed the Board to request approval of the 2012 levy for Nicollet County. There were comments on using reserves, the need for the State to make changes in the property tax system, and funding necessary for required mandated services. Upon a motion by Commissioner Haack and seconded by Dranttel, it was moved to accept the recommendation of the County Administrator and adopt the resolution to approve the 2012 levy for Nicollet County. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

RESOLUTION TO ADOPT THE 2012 LEVY FOR NICOLLET COUNTY

WHEREAS, the Nicollet County Budget Committee, consisting of Commissioners David Haack and Marie Dranttel, Auditor-Treasurer Bridgette Kennedy, and County Administrator Robert Podhradsky, met on several occasions throughout 2011 to develop the 2012 Nicollet County Budget and Levy; and

WHEREAS, the 2012 Nicollet County Budget and Levy was prepared with the input of all Nicollet County Department Heads and County Board Members through a series of ten (10) County Board Budget Workshops; and

WHEREAS, the 2012 Nicollet County Budget Committee made their County levy recommendation for 2012 to the Nicollet County Board; and

WHEREAS, the Nicollet County Board accepted the recommendation from the Budget Committee for the 2012 Nicollet County Levy.

NOW, THEREFORE, BE IT RESOLVED, that on December 13, 2011, following discussion by members of the County Board, the Nicollet County Board adopted the 2012 net levy for Nicollet County, as follows:

Revenue	
General	\$ 5,690,595
Law Enforcement	\$ 2,966,175
Housing Authority	\$ 105,979
Library Services	\$ 100,188
Total Revenue	\$ 8,862,937
Road & Bridge	\$ 1,819,176
Human Services	\$ 3,163,346
Debt	\$ 1,888,292
Total	\$15,733,751

Mr. Podhradsky requested approval of the 2012 Budget for Nicollet County. Upon a motion by Commissioner Dranttel and seconded by Haack, it was moved to accept the recommendation of the County Administrator and adopt the resolution approving the 2012 Nicollet County budget. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

RESOLUTION TO ADOPT 2012 BUDGET

WHEREAS, the Nicollet County Budget Committee, consisting of Commissioners David Haack and Marie Dranttel, Auditor-Treasurer Bridgette Kennedy, and County Administrator Robert Podhradsky, met on several occasions throughout 2011 to develop the 2012 Nicollet County Budget, and

WHEREAS, the 2012 Nicollet County Budget was prepared with the input of all Nicollet County Department Heads and County Board Members through a series of ten (10) County Board Budget Workshops, and

WHEREAS, the 2012 Nicollet County Budget Committee made their recommendation for 2012 to the Nicollet County Board, and

WHEREAS, the Nicollet County Board accepted the recommendations from the Budget Committee for the 2012 Nicollet County Budget.

THEREFORE, BE IT RESOLVED, that on December 13, 2011, following discussion by members of the County Board, the Nicollet County Board adopted the 2012 Nicollet County Budget in the amount of \$29,840,539. A breakdown of that budget, including a comparison to the 2011 County Budget, is listed below:

NICOLLET COUNTY BUDGET STATEMENT

Budgeted	2011	2012		
Governmental Funds	Adopted	Proposed	+ (-)	+ (-)
	Budget	Budget	Dollars	Percent
REVENUES				
Tax Levy-Property	15,577,971	15,733,751	155,780	1.00%
Tax Levy- (County Program Aid)	1,521,485	1,423,781	(97,704)	-6.42%
Licenses and Permits	44,000	44,000	0	0.00%
Intergovernmental				
Federal	3,194,719	2,901,252	(293,467)	-9.19%
State	5,316,526	5,261,390	(55,136)	-1.04%
Other	969,008	534,212	(434,796)	-44.87%
Charges for Services	2,319,780	2,280,635	(39,145)	-1.69%
Fines and forfeits	76,500	77,000	500	0.65%
Interest and Investments	376,000	350,000	(26,000)	-6.91%
Miscellaneous	565,400	677,938	112,538	19.90%
OTHER SOURCES				
Budgeted Use of Fund Balance	366,106	276,580	(89,526)	-24.45%
Recycling Assessment	278,000	280,000	2,000	0.72%
TOTAL REVENUES				
AND OTHER SOURCES	<u>30,605,495</u>	<u>29,840,539</u>	<u>(764,956)</u>	<u>-2.50%</u>
EXPENDITURES				
General Public	6,289,778	6,248,888	(40,890)	-0.65%
Public Safety	4,374,254	4,450,865	76,611	1.75%
Highway And Streets	6,552,253	5,807,693	(744,560)	-11.36%
Human Services	8,063,506	8,011,919	(51,587)	-0.64%
Health	1,536,252	1,531,528	(4,724)	-0.31%
Culture and Recreation	189,624	193,624	4,000	2.11%
Cons.& Natural Resources	322,330	317,608	(4,722)	-1.46%
GO Debt Service	1,898,053	1,888,292	(9,761)	-0.51%
Other/ Unallocated	512,744	579,003	66,259	12.92%

Housing Authority	103,901	105,979	2,078	2.00%
Library Services	111,209	100,188	(11,021)	-9.91%
Miscellaneous	191,891	163,461	(28,430)	-14.82%
Insurances	384,700	366,491	(18,209)	-4.73%
OTHER SOURCES:				
Designated Future Funding-Public Works	75,000	75,000	0	0.00%
TOTAL EXPENDITURES AND OTHER SOURCES	<u>30,605,495</u>	<u>29,840,539</u>	<u>(764,956)</u>	<u>-2.50%</u>

Administrator Robert Podhradsky then requested that the Board consider approval of the resolution for the 2012 non-union employee pay package. Upon a motion by Commissioner Beatty and seconded by Haack, it was moved to accept the recommendation of the County Administrator and adopt the resolution approving the 2012 non-union employee pay package. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

2012 NON-UNION EMPLOYEE PAY PACKAGE RESOLUTION

WHEREAS, the Nicollet County Board of Commissioners annually establishes a salary package for non-union employees, and

WHEREAS, after careful consideration and study, the Nicollet County Board of Commissioners has now established a salary package for non-union employees for the year 2012.

NOW, THEREFORE, BE IT RESOLVED, that the Nicollet County Board of Commissioners does hereby adopt the following salary package for non-union employees for the year 2012:

1. The Nicollet County Board of Commissioners hereby adopts the annual pay scales for all of the County job classifications that are included in the approved Nicollet County Pay Plan.
2. There will be a Cost of Living Adjustment (COLA) in the amount of one and one half per cent (1.5%) for all non-union Nicollet County employees, including Department Heads in 2012.
3. Due to budgetary concerns, there will be no step adjustments based on job performance as allowed for in the Nicollet County Pay Plan.
4. The Nicollet County Board of Commissioners salary will be established at the following amounts:

From \$26,069 to \$ 26,460

The chairperson of the Board will receive an additional \$1,500 annually for duties related to that position.
5. The Nicollet County Board and lay persons serving on County Committees, which have been approved by the County Board, are entitled to receive per diems, as allowed for in Minnesota Statute §375.055, in the amount \$70.00.
6. The salary for the Nicollet County Attorney (now a full time position rather than part time) for 2012 is being set at \$95,000, and this salary will be reviewed annually according to Minnesota Statute.

Auditor-Treasurer Bridgette Kennedy provided information to the Board relating several requests for reduction in value, and requested their consideration of those requests. Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to accept the recommendation of the County Auditor-Treasurer and approve the following applications for reduction in valuation:

For Cynthia Andresen of 218 Jefferson Avenue, St. Peter MN for property located at parcel no. 19.412.4870 in St. Peter, for taxes payable in 2012.

For Roger & Joyce Kamrath of 27 Snowbird Train, North Mankato MN for property located at parcel no. 18.676.0040 in North Mankato, for taxes payable in 2012.

The motion carried unanimously.

Auditor-Treasurer Kennedy provided information about a proposed tax abatement for South Central Service Coop. There were a number of questions regarding this particular request, as it relates to property changing to exempt status, whether penalty would be required if denied, what the property will be used for in the future, and whether approval of this abatement would establish a precedent for other such requests. Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to accept the recommendation of the County Auditor-Treasurer and approve the following application for abatement:

For South Central Service Coop, of 2075 Lookout Drive, North Mankato MN for property located at parcel no. 18.177.0020 in North Mankato, in the amount of \$2,114.00 for taxes payable in 2011.

Following additional discussion, Commissioners Haack and Kolars withdrew their motion. The Auditor-Treasurer will provide further information on this request at a future Board meeting.

Auditor-Treasurer Kennedy requested that the Board discuss the GASB 54 issues for the 2011 audit year. She provided written information and a draft of the fund balance policy. She noted that more designations are being required and she noted that, if the Board would like, they could authorize the Auditor-Treasurer to make those designations. She will provide updates and more information to the Board as it becomes available.

Auditor-Treasurer Bridgette Kennedy provided information to the Board relating to an exempt permit request from the Bend of the River Chapter of MN Deer Hunters Association for a raffle. Upon a motion by Commissioner Beatty and seconded by Haack, it was moved to accept the recommendation of the County Auditor-Treasurer and approve the exempt gambling permit for the MN Bend of the River Chapter of MN Deer Hunters Association for a raffle in April of 2012. The motion carried unanimously.

Administrator Robert Podhradsky provided information about a proposed study regarding the Nicollet County Pay Scale. The Board discussed the establishment of a Pay and Benefit Compensation Committee and appointments to such a committee. Upon a motion by Commissioner Kolars and seconded by Haack, it was moved to appoint the following persons to the Pay and Benefit Compensation Committee and authorize this committee to proceed with the process of studying Nicollet County's Pay and Benefit Compensation Plan:

Commissioners Bruce Beatty and James Stenson

Administrator Robert Podhradsky

Human Resources Director Jamie Haefner

Auditor-Treasurer Bridgette Kennedy

Two to three Department Heads

The motion carried unanimously.

County Administrator's report included information about the following items/meetings:

- He reported that he received a call from Le Sueur County relating to a joint meeting. Further information will be forthcoming relating to this meeting in the near future. Agenda items for this proposed meeting should be forwarded to the Administrator.

Chair James Stenson reported on the following past and future activities/meetings, including:

- No report

The Commissioners reported on various past and future activities/meetings, including:
Commissioner Jack Kolars

- Various Board meetings
- Meetings with County Administrator
- Brown/Nicollet Community Health
- Minnesota Valley Action Council
- Blue Earth County Joint Meeting
- IMMTRACK meeting
- Township Officers meeting

Commissioner David Haack

- Various Board meetings
- MRCI Board meeting
- Traverse des Sioux Budget Committee
- Traverse des Sioux Board meeting
- Meeting with Legislators
- Minnesota Valley Action Council
- MRCI Committee

Commissioner Marie Dranttel

- Various Board and Budget meetings
- Department Head Retirement Presentation
- Public Health EE Evaluation
- Rush River Joint Powers Board
- Meeting with Legislators
- Nicollet County Social Services Collaborative
- Township Officers Meeting
- Budget Input meeting

Commissioner Dr. Bruce Beatty

- Noted an upcoming Public Works Committee meeting
- Various Board meetings
- Critical Position Review Committee Meeting
- Extension Committee meeting
- Critical Position Review Committee meeting
- Rush River / Joint meeting
- Minnesota River Board
- Meeting with Legislators
- Blue Earth County/Nicollet County Joint Meeting
- Brown/Nicollet Community Health Board meetings
- Gary Zieske's Retirement
- Township Officer's meeting

Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to approve the expenses and per diems for the meetings noted above during the Commissioner reports and/or listed on the Claims Listing, and authorize payment of those expenses and per diems by the Auditor-Treasurer's Office. The motion carried unanimously.

Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to adjourn the meeting at 11:55 a.m. The motion carried unanimously.



CITY OF NORTH MANKATO
APPLICATION FOR PARADE PERMIT

This application, accompanied by a map of the parade route and the required application fee, shall be submitted to the Chief of Police at least fourteen (14) days in advance of the parade date.

Applicant Information

Name:	<u>KRISTI Montandon</u>		
Address:	<u>1655 Castle Dr.</u>		
City:	<u>N. Mankato</u>	State:	<u>MN</u> Zip: <u>56003</u>
Telephone:	<u>507 389-5320</u>		
Sponsoring Organization:	<u>RPLS Dept/MSU + Scheels</u>		
Address:	<u>HN 210, Minnesota State University</u>		
City:	<u>Mankato</u>	State:	<u>MN</u> Zip: <u>56001</u>
Telephone:	<u>507-389-5320</u>		
Occasion for Parade:	<u>5K Run + Easter Egg Hunt</u>		
Date of Parade:	<u>April 7th</u>	Estimated Length of Parade:	<u>5K</u>
Estimated Starting Time:	<u>9:00</u>	Estimated Finish Time:	<u>11:00</u>
General Composition of Parade:	<u>5K Run from DMMS to Benson Park & back. Easter Egg hunt and kids races at DMMS</u>		

As a duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute the parade according to this permit and subject to the provisions and conditions which may be necessary to provide for the safety of parade participants and the orderly and safe movement of public traffic.

[Signature]
Applicant

12/9/11
Date

Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

[Signature] #701
Chief of Police

12-13-11
Date

COMMENTS/ADDITIONAL STIPULATIONS:

upd

Scheels 5K Route Proposal.

- The red route indicates the start location and the first leg of the race from the school to Benson Park. Participants will run on the north sidewalk on Howard Dr. W.; the west sidewalk on Lookout Dr.; the south sidewalk on Carlson Dr. They will cross Carlson Drive to get onto Benson Park trail system by Monument rock and loop around the trail system (TBD route on trail system).
- The blue route indicates the second leg of the race from Benson Park back to the school/ finish line. Participants will run on the north sidewalk on Carlson Dr.; the east sidewalk on Lookout Dr.; the north sidewalk on Howard Dr. W.

All participants will run on sidewalks and not on the road. There will be crossing guards at each section where participants will be crossing to prevent any accidents. We will mark the course with signage so participants know exactly where to go.

- Red route is the north side walk on Howard,
East side walk on Lookout, south sidewalk on
Carlson

- Blue route is North sidewalk on Howard,
West sidewalk on Lookout, North sidewalk
on Carlson

* Because
color - correct
are seen

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 16 -2012 SHELTER: Benson Park FEE: _____

TYPE OF EVENT: 5K & Easter Egg Hunt DATE VALID: 4-7-12 HOURS: 7³⁰-3 pm

ORGANIZATION: RPLS @MSU plus Schools SIZE: 350 racers

APPLICANT NAME: Kristi Montandon

ADDRESS: 1655 castle Dr. CITY: N. Mankato

ZIP: 56003 DAYTIME PHONE #: 389-5320

TENTS: 1 Large ELECTRICITY: NO ALCOHOL: NO

If keg beer, a \$250 deposit and \$25 fee are required.

AUDIO DEVICES: Mega phone / possible DJ
Amplified music or band requires Council approval

OTHER: 5K Run to include DMS to Benson Park & back
Easter Egg Hunt & kid races @ DMS

PERMIT APPROVED: _____

DATE: 12-9-11

PERMIT DENIED: _____

REFER TO COUNCIL: ✓

Nancy Gehrke / by
Vicki J.
City Clerk

The following rules and regulations have been set by the City Code which apply to all parks and are enforced:

PROHIBITED

- * Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department.
- * Pets (Allowed in Benson Park and Bluff Park only. Must be on a 6' leash).
- * Glass containers.
- * Bonfires.
- * Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices.
- * Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices shall end at 8 p.m.

ALLOWED

- * Personal grills may be brought in.
- * Keg beer is allowed only with a permit.
- * Fishing/Ice fishing on Ladybug Lake and Spring Lake only.
- * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake. Children under 12 must be accompanied by an adult. Flotation device required.
- * Hog roasts are allowed in the parks on hard-surfaced lots only.

I, the undersigned, understand that the park shelter reservation fee is NOT a deposit and is NOT refundable for any reason other than inclement weather making it impossible to hold a picnic. Cancellation of this park shelter reservation will NOT result in a refund of the fee. If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines.

SIGNED: _____

Applicant



CITY OF NORTH MANKATO
APPLICATION FOR PARADE PERMIT

This application, accompanied by a map of the parade route and the required application fee, shall be submitted to the Chief of Police at least fourteen (14) days in advance of the parade date.

Applicant Information

Name:	<u>Kristi Montandon</u>		
Address:	<u>1655 Castle Dr.</u>		
City:	<u>N. Mankato</u>	State:	<u>MN</u> Zip: <u>56003</u>
Telephone:	<u>507-389-5320</u>		
Sponsoring Organization:	<u>Arthritis Foundation & RPLS Dept</u>		
Address:	<u>HN 210 Minnesota State University</u>		
City:	<u>Mankato,</u>	State:	<u>MN</u> Zip: <u>56001</u>
Telephone:	<u>507-389-5320</u>		
Occasion for Parade:	<u>Arthritis Walk</u>		
Date of Parade:	<u>4/28/12</u>	Estimated Length of Parade:	<u>.75 miles</u>
Estimated Starting Time:	<u>8:00</u>	Estimated Finish Time:	<u>Noon</u>
General Composition of Parade:	<u>Arthritis Walk Around Spring Lake Park</u>		

As a duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute the parade according to this permit and subject to the provisions and conditions which may be necessary to provide for the safety of parade participants and the orderly and safe movement of public traffic.

[Signature]
Applicant

12/9/11
Date

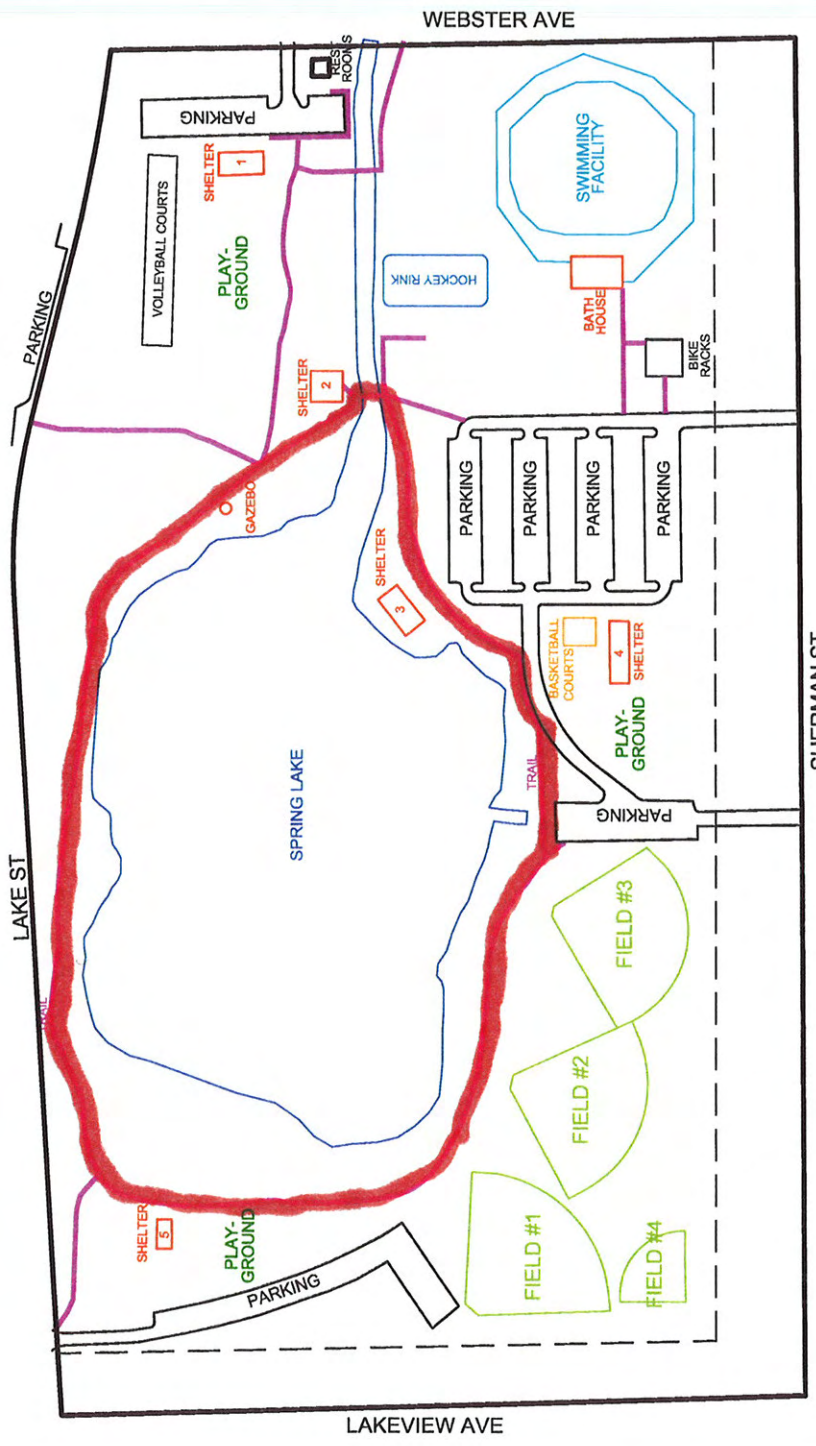
Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

[Signature] #701
Chief of Police

12-13-11
Date

COMMENTS/ADDITIONAL STIPULATIONS:

[Handwritten mark]

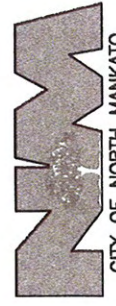


CITY OF NORTH MANKATO

LOCATION MAP SPRING LAKE PARK

FIGURE NO. 1

APRIL, 2006



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN AMES, IA

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 15 -2012 SHELTER: SLP #3 FEE: N/C

TYPE OF EVENT: Arthritis Walk DATE VALID: 4-28-12 HOURS: 7-1

ORGANIZATION: Arthritis Foundation ^{RPLS dept} SIZE: 250

APPLICANT NAME: Kristi Montandon

ADDRESS: 1655 Castle Dr. CITY: N. Mankato

ZIP: 56003 DAYTIME PHONE #: 507-389-45320

TENTS: — ELECTRICITY: ✓ ALCOHOL: —

If keg beer, a \$250 deposit and \$25 fee are required.

AUDIO DEVICES: DJ playing music and announcing
Amplified music or band requires Council approval walk start

OTHER: Parade permit pending

PERMIT APPROVED: _____ DATE: 12-9-11

PERMIT DENIED: _____

REFER TO COUNCIL: ✓ Nancy Gehrke / by v3
City Clerk

The following rules and regulations have been set by the City Code which apply to all parks and are enforced:

PROHIBITED

- * Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department.
- * Pets (Allowed in Benson Park and Bluff Park only. Must be on a 6' leash).
- * Glass containers.
- * Bonfires.
- * Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices.
- * Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices shall end at 8 p.m.

ALLOWED

- * Personal grills may be brought in.
- * Keg beer is allowed only with a permit.
- * Fishing/Ice fishing on Ladybug Lake and Spring Lake only.
- * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake. Children under 12 must be accompanied by an adult. Flotation device required.
- * Hog roasts are allowed in the parks on hard-surfaced lots only.

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SIGNED: [Signature]
Applicant

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 17-2012 ~~2012~~ SHELTER: SLP #1 FEE: 60.00

TYPE OF EVENT: True Value Picnic DATE VALID: 8-11-12 HOURS: 8:00-8:00

ORGANIZATION: True Value SIZE: 160

APPLICANT NAME: Beverly McCulloch

ADDRESS: 2415 3rd Ave, 1 CITY: Mankato

ZIP: 56001 DAYTIME PHONE #: 625-6021

TENTS: No ELECTRICITY: _____ ALCOHOL: No

AUDIO DEVICES: PA for bingo
If keg beer, a \$250 deposit and \$25 fee are required.
Amplified music or band requires Council approval

OTHER: _____

PERMIT APPROVED: kr DATE: 12-14-11

PERMIT DENIED: _____

REFER TO COUNCIL: ✓

Nancy Gehlke by kr
City Clerk

The following rules and regulations have been set by the City Code which apply to all parks and are enforced:

PROHIBITED

- * Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department.
- * Pets (Allowed in Benson Park and Bluff Park only. Must be on a 6' leash).
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- * Bonfires.
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SIGNED: _____

Beverly McCulloch
Applicant

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14A.1, 2 & 3	Department: Admin.	Council Meeting Date: 12/19/2011
----------------------------	--------------------	----------------------------------

TITLE OF ISSUE: Approval of proposed 2012 Budget and Capital Improvement Plan

BACKGROUND AND SUPPLEMENTAL INFORMATION: These are the resolutions granting formal approval to the 2012 Budget, the 2011 Tax Levy Collectible in 2012 and the 5-Year Capital Improvement Plan.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolutions

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

	Aye	Nay	
_____	_____	_____	Freyberg
_____	_____	_____	Steiner
_____	_____	_____	Norland
_____	_____	_____	Schindle
_____	_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____				

<input type="checkbox"/>	Workshop
<input checked="" type="checkbox"/>	Regular Meeting
<input type="checkbox"/>	Special Meeting

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table until: _____
<input type="checkbox"/>	Other: _____

RESOLUTION APPROVING THE GENERAL FUND BUDGET
AND AUXILIARY FUND BUDGET
FOR FISCAL YEAR 2012

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the City Council approved the General Fund and Auxiliary Fund Budgets for the 2012 Fiscal Year as follows:

1.) General Fund

A.	General Government	\$ 966,540
B.	Public Safety	1,990,300
C.	Public Works	1,702,335
D.	Culture-Recreation	832,365
E.	Other Functions	<u>100,500</u>
TOTAL GENERAL FUND EXPENDITURES		\$ <u>5,592,040</u>

2.) Auxiliary Fund

A.	Special Revenue Funds	2,493,434
B.	Debt Service Funds	3,413,740
C.	Capital Project Funds	4,086,285
D.	Enterprise Funds	5,994,368
E.	Trust and Agency Funds	<u>337,780</u>
TOTAL AUXILIARY FUND EXPENDITURES		\$ <u>16,325,607</u>
TOTAL BUDGET ALL FUNDS		\$ <u>21,917,647</u>

BE IT FURTHER RESOLVED, that the City Council approved the Capital Improvement Plan as included in the 2012 Budget documents.

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

RESOLUTION APPROVING 2011 TAX LEVY, COLLECTIBLE IN 2012

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the following sums of money be levied for the current year collectible in 2012, upon the taxable property in said City of North Mankato, for the following purposes:

General Fund	\$3,103,154	
Library Fund	419,405	
Bookmobile Fund	39,831	
Community Development	15,978	
Flood Control Fund	6,000	
Contingency Fund	50,000	
Port Authority Fund	65,000	
Firemen's Relief Fund	<u>22,740</u>	
		\$3,722,108
Bonded Indebtedness	<u>1,430,015</u>	
Total Budgeted Levy		<u>\$ 5,152,123</u>

Pursuant to M.S. 475.61, Subd. 3, the City Council and City Clerk do hereby certify and state to the County Auditor that the foregoing levy for "bonded indebtedness", when taken together with excess funds on hand in existing debt service accounts, aggregates more than sufficient monies to service all irrevocable levies previously made by the City for debt service and the Auditor therefore may reduce the amount of any additional irrevocable levies accordingly.

"Provision has been made by the City for payment of \$301,297 as the City's contributory share to the Public Employees' Retirement Fund as provided for in Minnesota Statutes Annotated, Sections 353.01 et seq." No further levy is required for this purpose.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Nicollet County, Minnesota.

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

RESOLUTION APPROVING THE
CAPITAL IMPROVEMENT PLAN COVERING PERIOD OF 2012-2016

WHEREAS, the City of North Mankato has prepared a Capital Improvement Plan covering the period of 2012 through 2016; and

WHEREAS, during the preparation of the Capital Improvement Plan the City Council considered the following:

1. Condition of the City's existing infrastructure, including the projected need for repair or replacement,
2. Likely demand for the improvement,
3. Estimated cost of the improvement,
4. Available public resources,
5. Level of overlapping debt in the City,
6. Relative benefits and costs of alternative uses of the funds,
7. Operating costs of the proposed improvements,
8. Alternatives for providing services more efficiently through shared facilities with counties and other local governmental units; and

WHEREAS, the North Mankato City Council duly held a public hearing on the Capital Improvement Plan at 7 p.m. on December 19, 2011;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the Capital Improvement Plan for the period of 2012 through 2016 is hereby approved.

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14B	Department: Admin.	Council Meeting Date: 12/19/2011																																															
TITLE OF ISSUE: Engagement Letter with Abdo, Eick & Meyers for 2011 Annual Audit																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: Enclosed is the Engagement Letter from Abdo, Eick & Meyers to conduct a full audit of the City's financial statements for the fiscal year ending December 31, 2011. The proposed fee for audit services is \$28,995. Staff will send out a request for proposal (RFP) for auditing services in late summer 2012.																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
REQUESTED COUNCIL ACTION: Authorize signature of Audit Engagement Letter																																																	
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;">Audit Engagement Letter</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		Audit Engagement Letter			_____					_____					_____				
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11 Civic Center Plaza
Suite 300
P.O. Box 3166
Mankato, MN 56002-3166

Management, Honorable Mayor, and City Council
City of North Mankato
North Mankato, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of North Mankato for the year ended December 31, 2011. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2011. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress for Other Post Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Financial Statements and Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

- 1) Summary Financial Report – Revenues and Expenditures for General Operations – Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance, though is required to be presented when a Comprehensive Annual Financial Report (CAFR) is issued.

- 1) Statistical Section



Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit we will prepare a draft of your financial statements and related notes. We will also use the financial statements to complete the Office of the State Auditors' City Reporting Form. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.



Audit Procedures-Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the City or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the City. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.



Kyle W. Meyers, CPA is the engagement partner and is responsible for supervising the engagement and signing the report. We expect to begin our audit on approximately January 1, 2012 and to issue our reports no later than June 30, 2012.

Our fee for these services will be as follows:

Audit	\$ 28,280
2011 Office of the State Auditor's Reporting Form	<u>715</u>
Total	<u>\$ 28,995</u>

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1 percent per month (12 percent per year). If for any reason the account is turned over for collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your return. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Kyle W. Meyers, CPA
Governmental Services Partner



RESPONSE:

This letter correctly sets forth the understanding of the City of North Mankato.

By: _____

Title: _____



CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

System Review Report

September 8, 2011

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits performed under Government Audit Standards, OMB Circular A-133 and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads "Brady Martz".

Brady Martz and Associates, P.C.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14C	Department: Admin.	Council Meeting Date: 12/19/2011
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TITLE OF ISSUE: Res. Approving Retirement Incentive Health Insurance Contributions

BACKGROUND AND SUPPLEMENTAL INFORMATION:

As directed by the Council, the staff and the personnel committee have been reviewing other areas for possible budget adjustments. By offering an early retirement incentive for employees who qualify under the PERA rule of 90, we believe that additional budget savings in the amount of \$80,000 for 2012 can be achieved. The vacancies created by those retirements would be left unfilled for the 2012 budget year providing the resources necessary to add a Police Officer. Due to the budget uncertainties at the state level, the Council may wish to consider deferring hiring of the officer until July 1, 2012. However, should the Council so decide, funds would be available to accomplish the hiring earlier in the year.

The retirement incentive would be in the form of employer provided health insurance to the retiree from date of retirement until age 65 eligibility for Medicare. I anticipate that two employees would choose to retire based on this incentive.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye Nay

		Freyberg
		Steiner
		Norland
		Schindle
		Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
------------	-----------	----------	---------	-----

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Other (specify) _____

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____

RESOLUTION NO.

RESOLUTION APPROVING RETIREMENT INCENTIVE
HEALTH INSURANCE CONTRIBUTIONS

WHEREAS, due to budgetary constraints, the City Council deems it advisable to offer a retirement incentive to certain senior employees; and

WHEREAS, Minnesota Public Employee Retirement Association rules provide eligibility for an unreduced retirement when the employee reaches the Rule of 90;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that employees eligible under the Rule of 90, who retire on or before June 1, 2012, shall receive an insurance contribution on the same basis as the current City employees. The contribution shall continue from date of retirement until the retiree reaches age 65 when contribution shall cease. Should the retiree die before age 65, the surviving spouse may continue to receive a contribution under single coverage until the date the retiree would have reached age 65. The City Administrator is hereby authorized to take the necessary action to implement the approved incentive.

Adopted by the City Council this 19th day of December 2011.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14D	Department: Admin.	Council Meeting Date: 12/19/2011
-------------------	--------------------	----------------------------------

TITLE OF ISSUE: Schools and Conferences

BACKGROUND AND SUPPLEMENTAL INFORMATION: Items 1-3 are Travel and Training requests for schools and conferences. The schools do not include out-of-state travel.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve Actual and Necessary Expenses

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)		Travel & Training Requests		

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____



Date: 12-13-11

CITY OF NORTH MANKATO
Training and Travel Request

Department: Water

Names: Duane Rader

Number of Personnel Attending: 1

Event: Collection System Operators Conference

Dates: January 18-20, 2012

Location: Bloomington, MN

Required Training for Certification/License: x Yes No

What Certification/License is this training required for? System Operators License

Description: _____

Keynote presentations

Wednesday general session

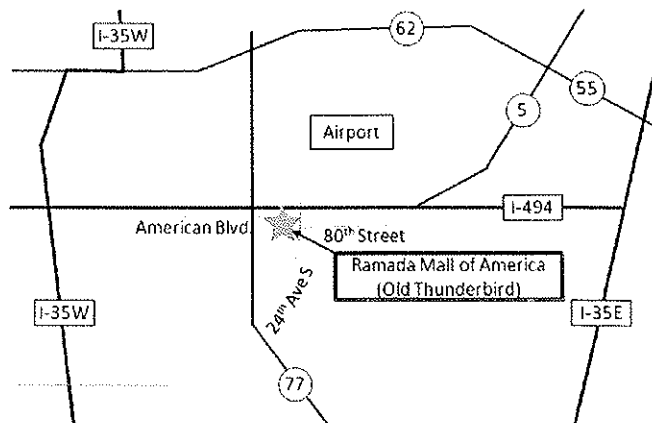
Ross Bernstein is the best-selling author of nearly 50 sports books and has appeared on thousands of television and radio programs over his career, including CNN and ESPN, as well as on the covers of the Wall Street Journal, New York Times and USA Today. As an internationally recognized motivational business speaker, Ross uses inspirational sports stories to energize and connect with his audiences, ultimately getting them to think and act more like champions. Ross' opening keynote program, *"The Champion's Code: Life Lessons of Values and Integrity from the Sports World to the Business World,"* will not only illustrate the DNA of champions, it will also explore the fine line between cheating and gamesmanship in sports as it relates to ethics and accountability in the workplace.

Friday operator's breakfast session

Craig Schafer, from MPCA's Marshall Office, will present *"Bringing 9/11 Home: A Nine Year Journey"*. He will discuss MPCA's "lessons learned" regarding debris, evidence, and human remains recovery at the World Trade Center and sorting at the Staten Island site after the 9/11 terrorist attack. Craig will tell the story of how this led to bringing a part of one of the beams from the World Trade Center back to Minnesota and its placement in the Memorial Park in Marshall.

Hotel

The **Ramada Mall of America** (Old Thunderbird) has reserved a block of rooms at a special conference rate of \$101.70 (includes tax) until **January 4, 2012**. Call **952-854-3411** or **1-800-328-1931** to make reservations. Mention the conference to get the special rate.



Registration Questions?

Contact Emily Armistead at 651-757-2073 or 1-800-657-3864 or emily.armistead@state.mn.us.

Collection System Operators Conference

Registration 2012

Required information – print clearly

Legal name Duane A. Rader
 Business/employer City of North Mankato
 Business address 1001 Belgrade Ave.
 City North Mankato State MN Zip 56003
 Telephone 507-625-4141
 E-mail drader@northmankato.com

Special needs: (check day and describe) ☐ Wed ☐ Thur ☐ Fri

- ☐ Sign me up for SA/SB Exam Refresher (Limit 30)
☐ Sign me up for the Lift Station Tour (Limit 40)

	Postmark by 1/5/12	Postmark after 1/5/12	Total
Attendee/exhibitor Exhibitor fee + 1 door prize	\$300	\$325	300 ⁰⁰
Exhibitor booth choice	1.	2.	3.

Payment

Check or government P.O. # _____
 made payable to Minnesota Pollution Control Agency.

Mail registration with check/PO payment to:
 Minnesota Pollution Control Agency ATTN: Fiscal - 6
 520 Lafayette Road North
 St. Paul, Minnesota 55155-4194

Credit card ☐ Visa ☒ Mastercard Exp. date 06/12

Name on card Lynette R. Peterson

Address 1001 Belgrade Avenue

City North Mankato State MN Zip 56003

Phone (507) 625-4141

E-mail receipt to lynnettep@northmankato.com

Card # _____

3-digit security code _____ Amount \$ 300.00

Cardholder signature *[Signature]*

Person taking class Duane Rader

Fax registration with credit card payment to 651-205-4594.



Date: 12-13-11

CITY OF NORTH MANKATO
Training and Travel Request

Department: Inspection

Names: Derek Tostenson

Number of Personnel Attending: 1

Event: Signal and Lighting Certification

Dates: January 25 & 26, 2012

Location: Shoreview, MN

Required Training for Certification/License: ☒ Yes ☐ No

What Certification/License is this training required for? Inspection Licensing

Description: _____



Training Announcement

Signal & Lighting Certification

January 25 & 26, 2012 – 8:00 am – 4:30 pm

February 15 & 16, 2012 – 8:00 am – 4:30 pm

Purpose/Goal	To provide participants with thorough understanding of Mn/DOT standard practices related to the construction and inspection of Traffic Signals and Roadway Lighting Systems.
Description	This two-day course includes review of contract documents, Gopher One Call procedures, staking traffic signals, installation of Traffic Signal and Lighting components above and underground, final inspection of electrical systems, activating Traffic Signals and Roadway Lighting Systems, as-built plans. This course is designed to educate participants on Mn/DOT standard procedures for Traffic Signal and Lighting system inspection and construction. This class comes with 12 PDH (Professional Development Hours), 16 IMSA (International Municipal Signal Association) credits and 8 Board of Electrician (Construction Code and Licensing Division) credits.
Class Objective	The objective of the course is to familiarize people with Mn/DOT requirements for inspecting and constructing Traffic Signal and Lighting systems.
Audience	This class is for State, County, City, Contractors, and Consultants involved with the construction and inspection of Mn/DOT Traffic Signals and Lighting systems.
Office Sponsor	Mn/DOT Office of Traffic, Safety and Technology
Instructors	Peter Skweres, Jim Deans, Jerry Kotzenmacher and Phil Stohr
Date, Time, & Location	<p>January 25 & 26, 2012 -- 8 am – 4:30 pm (both days)</p> <p>February 15 & 16, 2012 -- 8am – 4:30pm (both days)</p> <p>Mn/DOT Training Center Arden Hills, 1900 W County Road I, Shoreview, MN 55126</p>
Cost	\$250.00 per person
Registration Procedures	<p><u>Non-Mn/DOT Registrants</u></p> <ul style="list-style-type: none"> • Send one registration form for each applicant. Rank applicants if sending more than one person. • Registration forms and payment must be received no later than two weeks prior to your preferred dates. • Send completed registration forms with payment to: Gaylene Bissonette Minnesota Department of Transportation 395 John Ireland Boulevard, MS 635 St. Paul, Minnesota 55155 <p><u>Mn/DOT Registrants</u></p> <ul style="list-style-type: none"> • Obtain supervisor's approval before registration. • Register through your EDS no later than two weeks prior to your preferred date. • Purchase Order Information: Agency: T79, Fund: 2000, Fin Dept ID: T7938405, Project number: T07001, Source Code: 0600, Approp: T790234, Rev Source: T07001, and Sub Rev: 4209

	<p><u>Confirmations:</u></p> <ul style="list-style-type: none"> • Confirmations will be sent to paid registrants. Class size is limited, so early registration is recommended • YOU ARE NOT REGISTERED UNTIL CONFIRMATION IS RECEIVED
Lodging	Please make your own arrangements. There are numerous hotels within a few miles.
Cancellation Procedures	<p>Cancellations must be made in writing 7 working days prior to the start of class</p> <ul style="list-style-type: none"> • Email written cancellations to: Gaylene Bissonette at gaylene.bissonette@stae.mn.us • Enrollee's agency will be charged full price for late cancellations and no-shows
Contact Information	<p>For registration questions: Gaylene Bissonette @ 651-366-3030</p> <p>For class content questions: Ben Osemenam @ 651-234-7055</p>
Compensatory Time	Employees who are subject to overtime should note that all non-assigned training is voluntary and that the total state time is not to exceed the regular scheduled work day.
Cost Accounting	Mn/DOT employees shall use activity code 0600 on their time sheet for this class.
Addressees	Mn/DOT Employees, County, City, Contractors, Consultant and the Public, and EDS.



Date: 12/14/11

CITY OF NORTH MANKATO
Training and Travel Request

Department: Inspection

Names: Derek Tostenson

Number of Personnel Attending: 1

Event: MnDOT Bridge Safety 1

Dates: February 27-March 2, 2012

Location: Shoreview, MN

Required Training for Certification/License: ☒ Yes ☐ No

What Certification/License is this training required for? Inspection Certification

Description: _____

Technical Specialty Courses

Bridge Safety 1 - Tuition - \$500

2 credits/30 PDH's

This course is designed to provide knowledge of elementary concepts in bridge engineering for use by bridge inspectors. This training is intended to prepare technicians and other personnel with little or no background in bridge engineering for the more intensive course "Bridge Safety 2". Participants will be tested on their basic understanding of the course materials at the close of the training. All course materials will be provided. A field trip to inspect, evaluate and rate bridges is included in the schedule. Personnel attending this course will be required to bring and wear the appropriate protective safety equipment (a safety vest, hard hat, eye and foot protection), also bring seasonal clothing for the field trip. This course will be offered as follows:

BS1028 MnDOT Training & Conference Center
February 27—March 2, 2012

Plan Reading - Tuition - \$450

12 PDH's

This course is designed to provide an in-depth study of a complex urban grading plan for agency and non-agency inspectors on MnDOT projects. The emphasis is on using the plan for the purposes of contract administration. This course may also prove valuable for new project engineers and graduate engineers working in the construction area; contractor superintendents. The emphasis is on creating a working knowledge of how plans and special provisions define the project. Elevations, quantities and construction techniques are included in this course. Calculator, #2 pencil and straight-edge are required. This course will be offered as follows:

PLN016 MnDOT Training & Conference Center
February 28-29, 2012

All classes are from 8:00 am - 4:30 pm. Materials: bring a calculator, notepaper, #2 pencils and a highlighter to classes.

For the latest class information
Visit us at: www.lsc.edu/MnDOT

**Registration
opens October 1st!**
**Register early,
classes fill fast.**

For more information regarding customized training options, contact:
Fred Lyon at: f.lyon@lsc.edu or
Shelly Kettelhut at: s.kettelhut@lsc.edu



Minnesota Department of Transportation

CENTRAL OFFICE

Transportation Building • 395 John Ireland Boulevard • Saint Paul, MN 55155

Phone: 651-296-3000 (voice) • E-mail: info@dot.state.mn.us

Toll-free from Greater Minnesota: 800-657-3774 (voice) • 800-627-3529 (TTY, Voice or ASCII)

Mn/DOT TRAINING & CONFERENCE CENTER

1900 West County Road I • Shoreview, MN 55126

Phone: 651-366-5252 • Fax: 651-366-5273

DISTRICT Headquarters - DULUTH

1123 Mesaba Ave

Duluth, MN 55811

Phone: 218-725-2700

Fax: 218-725-2800

DISTRICT 2A - BEMIDJI

3920 Highway 2 West

Bemidji, MN 56601

Phone: 218-755-6500

Fax: 218-755-6512

DISTRICT 2B - CROOKSTON

1320 Sunflower Street

Crookston, MN 56716

Phone: 218-277-7950

Fax: 218-277-7954

DISTRICT 3A - BAXTER

7694 Industrial Park Road

Baxter, MN 56425-8096

Phone: 218-828-5700 or

Toll Free: 800-657-3971

Fax: 218-828-5814

DISTRICT 3B - ST. CLOUD

3725 12th Street North

St. Cloud, MN 56303

Phone: 320-223-6500

Toll free: 800-657-3961

Fax: 320-223-6580

DISTRICT 4A - DETROIT LAKES

1000 Highway 10 West

Detroit Lakes, MN 56501

Phone: 218-846-3600

Toll-free: 800-657-3984

Fax: 218-846-7988

DISTRICT 4B - MORRIS

610 Highway 9 South

Morris, MN 56267-9596

Phone: 320-208-7000

Toll-free: 800-657-3877

Fax: 320-208-7027

DISTRICT 6A - ROCHESTER

2900 48th Street NW

Rochester, MN 55901-5848

Phone: 507-285-7350

Fax: 507-285-7355

DISTRICT 6B - OWATONNA

1010 21st Avenue NW

Owatonna, MN 55060-1005

Phone: 507-455-5800

Fax: 507-455-5814

DISTRICT 7A - MANKATO

2151 Bassett Drive

Mankato, MN 56001

Phone: 507-389-6351

Toll-free: 800-657-3747

Fax: 507-389-6281

DISTRICT 7B - WINDOM

180 County Road 26

Windom, MN 56101

Phone: 507-831-1200

Toll-free: 800-804-3295

Fax: 507-831-1232

DISTRICT 8A - WILLMAR

2505 Transportation Road

Willmar, MN 56201

Phone: 320-231-5195

Toll-free: 800-657-3792

Fax: 320-231-5168

DISTRICT 8B - MARSHALL

1800 East College Drive

Marshall, MN 56258

Phone: 507-537-6146

Toll-free: 800-657-3748

Fax: 507-537-6137

DISTRICT 8C - HUTCHINSON

1400 Adams Street SE

Hutchinson, MN 55350

Phone: 320-234-2582

Toll-free: 877-682-8249

Fax: 320-234-6971



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Workforce & Community Development

2101 Trinity Road

Duluth MN 55811

218.733.5914 • Fax 218.733.5974

www.lsc.edu/customized



Registration opens October 1st! www.lsc.edu/MnDOT

Mn/DOT Technical Certification Program
Lake Superior College Customized Training/Workforce & Community Development
Attn: Shelly Kettelhut • 2101 Trinity Road • Duluth, MN 55811
Phone (218) 733-5914 • Fax (218) 733-5974 • www.lsc.edu/MnDOT

Today's Date: 12/14/11 Mn/DOT Tech ID # 14457

Name Tostenson Derek L.
Last First MI (Previous Name if applicable)

Home Address _____ City North Mankato State MN Zip 56003

Home Phone _____ Cell Phone _____ Email Address _____

Employer's Name City of North Mankato Employer's Email dtostenson@northmankato.c

Employer's Address 1001 Belgrade Ave. Employer's Phone 507-625-4141

Resident of MN? ☒ Yes ☐ No County Nicollet Employer's Fax 507-625-4151

Race/Ethnic Background (check all that apply)

- ☐ (0) Unknown ☐ (5) Hispanic or Latino
☐ (1) Black or African American ☐ (6) American Indian or Alaska Native
☐ (2) Asian ☐ (7) Native Hawaiian/or other Pacific Islander
☒ (3) White



SS# _____ Birthdate _____ Gender ☒ Male ☐ Female

(Classes may be tax deductible under Hope Scholarship and Life-long Learning tax laws. Your social security number must be provided in order to claim either of these deductions.) **Many colleges/universities use social security numbers for student identification purposes on student records. Providing your social security number, birth date, gender and ethnic background is voluntary. If you do not provide this information, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. The data may also be used to create summary information about MNSCU programs through data matches with other state agencies. If you do not provide your tax ID number, you may receive a Request for Student's Taxpayer Identification Number W-9S form and you could be fined up to \$50 by the IRS.

Course Registration Information Payment Must Accompany the Registration Form

Registrations will be processed on a first come-first served basis. The class sizes are limited, so early registrations are suggested to obtain the date preferred. If your first choice is full at the time your registration is received, you will be placed into the second choice selection. All registrations will receive confirmation.

☒ Bridge Safety 1 (000944) February 27 – March 2, 2012

☐ Plan Reading (000946) February 28-29, 2012

PAYMENT SOURCE

☐ Cash ☐ Check ☐ Credit Card ☐ Purchase Order

Check or PO# _____ (please make payable to Lake Superior College)

Please bill my: ☐ Personal Credit Card ☐ Company Credit Card

☐ Visa ☐ Master Card ☐ Discover ☐ Amer.Express Account # _____

Expiration Date _____ Signature _____

Cancellation Policy: No shows or cancellations not received seven calendar days prior to the class will NOT be issued a refund. All attendees are responsible for direct payment of tuition costs to Lake Superior College. If you fail the course, or register but do not show up for the training (substitutions are acceptable), a refund will NOT be issued. All cancellations must be in writing by letter, fax or email (see contact information located at the top of this form).

Individuals with disabilities may request reasonable accommodations by contacting Georgia Robillard at 218.733.7650 or 218.722.6893/TTY. This document can be made available in alternative formats by contacting Disability Services, E2114, at 218.733.7650 (voice) or 218.722.6893 (TTY).

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 15A	Department: Clerk	Council Meeting Date: 12/19/2011
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TITLE OF ISSUE: Res. Setting Council Meeting Dates for Year 2012

BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a Resolution setting council meeting dates for 2012. The Council meets on the first and third Monday of each month, however, both January meetings, the second February meeting and the first September meeting will all be held on Tuesdays since federal holidays fall on these meeting dates.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____				

<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	
--	--

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table until: _____
<input type="checkbox"/>	Other: _____

RESOLUTION NO.

RESOLUTION SETTING COUNCIL MEETING DATES
FOR YEAR 2012

WHEREAS, the City Council of the City of North Mankato meets on the first and third Monday of each month; and

WHEREAS, since certain federal holidays fall on these appointed meeting dates;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following meetings will be held on the dates listed:

First January meeting -	Tuesday, January 3, 2012
Second January meeting -	Tuesday, January 17, 2012
Second February meeting -	Tuesday, February 21, 2012
First September meeting -	Tuesday, September 4, 2012

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 16A	Department: Finance	Council Meeting Date: 12/19/2011																																																					
TITLE OF ISSUE: Res. Approving Fund Balance Policy																																																							
<p>BACKGROUND AND SUPPLEMENTAL INFORMATION: In 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, effective for periods beginning after June 15, 2010. This standard creates new classifications for fund balance based on a new focus on constraints placed on the use of current fund balance and also redefines governmental fund type definitions. As a part of this policy, minimum unrestricted fund balances are defined to facilitate cash flow during the year and accommodate the timing of tax settlements and state aid receipts. The attached Fund Balance Policy addresses GASB Statement No. 54.</p>																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
REQUESTED COUNCIL ACTION: Adopt Resolution																																																							
<p>For Clerk's Use:</p> <p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Freyberg</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Steiner</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Norland</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Schindle</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Dehen</td> </tr> </table>		Aye	Nay		_____			Freyberg	_____			Steiner	_____			Norland	_____			Schindle	_____			Dehen	<p style="text-align: center;">SUPPORTING DOCUMENTS ATTACHED</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="checked" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify) _____</td> <td colspan="3">Fund Balance Policy</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Fund Balance Policy			_____					_____					_____				
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<p><input type="checkbox"/> Workshop</p> <p><input checked="checked" type="checkbox"/> Regular Meeting</p> <p><input type="checkbox"/> Special Meeting</p>	<p><input type="checkbox"/> Refer to: _____</p> <p><input type="checkbox"/> Table until: _____</p> <p><input type="checkbox"/> Other: _____</p>																																																						

RESOLUTION NO.

RESOLUTION ADOPTING
FUND BALANCE POLICY

WHEREAS, it is appropriate to establish specific guidelines for the maintenance of fund balance to provide for cash flow requirements and contingency needs; and

WHEREAS, a Fund Balance Policy has been prepared and is attached as part of this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, the Fund Balance Policy is hereby adopted.

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

Purpose

Governments, like businesses and individuals, need a financial “cushion” against the impact of unanticipated circumstances and events.

Governmental funds (i.e., special revenue, debt service and capital project) other than the General Fund exist primarily to ensure and demonstrate compliance with limitations on the use of existing resources. The General Fund, as the chief operating fund of a government, is unique to having a much broader mandate, which includes accumulating sufficient financial resources for contingencies.

The purpose of this policy is to establish specific guidelines the City will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs.

In addition, this policy is to also establish specific guidelines the City will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on specific purposes for which amounts in these funds can be spent.

Classification of Fund Balance/Procedures

Nonspendable

This category includes fund balance that cannot be spent because it is either (a) not in spendable form (i.e., prepaid items, inventories, long-term portion of loans receivable, and non financial assets held for resale) or (b) is legally or contractually required to be maintained intact (i.e., principal of an endowment).

Restricted

Fund balance should be reported as restricted when constraints placed on the use of resources are either (a) externally imposed by creditors (i.e., debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed

Committed fund balance can only be used for **specific purposes** pursuant to constraints imposed by formal action of the city council. The committed amounts cannot be used for any other purpose unless the city council removes or changes the specified use by taking

the same type of action it employed to commit those amounts.

The city council will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

To remove the constraint on specified use of committed resources the city council shall pass a resolution.

Assigned

Amounts that are constrained by the City's intent to use for **specified purposes**, but are neither restricted nor committed. Assigned fund balance in the General Fund includes amounts that are *intended* to be used for specific purposes.

Appropriated fund balance

Unrestricted fund balance may be "spent down" or appropriated by the city council if there is an anticipated budget shortfall in excess of the most recent annual CPI index applied to the expenditure budget. This amount is usually titled "subsequent year's expenditures" and classified as assigned fund balance.

The city council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the **Finance Director**.

Action taken to assign fund balance may be made after year end. In governmental funds other than the General Fund, the assignment must follow the City's intent for the specific purpose of the individual funds. All remaining positive fund balances in the special revenue, debt service, and capital projects funds are classified as assigned.

Assignments shall not cause a deficit in unassigned fund balance to occur.

Unassigned

Unassigned fund balance represents the residual classification for the General Fund. It includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes with the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount. Other governmental funds would report deficit fund balances as unassigned.

The City believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain a

stable financial base, the City will maintain fund balances sufficient to fund all cash flows of the City and to maintain fund balances at a level sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates, and protect the City's creditworthiness.

Minimum level of unrestricted fund balance

The City's revenue stream is not evenly distributed throughout the year (i.e., property tax and state aid) and will need sufficient beginning fund balances to pay expenditures until these revenues are received. In order to avoid service disruptions that otherwise could arise from revenue shortfalls or unanticipated expenditures, the General Fund and other significant governmental funds balances will be managed in such a way as to maintain a minimum unrestricted fund balance on the last day of each fiscal year equal to the following:

- 50% of Property Tax Levy – Budgeted in Following Year
- 50% of State Aid Revenues – Local Government Aid and Municipal State Aid for Roads; Budgeted in Following Year

Excess unrestricted fund balance

In the event the unrestricted fund balance exceeds the minimum balance requirements at the end of each fiscal year, the excess may be used in one or a combination of the following ways:

- Debt reduction.
- One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs.
- Establishment of or increase in reserves for risk management programs, equipment replacement, capital projects, emergencies, or disaster recovery.
- Start-up expenditures for new programs, provided that such action is approved by the City Council and is considered in the context of multi-year projections of revenue and expenditures.

Restoration of fund balance

Should the unrestricted fund balance fall below target level, a plan for restoration of the balance to the target level and to achieve the target level as soon as practical will be prepared and implemented over a period not to exceed three years. As a part of this process Council shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs.

Stabilization Arrangements

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

Monitoring and Reporting

The City Administrator and Finance Director shall annually prepare the status of fund balances in relation to this policy and present to the city council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order: (1) committed, (2) assigned and (3) unassigned.

A negative residual amount may not be reported for restricted, committed or assigned fund balances in the General Fund.

Responsibility and Authority

Administrative implementation of policies is the responsibility of staff and council.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 16B	Department: Finance	Council Meeting Date: 12/19/2011																											
TITLE OF ISSUE: Res. Committing Specific Revenue Sources and Confirming Restrictions for Specified Purposes in Special Revenue Funds																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: The Governmental Accounting Standards Board's Statement No. 54 defines special revenue funds as funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Council action is required before year end to formalize the commitment of proceeds of specific revenue sources to specified purposes. The attached resolution defines specific revenue sources of each special revenue fund and the specific purpose for which they are restricted or committed.																													
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REQUESTED COUNCIL ACTION: Adopt Resolution																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																												

RESOLUTION NO.

RESOLUTION COMMITTING SPECIFIC REVENUE SOURCES AND CONFIRMING
RESTRICTIONS FOR SPECIFIED PURPOSES IN SPECIAL REVENUE FUNDS

WHEREAS, the City Council of the City of North Mankato, Minnesota, does hereby find as follows:

WHEREAS, the Governmental Accounting Standards Board's Statement number 54 defines special revenue funds as funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects; and

WHEREAS, the term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund; and

WHEREAS, the restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows report in the fund; and

WHEREAS, other resources, including investment earnings and transfers from other funds may also be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund; and

WHEREAS, investment earnings and transfers from other funds alone do not meet the definition of a specific revenue source;

WHEREAS, Council action is required before year end to formalize the commitment of proceeds of specific revenue sources to specified purposes; and

NOW, THEREFORE, BE IT HEREBY PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the specific revenue sources of each special revenue fund and the specific purpose for which they are restricted or committed are as follows:

Committed

<u>Fund</u>	<u>Specific Revenue Sources</u>	<u>Purpose</u>
Library (211)	Tax levy	Library operations, maintenance, and improvements
Parkland (225)	Tax levy, cell tower/water tower leases	City ordinance 33.03 (c) for acquisition, development and improvement of any park land or recreational areas acquired by the city.
Flood Control (226)	Tax levy	Maintenance of flood control facilities
Contingency (227)	Tax levy	City ordinance 33.02 for the payment of incidental and promotional expenses of the city incurred in the city's efforts to promote institutional, residential, commercial and industrial development.

Restricted (from external parties or imposed by law.)

<u>Fund</u>	<u>Specific Revenue Sources</u>	<u>Purpose</u>	<u>Restricting Authority</u>
Community Development Block Grant Fund (215)	Federal grant	Community development	Grant agreement
Local Option Sales Tax Fund (221)	Sales/use tax of 0.5%	Fund local share of TH14/CH 41 interchange project, development of regional parks and hiking and biking trails, expansion of North Mankato Taylor Library, riverfront redevelopment, and lake improvement projects	MN Statute
Park Development Fund (224)	Donations	Trees for parks and park improvements	External parties

Committed and Restricted

<u>Fund</u>	<u>Specific Revenue Sources</u>	<u>Purpose</u>	<u>Restricting Authority</u>
Bookmobile (212)	Tax levy	Committed for operation of bookmobile	n/a
	Nicollet County	Restricted for provision bookmobile services to the rural residents of Nicollet County	Purchase of services contract
Community Development (220)	Franchise fees - gas & electric	Committed for community development	Franchise agreement
	Hotel tax	Restricted for community development	MN Statute

The foregoing resolution was passed by the City Council of the City of North Mankato, Minnesota this 19th day of December 2011.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 16C	Department: Finance	Council Meeting Date: 12/19/2011
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TITLE OF ISSUE: Res. Authorizing Transfer of Funds

BACKGROUND AND SUPPLEMENTAL INFORMATION:

In August we reported to you that we had been notified by the Minnesota Department of Revenue that the LGA reduction for North Mankato for 2011 would amount to \$497,323 and the Market Value Homestead Credit reduction an additional \$240,903. The combined total of these reductions amounts to \$738,226 or 13.1% of our 2011 General Fund Expenditure Budget.

As you know, we have experienced an excellent economic development year and as a result our building permit revenues have significantly exceeded the budgeted amount and in addition the operational departments have succeeded in limiting operating expenses in a number of budget areas. Those efforts have resulted in offsetting approximately \$488,000 of the \$738,000 reduction. We estimate that when final numbers are determined, it will be necessary to transfer approximately \$250,000 from other reserve funds to the General Fund to account for the balance of the reductions from the State. A Resolution Authorizing the Transfer of Funds on an estimated basis is enclosed for your reference. We will report to you the final results after the close of the fiscal year.

I would like to take this opportunity to thank the City staff for their efforts in addressing our 2011 Budget problems and for their assistance in formulating the proposed 2012 Budget.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Norland
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SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
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Other (specify) _____				

<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	
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RESOLUTION NO.

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

WHEREAS, the State of Minnesota has reduced local government aid (LGA) and market value homestead credit (MVHC) payment to the City by the amounts of \$497,323 and \$240,903, respectively, and \$738,226 in total for 2011; and

WHEREAS, the State reduction notification was received late in 2011 and it is not possible to make large-scale expenditure reductions for the remaining four months of the year; and

WHEREAS, certain transfers, the amount of which is to be determined after year end, are necessary to account for the reductions in LGA and MVHC;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following estimated fund transfers are necessary and are approved as follows:

From the Storm Water Fund (604) to the General Fund (101)	\$120,000
From the Contingency Fund (227) to the General Fund (101)	\$ 30,000
From the Community Development Fund (220) to the General Fund (101)	\$100,000

Adopted by the City Council this 19th day of December 2011.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 16D	Department: Finance	Council Meeting Date: 12/19/2011
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TITLE OF ISSUE: Res. Declaring Costs to be Assessed for Municipal Charges - Platinum Development

BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a resolution declaring costs to be assessed for municipal charges for mowing and spraying broadleaf for lots owned by Platinum Development Group, Inc. on Fairbanks Drive and Kodiak Drive in August and September of 2011 in the amount of \$2,400.
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If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution

For Clerk's Use:																			
Motion By: _____ Second By: _____																			
Vote Record: <table style="margin-left: 20px;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	
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SUPPORTING DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Map
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Other (specify) _____		Exhibit A _____		

<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting
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<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table until: _____
<input type="checkbox"/>	Other: _____

RESOLUTION NO.

RESOLUTION DECLARING COSTS TO BE ASSESSED
FOR MUNICIPAL CHARGES

WHEREAS, the City of North Mankato has incurred municipal charges for services rendered in accordance with the following information; and

WHEREAS, all such costs are to be assessed against the property affected thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following costs shall be specifically assessed against such property in the amount specified on Exhibit A to this resolution.

Adopted by the City Council this 19th day of December 2011.

Mayor

ATTEST:

City Clerk

City of North Mankato
Delinquent Invoice

Certification to Assessment Roll for One Year at 7%

Exhibit A

Location	Description	Owner	PIB	Legal Description	Amount
2229 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0150	Northgate #2 Lot 5 Block 3	150.00
2230 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0420	Northgate #2 Lot 18 Block 5	150.00
2236 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0390	Northgate #2 Lot 15 Block 5	150.00
2238 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0380	Northgate #2 Lot 14 Block 5	150.00
2239 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0190	Northgate #2 Lot 2 Block 4	150.00
2242 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0360	Northgate #2 Lot 12 Block 5	150.00
2244 Fairbanks Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	LCF Funding I, LLC	18.172.0350	Northgate #2 Lot 11 Block 5	150.00
2227 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0260	Northgate #2 Lot 2 Block 5	150.00
2229 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0270	Northgate #2 Lot 3 Block 5	150.00
2231 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0280	Northgate #2 Lot 4 Block 5	150.00
2233 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0290	Northgate #2 Lot 5 Block 5	150.00
2234 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0040	Northgate #2 Lot 4 Block 1	150.00
2235 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0300	Northgate #2 Lot 6 Block 5	150.00
2237 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	Platinum Development Group, Inc	18.172.0310	Northgate #2 Lot 7 Block 5	150.00
2241 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	LCF Funding I, LLC	18.172.0330	Northgate #2 Lot 9 Block 5	150.00
2244 Kodiak Drive	Mowing on 8/18/11; Spray Broadleaf 9/16/11	LCF Funding I, LLC	18.172.0080	Northgate #2 Lot 3 Block 2	150.00
					<hr/> 2,400.00 <hr/>

CLAIM REPORT
FOR REGULAR COUNCIL MEETING OF DECEMBER 19, 2011

70552	Void	Void	(\$1,469.43)
70645	Charter Communications	high speed data service-Pol, Fire, Contingency & P/A	\$442.96
70646	Commissioner of Transportation	Signal & Lighting Certification class-2011 Const	\$250.00
70647	PowerPlan	equipment parts-Street & Park Depts.	\$208.39
70648	AmLawn	mowing charges-Park Dept.	\$1,190.25
70649	Cardmember Service	charge card items-All Depts.	\$6,230.63
70650	Verizon Wireless	cell phone bill-Comm Dev & Port Authority	\$125.74
70651	AT & T Mobility	cell phone bill-Bookmobile	\$24.02
70652	Affinity Plus Fed Credit Union	employee payroll deductions	\$192.62
70653	ICMA Retirement Trust - 457	employee payroll deductions	\$4,453.85
70654	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$380.77
70655	Law Enforcement Labor Service	employee payroll deductions	\$336.00
70656	MN Valley Fed Credit Union	employee payroll deductions	\$60.51
70657	United Way	employee payroll deductions	\$287.47
70658	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$208.00
70659	MSCIC	registration fee for conference-Police Dept.	\$60.00
70660	Verizon Wireless	cell phones, cell phone & internet bill-All Depts.	\$1,254.35
	Abdo, Eick & Meyers	audit services-Finance	\$2,200.00
	Addictions & Stress Clinic	professional service-Police Dept.	\$200.00
	Advance Resources for Development	consulting service-Port Auth Tax Increment Project	\$15,000.00
	Alex Air Apparatus, Inc.	turnout gear & SCBA parts-Fire Dept.	\$13,588.65
	Alpha Wireless Communications	annual dispatch-Task Force	\$1,183.50
	Amateur Softball Association	deposit 2013 boys, girls & men's tournament-Comm Dev	\$2,000.00
	Ameripride Service	mats, uniform & towel service-All Depts.	\$572.82
	Apt Machining & Fabricating, Inc.	equip parts, drill & bore holes-Street & Park Depts.	\$290.00
	Audio Editions	audio books-Library	\$492.45
	Blue Earth County Finance Dept.	UPS charges-Task Force	\$137.58
	Boyer Trucks	equipment parts-Street Dept.	\$300.12
	Brandt, Inc.	jacket-Inspections	\$224.00
	Brock White	crack sealing material-Street Dept.	\$3,256.15
	Brown-Nicollet Community Health	license fee for concessions-Caswell	\$255.00
	Carquest Auto Parts	equipment parts & supplies-Street, Park & Water	\$564.89
	CDW Government, Inc.	equip parts & supplies-Police & P/A Equip Replacement	\$3,966.72
	City of Mankato	water bill-Public Access	\$15.03
	Computer Technology Solutions	printer repair-Finance	\$100.00
	Crystal Construction Co.	demolition of house & garage-CDBG & Comm Dev	\$8,000.00
	Crysteel Truck Equipment	equip parts-Street/Monroe Sander Box-Equip Cert	\$9,116.33

CLAIMS CONTINUED

Cushman Motor Co., Inc.	hydraulic hoses-Park Dept.	\$1,088.74
Davidson, Dan	travel expenses for training-Task Force	\$274.40
DEMCO, Inc.	supplies-Library	\$250.38
EBSCO	magazine subscriptions-Library	\$1,453.91
Express Services, Inc.	temporary crossing guards-Police Dept.	\$407.36
Fastenal Companies	supplies-Sewer Dept.	\$4.01
Ferguson Enterprises, Inc.	plumbing repairs-Library	\$135.00
Ferrellgas	LP gas-Sanitation	\$239.20
First Systems Technology, Inc.	gauge & bubbler flow meter repair-Sewer Dept.	\$4,117.65
Fischer & Hoehn Electric	repair security light-Public Access	\$105.93
Force America Distributing	equipment parts-Street Dept.	\$333.71
Frederick, Jill	refund water bill credit	\$25.39
Free Press	ads-Library & Port Authority	\$205.54
Free Press	renew subscription-Library	\$184.05
Free Press Media	ad-Port Authority	\$1,000.00
Fromm's Auto, Inc.	vehicle rental-Task Force	\$292.07
Gale Group	books-Library & Bookmobile	\$406.23
Gopher State One-Call	equipment rental utility digging notification serv-Insp	\$158.15
Green Tech Recycling	appliance recycling-Sanitation	\$142.14
Hansen Sanitation	refuse pickup-Sanitation	\$276.12
Ingram Library Services	books-Library	\$449.62
Jeane Thorn, Inc.	professional service-Task Force	\$1,120.00
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$289.60
Kennedy & Kennedy Law Office	legal services-Attorney	\$8,347.49
Kleinschmidt, Josh Const & Concrete	garage demo, concrete & aggregate-Sales Tax Fund	\$12,861.00
Kwik Trip, Inc.	unleaded & diesel fuel-All Depts.	\$24,829.35
LGT Hydraulic Service Co., Inc.	equipment parts-Mun Bldg	\$193.62
LJP Waste & Recycle	transportation charges-Sanitation	\$594.00
Lager's of Mankato, Inc.	equipment parts-Park Dept.	\$14.57
Lakes Gas Company	generator repair-Police Dept.	\$60.00
League of Minnesota Cities	membership dues-Mayor	\$20.00
Long-Term Care	long term care payment-payroll deduction	\$327.28
Mankato Bearing Company	equipment parts-Park Dept.	\$199.44
Mankato Motor Company	equipment parts-Water Dept.	\$119.03
Mankato Oil & Tire Company	tires-Task Force	\$530.74
Mankato Public Schools	bus transportation for special program-Library	\$113.20
Mayo Clinic Health System	physical-Library	\$91.00
Minnesota City/County Management	membership dues-Admin	\$130.00
Minnesota Iron & Metal Company	equipment parts-Street & Park Depts.	\$230.86
Minnesota Pipe & Equipment	equipment parts & supplies-Water Dept.	\$975.51

CLAIMS CONTINUED

Minnesota Valley Testing Lab	water testing-Water Dept.	\$158.75
Minnesota Waste Processing Co.	processing fees-Sanitation	\$23,135.22
Moss & Barnett	legal services-Public Access	\$504.00
Motorola Solutions, Inc.	radio for VARDA equipment-Equipment Certificate	\$2,261.60
Mutch Northside Hardware	supplies-All Depts.	\$215.74
Neubert Millwork, Inc.	sign base-Mun Bldg	\$101.02
New Ulm Quartzite Quarries	sand-Park Dept.	\$233.35
Newman Signs	signs-Street Dept.	\$252.76
North Central International	equipment parts & supplies-Street Dept.	\$2,478.66
OverDrive, Inc.	downloadable ebooks & audio books-Library	\$543.20
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$242.93
Phillips, Kyle	travel expenses for training-Task Force	\$110.11
Plunkett's Pest Control	professional service-Street Dept.	\$100.50
Postmaster	post office box rental #2055-Mun Bldg	\$176.00
Prairie Restorations, Inc.	Estimate #1 Wetland Bank Vegetation Establishment	\$23,417.56
Professional Bowlers Association	support for PBA tournament-Comm Dev	\$2,500.00
Quality Tree Service	stump removal-Park Dept.	\$650.16
River Bend Business Products	copier maintenance-Mun Bldg, Police & Library	\$625.31
Safety Videos Now	DVD-Library	\$147.00
Schwickert's Tecta America	furnace & thermostat repairs-Mun Bldg	\$466.00
Sign Pro	supplies-Shop	\$26.84
South Central College	training-Police Dept.	\$200.00
Southern Minnesota Construction	sand, rock & aglime-Street & Park Depts.	\$1,899.81
SPS Companies, Inc.	plumbing supplies-Park Dept.	\$415.52
Streicher's	supplies-Task Force	\$181.41
Thorset Comfort Systems, Inc.	repair compressor on a/c-Library	\$57.50
Tire Associates	equipment parts, tires & tire repairs-All Depts.	\$1,102.83
Uniforms Unlimited	uniforms & supplies-Police Reserve	\$103.16
United Rentals, Inc.	supplies & equipment rental-Str, Park, Comm Dev & Wtr	\$823.26
Valley National Gases	welding supplies & equipment parts-Shop	\$450.14
Viking Fire & Safety	fire extinguishers-Street Dept.	\$226.45
Viking Electric Supply	electrical supplies-All Depts.	\$580.26
Wayne's Auto Body, Inc.	body work & paint-Street Dept.	\$793.57
Wells Fargo Bank	administration fees for bonds	\$1,600.00
Werner Electric Supply	supplies-Water Dept.	\$81.79
Your #1 Auto	equipment parts-Task Force	\$692.90
Total		<u>\$205,850.97</u>

CLAIMS CONTINUED

General	\$73,627.41
Library	\$7,749.33
Bookmobile	\$1,430.23
Community Development Block Grant	\$1,634.00
Community Development	\$13,098.07
Local Option Sales Tax	\$12,861.00
Parkland	(\$36.80)
Contingency	\$402.71
Port Authority	\$1,086.63
Port Authority Tax Increment Project Fund	\$15,000.00
Equipment Certificate of Indebtedness	\$400.00
GO Improvement Bond of 2006	\$400.00
GO Improvement Bond of 2009	\$400.00
GO Port Authority Revenue Bonds of 1993A, 1994A, 1998A	\$400.00
Equipment Certificates	\$10,769.11
2011 Construction	\$23,671.82
Water	\$5,847.92
Sewer	\$5,012.60
Sanitary Collection	\$24,526.10
Storm Water	\$11.25
Public Access	\$849.67
Public Access Equipment Replacement	\$1,148.18
Minnesota River Valley Drug Task Force	\$4,788.64
Tactical Response Team	\$773.10
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Total	<u><u>\$205,850.97</u></u>

PORT AUTHORITY INVOICES
FOR REGULAR COUNCIL MEETING OF DECEMBER 19, 2011

Verizon Wireless	cell phone bill-Comm Dev & Port Authority	\$54.54
Advance Resources for Development	consulting service-Port Auth Tax Increment Project	\$15,000.00
Free Press	ads-Port Authority	\$25.10
Free Press Media	ad-Port Authority	\$1,000.00
Petty Cash, Clara Thorne	petty cash item-Port Authority	\$6.99
Well Fargo Bank	admin fee/bond-GO Port Auth Rev Bonds	<u>\$400.00</u>
Total		<u><u>\$16,486.63</u></u>

List of Port Authority Bills in the Amount of \$16,486.63

Council Meeting of December 19, 2011

Mayor Mark Dehen

Council Member Bill Schindle

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg

List of Bills in the Amount of \$205,850.97

Council Meeting of December 19, 2011

Mayor Mark Dehen

Council Member Bill Schindle

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg