

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on June 20, 2011. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting, Mayor Dehen, Council Members Freyberg, Steiner, Norland and Schindle, City Administrator Sande, City Clerk Gehrke, Attorney Kennedy, Engineer Malm and Planner Fischer. Absent: Finance Director Mork.

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of June 6, 2011. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.

Correspondence -- none

Public Hearing, 7 p.m. – Proposal to Establish Tax Increment Financing District IDD No. 1-21

The Mayor opened the public hearing to consider the proposal to establish Tax Increment Financing District IDD No. 1-21. A Notice of Public Hearing was published in the official newspaper and proper notices were given to Nicollet County and School District No. 77. The Affidavit of Publication is included in the packet. Ed Tschida, Advance Resources for Development, appeared before the Council and presented background information reporting the location of TIF District No. IDD 1-21 encompasses Lot 1, Block 1, Northport No. 16, a 2.57-acre parcel and is the proposed site of a 17,260 square foot parts and service facility for Allstate Peterbilt. He reported this project would create 15-20 new jobs and be a pay-as-you-go TIF for a period of nine years. The project is scheduled to begin no later than July 1, 2012. Kim Spears, 916 South Avenue, and Phil Henry, 1300 Noretta Drive appeared before the Council to express their disapproval of tax increment financing for this project. Mayor Dehen presented information of the taxes and jobs generated from previous tax increment financing projects. The Mayor reported that Oak Terrace Assisted Living went off tax increment financing this year which added approximately \$100,000 to the tax rolls and they employ 140 persons in North Mankato. He also reported that our school district is one of the few that has not had a decrease in students because of the availability of jobs. Council Member Freyberg reported he is not in favor of tax increment financing for retail. He believes TIF is a good long-term investment for commercial and manufacturing, however the need for services will increase without any additional revenue. Council Member Schindle asked for the Council to review tax increment financing at the joint Council/Port Authority Workshop. Administrator Sande reviewed the special legislation for tax increment financing which was renewed for a second year reporting that under normal circumstances this project would not qualify but the Legislature made special provisions in an effort to provide construction jobs and permanent jobs. There being no one else appearing before the Council, the Mayor closed this portion of the meeting.

Res. No. 33-11 Approving Tax Increment District IDD No. 1-21 Plan

Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 33-11 Approving Tax Increment District IDD No. 1-21 Plan. Vote on the Resolution: Steiner, Norland, Schindle and Dehen, aye; Freyberg nay. Motion carried.

Open the Meeting to the Public for the First Time

Jay Weir, Weir Insurance Agency

Jay Weir, Weir Insurance Agency, appeared before the Council and presented the renewal rates from the League of Minnesota Cities Insurance Trust for the property and casualty insurance and workers' compensation insurance for 2011-12. Mr. Weir reported the League of Minnesota Cities

Insurance Trust has provided insurance for the City since 1980 and has been returning dividends since 1987. The experience modification for workers' compensation decreased from 0.94 to 0.86 for 2011-12. Property/casualty and workers' compensation insurance premiums for 2011-12 total \$243,302 compared to a budget of \$253,776, and represent a decrease in premiums of \$9,474 from the prior year. **Council Member Steiner moved, seconded by Council Member Norland to approve the property and casualty insurance renewal and the workers' compensation renewal for 2011-12. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.**

Sharon Schaller, Sharon's Craft

Sharon Schaller, Sharon's Craft, appeared before the Council and reported that she was unable to attend the Planning Commission meeting regarding the proposed amendment to the City Code to allow pawn shops in the Central Business District. She stated the property at 229 Belgrade Avenue was recently renovated for a restaurant and she would like to see a restaurant in this area. Ms. Schaller also asked when the sculpture that was damaged would be returned to its podium. Administrator Sande reported the sculpture is being repaired by the artist and will be returned as soon as the work has been completed.

Kim Spears, 916 South Avenue

Kim Spears, 916 South Avenue, appeared before the Council and asked if Web Construction was also doing the construction for the Ziegler Project and the LJP Project. Administrator Sande reported that Web Construction is doing the construction for the Allstate Peterbilt Project only.

Staff Reports

City Planner

Minutes of June 9, 2011 Planning Commission Meeting

The Council accepted the minutes of the June 9, 2011 Planning Commission meeting.

CU-1-11, Conditional Use Permit Request to Operate an Automotive Repair Business, 331 Webster Avenue

Planner Fischer presented a request from Jerry Bamberry and Dale Engelhardt to operate an automotive repair business at 331 Webster Avenue. Dale Engelhardt was in attendance and explained the concept as a "do-it-yourself" automotive repair business and how he plans to operate the business. He reported there will not be outside storage of parts and equipment and no vehicle painting or body work is permitted. Planner Fischer reported the Planning Commission recommended approval of the conditional use permit subject to the following conditions: 1) All work shall be performed within the building; 2) All materials and equipment shall be stored within the building; 3) A minimum of four (4) off-street parking spaces shall be provided; 4) A working flammable waste trap is located within the building and 5) No painting or welding is permitted either inside or outside the building. Mr. Engelhardt requested the Council revise the conditional use related to welding and asked that minor welding be allowed. **Council Member Schindle moved, seconded by Council Member Steiner, to approve CU-1-11 with the following conditions:**

- 1. All work shall be performed within the building.**
- 2. All materials and equipment shall be stored within the building.**
- 3. A minimum of four (4) off-street parking spaces shall be provided.**
- 4. A working flammable waste trap is located within the building.**
- 5. No painting is permitted either inside or outside the building.**
- 6. Minor welding permitted with proof of insurance covering this activity.**

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

Request to Amend Section 156.045 of City Code

Planner Fischer presented a request from John Forsyth to amend Section 156.045 of the City Code to include pawn shops as a conditional use in the Central Business District. The proposed amendment would allow Mr. Forsyth to operate a pawn shop at the former Christy's Café building at 229 Belgrade Avenue. John Forsyth appeared before the Council and stated that he is a life-long resident of North Mankato and an outstanding citizen who would run a high-end pawn shop with antiques. Planner Fischer reported that pawn shops are permitted in B-3 zoning districts. Council Member Schindle asked for a copy of the study that Mr. Forsyth referred to earlier stating that crime drops in areas where pawn shops are located. Attorney Kennedy reported that since pawn shops are not allowed as a conditional use in the Central Business District, an amendment to the City Code would be necessary to make this change and this change would allow other pawn shops as a conditional use in the CBD. The Planning Commission reviewed this request and recommended denial of any City Code amendment to permit pawn shops as a conditional use in the Central Business District. **Council Member Schindle moved, seconded by Council Member Norland, to set a public hearing for 7 p.m. on Monday, July 18, 2011 to consider an amendment to Section 156.045 of the City Code to allow pawn shops as a conditional use in the Central Business District and to consider an ordinance which regulates the operation of pawn shops as a conditional use in the CBD. Vote on the motion: Norland, Schindle and Dehen, aye; Freyberg and Steiner, nay. Motion carried.**

Preliminary and Final Plat of Northport No. 16

Planner Fischer presented a request from the North Mankato Port Authority to plat 2.57 acres of land located at the west end of Howard Drive West as Northport No. 16. This parcel was identified as developable land that is available for future industrial use after the platting of the Highway 14/CSAH 41 interchange. The Planning Commission reviewed the preliminary and final plat of Northport No. 16 and recommended approval. **Council Member Steiner moved, seconded by Council Member Schindle, to approve the preliminary and final plat of Northport No. 16. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.**

Z-1-II, Request to Zone Northport No. 16 as M-2, Heavy Industrial

Planner Fischer presented a request from the North Mankato Port Authority to zone Northport No. 16 as M-2, Heavy Industrial. He reported that upon approval of the platting of Northport No. 16, it is necessary to formally provide a zoning classification based on the intended use of the property. The request for M-2 zoning is consistent with existing area zoning and future area zoning. The Planning Commission reviewed the zoning request and recommended approval.

Ord. No. 37, Fourth Series, Zoning Northport No. 16 as M-2, Heavy Industrial

Council Member Schindle moved, seconded by Council Member Norland, to adopt Ord. No. 37, Fourth Series, Zoning Northport No. 16 as M-2, Heavy Industrial. Vote on the Ordinance: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.

Z-2-11, Request to Zone Northport No. 15 as M-2, Heavy Industrial

Planner Fischer presented a request from the North Mankato Port Authority to zone Northport No. 15 as M-2, Heavy Industrial. The platting of Northport No. 15 was approved by the Planning Commission and City Council March 2011 and it is necessary to provide a zoning classification based

on the intended use of the property. The M-2 zoning is consistent with both existing and future area zoning. The Planning Commission reviewed the zoning request and recommended approval.

Ord. No. 38, Fourth Series, Zoning Northport No. 15 as M-2, Heavy Industrial

Council Member Schindle moved, seconded by Council Member Steiner, to adopt Ord. No. 38, Fourth Series, Zoning Northport No. 15 as M-2, Heavy Industrial. Vote on the Ordinance: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.

City Administrator

Res. No. 34-11 Proposal to Establish Tax Increment Financing District IDD No. 1-22 and Calling for Consultation with Other Affected Jurisdictions and Setting Public Hearing for 7 p.m. on Tuesday, July 5, 2011 – Lindsay Window & Door Company Project

Administrator Sande reported that an agreement has been reached with the owners of Lindsay Window & Door for tax increment support for a 20,000 square foot expansion of their facility on Commerce Lane which will begin as soon as project approvals are complete. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 34-11 Proposal to Establish Tax Increment Financing District IDD No. 1-22 and Calling for Consultation with Other Affected Jurisdictions and Setting a Public Hearing for 7 p.m. on Tuesday, July 5, 2011 for the Lindsay Window & Door Company Project. Vote on the Resolution: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.**

School and Conference

Council Member Steiner moved, seconded by Council Member Norland, to approve actual and necessary expenses for the following school and conference:

1. DNA Evidence Identification, Collection and Preservation for Law Enforcement, Faribault, September 26-27, for Police Lieutenant and Detective.

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

CSAH 41/Carlson Drive/Howard Drive Project

Administrator Sande presented a letter from the City Engineer to Hoffman Construction advising that work will continue on the CSAH 41/Carlson Drive/Howard Drive Project even if there is a State shutdown. He reported sufficient funds are on hand to provide the necessary cash flow until a State shutdown is resolved.

Report from Council Members

Council Member Norland

Council Member Norland reported residents from Peregrine Lane have contacted her about the noise from the highway project in their area. They are requesting more trees along Pleasant View Drive as a buffer to the noise and dirt. Administrator Sande reported MnDOT should be holding a meeting for the residents to discuss viable options for this area. Engineer Malm reported a noise wall does not fit into the plan for this area but a berm may be the solution. The MnDOT meeting with the residents is scheduled for the latter part of June.

Council Member Norland reported the Park & Green Spaces Committee met on Wednesday, June 15, 2011. The Committee requested a report of the progress of Benson Park and Spring Lake Park. Planner Fischer reported a response is expected about the Legacy grant for Benson Park in July.

Council Member Schindle

Council Member Schindle reported at the recent All Seasons Arena Board meeting discussion was held about working with all sports groups instead of just hockey. He reported Vadnais Heights has a multi-use sports facility that he would like the Council to review. Staff will send the link for the Vadnais Heights website depicting their multi-use sports facility and rates in effect to use the facility to the Council. Council Member Schindle requested this be a future Council Workshop agenda item.

Report from the Mayor**Small Business Development Center**

Mayor Dehen reported he recently met with Mr. Nolan of the Small Business Development Center. Mr. Nolan appeared before the Council and reported the SBDC receives \$2 federal funding for each \$1 of local funding. Mayor Dehen reported the Port Authority Commission believes the Port Authority mission is to fund projects and the Community Development Fund should be the source of funding for the Small Business Development Center. **Council Member Schindle moved, seconded by Council Member Steiner, to authorize funding from the Community Development Fund to the SBDC in the amount of \$30,000. Vote on the motion: Steiner, Norland, Schindle and Dehen, aye; Freyberg nay. Motion carried.**

The Mayor reported "Coffee with the Council" will be held at Spinners Bar & Grill from 10 a.m. to 11 a.m. on Saturday, July 16, 2011.

The Mayor reminded residents that Fun Days is scheduled for July 6-10, 2011 and that the Belgrade Blues Festival will be held on Saturday, July 23, 2011.

The Mayor reported that a portion of Veterans Bridge will be closed for the 4th of July fireworks which will be held at Riverfront Park. Administrator Sande reported traffic control sign devices will be in place for this event. The Council requested staff obtain the cost for the traffic control sign devices and ask the City of Mankato to share in the costs.

Set Council Workshop for 6 p.m. on Tuesday, July 5, 2011

Council Member Schindle moved, seconded by Council Member Norland, to set a Council Workshop for 6 p.m. on Tuesday, July 5, 2011. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.

Open the Meeting to the Public for the Second Time**Kim Spears, 916 South Avenue**

Kim Spears, 916 South Avenue, appeared before the Council and questioned items listed on the claims and Administrator Sande responded to those items.

Phil Henry, 1300 Noretta Drive

Phil Henry, 1300 Noretta Drive, appeared before the Council and stated the new Nicollet Avenue parking looks good. He also stated his disapproval of giving \$30,000 to the Small Business Development Center.

Bills and Appropriations

Council Member Norland moved, seconded by Council Member Steiner, to approve all bills and appropriations in the amount of \$359,511.98. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.

There being no further business, the meeting was adjourned at 8:33 p.m.

Mayor

City Clerk



BLUE EARTH COUNTY

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Delivering Essential Services*

www.co.blue-earth.mn.us

COMMISSIONERS

- District 1 Drew Campbell
- District 2 Vance Stuehrenberg
- District 3 Mark Piepho
- District 4 Will Purvis
- District 5 Kip Bruender

Historic Courthouse

204 S. Fifth St.
PO Box 8608
Mankato, MN 56002

Administration
TEL: 507-304-4284
FAX: 507-304-4344

Extension
TEL: 507-304-4325
FAX: 507-304-4059

Finance
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Taxpayer Services
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FAX: 507-304-4075

Government Center

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Mankato, MN 56001

Human Services
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Environmental Services
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**Taxpayer Services/
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Information Technology
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Justice Center

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Sheriff's Office
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County Attorney
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FAX: 507-304-4620

Probation
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Library

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FAX: 507-304-4009

TDD: 507-304-4399

Library

100 East Main Street, Mankato, MN 56001
(507)304-4001 / FAX: (507)304-4013

June 8, 2011

Wendell Sande, City Administrator
City of North Mankato
PO Box 2055
North Mankato, MN 56002

Dear Wendell,

Thank you for meeting with the County Administrator and me recently to discuss future Library services. After further discussing the issues internally, the Blue Earth County Library has determined it is necessary to limit bookmobile stops to only central locations within the communities of Madison Lake, Amboy, Good Thunder, Vernon Center, St. Clair, Pemberton and Garden City beginning September 1, 2011. This change to the schedule will continue through the end of 2012.

We would appreciate a list of names and addresses of individuals and businesses currently served by the bookmobile. The Blue Earth County Library will notify Blue Earth County Bookmobile patrons of this change of service, and will advise our patrons of other possible service options available in their area.

We appreciate North Mankato's cooperation in this transition as we work to balance Library services against available resources.

Sincerely,

Tim Hayes, Director

Cc: Bob Meyer, Blue Earth County Administrator
Will Purvis, Blue Earth County Commissioner
Lucy Lowry, North Mankato Taylor Library Director



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COMMISSIONERS

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June 29, 2011

Dear Bookmobile Patron:

Due to ongoing reductions in the Blue Earth County Library budget, it has become necessary to review all library services throughout the county, to find the most cost-effective way of providing library services to all Blue Earth County residents. While we know that Bookmobile stops at the rural communities within Blue Earth County continue to be an important function of the library system and a benefit to those unable to visit one of our three libraries throughout the county, we are no longer able to fund multiple Bookmobile stops within each community.

Over the past few years, we have also seen an increase in multiple stops within our rural communities to private services providers. While it has been a convenience for private service providers, it is unsustainable during these challenging economic times. Therefore, beginning September 1st we will continue regular Bookmobile service to Amboy, Good Thunder, Garden City, Vernon Center, Pemberton, Madison Lake and St. Clair, however, those stops will be limited to a central location within the aforementioned communities. These changes will be reflected in the Bookmobile Fall Schedule which will be available on the North Mankato Taylor Library website.

Please feel free to contact me at (507) 304-4007 or tim.hayes@co.blue-earth.mn.us if you have any questions regarding this change in Bookmobile service.

Sincerely,

Tim Hayes Director

Cc: Bob Meyer, County Administrator
 Will Purvis, County Commissioner
 Pat Henges, Administrator, Mankato
 Wendell Sande, Administrator, North Mankato
 Lucy Lowry, Director, North Mankato Taylor Library

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TDD: 507-304-4399



COMMUNITY FUND

June 28, 2011

Lynette Peterson
North Mankato, City of
1001 Belgrade Ave
North Mankato, MN 56003

Dear Lynette:

On behalf of the Twins Community Fund Board of Directors, and the entire Minnesota Twins Baseball Club, I am pleased to inform you that the ASA Softball National Boys Fastpitch Tournament has been awarded a 2011 *Youth Baseball & Softball Tournament Grant* of \$1000. These grant funds are to be used specifically for the tournament you outlined in your application.

Your grant check will be mailed in the coming weeks. Once you receive the grant, we ask that you send back the form enclosed with the check acknowledging the receipt and use of the grant.

Congratulations on receiving a *Minnesota Twins Community Fund Youth Baseball and Softball Tournament Grant*! We look forward to working with you on this project and offer best wishes for a successful 2011 youth baseball and softball season.

Sincerely,

Stephanie Johnson
Community Relations Manager
Minnesota Twins Baseball Club and Twins Community Fund

Twins Community Fund • A 501(c)(3) Nonprofit Organization
1 Twins Way • Minneapolis, MN 55403 • Executive Office: 612.659.3400 • www.twinsbaseball.com

CORNERSTONE PARTNERS



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #7A	Dept: Admin.	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Public Hearing - Tax Increment Financing District IDD No. 1-22 Plan

BACKGROUND AND SUPPLEMENTAL INFORMATION: Lindsay Window and Door proposes to construct a 20,000 square foot addition to their manufacturing facility on Commerce Lane. Estimated cost of the project is \$1,136,000 with construction expected to commence on or about July 11, 2011. The expansion will create a minimum of 15 new full-time jobs within the first two years after completion. This is a 9-year economic development tax increment financing plan with a net present value of \$104,219. Both Independent School District 77 and Nicollet County have waived the 30-day notification period for this project. Subsequent to the public hearing, we will ask your consideration of the adoption of the resolution approving the tax increment plan.

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	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Freyberg
	_____	_____	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) _____		Notice of Hearing, TIF Plan, Letters		

<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: _____

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 _____

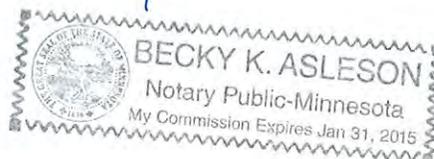
_____ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Friday, the 24 day of June, 2011, and was thereafter printed and published on every Friday to and including Friday, the 24 day of June, 2011; 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: [Signature]
Publisher

Subscribed and sworn to before me on this 24 day of June, 2011.

[Signature]
Notary Public



June 24, 2011
NOTICE OF PUBLIC HEARING
CITY OF NORTH MANKATO
COUNTY OF NICOLLET
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Monday, July 5, 2011, at a meeting of the Council beginning at approximately 7:00 p.m. at the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, relating to the proposal of the North Mankato Port Authority Commission to establish Tax Increment Financing District IDD No. 1-22, within Industrial Development District No. 1, and adopt a tax increment financing plan relating thereto, all pursuant to Minnesota Statutes, Chapter 469.

A map showing the boundaries of Industrial Development District No. 1 and Tax Increment Financing District IDD No. 1-22 is attached. A copy of the documentation proposed to be considered at the hearing will be on file and available for public inspection at the office of the City Administrator at the Municipal Building.

Any person with residence in the City of North Mankato, or the owner of taxable property in the City, may file a written complaint with the City if the City fails to comply with M.S. § 116 J.993 to 116J.995 (the Business Subsidy Act). No action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested persons may appear at the public hearing and present their views orally or in writing.

Dated: This 24th day of June 2011.

BY ORDER OF THE NORTH MANKATO CITY COUNCIL

BY: /s/Wendell Sande
Wendell Sande
City Administrator



NOTICE OF PUBLIC HEARING

**CITY OF NORTH MANKATO
COUNTY OF NICOLLET
STATE OF MINNESOTA**

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A map showing the boundaries of Industrial Development District No. 1 and Tax Increment Financing District IDD No. 1-22 is attached. A copy of the documentation proposed to be considered at the hearing will be on file and available for public inspection at the office of the City Administrator at the Municipal Building.

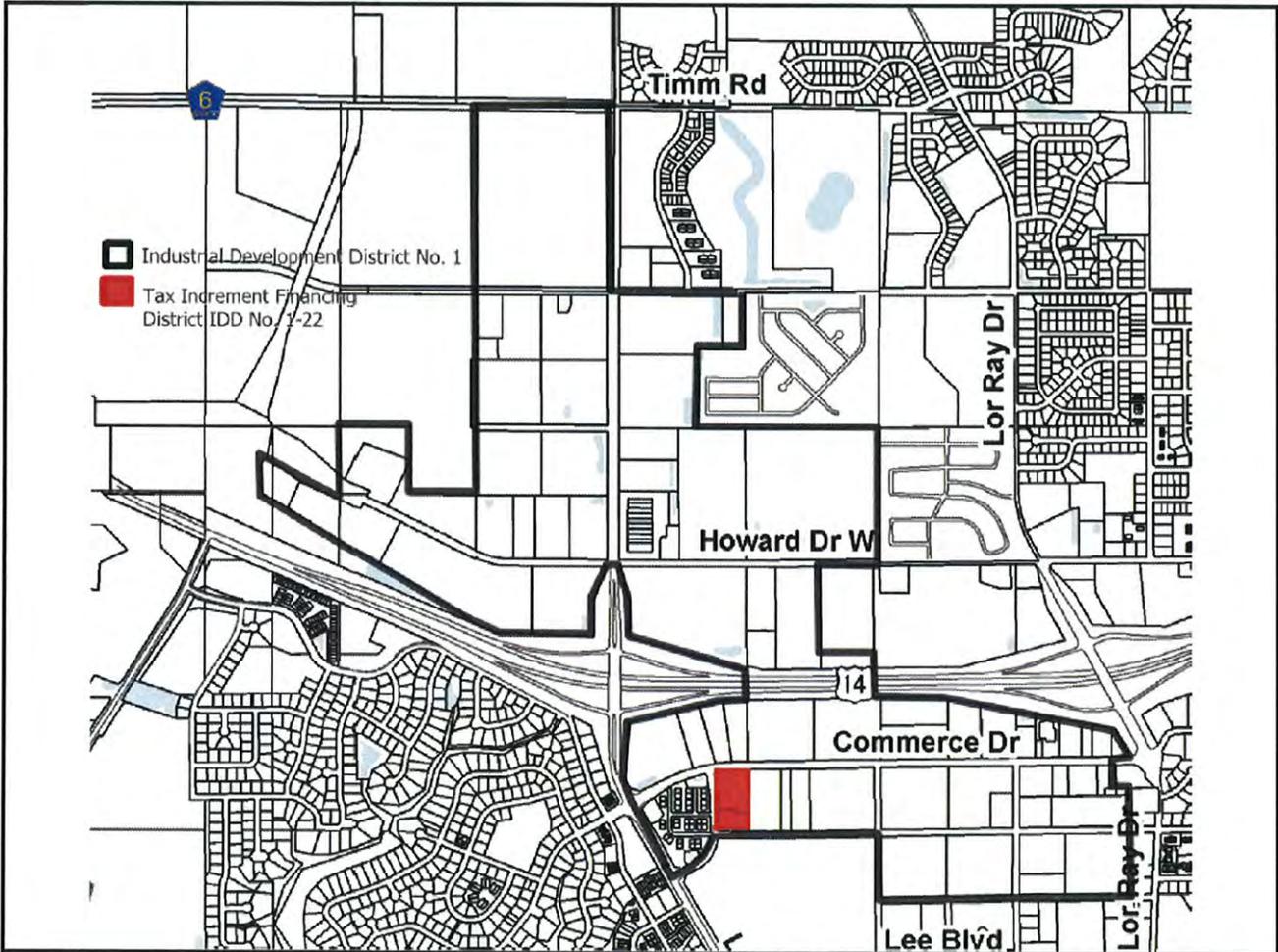
Any person with residence in the City of North Mankato, or the owner of taxable property in the City, may file a written complaint with the City if the City fails to comply with M.S. § 116J.993 to 116J.995 (the Business Subsidy Act). No action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested persons may appear at the public hearing and present their views orally or in writing.

Dated: This 20th day of June 2011.

BY ORDER OF THE NORTH MANKATO CITY COUNCIL

BY: */s/Wendell Sande*
Wendell Sande
City Administrator



**INDUSTRIAL DEVELOPMENT DISTRICT NO. 1
AND
TAX INCREMENT FINANCING DISTRICT IDD NO. 1-22
NORTH MANKATO MINNESOTA
JULY 5, 2011**

**TAX INCREMENT FINANCING DISTRICT IDD NO. 1-22
(Lindsay Window & Door Co. Expansion Project)**

CITY OF NORTH MANKATO, MINNESOTA

JULY 5, 2011

PREPARED BY

**ADVANCE RESOURCES FOR DEVELOPMENT, INC.
MANKATO, MINNESOTA**

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INTRODUCTION

BACKGROUND

Previously, the North Mankato Port Authority Commission and City Council established/modified Industrial Development District No. 1 (IDD No. 1) Project Area and created/operated tax increment financing districts within the boundaries of the Project Area. At the present time, the Port Authority and City Council are proposing to establish Tax Increment Financing District IDD No. 1-22 in order to promote the Lindsay Window & Door Co. expansion project.

LOCATION

Tax Increment Financing District IDD No. 1-22 is located, on property occupied by the company, at 1995 Commerce Lane, North Mankato, Minnesota. A map of the tax increment financing district is on page 2.

DEFINITIONS

For the purpose of this Tax Increment Financing Plan, the following terms shall have the meanings specified below, unless the context otherwise requires.

“Authority” means the North Mankato Port Authority Commission, which has been granted port authority powers pursuant to Minnesota Statutes, Sections 469.048 to 469.068.

“City” means the City of North Mankato, Minnesota.

“Council” means the City Council of the City of North Mankato, Minnesota.

“Development” means the parcels of property upon which identified activities will occur as described in this Plan; the purpose of which is for the proposed expansion of a window and door manufacturer to promote economic development, create jobs and enhance the tax base.

“Economic Development District” means a type of tax increment financing district which consists of any project, or portions of a project, which the authority finds to be in the public interest because:

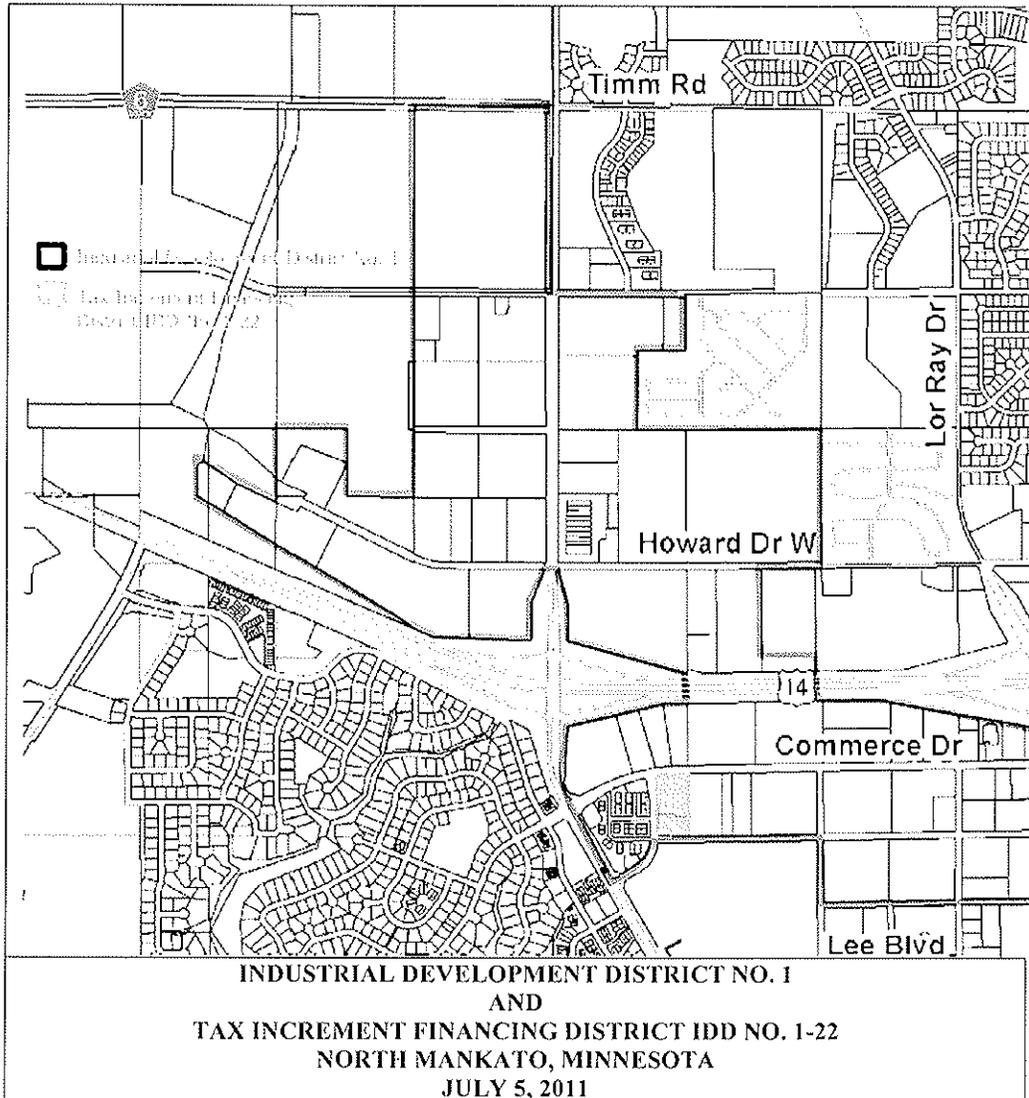
- (1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or
- (2) it will result in increased employment in the state; or
- (3) it will result in preservation and enhancement of the tax base of the state.

“Industrial Development District Plan” means the plan for Industrial Development District No. 1 prepared pursuant to the provisions of Minnesota Statutes, Sections 469.048 to 469.068, which provides an outline for the development, construction and improvement of the port authority and is sufficiently complete (1) to indicate its relationship to definite local objectives as to appropriate land uses; and (2) to indicate general land uses and general standards of development or redevelopment consistent with a municipality's comprehensive plan.

“Project” is an industrial development district as defined in Minnesota Statutes, section 469.058, Subdivision 1.

“Tax Increment Financing District” or “District” means a contiguous or noncontiguous geographic area within a project delineated in the tax increment financing plan, as provided by section 469.175, subdivision 1, for the purpose of financing redevelopment, housing or economic development in municipalities through the use of tax increment generated from the captured net tax capacity in the tax increment financing district.

“Tax Increment Financing Plan” or “Plan” means the plan for establishment of Tax Increment Financing District IDD No. 1-22 prepared pursuant to the provisions of Minnesota Statutes, Sections 469.174 to 469.179, which provides a statement of objectives, the development program, development activities, project timing, budget estimates, estimated impact on affected taxing jurisdictions, identification of studies or analysis used to determine need for financing and identification of parcels to be included in the District.



SUMMARY

It is the intention of the Authority/City Council to support the development/redevelopment of vacant or underdeveloped properties and provide infrastructure improvements to facilitate industrial expansion within the boundaries of the Industrial Development District and to use tax increment financing to promote development, tax base enhancement and job creation by financing eligible expenditures. In order to accomplish this development, the Authority and City Council propose to establish Tax Increment Financing District IDD No. 1-22 and to use tax increment revenues in support of site improvement costs.

TAX INCREMENT FINANCING PLAN

RELATIONSHIP OF TAX INCREMENT FINANCING DISTRICTS TO INDUSTRIAL DEVELOPMENT DISTRICT

Port Authority law (Minnesota Statutes, Sections 469.048 to 469.068) authorizes the use of tax increment funds to pay for Project improvements. When using tax increment funds, it is necessary to establish a tax increment financing district according to Minnesota Statutes, Sections 469.174 to 469.179, inclusive. Approval of this Plan establishes a tax increment financing district, the purpose of which is to finance the development activities authorized by the creation and subsequent modifications of Industrial Development District No. 1.

PROPERTY CONDITIONS AND DESCRIPTION OF DEVELOPMENT PROPOSAL

The proposed Tax Increment District consists of developed property occupied by Lindsay Window & Door Co. The purpose in undertaking establishment of a tax increment district is to provide the Authority and City Council the authority to use tax increment revenues in support of industrial development on property that was determined to be marginal land.

Lindsay Window and Door began over 60 years ago in the City as a privately held, family-owned company, which it still is today. The company is proposing construction of a 20,000-ft.² expansion off the north side of its manufacturing facility. The company has estimated the cost of the building expansion at \$1,136,000. In addition, the company estimates that 15 new jobs will be created over the next two years.

DESCRIPTION OF PROPERTY IN TAX INCREMENT DISTRICT

The following property is included the District: Lot 1, Block 1 and vacated part of Commerce Lane and Drive adjacent to Northwest Block 1 and vacated part of Commerce Lane and Drive adjacent to Northwest Lot 1, R H Johnson Subdivision, City of North Mankato, Nicollet County, Minnesota (Parcel Identification Number 18.582.0010).

FINDINGS

Minnesota Statutes, section 469.175, Subdivision 3, requires that prior to municipality approval of a tax increment financing plan certain statutory findings must be made and the reasons for those findings must be set forth in writing along with supporting facts for each determination.

1. FINDING. That the proposed tax increment financing district is an economic development district.

SUPPORTING FACTS. Minnesota Statutes, Chapter 469, provides for five types of districts -- a redevelopment district, renewal and renovation district, soils condition district, a housing district, and an economic development district -- each serving a well-defined need and each having different qualifying standards. Tax Increment Financing District IDD No. 1-22 is an "Economic Development District". Minnesota Statutes, section 469.174, subdivision 12, defines "Economic Development District". This definition is also included on page 1 of this Plan.

The proposed District qualifies as an "Economic Development District" pursuant to the above statute because project activities will result in increased employment and preservation and enhancement of the tax base of the state. Upon inclusion in the District, Lindsay Window and Door Co. will expand its facilities in the City, which will increase the tax base and create additional jobs.

2. FINDING. That, in the opinion of the City:

- (i) the proposed development or redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future; and

(ii) the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by this Plan.

SUPPORTING FACTS. The proposed development or redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The City supports this finding based on the facts that the costs of expanding, equipping and operating the facility are not financially viable without public financial assistance. To address this situation the City is participating in a public/private-financing package consisting of private financing and tax increment assistance. The City will use tax increment financing to reimburse the company for site improvements. Development proposed in this Plan meets City objectives for business development in the Development District. The City believes that public/private financing, including the use of tax increment, is significant to the completion of this project, and that without this assistance the project would not occur in the City.

Furthermore, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by this Plan. A comparative analysis, of estimated market values both with and without District formation and the use of tax increments, has been performed as described above. If all development proposed to be assisted with tax increment were to occur in the District, the total increased market value would be up to \$700,000. The estimated present value of tax increments from the District is \$109,979. It is the City's finding that no development with a market value of greater than \$590,021 would occur without tax increment assistance in the District within eight years (refer to Table 1 on page 8). This finding is based upon evidence from general past experience that industry is hampered in its efforts to secure sufficient conventional bank financing, and that in order to move forward, funding sources in the form of subordinated financing must be secured. The City Council believes this project qualifies for a public/private financing package and the use of tax increment financing and is prepared to commit this resource to it.

3. FINDING. That the tax increment financing plan conforms to the general plan for the development or redevelopment of the municipality as a whole.

SUPPORTING FACTS. The tax increment financing plan conforms to the general plan of the City of North Mankato for the following reasons:

- A. The Plan area is designated in the zoning ordinance for industrial and commercial development. Plan activities and subsequent development are intended to encourage and result in industrial and commercial development for this area.
- B. The general plan for the community supports the creation of additional job opportunities within the municipality; particularly increased opportunities for moderate income residents, the unemployed and under-employed.

4. FINDING. That the tax increment financing plan will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the development or redevelopment of the Project by private enterprise.

SUPPORTING FACTS. The City Council and the Authority, in approving/modifying Industrial Development District No. 1, have prepared a blueprint for development and job creation. The Industrial Development District plan encourages cooperation with private enterprise. Information contained in the Project report along with other City plans and reports has been used in the preparation of this Plan. Based upon the objective of cooperation and guidance from adopted City plans and ordinances, the Authority/City Council have determined Project costs which will be paid for by tax increment revenues. As the Financial Plan contained on pages 7 through 10 of this Plan indicates, the Authority/City Council intend to concentrate the use of tax

increment revenue on those improvements which would not reasonably be expected to occur solely through private action. Private enterprise will be responsible for the vast majority of the expenses and activities normally associated with land development.

STATEMENT OF OBJECTIVES FOR INDUSTRIAL DEVELOPMENT DISTRICT NO. 1

The Authority and City Council have previously determined that is necessary, desirable, and in the public interest to establish/modify, designate, develop and administer an industrial development district in the City pursuant to the provisions of Minnesota Statutes, section 469.048 to 469.068, inclusive. The Authority and City Council further determine that the funding of the necessary activities and improvements in the Industrial Development District may be financed through a wide array of funding mechanisms, including tax increment financing, and other appropriate sources. Prior to involving itself in financing project activities or a development the Authority and City Council shall determine financial feasibility of the Project or development. Any public or private activity, when municipally financed, shall demonstrate how said financing is going to be repaid.

The Authority and City Council seek to achieve the following objectives through this Plan:

1. Encourage the retention, expansion and development of commercial and industrial enterprises within the City.
2. Remove structurally substandard buildings for which rehabilitation is not feasible.
3. Acquire and remove economically or functionally obsolete or underutilized buildings.
4. Acquire land and/or buildings which are vacant, unused, underused, or inappropriately use.
5. Acquire property of irregular form and shape or inadequate size which has prevented normal development.
6. Eliminate blighting influences which impede potential development.
7. Encourage the rehabilitation of remaining intensive businesses.
8. Achieve a high standard of buildings that remain in the Project area.
9. Provide adequate streets, utilities and other public improvements and facilities to enhance the area for both new and existing development.
10. Eliminate or correct physical deterrents to the development of land.
11. Provide development sites of such size and character to assure the development of the area.
12. Achieve a high level of design and landscaping quality to enhance the area's physical environment.
13. Accomplish convenient and adequate parking to serve the needs of the area.
14. Combine elements of other City plans with these Project objectives.
15. Improve the financial base of the City.
16. Provide maximum opportunity, consistent with the need of the City for development by private enterprise.
17. Promote development of adequate parking areas.

18. Provide housing opportunities for various age and income groups in proximity to necessary goods, services and employment opportunities.

19. Develop the river bank and other natural resources to serve as an aesthetic focal point for the downtown area.

20. Provide increased employment opportunities and, as much as possible, seek businesses which would employ the unemployed and underemployed.

21. Provide a retail service level required by the residents of the community and surrounding region.

22. Eliminate the hazards, impediments, and existence of marginal lands.

23. Foster industrial development by related growth and development activities (i.e. commercial, residential, recreational developments).

DEVELOPMENT PROGRAM FOR INDUSTRIAL DEVELOPMENT DISTRICT

Minnesota Statutes, section 469.175, Subdivision 1(2) requires: "A statement as to the development program for the project, including the property within the project, if any, which the authority intends to acquire;"

The Development Program for Industrial Development District No. 1 is delineated in a report entitled "Modification of Industrial Development District No. 1", adopted April 4, 2011, and is on file in the City Clerk's office. By this reference, said development program is incorporated as part of this tax increment financing plan.

TAX INCREMENT FINANCING DISTRICT DEVELOPMENT ACTIVITIES

Development activities to be financed in whole or in part as a result of the implementation of this Plan include:

1. The City will use tax increments, generated from new development in the District, to reimburse site improvement costs in conjunction with the expansion project. The reimbursement of tax increment will occur via a development agreement between the City and the property owner, with execution expected in July 2011.

2. The property owner will construct an approximate 20,000-ft.² expansion to its manufacturing facility in 2011.

The above activities are, at the time of preparation of this Plan, the only activities proposed for the Project area as a result of the formation of the District.

CONFORMANCE WITH PLAN FOR THE CITY

The City Council, by approval of this Plan, believes that implementation of the District meets the intent of the plan for the City by providing employment opportunities, enhancing the local tax base, maintaining the quality of existing development, and improving the quality of life through orderly planned improvements.

PROCEDURE FOR MAKING MODIFICATIONS IN AN APPROVED TAX INCREMENT FINANCING DISTRICT PLAN

The Plan may be modified by the Authority and City Council under provisions of Minnesota Statutes, section 469.175, subdivision 4.

RELOCATION POLICY

The Plan does not require relocation. The Authority and City Council have previously adopted relocation policies and procedures which conform to the Uniform Relocation Act. If in the future project activities require relocation the Authority and City Council shall utilize those policies and procedures in implementing relocation activities.

PROPERTY ACQUISITION AND DISPOSITION

The Plan acknowledges the possible acquisition and resale of property in order to provide financial assistance to enable economic development and job creation. All parcels identified within the boundaries of Industrial Development District No. 1 as amended are eligible for property acquisition and disposition. The purchase will be in conformance with applicable rules and regulations and will be facilitated through the use of a development agreement.

Acquisition of the properties may be financed from the sale of tax increment general obligation bonds or notes, tax increment revenues or other sources, provided that in no case shall City general funds be used to pay acquisition costs without a prior agreement for its reimbursement from other sources.

NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Minnesota Statutes, section 469.177, Subdivision 4, requires that the request for certification of original net tax capacity be accompanied by a listing of properties within the tax increment district for which building permits have been issued in the 18 months preceding approval of the tax increment financing plan. The District consists of one parcel of land which is presently vacant. There have been no building permits issued in the 18 months preceding approval of the Districts; accordingly, the original tax capacity is 13,722.

METHOD OF FINANCE

The City Council elects to use Tax Increment Financing pursuant to Minnesota Statutes, Chapter 469, to finance all or part of the costs of the Project. By electing this method of financing, the City Council is not precluding the use of other methods provided by State law.

FINANCIAL PLAN

ESTIMATE OF PUBLIC COST

The following is an estimate of public cost, including cost of District indebtedness, source of revenue, most recent tax capacity and estimate of captured tax capacity.

1. Activities. Activities within the Project area will consist of site improvements, interest expense and administration. The estimated cost for undertaking these activities is:

A. Site improvements	\$104,219
B. Interest	36,527
C. Administration	7,779
TOTAL USES OF FUNDS	<u><u>\$148,525</u></u>

2. Source of Funds. The Authority/City may use tax increment bonds, revenue notes, tax increment reserve proceeds or other financing mechanisms to fund the above activities. The Authority/City reserve the right to finalize the funding strategy later based on factors such as construction timing requirements, economic conditions, the status of interest rates and the availability of tax increment. Based upon current information it is planned that tax increment in the following amount will become available to repay the Total Uses of Funds:

A. Tax increment from TIF IDD No. 1-22	<u>\$148,525</u>
TOTAL SOURCE OF FUNDS	<u>\$148,525</u>

The above estimated uses and sources of funds are subject to fluctuation and changes within line items as various elements of the project are clarified. The Authority/City reserves the right to adjust the line items within the parameters of the total uses and sources of funds. In addition, the amount of tax increments may vary due to changes in property valuations, interest earnings, etc. which may result in a lesser source of funds.

FINANCING ASSUMPTIONS

Tax increment will finance activities in the District and Project area. The following information and assumptions were used to calculate financing costs for the activities in the District and Project area:

1. Table 1, provides an estimate of the increment that would be available for Project costs.

TABLE 1: TAX INCREMENT CALCULATIONS								
Local Tax Rate = 117.877% (North Mankato, Payable 2011)								
Property Classification: Commercial/Industrial								
Completion Prior to December 31, 2011								
Estimated Completion Market Value: \$1,423,600								
YEAR TAXES PAYABLE	BASE TAX CAPACITY	PROJECT'S TAX CAPACITY	CAPTURED TAX CAPACITY	PROJECT'S ANNUAL TIF	LESS OSA FEE OF 0.250%	ADJUSTED TAX INCREMENT	LESS ADMIN. OF 5.00%	NET ANNUAL TIF
2011	13,722	0	0	0	0	0	0	0
2012	13,722	0	0	0	0	0	0	0
2013	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2014	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2015	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2016	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2017	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2018	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2019	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2020	13,722	27,722	14,000	16,503	41	16,462	823	15,638
2021	13,722	27,722	14,000	16,503	41	16,462	823	15,638
TOTALS				\$148,525	\$371	\$148,154	\$7,408	\$140,746
Present Value of Net Annual TIF Discounted at 5.0% equals								\$104,219

2. Project development activities are scheduled to begin in 2011, and shall be completed by December 31, 2011.
3. Financing the Project activities will be undertaken in 2011.
4. The tax increment estimate is based upon the 2011 local tax rate of 117.877%.
5. Tax increments generated from development within the District will be one source of funds used to finance Project area activities.
6. Increment revenues will be used to finance or otherwise pay the cost of redevelopment pursuant to Minnesota Statutes, Sections 469.048 to 469.068. All tax increment generated by the formation of the District will be used to finance the activities of the Plan.

7. The Authority may use internal funds or bond proceeds in addition to annual tax increments to service Project costs. "Project costs" means all expenditures of the Authority or reimbursement of eligible developer costs for the purchase of land or amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the District, including interest thereon. Project costs also include all administrative expenses as defined in Minnesota Statutes, section 469.174, Subdivision 14. Based upon projected tax increment revenue from the District, the Authority would be able to finance Project costs of approximately \$148,525 including interest and administrative expenses. This amount is adequate to fund the costs within the identified budget. The first increment would be available to the City in 2013 and would continue through 2021 unless the City chooses to discontinue/decertify the District at an earlier date. Based upon the assumptions in this Plan the duration of the District would be December 31, 2021.

SOURCES OF REVENUE

The proposed source of revenue of \$148,525 of increment receipts from the District will finance public costs associated with the Project Area and District. The tax increment revenues will be generated as a result of the taxation of the land and improvements in the District. Tax increment financing refers to a funding technique that uses increases in net tax capacity and the property taxes attributed to new development to finance, or assist in the financing of public development costs.

The tax increments to be generated in the District will result from the Lindsay Window & Door Co. expansion project. The City may issue tax increment bonds or use the annual receipt of tax increment to reimburse itself or the developer for eligible Project costs.

LIMITATION ON USE OF TAX INCREMENT; ECONOMIC DEVELOPMENT DISTRICTS

Pursuant to Minnesota Statutes, section 469.176, subdivision 4c, "(a) Revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

- (1) the manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
- (2) warehousing, storage, and distribution of tangible personal property, excluding retail sales;
- (3) research and development related to the activities listed in clause (1) or (2);
- (4) telemarketing if that activity is the exclusive use of the property;
- (5) tourism facilities;
- (6) qualified border retail facilities; or
- (7) space necessary for and related to the activities listed in clauses (1) to (6)."

TIF BUSINESS SUBSIDY

Pursuant to Minnesota Statutes 116J.993, subdivision 3 the financial assistance offered pursuant to this Plan must comply with the provisions of the Business Subsidy law.

IMPACT OF THE USE OF TAX INCREMENT ON TAXING JURISDICTIONS

Minnesota Statutes, section 469.175, subdivision 1(6), requires, "statements of the authority's alternate estimates of the impact of tax increment financing on the net tax capacities of all taxing jurisdictions in which the tax increment financing district is located in whole or in part. For purposes of one statement, the authority shall assume that the estimated captured net tax capacity would be available to the taxing jurisdictions without creation of the district, and for purposes of the second statement, the authority shall assume that none of the estimated

captured net tax capacity would be available to the taxing jurisdictions without creation of the district or subdistrict”.

Table 2 shows the impact of tax increment financing on the tax capacity of the affected taxing jurisdictions assuming (1) none of the increment would be available, and (2) the increment would be available to the tax jurisdictions.

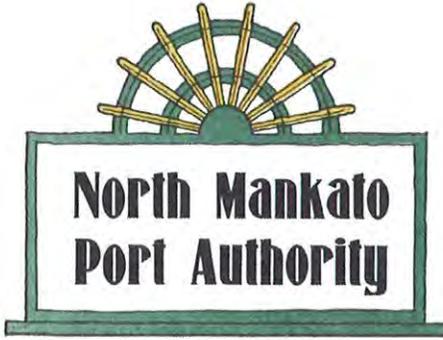
**TABLE 2
NORTH MANKATO, MINNESOTA
TAX INCREMENT FINANCING DISTRICT IDD NO. 1-22**

	WITHOUT PROJECT		
	Estimated 2011 Tax Capacity	Estimated Ad Valorem Taxes Generated	Estimated 2011 Tax Rate
City	10,598,032	\$4,814,156	45.425%
County	29,065,128	\$15,344,353	52.793%
School District	12,047,719	\$2,302,921	19.115%
HRA	29,065,128	\$103,763	0.357%
RDC 9	29,065,128	\$54,352	0.187%
TOTALS			117.877%

	WITH PROJECT							
	Estimated 2011 Tax Capacity	Projected Captured Tax Capacity	Projected Tax Capacity	Estimated Ad Valorem Taxes Generated	Adjusted Local Tax Rate	Tax Rate Impact	Projected Captured Tax Capacity	Projected Increment Income
City	10,598,032	14,000	10,612,032	\$4,814,156	45.365%	0.060%	14,000	\$6,360
County	29,065,128	14,000	29,079,128	\$15,344,353	52.768%	0.025%	14,000	\$7,391
School District	12,047,719	14,000	12,061,719	\$2,302,921	19.093%	0.022%	14,000	\$2,676
HRA	29,065,128	14,000	29,079,128	\$103,763	0.357%	0.000%	14,000	\$50
RDC 9	29,065,128	14,000	29,079,128	\$54,352	0.187%	0.000%	14,000	\$26
TOTALS					<u>117.769%</u>	<u>0.108%</u>		<u>\$16,503</u>

Statement 1: The current tax capacity times the local tax rate produces current taxes generated. If the captured tax capacity were available to each taxing jurisdiction, the result would be a lower or adjusted local tax rate to produce the same amount of taxes. Thus, with the addition of captured value of 14,000 the overall local tax rate would be reduced by .108% to a level of 117.769%. The captured tax capacity times the original local tax rate of 117.877% would generate \$16,503 in increment income, which represents the loss of new tax revenues if the development had occurred without inclusion in a tax increment district.

Statement 2: If no captured tax capacity is available to each of the taxing jurisdictions without creation of the District, there is no impact on the taxes heretofore levied and therefore no impact on local tax rates. The captured tax capacity at the original local tax rate would generate \$16,503 in increment income annually.



June 23, 2011

Bridgette Kennedy
Nicollet County Auditor
Nicollet County Courthouse
St. Peter, MN 56082

Dear Ms. Kennedy,

The North Mankato City Council will conduct a public hearing at 7:00 p.m. on Tuesday, July 5, 2011 in the City Council Chambers, 1001 Belgrade Ave., at which time it will consider the establishment of Tax Increment Financing District IDD No. 1-22.

Prior to the public hearing, the North Mankato Port Authority Commission will conduct a meeting on this issue on July 5, 2011 at 7:30 a.m. in the City Council Chambers. Your attendance is welcome at either meeting. The purpose for the proposed action is to create a tax increment district to authorize funding in support of the Lindsay Window & Door Co. expansion project.

Minnesota Statutes require that the Port Authority shall provide the county auditor with the proposed tax increment financing plan and its estimate of the fiscal and economic implications of the proposed tax increment financing district at least 30 days before the scheduled public hearing creating the tax increment financing district. Due to construction scheduling, the Port Authority is unable to provide this information at least 30 days in advance of the hearing. **Accordingly, the Port Authority requests a written waiver of the notification requirement from the county board prior to the July 5, 2011 public hearing.** A written waiver may be in the form of a letter, motion or copy of the board's minutes. Your attention to this matter is appreciated.

Attached for your review are the Tax Increment Financing District IDD No. 1-22 plan and fiscal and economic impact information for the district.

If you have questions regarding this information, please do not hesitate to contact me.

Sincerely,

NORTH MANKATO PORT AUTHORITY

Wendell Sande
Executive Vice President



**ESTIMATE OF FISCAL AND ECONOMIC IMPLICATIONS OF PROPOSED
TAX INCREMENT FINANCING DISTRICT IDD NO. 1-22, NORTH MANKATO, MN
(Lindsay Window & Door Co. Expansion Project)**

Project Description: The proposed project consists of construction of a 20,000-ft.² expansion of the Lindsay Window & Door Co. manufacturing facility. The company has estimated the cost of the expansion at \$1,136,000. In addition, the company estimates that 15 new jobs will be created over the next two years. Tax increment, generated by development in the District, will be used to reimburse the company for the cost of site improvements.

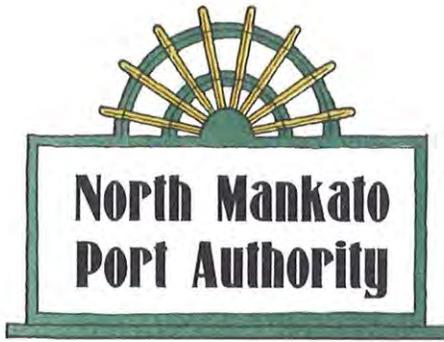
Probable Impacts: The proposed project will nominally increase demands on municipal police, fire and infrastructure services. The City is willing to accept the increased demands in order to facilitate economic development within the community. Furthermore, the anticipated impact of withholding tax capacity generated by the new development for the duration of the district will have negligible effect on the City's ability to borrow funds or on the City's bond rating.

Type of Tax Increment District: Economic Development.

Maximum Length of District: Up to eight years after the date of receipt of the first tax increment.

Fiscal impact: Information in the following table provides an estimate of tax revenue each jurisdiction could expect to receive if the development occurred without tax increment assistance. However, it has been determined that this project will not proceed unless it receives its anticipated funding package, part of which is tax increment assistance. Assumptions used in the table include: (1) the 2011 estimated local tax rates of 52.793% (county), 45.425% (city), 19.115% (school district) and 117.877% (total) are used to estimate the increment; (2) the district is intended to cease following receipt of the pay 2021-second half increment receipt; and (3) for purposes of preparing this estimate, local tax rates remain constant regardless if the district is/is not created.

Year	Estimated Property Taxes	Estimated Annual Tax Increment	School's Share of Property Taxes	School's Loss of Property Taxes Due to TIF	County's Share of Property Taxes	County's Loss of Property Taxes Due to TIF	City's Share of Property Taxes	City's Loss of Property Taxes Due to TIF
2011	16,175	0	2,623	0	7,244	0	6,233	0
2012	16,175	0	2,623	0	7,244	0	6,233	0
2013	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2014	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2015	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2016	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2017	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2018	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2019	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2020	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2021	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
TOTAL	\$326,451	\$148,525	\$52,937	\$24,085	\$146,206	\$66,519	\$125,801	\$57,236



June 23, 2011

Judi Brandon
Clerk of the School Board
10 Crown Hill Lane
Mankato, MN 56001

Dear Ms. Brandon:

The North Mankato City Council will conduct a public hearing at 7:00 p.m. on Tuesday, July 5, 2011 in the City Council Chambers, 1001 Belgrade Ave., at which time it will consider the establishment of Tax Increment Financing District IDD No. 1-22.

Prior to the public hearing, the North Mankato Port Authority Commission will conduct a meeting on this issue on July 5, 2011 at 7:30 a.m. in the City Council Chambers. Your attendance is welcome at either meeting. The purpose for the proposed action is to create a tax increment district to authorize funding in support of the Lindsay Window & Door Co. expansion project.

Minnesota Statutes require that the Port Authority shall provide the clerk of the school board with the proposed tax increment financing plan and its estimate of the fiscal and economic implications of the proposed tax increment financing district at least 30 days before the scheduled public hearing creating the tax increment financing district. Due to construction scheduling, the Port Authority is unable to provide this information at least 30 days in advance of the hearing. **Accordingly, the Port Authority requests a written waiver of the notification requirement from the school board prior to the July 5, 2011 public hearing.** A written waiver may be in the form of a letter, motion or copy of the board's minutes. Your attention to this matter is appreciated.

Attached for your review are the Tax Increment Financing District IDD No. 1-22 plan and fiscal and economic impact information for the district.

If you have questions regarding this information, please do not hesitate to contact me.

Sincerely,

NORTH MANKATO PORT AUTHORITY

Wendell Sande
Executive Vice President



Cc: Sheri Allen, Superintendent
10 Civic Center Plaza, Suite 2
Mankato, MN 56001

**ESTIMATE OF FISCAL AND ECONOMIC IMPLICATIONS OF PROPOSED
TAX INCREMENT FINANCING DISTRICT IDD NO. 1-22, NORTH MANKATO, MN
(Lindsay Window & Door Co. Expansion Project)**

Project Description: The proposed project consists of construction of a 20,000-ft.² expansion of the Lindsay Window & Door Co. manufacturing facility. The company has estimated the cost of the expansion at \$1,136,000. In addition, the company estimates that 15 new jobs will be created over the next two years. Tax increment, generated by development in the District, will be used to reimburse the company for the cost of site improvements.

Probable Impacts: The proposed project will nominally increase demands on municipal police, fire and infrastructure services. The City is willing to accept the increased demands in order to facilitate economic development within the community. Furthermore, the anticipated impact of withholding tax capacity generated by the new development for the duration of the district will have negligible effect on the City's ability to borrow funds or on the City's bond rating.

Type of Tax Increment District: Economic Development.

Maximum Length of District: Up to eight years after the date of receipt of the first tax increment.

Fiscal impact: Information in the following table provides an estimate of tax revenue each jurisdiction could expect to receive if the development occurred without tax increment assistance. However, it has been determined that this project will not proceed unless it receives its anticipated funding package, part of which is tax increment assistance. Assumptions used in the table include: (1) the 2011 estimated local tax rates of 52.793% (county), 45.425% (city), 19.115% (school district) and 117.877% (total) are used to estimate the increment; (2) the district is intended to cease following receipt of the pay 2021-second half increment receipt; and (3) for purposes of preparing this estimate, local tax rates remain constant regardless if the district is/is not created.

Year	Estimated Property Taxes	Estimated Annual Tax Increment	School's Share of Property Taxes	School's Loss of Property Taxes Due to TIF	County's Share of Property Taxes	County's Loss of Property Taxes Due to TIF	City's Share of Property Taxes	City's Loss of Property Taxes Due to TIF
2011	16,175	0	2,623	0	7,244	0	6,233	0
2012	16,175	0	2,623	0	7,244	0	6,233	0
2013	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2014	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2015	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2016	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2017	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2018	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2019	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2020	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
2021	32,678	16,503	5,299	2,676	14,635	7,391	12,593	6,360
TOTAL	\$326,451	\$148,525	\$52,937	\$24,085	\$146,206	\$66,519	\$125,801	\$57,236



OFFICE of SUPERINTENDENT

10 Civic Center Plaza • Suite Two
P.O. Box 8741
Mankato, Minnesota 56002-8741
Office • 507•387•1868 Fax • 507•387•4257

June 27, 2011

Wendell Sande
North Mankato Port Authority
PO Box 2055
North Mankato, MN 56003

Dear Mr. Sande:

I am responding on behalf of the School Board of the Mankato Area Public Schools. We agree to waive the 30-day notification requirement for Tax Increment Financing District IDD No. 1-22.

If you need anything further, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Sheri L. Allen".

Sheri L. Allen
Superintendent

bjm

June 28, 2011

North Mankato Port Authority
Attn Wendell Sande
1001 Belgrade Ave
N Mankato MN 56003

RE: Tax Increment Financing District IDD 1-22

Dear Mr. Sande,

The Nicollet County Board of Commissioners met today in regular session. An addition to the agenda was to consider the request of the North Mankato Port Authority to waive the 30 days notification requirement for the hearing on the establishment of TIF District IDD 1-22.

The Board raised many issues with this second waiver request received within a month. The discussion included:

- The request was received on Thursday, June 23, 2011 via email to the County Auditor; too late for an agenda item for the press or posted notice concerning this topic. This translates that members of the public were not apprised of any pending consideration.
- No communication prior to this or at the most recent Liaison meeting with city officials.
- What was the late notification attributable to? The Board is requesting your response to this question.
- Fiscal implications to other county citizens as this TIF District is established and their very limited opportunity for input.
- The Board agreed that no one was against the development and is appreciative of the economic impact that Lindsay Window & Door Co provides to the area.

Following this discussion, a motion was offered by Commissioner Haack and seconded by Commissioner Kolars to waive the 30 day County notification requirement, with the understanding that the County be properly notified in the future. On a roll call vote, the following Commissioners voted aye: Haack, Kolars and Beatty. Commissioner Dranttel voted no. Commissioner Stenson was absent.

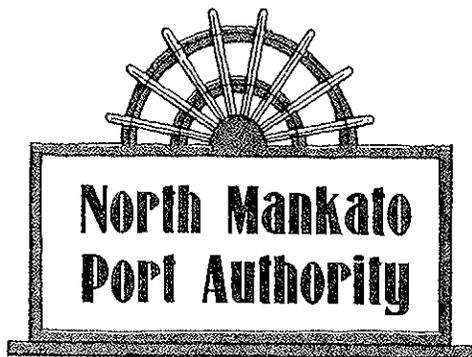
If you should have questions, please feel free to contact me.

Sincerely,



Bridgette Kennedy
Nicollet County Auditor-Treasurer

PC: Ed Tschida, Advance Resources for Development, Inc



June 30, 2011

Bridgette Kennedy
Nicollet County Auditor-Treasurer
Nicollet County Government Center
501 S. Minnesota Avenue
St. Peter, MN 56082

RE: Tax Increment Financing District IDD 1-22

Dear Bridgette:

I want to thank you and the Board for the willingness to waive the 30-day notification requirement on the Lindsay Window and Door Project. When discussing potential economic development projects with private entities we are often not in a position to make public comment until agreements for the project are reached. In the case of Lindsay, the owner and the building contractor requested an expedited review to afford them as many construction days as possible before the end of the construction season. The same was true of the Peterbilt Project which is now expected to start the week of July 11, 2011. The ability to respond to the needs of business owners and developers is, in part, what has contributed to our economic development success. With the addition of Lindsay, we will have a total of five significant projects underway currently in the Industrial Park. We are currently in discussions with other development prospects, at least one of which may result in construction activity during 2011. The projects that are underway are going to provide a substantial number of construction jobs and significant full-time employment when the projects are completed.

We hold two public hearings on each tax increment project, both of which are supported by published notices including project maps.

Our staff will be available to respond to any questions you may have on any project proposal.

Very truly yours,

NORTH MANKATO PORT AUTHORITY

Wendell Sande
Executive Vice President



RESOLUTION # _____ - 2011

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF NORTH MANKATO APPROVING TAX INCREMENT
FINANCING DISTRICT IDD NO. 1-22

WHEREAS, the City Council of North Mankato (herein called the City) has held a public hearing to receive input regarding the establishment of Tax Increment Financing District IDD No. 1-22 (herein called the District) as provided in a report, dated July 5, 2011 (herein called the Plan); and

WHEREAS, the City has previously approved a plan for Industrial Development District No. 1 pursuant to Minnesota Statutes, Sections 469.048 to 469.068; thereby creating a Project within the meaning of Minnesota Statutes, Section 469.174, Subdivision 8, which encompasses the District; and

WHEREAS, the Plan sets forth the estimate of the fiscal and economic impact of tax increment financing on the tax capacities of all taxing jurisdictions in which the District is located; and

WHEREAS, the Board of Nicollet County, Minnesota, has been notified of the public hearing for review of the Plan; and

WHEREAS, the School Board of Independent School District No. 77 has been notified of the public hearing for review of the Plan; and

WHEREAS, the City has received and considered the comments of the Nicollet County Board and the School Board of the Independent School District No. 77 with regard to the contents of the Plan; and

WHEREAS, the North Mankato Port Authority Commission has conducted a public hearing on July 5, 2011 and recommended approval of the Plan to the City Council; and

WHEREAS, the City on July 5, 2011, after having published a notice of public hearing in the official newspaper of the city, conducted a public hearing on the Plan and received public comments on the same;

NOW THEREFORE, BE IT RESOLVED, by the North Mankato City Council:

Sec. 1. That it is hereby found and determined that there is a need for the Project activities in the District.

Sec. 2. That it is hereby found and determined that the Project activities set forth in the Plan will establish, for the City of North Mankato, the opportunity to promote economic development of vacant, unused and underused land and that this development will create jobs and enhance the local tax base.

Sec. 3. That it is hereby found and determined that the tax increment financing plan as set forth in the Plan having been duly reviewed and considered is hereby approved and adopted, and the area described in Exhibit A hereto is hereby affirmed and designated as an Economic Development District and pursuant to Minnesota Statutes, Section 469.174, Subdivision 12.

Sec. 4. That, in the opinion of the City, it is hereby found and determined: (i) the proposed development or redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future; and (ii) the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Plan.

Sec. 5. That the tax increment financing plan will afford maximum opportunity, consistent with sound needs of the City as a whole, for the development of the Project by private enterprise.

Sec. 6. That it is hereby found and determined that the tax increment financing plan set forth in the Plan conforms to the general plan for the development of the City as a whole.

Sec. 7. That the reasons and supporting facts for findings 3, 4, 5 and 6 as set forth on pages 3, 4 and 5 of the Plan are by this reference confirmed and adopted.

Sec. 8. The City finds and determines that the provisions of Minnesota Statutes 116J.993 to 116J.985 the Business Subsidy Act apply to this development and will require an agreement with the recipient of the subsidy.

Sec. 9. The City Clerk shall request the Auditor of Nicollet County to certify the original tax capacity and original local tax rate of the District approved by this resolution.

Sec. 10. That the City Clerk is hereby directed to file a copy of this resolution and a copy of the Plan with the Minnesota Department of Revenue and Office of the State Auditor.

Sec. 11. That the City hereby states its intention to use all of the captured tax capacity for purposes of tax increment financing as per the conditions set forth in the Plan.

The foregoing resolution was offered at a regular meeting of the City Council held on July 5, 2011, by Council Member _____ who moved its adoption, was seconded by Council Member _____ and adopted by the following vote:

AYES:

NAYS:

Whereupon the above resolution was duly adopted.

Attest:

Mark D. Dehen, Mayor

Nancy Gehrke, City Clerk

EXHIBIT "A"

TO

CITY COUNCIL RESOLUTION NO. _____

The following property is included in Tax Increment Financing District IDD No. 1-22: Lot 1, Block 1 and vacated part of Commerce Lane and Drive adjacent to Northwest Block 1 and vacated part of Commerce Lane and Drive adjacent to Northwest Lot 1, R H Johnson Subdivision, City of North Mankato, Nicollet County, Minnesota (Parcel Identification Number 18.582.0010).

NEWS RELEASE

For Immediate Release

DATE: Friday, July 1, 2011
TO: All Area Media
FROM: Nicollet County

CONTACT PERSON

Robert Podhradsky, Nicollet County Administrator
501 South Minnesota Avenue, St. Peter MN 56082
(507) 931-6800

News release: Nicollet County Offices to Remain Open

In response to the State shut down, all Nicollet County government offices will remain open at this time. At a special meeting on Thursday, the County Board decided to continue as many services as possible, using County reserve funds where necessary. This decision will be reviewed at the July 12th County Board meeting to determine if continued funding is possible. The Board made it clear that it is their expectation that these dollars be reimbursed by the State when State operations resume.

----END----

THESE ARE DRAFT MINUTES AND NOT YET APPROVED BY THE BOARD

OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS OF THE
COUNTY OF NICOLLET
June 28, 2011

The Nicollet County Board of Commissioners met in special session on Tuesday, June 28, 2011 9:00 a.m. with Vice Chair Dr. Bruce Beatty presiding. Commissioners David Haack, Marie Dranttel, and Jack Kolars were present. Also present were County Attorney Michael K. Riley, Auditor-Treasurer Bridgette Kennedy, Administrator Robert Podhradsky, and Recording Secretary Margo Brown. Commissioner James Stenson was excused.

Upon a motion by Commissioner Kolars and seconded by Haack, it was moved to approve the minutes of the June 14, 2011 Board meeting. The motion carried unanimously. Upon a motion by Commissioner Haack and seconded by Dranttel, it was moved to approve the minutes of the June 15 and 16, 2011 Board of Appeals and Equalization meeting. On a roll call vote, Commissioners Haack, Dranttel and Kolars and Auditor-Treasurer voted yes. Commissioner Beatty abstained. The motion carried 4-1.

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

List bills

Social Services Director Joan Tesdahl appeared before the Board to request approval of the Social Services bills. Upon a motion by Commissioner Haack 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.

Director Tesdahl noted information about how their staff will keep track of calls and contacts during the state shutdown if it happens after July 1st. She also provided brief information about funding and possible concerns if the shutdown takes place.

Public Health Director Julie Carroll appeared before the Board to request approval of a number of contracts.

Upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to accept the recommendation of the Public Health Director and approve the following contracts:

Trinity Lutheran School in Nicollet
St. Peter Evangelical Lutheran School in St. Peter
John Ireland School in St. Peter
Nicollet Public School in Nicollet
Lafayette Charter School in Lafayette
Immanuel Lutheran School in Courtland
Montessori Learning Center in North Mankato
Nicollet Early Education Center in Nicollet
Kid's Corner Child Care in St. Peter

On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

Director Carroll reported on a recent IMMTRACK meeting held on June 27th. The proposed budget for 2012 was recommended by the committee and approved by the Board. Nicollet County's share will be 18.2% of the total budget, which will be about \$6,093. This amount is about \$400 higher than last year. There was also brief discussion regarding the Joint Powers agreement for this organization.

Margo Brown, representing the Human Resources Department, informed the Board of a replacement hiring:

Sheriff David Lange has hired Mark Oberlander to fill the vacant Correctional Officer position vacated by David Vonberge. Mr Oberlander will begin his position on July 1, 2011 at a salary of \$15.20 per hour, which represents pay step 3 of pay grade 12.

Ms. Brown noted the receipt of several end of probation requests and asked that the Board consider approval of both of them.

Upon a motion by Commissioner Haack and seconded by Dranttel, it was moved to accept the recommendation of the Human Resources Office for the Social Services Office and approve the end of probation request for Social Worker Cara Bruegger and declare that she is a regular Nicollet County employee effective July 11, 2011. The motion carried unanimously.

Upon a motion by Commissioner Kolars and seconded by Haack, it was moved to accept the recommendation of the Human Resources Office for the Administrator and approve the end of probation request for Switchboard Operator Holly Taylor and declare that she is a regular Nicollet County employee effective July 10, 2011. The motion carried unanimously.

Environmental Services Director Mandy Landkamer appeared before the Board to request approval of several appointments to the Historic Preservation Commission. Upon a motion by Commissioner Dranttel and seconded by Beatty, it was moved to accept the recommendation of the Environmental Services Director and appoint Judy D. Hanson (2 year term), Ben Leonard (3 year term) and Mike McCarty (1 year term) to serve on the Historic Preservation Commission. The motion carried unanimously.

Environmental Services Deputy Zoning Administrator Rob Redding addressed the Board to request approval of several conditional use permits.

The first conditional use permit for a non-commercial wind turbine was withdrawn and upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to acknowledge the withdrawal of the conditional use permit by:

Renewable Energy

Property owner John Rieke Permit No. C-19-11 Ridgely Township

The motion carried unanimously.

Upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to accept the Planning and Zoning Advisory Commission's June 20, 2011 report, recommendations, and findings as submitted therein, which includes the following conditional use permit:

Joel Hotovec Permit No. C-20-11 West Newton Township

The motion carried unanimously.

Upon a motion by Commissioner Haack and seconded by Beatty, it was moved to accept the Planning and Zoning Advisory Commission's June 20, 2011 report, recommendations, and findings as submitted therein, which includes the following conditional use permit:

W. W. Blacktopping Mark & Susan Kendall	Permit No. C-21-11	Lake Prairie Township
Geldner Brothers Sand & Gravel	Permit No. C-22-11	Lake Prairie Township

The motion carried unanimously.

Mr. Redding reported that several persons appeared at the Planning & Zoning meeting to discuss issues surrounding possible changes to the ordinance following the request for a kennel by Josiah Neumann in the Timber Lane area. Mr. Mesrobian (a neighbor) provided information to the Board about what is happening in the neighborhood currently. He has concerns regarding the current operations of the kennel and how the land use ordinance can be revised/updated. No actions were taken during the Planning & Zoning meeting and no action was requested of the Board at this time.

County Recorder Kathryn Conlon appeared before the Board to discuss Uniform Commercial Code (UCC) Issues and a proposed contract. She noted that the new contract is not available at this time and there are several issues that need to be worked out. She discussed the requirement that refers to walk-in filings, when the contract might be available, whether a committee should be established to review this issue, funding available for writing and completing the contract, and possible costs for new software. No action was taken and this issue will be discussed again at a later date.

Probation Director Rich Molitor addressed the Board to review information about a grant from the American Probation and Parole Association (APPA). He noted that Nicollet and Brown Counties have been approached to be a pilot site for a DWI Risk Assessment tool. There would be no cost to Nicollet County and training would be provided by the APPA. No action was required by the Board at this time.

Mr. Molitor briefly reviewed information that he has received regarding the potential state shutdown.

At this time, Mr. Reggie Edwards from Region Nine, appeared before the Board to provide information and make a presentation regarding a review of the Region Nine Services and Program. He provided a handout which included information about their programs and services which include community & economic development, transportation services, renewable energy, current committee memberships, revolving loans, and funding issues. He talked about the services that may be impacted by the potential shutdown, as well as the upcoming cost for counties to implement the 800 mhz radio system and whether they could be ruled exempt from sales tax on this implementation.

County Auditor-Treasurer Bridgette Kennedy addressed the Board to provide information about waiving the 30-day County notification period for a proposed Tax Increment Financing District in North Mankato. There was concern expressed regarding the short notification time for this request. It was noted that information on this request was not received by the Commissioners until the day before the Board meeting. Vice Chair Beatty noted that the choices in addressing this issue would be to approve it, table it, or deny it. Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to approve the request of the North Mankato Port Authority to waive the 30-day County notification requirement for the July 5, 2011 public hearing for Tax Increment Financing

District IDD No. 1-22, but to authorize the Auditor-Treasurer to send a very clear letter to North Mankato officials stating that the Board would not approve another request on such short notice. On a roll call vote, Commissioners Haack, Kolars and Beatty voted yes and Commissioner Dranttel voted no. The motion carried 3-1. It was again noted that Board members were very concerned about the lack of communication on this notice and may not approve future short notice requests.

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

- Reminder of meeting following Board meeting to discuss potential impact of the possible State shutdown.
- AMC telephone conference to discuss the 'shutdown' – scheduled for Wednesday, June 29th at 10:30 a.m.
- Bob read an e-mail received from Chair Stenson, who is in Norway on vacation

Vice Chair Bruce Beatty 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

- Attended an ARMER meeting last week

Commissioner David Haack

- No report

Commissioner Marie Dranttel

- No report

Upon a motion by Commissioner Kolars and seconded by Beatty, 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.

Auditor-Kennedy discussed a program entitled Local Performance Measurement and Improvement Program. In order to participate, a survey would need to be done of County citizens and she noted that the cost of this survey would exceed the cost of the funding that would be received, so she will not be proceeding with participation in this program at this time. Administrator Podhradsky also concurred with the Auditor-Treasurer and supported this approach.

Vice Chair Beatty adjourned the meeting at 11:15 a.m.

**Minutes of the Special County Board Meeting
June 30, 2011 – 8:30 a.m.
To Discuss/Take Action Regarding
Possible State Shutdown**

County Government Center / Board Room

Those present for the second meeting to discuss the impact to the County of the possible State shutdown included Commissioners Jack Kolars, Marie Dranttel, David Haack and Dr. Bruce Beatty, Administrator Robert Podhradsky, and Recording Secretary Margo Brown.

Other County Staff present included Public Health Director Julie Carroll, Auditor-Treasurer Bridgette Kennedy, Brown/Nicollet Community Health Director Karen Swenson, Assistant County Attorney Michelle Zehnder Fischer, Recorder Kathy Conlon, Emergency Management Director Denise Wright, Environmental Services Director Mandy Landkamer, Probation Director Rich Molitor, County Attorney Michael Riley, Public Works Director Seth Greenwood, and Social Services Director Joan Tesdahl.

Administrator Podhradsky brought everyone up to date regarding how things currently stand with the state. An order was recently issued establishing essential services, which include state patrol, the food support system, local government aid, etc. It appears as though legislators are being called back to St. Paul today, so he is hopeful that a settlement will be agreed upon.

Joan Tesdahl discussed out of home placements, child care assistance, chemical dependency treatment, the transportation program, and other programs, reviewing how some of these will be affected. She would like to continue payment of some out of home placements, due to client hardships. She discussed other programs, such as guardianship services, courier service, and MRCI services. She would like to see her agency run as normal as possible for at least two weeks. There was a question of whether the County could stop payments to vendors that we have contracts with. Mike Riley noted that with 'most' of the contracts, the County could stop paying them for a short time, due to lack of funds. Joan discussed the fact that some of the services are "mandated" and are we required to continue providing the service even though we have no funding. The State may have a 'share' in the consequences, as they are the ones that require the mandates and are supposed to assist with the funding.

Bruce Beatty noted that the Board is looking for suggestions and information regarding how much it would cost if the County decided to continue to provide services without state funding. It was noted that the State may not pay retroactive funds for any services provided during the shutdown.

Seth Greenwood noted that current Nicollet County projects would continue at least at this time. Many contractors have issued letters noting their intention to file claims for time lost if they have to shut down.

The group discussed the types of programs that are funded by the federal government, rather than the state. Michelle Zehnder Fischer reviewed the court order issued yesterday by Judge Gearin relating to the services considered critical. She also reviewed information relating to what critical funds will be paid out to counties/clients, such as child support payments. They noted what would need to be done to apply to the appointed Special Master (Kathleen Blatz) with requests to have funding provided for certain services/programs.

Julie Carroll noted that it is her understanding that all grant funded programs will be reimbursed after the shutdown. The Women/Infant/Children (WIC) Program is considered critical and will continue, and some programs received their funding ahead of time. The Local Public Health grant is state funded and is used for activities in their department, but funds have been received, so they can probably continue their services, at least at the present. There are funds available for the Statewide Health Improvement Program (SHIP), so that can continue, but only for a short time. Some federal grant funds may, however, be delayed, as they are issues through the state, so checks may not be forthcoming until after the shutdown ends.

Rich Molitor noted that he does not see an immediate impact with services provided by his department. There were brief reports from Kathy Conlon, Mandy Landkamer, Denise Wright and they did not see any foreseeable problems with grant funds at least at this time.

Board members discussed whether the County should discontinue some services or try to fund them without assistance from the state.

Mike Riley noted that a decision regarding continuation (or not) of services may need to be made today if the state proceeds with the shutdown. Following discussion, upon a motion by Commissioner Kolars and seconded by Haack, it was moved to cover all expenditures incurred by the County from July 1st through July 12th if the State proceeds with a shutdown, with a review of the issue at the July 12th Board meeting, with funding to be taken from the County's reserves, and also with the expectation that the funds will be reimbursed from the State at a later date. On a roll call vote, all Commissioners present voted yes and the motion carried unanimously. All expenses during that time period should be documented, in order to request reimbursements. Department Heads are also requested to attend that portion of the July 12th Board meeting to discuss their programs, County dollars spent to date, and their recommendations/proposals regarding future county expenditures related to the State shutdown.

With no further discussion, the meeting adjourned at 9:05 a.m.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #11A	Dept: Admin.	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: 2011 Sealcoat List

BACKGROUND AND SUPPLEMENTAL INFORMATION: Enclosed for your information is the Public Works Department's sealcoating list for 2011. Public Works crews are patching and cracksealing in preparation for the sealcoating effort.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Information Only

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

<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: _____

2011 Sealcoat List

Valley

- Belgrade Ave. (Lee-Range)
- Cornelia St. (North of Belgrade)
- Lakeview Ave.
- Grant Ave. (Cornelia-Sherman)
- Sherman St. (Belgrade-South)
- Bennett St.
- Pierce Ave. (Center-Cross)

Hilltop

- Lee Blvd. (Lookout-Lookout)
- Pleasantview Dr. (Redtail-Willow)
- Redtail Lane
- Blackhawk Drive
- Burnett Lane
- Aspen Lane (Pleasantview-Willow)
- Aspen Court
- Timm Rd
- Juneau Ct
- Lor Ray (Eagle Ridge Lane-White Oak)
- Parkside Lane
- Columbia Ct
- Ivy Lane
- Forest Heights Drive
- Kelly Court
- Edgewood Blvd (Starting @ Marie)
- Edgewood Ct
- Edgewood Cr
- Meadowbrook Ct
- Greystone Ln
- Staley Ln.
- Marie Ln. (Lookout-Ivy)
- Park View Ct.
- Marquette Ave. (Marie-south)

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #11B	Dept: Admin.	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Agreement between City of North Mankato and City of Mankato for Transit Services

BACKGROUND AND SUPPLEMENTAL INFORMATION: Enclosed you will find a letter from Mark Knoff, Director of Public Works at the City of Mankato, regarding transit services. As you may recall, transit service is one of the things we have considered as a possible budget reduction in previous discussions. In order to ensure transit funding for 2012, MnDOT's Office of Transportation is saying that we must sign and return the service agreement prior to July 31, 2011. Under normal circumstances, this would not be a matter of concern, however, given the budget and uncertainties at the state level, making financial commitments for the 2012 budget prior to resolution of the state biennial budget is problematic.

We believe the terms as outlined in the proposed agreement are reasonable on circumstance and suitable for adoption should you so choose.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Consideration of adoption of proposed agreement

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

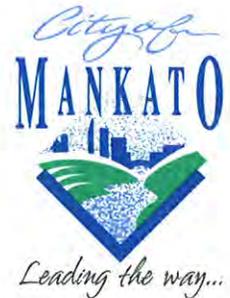
SUPPORTING DOCUMENTS ATTACHED

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

<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: _____

10 Civic Center Plaza
Post Office Box 3368
Mankato, Minnesota 56002-3368



June 10, 2011

Phone: (507) 387-8600
Fax: (507) 388-7530
www.ci.mankato.mn.us

Wendell Sande, City Administrator
City of North Mankato
1001 Belgrade Avenue
P.O. Box 2055
North Mankato, MN 56002-2055

Dear Mr. Sande:

The Mn/DOT Office of Transit has indicated that the City of Mankato must have a written service agreement with the City of North Mankato before they will encumber funds for the North Mankato bus route for calendar year 2012. The terms in the agreement are no different than the current practice between the two cities. If the City of North Mankato wants to continue to provide fixed and mobility route service, I will need the enclosed service agreement signed and returned by July 31, 2011. Even though this seems like a short time frame to accomplish this task, the timeline was established in a previous letter from Dan Scott to Steve Mork dated Jan. 24, 2011. I have attached a copy of that letter.

If I do not receive the executed agreement by July 31, I will be notifying Mn/DOT that we do not have a signed service agreement and requesting that those funds be diverted to some of our existing unfunded routes. Given the current budget issues that the state and federal government are having, it is possible that funds will not be available to reestablish a North Mankato bus route in the future. Also, if the fixed route is discontinued, mobility bus service would no longer be provided within the city limits of North Mankato.

Your attention to this matter is greatly appreciated. Please contact me at (507)387-8624 if you need any further information.

Respectfully,

A handwritten signature in blue ink that reads "Mark R. Knoff".

Mark R. Knoff, PhD, PE
Director of Public Works

Enclosure

Cc: Pat Hentges, City Manager
Dan Scott, Director of Finance
Mark Anderson, Transit Superintendent

AGREEMENT BETWEEN
THE CITY OF NORTH MANKATO
AND
THE CITY OF MANKATO
FOR
TRANSIT SERVICES

WHEREAS, the City of North Mankato (hereinafter CNM) and the City of Mankato (hereinafter City) have agreed to enter into an agreement to provide transit service in the CNM; and

WHEREAS, the CNM and City have agreed to continue the transit service for calendar year 2012; and

WHEREAS, the CNM desires transit services not to extend beyond six hours per day; and

WHEREAS, the term of this agreement shall be for the calendar period of 2012; and

WHEREAS, the conditions of payment shall be as stated below;

NOW THEREFORE, the parties agree:

That the following contractual arrangements shall read:

Section 1. Schedule / Route 5: The transit service provided by the City shall be rendered at such dates and times as set forth in the schedules attached hereto and for the calendar year 2012. The route will commonly be known as Route 5 - North Mankato.

Section 2. Term: This agreement shall be for a term commencing on January 1, 2012, and terminating on December 31, 2012.

Section 3. Consideration and Terms of Payment:

Route 5:

In consideration of services performed by the City under this Agreement, the CNM agrees to pay the City, for Route 5 services, an hourly rate not to exceed Eighty-eight Dollars per hour (\$88.00/hour) with the "total net billing" estimated not to exceed Fifty-three Thousand Dollars (\$53,000.00). The total number of service hours is estimated to be approximately 1,530 service hours based upon the current requested service level.

The City will recap the Route 5 transit services on a monthly basis. The invoice of the City will be on a cost per hour basis. Based upon the historical transit data, provided by the Transit Superintendent, the cost per hour of transit service for Route 5 was determined to be Eighty-six Dollars per hour (\$86/hour) for fiscal year 2010. Any invoice to the CNM will be calculated after the state aid allocation has been exhausted. It is estimated that "total net billings" to the CNM for calendar year 2012 should not exceed Fifty-three Thousand Dollars (\$53,000) for transit services.

It is anticipated that estimated Fare Box Revenues will total approximately Eight Thousand Two Hundred Dollars (\$8,200.00) for Route 5.

It is anticipated that the estimated Frequent Rider Pass Revenue will total approximately One Thousand Eight Hundred Dollars (\$1,800.00) for Route 5.

It is anticipated that estimated State Aid Funding will total approximately Eighty-three Thousand Dollars (\$83,000.00) for Route 5.

Should Fare Box Revenues, Frequent Rider Pass Revenues or State Aids exceed the amount estimated in this section, the net cost to the CNM shall be reduced by the excess amount of such revenues. Should these revenue sources not meet the estimates stated above, then the net cost to the CNM shall be increased by the amount of the shortfall.

MOBILITY BUS SERVICE:

In consideration for services performed, the CNM agrees to pay the City for Mobility Bus Services Eighty Dollars per hour (\$80.00/hour) with an estimated one hundred thirty (130) service hours. This amount is based upon the ridership demand level of service provided in 2010. Both parties recognize that Mobility Service is a demand generated service and the total cost may be greater than or less than the amount stated in this paragraph. The City will recap the North Mankato Mobility Bus transit services on a monthly basis.

It is estimated the Mobility Fare Box Revenues will total approximately Three Hundred Eighty Dollars (\$380.00).

It is anticipated that State Aid funding will reduce the total estimated cost to the CNM. Since Mobility Service is a demand generated service, both parties recognize that the dollar amount of state aid credit will increase as demand for state route service decreases and state aid funding will increase as demand for state aid route service decreases.

Section 4: Special Requested Services:

It shall be agreed by both parties that any special service, such as charter service, shall be at the rate of Eighty Dollars per hour (\$80.00/hour). Such service shall be invoiced at the total expense amount and the credits listed above shall not apply towards the invoicing.

Section 5: Considerations:

This contract shall be effective on January 1, 2012 and shall remain in effect throughout the term of the agreement. All other terms and conditions of the agreement shall remain in full force and effect.

This contract does not preclude CNM from discontinuing transit service in future calendar years. CNM must notify the City, in writing, by June 30, 2012 of any intention to discontinue future fixed-route service or the contract will automatically be renewed at the full cost recovery rate for the following calendar year.

CNM will be invoiced at the end of the calendar year after state funding has been received. Payment is due within 30 days of receipt. Interest will accrue at 8% per annum after 30 days.

In witness whereof, the parties hereto have caused this contract to be duly executed by their duly authorized officer, intended to be bound thereby.

CITY OF NORTH MANKATO

CITY OF MANKATO

Approved:

Approved:

By: _____

By: _____

Wendell Sande
City Administrator

Patrick Hentges
City Manager

Date: _____

Date: _____



January 24, 2011

Steve Mork
City of North Mankato
1001 Belgrade Avenue
P.O. Box 2055
North Mankato, MN 56003

Dear Steve:

We acknowledge your e-mail of January 21, 2011. We understand that you are researching your options regarding potential budget reductions as a result of anticipated reductions to local government aid.

Upon receiving your e-mail, it should be understood by both parties that North Mankato does not have an active written contract for transit services. The last drafted contract was for transit services for fiscal year 2004. At that time, the City of North Mankato did not sign nor execute the contract that was drafted by me.

Since your e-mail, we have contacted MN DOT to discuss the situation of North Mankato. MN DOT will require a modification to the existing Grant Contract Agreement. Should the city of North Mankato opt out of transit services, you should expect MN DOT to require a certain amount of time to process a significant service design modification. MN DOT has communicated that it is reasonable for the City of Mankato to receive a sixty (60) day written notice from the city of North Mankato should you decide to eliminate Transit services.

Another consideration for the city of Mankato is our requirement, by transit union contract, to engage in the process of a "bid board" for the transit drivers. With the potential loss of a significant service delivery, the drivers have the right to "bid" or "bump" down to a different transit route. At some point during this process, we will need to lay off the least senior transit driver(s). Nevertheless, this is an issue that we will need to consider pending your decision. Accordingly, a sixty day notification period seems reasonable in order to deal with employee scheduling issues and layoffs in an orderly manner.

In addition, the city of North Mankato needs to seriously review whether it will require transit services for fiscal year 2012 as well. You need to clearly understand that MN DOT requires all of its Grantees to submit their grant documents by August 15, 2011 (for grant year 2012). To use MN DOT language we are allowed NO EXCEPTIONS for the deadline date of August 15, 2011! *Since grant preparation requires a significant amount of preparation, the city of North Mankato will need to decide (by the end of June) if you want transit services for fiscal year 2012.*

As such, the City of Mankato *will require* a fully signed, executed contract for transit services by July 31, 2011 for fiscal year 2012. This requirement is an item that MN DOT expects from organizations requesting transit services from its grantees. Signed executed service contracts are to be included with the grant document per MN DOT.

It is important for MN DOT to understand if the city of North Mankato is willing to participate in transit services as well. From the MN DOT perspective, they want to be able to plan and fund transit services as effectively as possible throughout the entire state. Should the city of North Mankato decide to reduce or eliminate transit service, then MN DOT will likely seek to apply that funding toward another grantee applicant.

A transit services contract (with the city of North Mankato) will address items such as the service hours to be provided, cost per hour rates, credits to be provided for fare box collections, pass sales, and a pro-rated share of state aid.

We realize that you are dealing with some fairly tight timelines regarding this issue for both fiscal year 2011 as well as fiscal year 2012. Please understand that the city of Mankato is attempting to comply with expectations and requirements set forth by MN DOT as well as dealing with the specific issues that you, as a transit user, need to address through your research process. By identifying and sharing the external factors listed in this letter, hopefully a better understanding of the needs of both parties will be achieved.

Please review the contents of this letter with the appropriate North Mankato officials. If you want me to provide additional background or clarification please let me know.

Sincerely,

Daniel Scott
Director of Finance

Cc: Patrick Hentges, City Manager
Tanya Ange, Assistant City Manager
Mark Knoff, Director of Public Works

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #11C	Dept: Admin.	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Res. Declaring Surplus Equipment

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Fire Chief has recommended that we remove the 1975 Howe Fire Truck from active service with the Fire Department. The Fire Chief has made contact with personnel at South Central College and they are desirous of obtaining the truck for fire training purposes. We believe this is a reasonable use of the surplus equipment and would ask your approval of the resolution declaring the unit surplus and donating it to South Central College.

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			
	_____	_____		Steiner	
	_____	_____		Norland	
	_____	_____		Schindle	
	_____	_____		Freyberg	
	_____	_____		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 DECLARING SURPLUS EQUIPMENT

WHEREAS, the City of North Mankato owns a 1975 Howe Fire Truck, VIN: 3222704DGH10014; and

WHEREAS, this Fire Truck has become surplus; and

WHEREAS, South Central College has expressed an interest in this vehicle for use in their fire training classes;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the aforementioned equipment be declared surplus and that the donation of the 1975 Howe Fire Truck to South Central College is hereby authorized.

Adopted by the City Council this 5th day of July 2011.

Mayor

City Clerk

2011 North Mankato Fun Days 46 YEARS



IN WHEELER PARK

ADVANCE SALE

Ride Tickets For All Ages
10 Tickets for \$15.00

25%
Savings

Frandsen Bank & Trust
Circle Inn
Pioneer Bank
Mutch Hardware
Lor Ray Deli Mart
North Mankato City Hall

Advanced wristbands available at



Wal-Mart Location
for \$13.00

(Wednesday or Thursday Night Use Only)

***SOME SPECTACULAR RIDES MAY
REQUIRE TWO TICKETS**

Special Events Contact

(507) 625-6769 ext. 21

Bean Bag Reg. (507) 381-7802

Wednesday, July 6th

6:00pm-10:00pm Carnival Wristband Night

(All Rides One Price \$15.00)

6:00pm Fun Days Family Night (no alcohol)

6:00pm Bingo & Food Concessions Open

Thursday, July 7th

4:00pm Family Fun Shows Open

6:00pm - 10:00pm Carnival Wristband Night

(All Rides One Price \$15.00)

6:00pm Tent & Beer Garden Open**

6:00pm Bingo & Food Concessions Open

6:00pm Pfeffer Tournament (*Tent*)

7:00pm - 11:00pm Murphy Brothers**

Friday, July 8th

10:00am Special Needs Carnival

12:00 noon Family Fun Shows Open

6:00pm Tent & Beer Garden Open**

7:00pm - 11:00pm Paul Durenberger Band (*Tent*)**

12:00 noon Food Concessions Open

6:00pm Bingo Open

6:15pm Kiddie Parade

7:00pm Celebrity Horseshoe Tournament

8:00pm - 12:00am Pop Rocks **

Saturday, July 9th

9:00am Championship Horseshoe Tournament

11:00am Fun Days Parade

12:00 noon Family Fun Shows Open

12:00 noon Bingo & Food Concessions Open

1:00pm Bean Bag Tournament in Beer Garden

2:00pm Tent & Beer Garden Open**

3:00pm Pfeffer Tournament (*Tent*)

7:00pm - 11:00pm City Mouse (*Tent*)**

8:00pm - 12:00am IV Play**

Sunday, July 10th

10:00am Great American Graffiti Car Show

10:00am Petting Zoo at Wheeler Park

11:00am Registration- Kids Pedal Tractor Pull

12:00 noon Kids Pedal Tractor Pull (Ages 4-11)

12:00 noon Bingo & Food Concessions Open

1:00pm Family Fun Shows Open

10:00pm Family Fun Shows Closes

10:00pm Fireworks Extravaganza

(Spring Lake Park Area)

**ID and wristbands are required for tent and beer garden.
Wristband fee pays for future fireworks display.

FUN DAYS PARADE

PLEASE HELP

PILE IT ON THE ECHO FOOD SHELF

SATURDAY, JULY 9th

PARADE BEGINS AT 11:00 am



Non-perishable food items or cash donations
would be appreciated.

Collection will occur on the parade route.

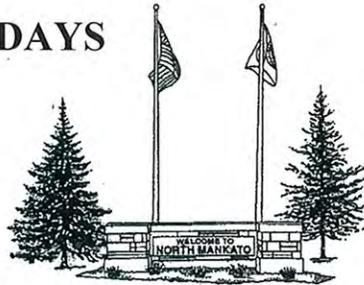
We thank you for your donations.

Special thanks to:

**Snell Motors, KEYC-TV, Target, Echo Food Shelf, The
Free Press**

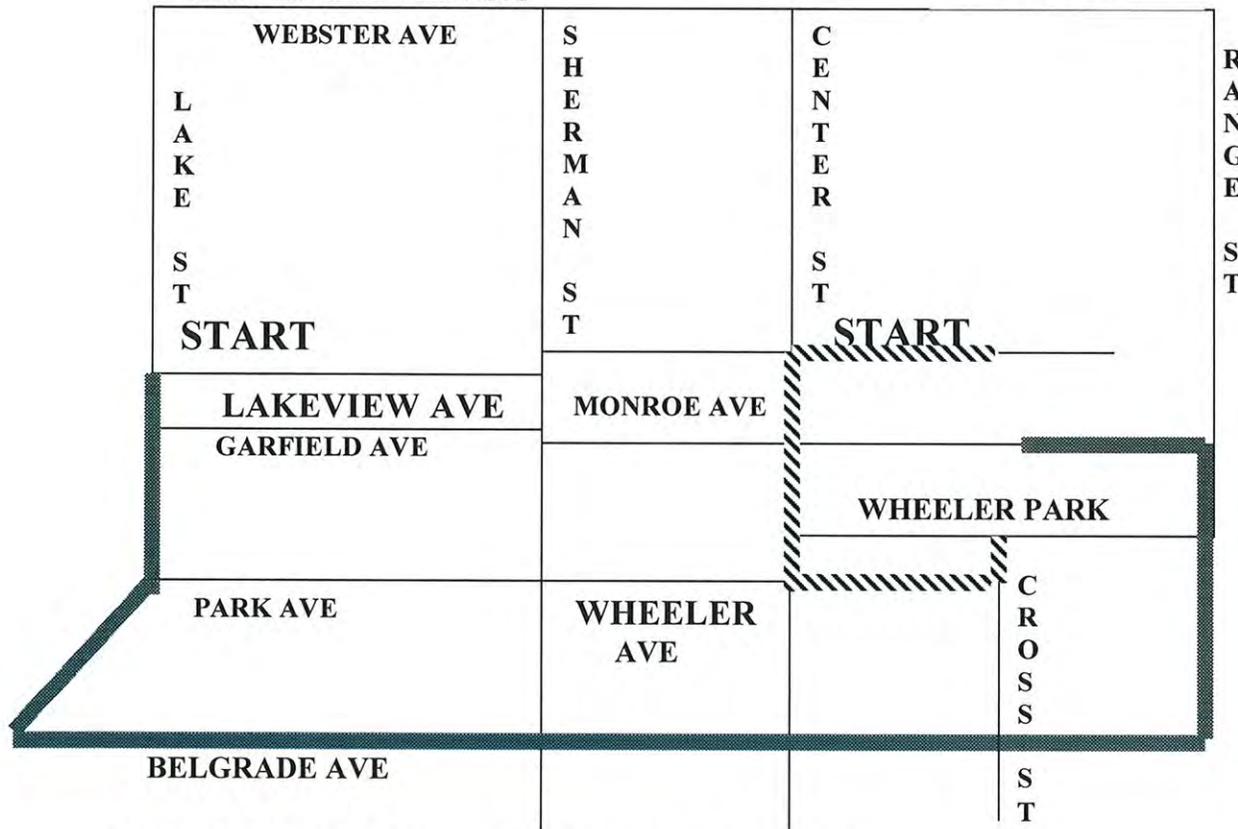
13%
Savings

NORTH MANKATO FUN DAYS
SPONSORED BY



North Mankato
Civic & Commerce
Association

FIREWORKS VIEWING



 **KIDDIE PARADE 6:15pm JULY 8th**
 **FUN DAYS PARADE 11:00am JULY 9th**

FAMILY FUN SHOWS SPONSOR:



TENT SPONSOR:



Charter

Brings Your Home to Life.™

FIREWORKS
SUNDAY, JULY 10TH
10:00 p.m.

SPRING LAKE PARK AREA



FIREWORKS FINALE
SPONSORED BY



SPECIAL THANKS TO
BEST WESTERN HOTEL & RESTAURANT



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #12A	Dept: City Clerk	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Large Group Permit for Mankato Clinic Company Picnic, Wheeler Park, from 5:30 p.m. to 9 p.m. on Friday, August 5, 2011

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Mankato Clinic has reserved Wheeler Park for their company picnic on Friday, August 5, 2011 from 5:30 p.m. to 9 p.m. Tents will be set up for the event and bounce houses for the children attending. They will be setting up in the park on August 4. They anticipate attendance of 800 people.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve large group permit

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

<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: _____

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 21 -2011 SHELTER: Wheeler FEE: \$120.00 pd.

TYPE OF EVENT: Company Picnic DATE VALID: 8-4-5, '11 HOURS: All Day

ORGANIZATION: Mankato Clinic SIZE: 800

APPLICANT NAME: Becky Kahle

ADDRESS: 1230 E. Main Street CITY: Mankato

ZIP: 56001 DAYTIME PHONE #: 389-8794 - fax 625-3704

TENTS: [check] ELECTRICITY: [check] ALCOHOL: [check] South Street Bar will do a cash bar. They will also serve pop. If keg beer, a \$250 deposit and \$25 fee are required.

one big tent & two smaller ones will be set up

AUDIO DEVICES: Tents will be set upon the 4th Picnic will

OTHER: be held on the 5th from 5:30-9:00 Bingo & bounce houses for kids

PERMIT APPROVED: DATE: January 11, 2011

PERMIT DENIED:

REFER TO COUNCIL: [check] Nancy Schreiber 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: Becky Kahle Applicant

Prairie Pride will serve the food. They will also have Culver's Ice Cream & a mini doughnut machine.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #12B	Dept: City Clerk	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Audio and Large Group Permit for Crossview Covenant Church Picnic, Spring Lake Park, from 8 a.m. to 6 p.m. on Sunday, September 18, 2011

BACKGROUND AND SUPPLEMENTAL INFORMATION: Crossview Covenant Church has reserved Spring Lake Park for their church picnic on Sunday, September 18, 2011 from 8 a.m. to 6 p.m. They will be having music from noon to 1:30 p.m. consisting of a keyboard and accordion music. The anticipated number of people attending is 350.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve audio and large group permit

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Freyberg
	_____	_____	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)		Audio and Large Group Permit		

<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: _____

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 3 -2011 SHELTER: SLP#1 FEE: 60.⁰⁰ pd.

TYPE OF EVENT: Church picnic DATE VALID: 9-18-11 HOURS: 8:am-6:00p.m.

ORGANIZATION: Cross View Covenant SIZE: 350

APPLICANT NAME: Eleanor Kottke

ADDRESS: 914 N. Broad CITY: Mankato

ZIP: 56001 DAYTIME PHONE #: 388-5472

TENTS: 6 canopies ELECTRICITY: ALCOHOL:

with no stakes
for the food.

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

AUDIO DEVICES: Keyboard + accordion music

Amplified music or band requires Council approval.

played from noon until 1:30 p.m. Music is not loud

OTHER: They will be serving pulled pork sandwiches, potato salad, watermelon, root beer floats & cake.

PERMIT APPROVED: _____

DATE: March 22, 2011

PERMIT DENIED: _____

REFER TO COUNCIL:

Nancy Lehrke by D.H.
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: Eleanor Kottke
Applicant

✓

CITY OF NORTH MANKATO



REQUEST FOR COUNCIL ACTION

Agenda Item #12C	Dept: City Clerk	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Audio and Large Group Permit, Rosenberg Wedding, Spring Lake Park and Thompson Pier, from 1 p.m. to 4 p.m. on Saturday, October 15, 2011

BACKGROUND AND SUPPLEMENTAL INFORMATION: Michelle Rosenberg is planning a wedding on the Thompson Pier on Saturday, October 15, 2011. The reservation is from 1 p.m. to 4 p.m. They would have a sound system and music during the ceremony. They are expecting around 65 people to attend.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve audio and large group permit

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Freyberg
	_____	_____	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)		Audio and Large Group Permit		

<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: _____

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 91 -2011 SHELTER: SLP #2 / Pier FEE: 60.00 pd.

TYPE OF EVENT: Wedding DATE VALID: 10-15-11 HOURS: 1-4 pm

ORGANIZATION: _____ SIZE: 65

APPLICANT NAME: Michelle Rosenberg

ADDRESS: 763 Harris St. CITY: Lake Crystal

ZIP: 56055 DAYTIME PHONE #: 726-6325 cell 327-2215

TENTS: ~~10~~ ? ELECTRICITY: yes ALCOHOL: NO

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

*2 singers accompanied by
Guitar - during ceremony
3pm ceremony*

AUDIO DEVICES: sound system for ceremony
Amplified music or band requires Council approval

OTHER: Would like use of the pier - possibly put up tent - will call

PERMIT APPROVED: _____ DATE: 6-23-11

PERMIT DENIED: _____

REFER TO COUNCIL: ✓ Nancy Behrke, VS
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: Michelle Rosenberg
Applicant

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #12D	Dept: City Clerk	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Audio and Large Group Permit for MTU On-Site Energy Company Picnic, Spring Lake Park, from 12 noon to 10 p.m. on Friday, August 19, 2011

BACKGROUND AND SUPPLEMENTAL INFORMATION: MTU On-Site Energy has reserved Spring Lake Park for their company picnic on Friday, August 19, 2011 from 12 noon to 10 p.m. They will be using a microphone for announcements. The anticipated number of people attending is 600.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve audio and large group permit

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay				
	_____	_____	Steiner			
	_____	_____	Norland			
	_____	_____	Schindle			
	_____	_____	Freyberg			
	_____	_____	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)		<u>Audio and Large Group Permit</u>		

<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: _____

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 92 -2011 SHELTER: SLP #1 + #2 FEE: \$120.00 pd.

TYPE OF EVENT: Company Picnic DATE VALID: Aug 19 HOURS: 12:00 - 10:00 AM

ORGANIZATION: MTU On Site Energy SIZE: 600
APPLICANT NAME: Erik Stenersen
ADDRESS: 211 Monroe CITY: North Mankato
ZIP: 56003 DAYTIME PHONE #: 507 514 3491

TENTS: yes ELECTRICITY: yes ALCOHOL: yes

AUDIO DEVICES: yes microphone to use for announcements
If keg beer, a \$250 deposit and \$25 fee are required.
Amplified music or band requires Council approval

OTHER: Picnic is starting at 4:00 p.m.

PERMIT APPROVED: _____ DATE: 6-27-11
PERMIT DENIED: _____
REFER TO COUNCIL: _____
City Clerk Nancy Gehrke NS

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: Erik Stenersen
Applicant

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13A	Dept: Finance Director	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: 2012 Budget Calendar

BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is the 2012 Budget Calendar. This calendar indicates deadlines for budgetary purposes. Budget workshops are also listed on the calendar.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve 2012 Budget Calendar

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>				
Other (specify)		2012 Budget Calendar		

<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: _____

**CITY OF NORTH MANKATO
BUDGET CALENDAR
FISCAL YEAR 2012 BUDGET**

June 30	Finance Director distributes budget calendars, budget worksheets and capital improvement worksheets to all Department Heads.
July 8	Department Heads submit budget and capital improvement requests.
July 8-22	Finance Director assembles preliminary City budget.
July 31	Deadline for Department of Revenue to certify Local Government Aid to be paid in 2012.
August 1	Last day for Volunteer Firefighters Relief Association officers to project accrued liability of the fund and certify requirements to City Council.
August 1 (6:00 p.m.)	Council Workshop with Department Heads.
August 29 (6:00 p.m.)	Council Budget Workshop.
Sept. 6 (6:00 p.m.)	Council Budget Workshop.
September 6	Proposed 2012 Budget submitted to City Council.
September 6	City certifies proposed levy.
Sept. 13 (7:30 a.m.)	Preliminary budget presented to North Mankato Port Authority Commission for approval.
September 15	Deadline for counties, cities, towns, school districts and special taxing districts to certify proposed tax levies to county auditors.
September 19	Proposed 2012-2016 Capital Improvement Plan to City Council.

October 3 (6:00 p.m.)	Council Budget Workshop.
October 17 (6:00 p.m.)	Council Budget Workshop.
November 10-24	Period for county auditors to prepare and county treasurers to mail notices of proposed tax levies to taxpayers.
November 14 (6:00 p.m.)	Council Budget Workshop.
November 23	Publish notice of public hearing.
November 29- December 20	Period for counties, cities and school districts to hold public hearings to adopt final tax levies.
December 5 (Monday)	City Council holds required Public Hearing (1st hearing).
December 12 (Monday)	City Council holds Public Hearing (continuation hearing). (If necessary)
December 19	City Council adopts 2012 Budget and Tax Levy (subsequent hearing).
December 19	City Council holds public hearing on 2012-2016 Capital Improvement Plan.
December 28	Deadline for all local governments to certify final tax levies to county auditors. No extension authorized.
December 28	Deadline for counties, cities, towns and school districts to certify compliance with Truth in Taxation Law to Department of Revenue.
January 31	Deadline to submit summary budget information to State Auditor. Publish budget summary in newspaper.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #14A	Dept: City Attorney	Council Meeting Date: 7/5/11
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TITLE OF ISSUE: Proposed Pawn Shop Regulations and Licensing

BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached are the proposed pawn shop regulations and licensing.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve proposed regulations and include in public hearing materials

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Schindle
	_____	_____	Freyberg
	_____	_____	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)		Proposed pawn shop regulations and licensing		

<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: _____

PROPOSED PAWN SHOP REGULATIONS AND LICENSING

A. *Statement of Policy.* The City Council of the City of North Mankato finds that use of services provided by pawnbrokers provides an opportunity for the commission of crimes and their concealment because pawn businesses have the ability to receive and transfer property stolen by others easily and quickly. The City Council also finds that consumer protection regulation is warranted in transactions involving pawnbrokers. The purpose of this Section is to prevent pawn businesses from being used as facilities for the commission of crimes, and to assure that such businesses comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens of the city.

To help the City of North Mankato better regulate pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this Section also implements and establishes the required use of the automated pawn system (APS).

(B) *Definitions.* As used herein, unless otherwise indicated, the following terms are defined as follows:

1. "Pawnbroker" means any natural person, partnership or corporation, either as principal, or agent or employee thereof, who loans money on deposit or pledge of personal property, or other valuable thing, or who deals in the purchasing of personal property, or other valuable thing on condition of selling the same back again at a stipulated price, or who loans money secured by chattel mortgage on personal property, taking possession of the property or any part thereof so mortgaged. To the extent that a pawnbroker's business includes buying personal property previously used, rented or leased, or selling it on consignment, the provisions of this Section shall be applicable.

2. "Reportable transaction" means every transaction conducted by a pawnbroker in which merchandise is received through a pawn, purchase, consignment or trade, or in which a pawn is renewed, extended or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software, or an item is confiscated by law enforcement, is reportable except:

(i) The bulk purchase or consignment of new or used merchandise from a merchant, manufacturer or wholesaler having an established permanent place of business, and the retail sale of said merchandise, provided the pawnbroker must maintain a record of such purchase or consignment which describes each item, and must mark each item in a manner which relates it to that transaction record.

(ii) Retail and wholesale sales of merchandise originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.

C. *License Required.* It is unlawful for any Pawnbroker to engage in business as a Pawnbroker or otherwise portray the person or business as a Pawnbroker unless the Pawnbroker has a valid license authorizing engagement in the business. Any pawn transaction made without benefit of a license is void.

D. *License Fees.* The annual license fee for each premise licensed is two hundred fifty dollars (\$250.00).

(1) A billable transaction fee shall be established by the City Council and shall reflect the cost of processing transactions and other related regulatory expenses as determined by the City Council. License holders shall be notified in writing thirty (30) days before any increase in this fee is implemented. Billable transaction fees shall be billed monthly and are due and payable within thirty (30) days. Failure to pay the billable transaction fee to the City is a violation of this chapter.

E. *Application.*

(1) Form. Each application for a license by this Section shall be made at the office of the City Clerk upon such form as may be prescribed and must be completed by every applicant for a new license or for renewal of an existing license.

(2) New manager. When a license holder places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the license holder must complete and submit the appropriate application within fourteen (14) days of the change in managers. This application to change managers must be accompanied with payment of the investigation fee as required by Subd. E (4).

(3) Application execution. All applications for a license under this Section must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by such person; if that of a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.

(4) Criminal Investigation. Each application for a new license or to change managers, required by the provisions of this Section, submitted by an applicant shall be accompanied by payment of an investigation fee of five hundred dollars (\$500.00), if the investigation process is conducted solely within the State of Minnesota. If the investigation is conducted outside the State of Minnesota, the issuing authority may recover the actual investigation costs not exceeding five thousand dollars (\$5,000.00).

F. *Term.* Each license issued pursuant to the provisions of this section shall expire on the 31st day of December immediately following such issuance.

G. Records Required. At the time of any reportable transaction other than renewals, extensions or redemptions, every license holder must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the City:

(1) A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.

(2) The purchase price, amount of money loaned upon, or pledged therefore.

(3) The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.

(4) Date, time and place the item of property was received by the license holder, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the license holder's records.

(5) Full name, current residence address, current residence telephone number, date of birth and accurate description of the person from whom the item of the property was received, including: sex, height, weight, race, color of eyes and color of hair.

(6) The identification number and state of issue from any of the following forms of identification of the seller:

(i) Current valid Minnesota driver's license.

(ii) Current valid Minnesota identification card.

(iii) Current valid photo identification card issued by another state or province of Canada.

(7) The signature of the person identified in the transaction.

(8) The license holder must also take a color photograph or color video recording of:

(i) Each customer involved in a billable transaction.

(ii) Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.

(iii) If a photograph is taken, it must be at least two (2) inches in length by two (2) inches in width and must be maintained in such a manner that the photograph can

be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the City's Police Chief, or their designee, upon request. The major portion of the photograph must include an identifiable front facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The license holder must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The license holder must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The license holder must keep the exposed videotape for three (3) months.

(9) Digitized photographs. License holders must fulfill the color photograph requirements in Subd. 8 by submitting them as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction with which they are associated. Notwithstanding that digital images may be captured from required video recordings, this provision does not alter or amend the requirements in Subd. 8.

(10) Renewals, extensions and redemptions. For renewals, extensions and redemptions, the license holder shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.

(11) Inspection of records. The records must at all reasonable times be open to inspection by the City's Police Department. Data entries shall be retained for at least three (3) years from the date of transaction. Entries of required digital images shall be retained a minimum of ninety (90) days.

H. Daily Reports to the Police Department.

(1) The City's Police Department provides license holders with the current version of the Automated Pawn System Interchange File Specification, license holders must submit every reportable transaction to the City's Police Department daily in the following manner:

(i) License holders must provide to the City's Police Department all reportable transaction information by transferring it from their computer to the Automated Pawn System via modem using the current version of the Automated Pawn System Interchange File Specification. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the City. Any transaction that does not meet the Automated Pawn System Interchange File Specification must be

corrected and resubmitted the next business day. The license holder must display a sign of sufficient size, in a conspicuous place in the premises, which informs patrons that all transactions are reported to the City's Police Department daily.

(2) Billable transaction fees. License holders will be charged for each billable transaction reported to the City's Police Department.

(i) If a license holder is unable to successfully transfer the required reports by modem, the license holder must provide the City's Police Department, upon request, printed copies of all reportable transactions along with the video tape(s) for that date, by noon the next business day;

(ii) If the problem is determined to be in the license holder's system and is not corrected by the close of the first business day following the failure, the license holder must continue to provide the required reports as detailed in paragraph (i) above and must be charged a fifty dollar (\$50.00) reporting failure penalty, daily, until the error is corrected; or

(iii) If the problem is determined to be outside the license holder's system, the license holder must continue to provide the required reports in paragraph (i) above and resubmit all such transactions via modem when the error is corrected.

(iv) If a license holder is unable to capture, digitize or transmit the photographs required in Subd. 8, the license holder must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the City's Police Department upon request.

(v) Regardless of the cause or origin of the technical problems that prevented the license holder from uploading their reportable transactions, upon correction of the problem, the license holder shall upload every reportable transaction from every business day the problem had existed.

(vi) Notwithstanding the provisions of Subd. H (2) (i) through (iii) the City's Police Department may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.

I. Receipt Required. Every license holder must provide a receipt to the party identified in every reportable transaction and must maintain a duplicate of that receipt for three (3) years. The receipt must include at least the following information:

(1) The name, address and telephone number of the licensed business.

(2) The date and time the item was received by the licensee.

(3) Whether the item was pawned or sold, or the nature of the transaction.

(4) An accurate description of each item received including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.

(5) The signature or unique identifier of the license holder or employee that conducted the transaction.

(6) The amount advanced or paid.

(7) The monthly and annual interest rates, including all pawn fees and charges.

(8) The last regular day of business by which the item must be redeemed by the pledger without risk that the item will be sold, and the amount necessary to redeem the pawned item on that date.

(9) The full name, current residence address, current residence telephone number, and date of birth of the pledger or seller.

(10) The identification number and state of issue from any of the following forms of identification of the seller:

(i) Current valid Minnesota driver's license.

(ii) Current valid Minnesota identification card.

(iii) Current valid photo driver's license or identification card issued by another state or province of Canada.

(11) Description of the pledger or seller including approximate sex, height, weight, race, color of eyes and color of hair.

(12) The signature of the pledger or seller.

(13) All printed statements as required by state statute 325J.04 subdivision 2, or any other applicable statutes.

J. Redemption Period. Any person pledging, pawning or depositing an item for security must have a minimum of sixty (60) days from the date of that transaction to redeem the item before it may be forfeited and sold. During the sixty (60) day redemption period, items may not be removed from the licensed location except as provided in Subd. Q. License holders are prohibited from redeeming any item to anyone other than the person to whom the receipt was issued or, to any person identified in a written and notarized authorization to redeem the property identified in the receipt, or to a person identified in writing by the pledger at the time of the initial transaction and signed by the pledger, or with approval of the City's Police Department. Written authorization for

release of property to persons other than original pledger must be maintained along with original transaction record in accordance with Subd. G.

K. Holding Period. Any item purchased or accepted in trade by a license holder must not be sold or otherwise transferred for thirty (30) days from the date of the transaction. An individual may redeem an item at any time.

L. Police Order to Hold Property.

(1) Investigative hold. Whenever a law enforcement official from any agency notifies a license holder not to sell an item, the item must not be sold or removed from the premises. The investigative hold shall be confirmed in writing by the originating agency within seventy-two (72) hours and will remain in effect for fifteen (15) days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, pursuant to Subd. L (2), whichever comes first.

(2) Order to hold. Whenever the City's Police Chief, or their designee, notifies a license holder not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the City's Police Chief or their designee. The order to hold shall expire ninety (90) days from the date it is placed unless the City's Police Chief or their designee determines the hold is still necessary and notifies the license holder in writing.

(3) Order to confiscate. If an item is identified as stolen or evidence in a criminal case, the City's Police Chief or their designee may:

(i) Physically confiscate and remove it from the shop, pursuant to a written order from the City's Police Chief or their designee, or

(ii) Place the item on hold or extend the hold as provided in Subd. L (2), and leave it in the licensed premise.

(iii) When an item is confiscated, the person doing so shall provide identification upon request of the license holder, and shall provide the license holder the name and phone number of the confiscating agency, a contact person, and the case number related to the confiscation.

(iv) When an order to hold/confiscate is no longer necessary, the City's Police Chief or their designee shall so notify the license holder.

M. Inspection of Items. At all times during the terms of the license, the license holder must allow law enforcement officials to enter the premises where the licensed business is located, including all off-site storage facilities as authorized in Subd. Q, during normal business hours, except in an emergency, for the purpose of inspecting such

premises and inspecting the items, wares, merchandise and records therein to verify compliance with this Section or other applicable laws.

N. *Label required.* License holders must attach a label to every item at the time it is pawned, purchased or received in inventory from any reportable transaction. Permanently recorded on this label must be the number or name that identifies the transaction in the license holder's records, the transaction date, the name of the item and the description or the model and serial number of the item as reported to the City's Police Department, whichever is applicable, and the date the item is out of pawn or can be sold, if applicable. Labels shall not be re-used.

O. *Prohibited Acts.*

(1) No person under the age of eighteen (18) years may pawn or sell or attempt to pawn or sell goods with any licensee, nor may any license holder receive any goods from a person under the age of eighteen (18) years.

(2) No license holder may receive any goods from a person of unsound mind or an intoxicated person.

(3) No license holder may receive any goods, unless the seller presents identification in the form of a valid driver's license, a valid State of Minnesota identification card, or current valid photo driver's license or identification card issued by the state or providence of residency of the person from whom the item was received.

(4) No license holder may receive any item of property that possesses an altered or obliterated serial number or operation identification number or any item of property that has had its serial number removed.

(5) No person may pawn, pledge, sell, consign, leave, or deposit any article of property not their own; nor shall any person pawn, pledge, sell, consign, leave, or deposit the property of another, whether with permission or without; nor shall any person pawn, pledge, sell, consign, leave, or deposit any article of property in which another has a security interest; with any license holder.

(6) No person seeking to pawn, pledge, sell, consign, leave, or deposit any article of property with any license holder shall give a false or fictitious name; nor give a false date of birth; nor give a false or out of date address of residence or telephone number; nor present a false or altered identification, or the identification of another; to any license holder.

P. *Denial, Suspension or Revocation of License.* Any license issued under this Section may be denied, suspended or revoked for one or more of the following reasons:

- (1) The proposed use does not comply with the any applicable zoning code.
- (2) The proposed use does not comply with any health, building, building maintenance or other provisions of the North Mankato City Code or state law.
- (3) The applicant or license holder has failed to comply with one or more provisions of this Section.
- (4) The applicant is not a citizen of the United States or a resident alien, or upon whom it is impractical or impossible to conduct an investigation due to the unavailability of information.
- (5) The applicant has been convicted of a felony.
- (6) Fraud, misrepresentation or bribery in securing or renewing a license.
- (7) Fraud, misrepresentation or false statements made in the application and investigation for, or in the course of, the applicant's business.
- (8) Violation within the preceding five (5) years, of any law relating to theft, damage or trespass to property, sale of a controlled substance, or operation of a business.
- (9) The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this Section.

Q. Business at Only One Location. A license under this chapter authorizes the license holder to carry on its business only at the permanent place of business designated in the license. However, upon written request, the City's Police Chief may approve an off-site locked and secured storage facility. The license holder shall permit inspection of the facility in accordance with Subd. M. All provisions of this Section regarding record keeping and reporting apply to the facility and its contents. Property shall be stored in compliance with all provisions of the City Code. The license holder must either own the building in which the business is conducted, and any approved off-site storage facility, or have a lease on the business premise that extends for more than six (6) months.

R. Separability. Should any subsection, clause or other provision of this Section be declared by a court of competent jurisdiction to be invalid such decision shall not affect the validity of the ordinance as a whole or any part other than the part so declared invalid.

S. Refusal and revocation. The Council may, for any reasonable cause, refuse to grant any application or revoke any license. No license shall be granted to a person of questionable moral character or business reputation. Before revocation of any license, the Council shall give notice to the licensee and grant such licensee opportunity to be

heard. Notice to be give and the exact time of hearing shall be sated in the resolution calling for such hearing.

Section 2. North Mankato City Code, Chapter 10, entitled "General Provisions" including Section 10.99 General Penalty are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

CLAIM REPORT
 BILLS PAID AFTER THE COUNCIL MEETING OF JUNE 20, 2011
 END OF MONTH

69219	Jones, Evan	replace payroll check	\$133.86
69220	HickoryTech	telephone bill-All Depts.	\$474.98
69221	Hy-Vee, Inc.	items for concession stand-Caswell	\$762.30
69222	Mankato Peppers	10% concession stand sales June 17-19	\$692.43
69223	Select Account	participant fee for June-Unallocated	\$107.97
69224	Sprint	PCS connection card data plan-Police & Public Access	\$159.96
69225	Telrite Corporation	long distance phone bill-Mun Bldg	\$255.10
69226	Minnesota State High School League	10% concession stand sales June 9 & 10	\$55.90
69227	John Deere Financial	equipment parts-Mun Bldg	\$9.31
69228	Navitor	business cards-Police Dept.	\$161.84
69229	Affinity Plus Fed Credit Union	employee payroll deductions	\$192.62
69230	ICMA Retirement Trust - 457	employee payroll deductions	\$5,003.85
69231	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$380.77
69232	MN SBDC	2011 commitment SBDC- Comm Dev	\$30,000.00
69233	MAYBA/ROYALS	10% concession stand sales June 24-26	\$682.41
69234	MN Valley Fed Credit Union	employee payroll deductions	\$60.51
69235	Nicollet County Auditor/Treasurer	health insurance-Police Dept.	\$1,090.00
69236	Xcel Energy	electric bill-All Depts.	\$22,574.92
69237	Government Finance Officers Assn.	Certificate of Achievement-Finance	\$435.00
	Total		\$63,233.73

CLAIMS CONTINUED

General	\$21,159.56
Library	\$972.68
Bookmobile	\$25.00
Community Development	\$30,100.00
Water	\$3,736.87
Sewer	\$2,807.29
Sanitary Collection	\$741.51
Storm Water	\$2,999.02
Public Access	<u>\$691.80</u>
Total	<u><u>\$63,233.73</u></u>

PORT AUTHORITY INVOICES
BILLS PAID AFTER THE COUNCIL MEETING OF JUNE 20, 2011
END OF MONTH

None to report

List of Port Authority Bills in the Amount of \$0.00

Council Meeting of July 5, 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 \$63,233.73

Council Meeting of July 5, 2011

Mayor Mark Dehen

Council Member Bill Schindle

Council Member Diane Norland

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CLAIM REPORT
FOR REGULAR COUNCIL MEETING OF JULY 5, 2011

1st Line/Leews Ventures	items for concession stand-Caswell	\$584.15
A & B Transmissions	equipment parts-Water Dept.	\$1,365.46
Abdo, Eick & Meyers	audit service-Fin, Port Auth, Wtr, Swr, Sanit & Stm Wtr	\$20,000.00
Ameripride Linen & Apparel Services	mats, uniform & towel service-All Depts.	\$586.47
American Payment Centers	utility drop box rental-Sewer Dept.	\$93.00
American Water Works Association	membership dues-Water Dept.	\$173.00
Audio Editions	audio books-Library	\$223.99
B. Stark & Company	supplies for Art Splash-Library	\$387.50
Baker & Taylor	books-Library & Bookmobile	\$37.64
Benco Electric Cooperative	electric bill-All Depts.	\$26,675.87
Blue Earth County	salary & telephone bill-Task Force	\$12,636.90
Blue Valley Sod, Inc.	mulch & sod-Park & Parkland	\$434.87
Bolton & Menk, Inc.	engineering fees-Sales Tax Fund & 2011 Const	\$15,831.03
Border States Electric Supply	equipment parts-Street Lighting	\$328.28
Brandt, Inc.	hats-Caswell	\$144.50
Brick House Graphics	banner-Contingency	\$897.94
C & S Supply Co., Inc.	trimmer, equipment parts & supplies-All Depts.	\$934.53
CenterPoint Energy	gas bill-All Depts.	\$1,271.92
City Auto Glass	equipment parts-Park & Task Force	\$649.41
City of Mankato	wastewater fee for July-Sewer Dept.	\$65,000.00
Commissioner of Transportation	material testing-2011 Construction	\$1,876.13
Computer Technology Solutions	printer/server/laptop-Comm Dev, Equip Cert & 11 Const	\$7,085.68
Consort Display Group	brackets for banners-Contingency	\$3,830.72
Crysteel Truck Equipment	equipment parts-Street & Park Depts.	\$447.72
Culver's of North Mankato	items for concession stand-Caswell	\$262.50
Dairy Queen West	ice cream & slushies-Swim Fac, Caswell & Library	\$1,779.14
DEMCO, Inc.	supplies-Library	\$245.93
Elsmore Aquatic	swimsuits-Swim Facility	\$104.67
Express Services, Inc.	temporary crossing guards-Police Dept.	\$304.24
Fastenal Companies	equipment parts-Street & Sewer Depts.	\$18.85
Ferrellgas	LP gas-Sanitation	\$175.00
Finance & Commerce	ads-2011 Construction	\$240.25
Flags USA, Inc.	flags-Mun Bldg	\$244.00
Force America Distributing	equipment parts-Street Dept.	\$60.87
Freyberg Petroleum Sales, Inc.	oil-All Depts.	\$222.48

CLAIMS CONTINUED

Gale Group	books-Library & Bookmobile	\$350.27
Gator Alley & Company	summer reading program-Library	\$200.00
Gish Electric	equipment parts-Water Dept.	\$536.88
Godfather's Pizza	items for concession stand-Caswell	\$225.00
Grainger	equipment parts-Water & Sewer Depts.	\$84.86
Green Tech Recycling	appliance & electronic recycling-Sanitation	\$307.53
Hansen Sanitation	refuse pickup-Sanitation	\$45,960.38
Hart's Auto Supply	equipment parts-Police & Park Depts.	\$509.72
Hawkeye Foodservice	items for concession stand-Caswell	\$2,399.61
Hawkins, Inc.	chemicals & equipment parts-Swim Facility & Water	\$5,248.02
Herc-U-Lift	equipment parts-Sanitation	\$644.08
Hoffman Construction Company	Estimate #7 CSAH 41/Carlson Dr/Howard Dr Ext.	\$248,849.17
Ingram Library Services	books-Library	\$785.35
Jeane Thorne, Inc.	professional service-Task Force	\$946.05
Judd, John	supplies-Task Force	\$192.84
K9 TLC	CBD grant-Sales Tax Fund	\$80.58
Kaye Corporation	equipment parts-Caswell	\$51.92
Kunkel Electric, Inc.	new electric service-Sales Tax Fund	\$32,371.00
LJP Enterprises, Inc.	trailer rent-Sanitation	\$600.00
Landscape Structures, Inc.	swing set-Parkland	\$540.10
Larkstur Engineering & Supply, Inc.	equipment parts-Street, Park & Sewer	\$254.36
L.M.C.I.T.	property-casualty insurance-All Depts.	\$143,611.00
Lloyd Lumber	supplies-All Depts.	\$2,008.43
M & M Signs, Inc.	repair field lights-Caswell	\$525.00
MCFOA	membership dues-Admin	\$70.00
MTU Onsite Energy	equipment repair-Sewer Dept.	\$68.25
Mankato Implement	equipment parts-Park Dept.	\$18.33
Mankato Oil & Tire Company	tires & equipment parts-Police & Task Force	\$1,136.87
Meyer & Sons	equipment repair-Caswell	\$93.55
McLaughlin, Carey	summer reading program-Library	\$150.00
Menards-Mankato	supplies-Street Dept.	\$80.09
Minnesota Taxpayers Association	2011 membership dues-Admin	\$150.00
Minnesota Truck & Tractor, Inc.	equipment parts-Sanitation	\$1,543.81
MN Dept/Employment & Economic Dev	Thin film grant repayment-Port Authority Revolving Loan	\$1,931.22
MRCI	wages for MRCI employees-Sanitation	\$8,181.25
Musco Sports Lighting	equipment parts-Caswell	\$549.68
Nicollet County Recorder/Abstracter	recording fee-Comm Dev	\$46.00
North Central International	equipment parts-Street Dept.	\$359.03
Northern Safety Technology, Inc.	equipment parts-Police Dept.	\$126.77
OMG Midwest, Inc.	Final estimate CSAH 41 Trail	\$17,315.30

CLAIMS CONTINUED

OverDrive, Inc.	ebooks & audio books-Library	\$939.12
Petty Cash, Steven Mork	petty cash items-All Depts.	\$142.32
PowerPlan	equipment parts-Street & Park Depts.	\$432.49
Praxair	supplies-Street & Park Depts.	\$416.81
Quality Tree Service	stump removal-Park Dept.	\$1,253.33
R & R Tire	tire disposal-Sanitation	\$27.00
Red Feather Paper Co.	supplies-All Depts.	\$1,085.06
Reliance Electric	equipment repair-Sewer Dept.	\$50.00
River Bend Business Products	copier maint & supplies-Bldg, Library & P/A	\$545.27
Road Machinery & Supplies Co.	equipment rental-Street Dept.	\$885.84
Sande, Wendell	car allowance for July-Admin	\$400.00
Sawatzky Pools, Inc.	chemicals-Swim Facility	\$9.61
Schilling Supply Company	supplies-Park Dept.	\$711.76
Schwickert's	equipment repair-Fire & Public Access	\$593.00
Sign Pro	signs & supplies-Library & Sewer Depts.	\$1,661.11
Smith, Nick	travel expenses for conference-Task Force	\$211.62
Southern Minnesota Construction	emulsion oil, asphalt & rock-Street Dept.	\$4,000.92
Spieker, Kevin	clothing maintenance allowance for 2011-Police	\$476.00
Sports Institute	professional service-Comm Dev	\$1,500.00
Spring Touch	repair irrigation system-Mun Bldg	\$225.00
SPS Companies, Inc.	plumbing supplies-Parkland Fund	\$395.69
Staples Advantage	supplies-All Depts.	\$1,034.66
Stone & Steel	pavers-Contingency	\$307.20
Streicher's	tactical response team uniforms-Police Dept.	\$333.39
Therma-Stor	equipment parts-Water Dept.	\$106.45
Titan Machinery	equipment parts-Park Dept.	\$245.76
Trenchers Plus	equipment parts-Park Dept.	\$603.46
Valley National Gases	welding supplies-Shop	\$370.30
Verizon Wireless Center	banquet for MSHSL-Comm Dev	\$14,154.04
Viking Fire & Safety	service fire extinguisher-Police Dept.	\$32.63
Viking Electric Supply	electrical supplies-Bldg, Swim Fac & Park Depts.	\$457.86
WW Blacktopping, Inc.	asphalt-Street & Water Depts.	\$3,570.79
Waco Scaffolding & Supply Co.	supplies-Street Dept.	\$21.16
Water Specialty of Minnesota, Inc.	filter material-Swim Facility	\$3,590.94
Wenzel Auto Electric Co.	equipment parts-Caswell	\$99.65
Werner Electric Supply	supplies-Police Dept.	\$85.81
Total		<u>\$725,232.99</u>

CLAIMS CONTINUED

General	\$162,140.80
Library	\$10,809.32
Bookmobile	\$285.19
Community Development	\$16,214.37
Local Option Sales Tax	\$80.58
Parkland	\$1,379.62
Contingency	\$5,088.45
Port Authority	\$2,006.99
Port Authority Revolving Loan Fund	\$1,931.22
Equipment Certificates	\$1,105.96
Local Option Sales Tax Construction	\$32,981.00
2011 Construction	\$288,967.27
Water	\$37,759.94
Sewer	\$84,909.85
Sanitary Collection	\$64,092.73
Storm Water	\$600.00
Public Access	\$517.37
Minnesota River Valley Drug Task Force	<u>\$14,362.33</u>
Total	<u><u>\$725,232.99</u></u>

PORT AUTHORITY INVOICES
FOR REGULAR COUNCIL MEETING OF JULY 5, 2011

Abdo, Eick & Meyers	audit service-Port Authority	\$2,000.00
MN Dept/Employment & Economic Dev	Thin film grant repayment-Port Authority Rev Loan	\$1,931.22
Petty Cash, Steven Mork	petty cash item-Port Authority	<u>\$6.99</u>
Total		<u><u>\$3,938.21</u></u>

List of Port Authority Bills in the Amount of \$3,938.21

Council Meeting of July 5, 2011

Mayor Mark Dehen

Council Member Bill Schindle

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List of Bills in the Amount of \$725,232.99

Council Meeting of July 5, 2011

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