

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 August 6, 2012. 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 Schindle, Freyberg, Steiner and Norland, Interim Administrator Fischer, City Clerk Gehrke, Finance Director Thorne, Attorney Kennedy and Engineer Malm.

Approval of Agenda

Council Member Steiner moved, seconded by Council Member Norland, to approve the agenda as presented. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Approval of Minutes

Council Member Schindle moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of July 16, 2012. Vote on the motion: Schindle, Steiner, Norland and Dehen, aye; Freyberg abstained; no nays. Motion carried.

Correspondence – none.

Public Hearing, 7 p.m. – Vacation of Perpetual Dike Easement (Christensen Street)

Mayor Dehen opened the public hearing to consider the vacation of a Perpetual Dike Easement. Interim Administrator Fischer reported the City owns a residential lot addressed as 202 Christensen and as a result of a recent survey, a perpetual dike easement was found on the property. Since the construction of the flood walls and because no dike is present, he reported it is necessary to formally vacate the easement. There being no one else appearing before the Council, the Mayor closed this portion of the meeting. **Council Member Freyberg moved, seconded by Council Member Schindle, to adopt Resolution No. 47-12 Vacating Perpetual Dike Easement (Christensen Street). Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Open the Meeting to the Public for the First Time**Barbara Church, 102 E. Wheeler Avenue**

Barbara Church, 102 E. Wheeler Avenue, appeared before the Council and expressed her concern about the noise created from the events held at Riverfront Park. She reported she has contacted City of Mankato staff regarding this issue and asked the Mayor to discuss it at the next Intergovernmental meeting.

Joe Kluender, 2126 Rolling Green Lane

Joe Kluender, 2126 Rolling Green Lane, appeared before the Council and encouraged the Council to support the Benson Park Plan.

Bess Tsaouse, 136 Mary Circle

Bess Tsaouse, 136 Mary Circle, appeared before the Council and asked the status of the formation of a Park Board. Council Member Norland reported this would be an upcoming agenda item.

Sylvia Norman, 2106 Rolling Green Lane

Sylvia Norman, 2106 Rolling Green Lane, appeared before the Council and reported she purchased the property at this address because she was impressed with Benson Park and the proposed improvements. She stated her opposition to a playstructure in the southeast corner of the park.

Phil Henry, 1306 Noretta Drive

Phil Henry, 1306 Noretta Drive, appeared before the Council and stated he was in favor of a Fall Special Services pick-up rather than a drop-off. He stated community development funds should be used for this purpose instead of using the funds for art murals and softball banquets.

Consent Agenda

Council Member Norland moved, seconded by Council Member Steiner, to approve the Consent Agenda which includes:

1. Resolution No. 48-12 Approving Donations/Contributions.
2. Parade permit for "Remembering Our Loved Ones" Walk/Run, Benson Park, Saturday, October 13, 2012 from 9:30 a.m. to 11:45 a.m.
3. Large Group Permit for "Remembering Our Loved Ones" Walk/Run, Benson Park, Saturday, October 13, 2012, from 8 a.m. to 1 p.m.

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

City Planner**Minutes of August 2, 2012 Planning Commission Meeting**

The Council accepted the minutes of the August 2, 2012 Planning Commission meeting.

V-3-12, Variance Request to Reduce Front Yard, Rear Yard and Side Yard Setbacks at 23 Howard Court

Planner Fischer presented a variance request from Preston Loughheed to reduce a front yard setback from 25 feet to 18.9 feet, a rear yard setback from 25 feet to 13.3 feet and a side yard setback from 10 feet to 3.7 feet as part of the construction of a new single-family dwelling at 23 Howard Court. He reported that due to a miscommunication between the Building Inspector and the contractor, the applicant's home is being constructed in violation of front, side and rear yard setbacks. Council Member Schindle reported the Planning Commission discussed changes to the policies and procedures to prevent similar situations from occurring in the future requiring a Registered Land Surveyor to provide staking services for a new dwelling, addition, deck or patio. Council Member Freyberg stated his concern that the contractor continued work on the home prior to approval of the variance. The Planning Commission reviewed the request and recommended approval of V-3-12. **Council Member Steiner moved, seconded by Council Member Norland, to approve V-3-12 as recommended by the Planning Commission. Vote on the motion: Schindle, Steiner, Norland and Dehen, aye; Freyberg abstained; no nays. Motion carried.**

Preliminary and Final Plat of Parks Edge Addition No. 2

Planner Fischer presented a request from Drummer Development to replat Lot 1, Block 4, and Outlot D of Parks Edge Addition to accommodate the development of a new single-family dwelling. He reported that a portion of Outlot D would be used to enlarge Lot 1, Block 4. As part of the replatting process, the Planner reported it is necessary to formally vacate an existing utility easement. The Planning Commission reviewed the request and recommended the approval of the preliminary and

final plat of Parks Edge Addition No. 2. **Council Member Schindle moved, seconded by Council Member Freyberg, to approve the preliminary and final plat of Parks Edge Addition No. 2. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Preliminary and Final Plat of Whispering Oak Addition

Planner Fischer presented a request from William Freitag to replat Lots 1 through 5, Block 1, Whispering Oak Twins to accommodate the construction of four single-family dwellings. He reported the lots within Whispering Oak Twins were originally platted to accommodate two-family dwellings and there are existing two-family dwellings in the area; however, single-family dwellings are located on the south side of St. John Court. The Planning Commission reviewed and recommended approval of the preliminary and final plat of Whispering Oak Addition. **Council Member Steiner moved, seconded by Council Member Norland, to approve the preliminary and final plat of Whispering Oak Addition. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Set Public Hearing for Consolidated Annual Performance and Evaluation Report (CAPER) for 7 p.m. on Tuesday, September 4, 2012

Planner Fischer reported that as part of our status as a HUD Entitlement Community, it is required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to report the use of 2011 Community Development Block Grant (CDBG) funds which the City receives on an annual basis. As part of the reporting process, it is necessary to set and hold a public hearing to present the CAPER and allow a fifteen (15) day comment period after the public hearing. **Council Member Freyberg moved, seconded by Council Member Steiner, to set a public hearing for the CAPER for 7 p.m. on Tuesday, September 4, 2012. Vote on the motion: Steiner, Freyberg, Norland, Schindle and Dehen, aye; no nays. Motion carried.**

Interim City Administrator

Res. No. 49-12 Awarding Bids for Project No. 12-02ABC, Caswell North Soccer Complex

Interim Administrator Fischer reported that on July 18, 2012, bids were opened for site work, drainage, irrigation and electrical as part of the Caswell North Soccer Complex Project. The Engineer's estimate for the project was \$518,000 and the project was bid at \$580,166.52 or \$62,166.52 above the Engineer's estimate. He reported the Engineer worked with the low bidder to reduce the project to \$530,908.62 or \$12,908.62 above the Engineer's estimate with items that could be done in the future, performed by City staff or deleted from the project. The work will be done by three local contractors: Ulrich Acres of Good Thunder was the low bidder for the Site Work, Dirt Merchant of Mankato was the low bidder for the Drainage Work and GreenCare of Mankato was the low bidder for the Irrigation and Electrical work. **Council Member Freyberg moved, seconded by Council Member Norland, to adopt Resolution No. 49-12 Awarding Bids for Project No. 12-02ABC, Caswell North Soccer Complex. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen; aye, no nays. Motion carried.**

Set Public Hearing for 7 p.m. on Tuesday, September 4, 2012 for Vacation of Utility Easement – Parks Edge Addition

Interim Administrator Fischer reported that as part of the proposed replatting of Parks Edge Addition, it is necessary to set and hold a public hearing to formally vacate an existing utility easement. All local utility companies will be notified of the utility easement vacation to receive comments as to any existing underground utilities which may be in place. **Council Member Norland moved, seconded by Council Member Schindle, to set a public hearing for 7 p.m. on Tuesday,**

Septemer 4, 2012 for vacation of utility easement – Parks Edge Addition. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Set Public Hearing for 7 p.m. on Tuesday, September 4, 2012 for Vacation of Utility Easements – Whispering Oak Twins

Interim Administrator Fischer reported that as part of the proposed replatting of Whispering Oak Twins, it is necessary to set and hold a public hearing to formally vacate existing utility easements. All local utility companies will be notified of the utility easement vacations to receive comments as to any existing underground utilities which may be in place. **Council Member Schindle moved, seconded by Council Member Steiner, to set a public hearing for 7 p.m. on Tuesday, September 4, 2012 for vacation of utility easements – Whispering Oak Twins. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Set Fall Special Services Drop-off for September 28-30, 2012

Interim Administrator Fischer presented a memo from the Street Superintendent regarding the Fall Special Services. The Street Superintendent is recommending a continuation of the drop-off to maximize efficiency and stated that Public Works personnel will assist residents with the drop-off and a sharing tent will be available for items that are still usable and valuable. Council Member Steiner stated it was his understanding the Council would review the budget late summer and determine if there are funds available to conduct a fall pick-up. Council Member Schindle asked if it was possible to add a \$1 or \$2 surcharge to the utility bill to fund spring and fall pick-ups and charge the going rate for picking up appliances. Council Member Norland noted that it was a funding issue but also a manpower issue. The Finance Director presented a cost comparison for conducting a pick-up versus a drop-off reporting a cost reduction of \$8,297 for a drop-off. **Council Member Steiner moved, seconded by Council Member Schindle, to table action on setting Fall Special Services until the August 20, 2012 Council meeting asking staff to review the budget. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Set Watermain Flushing for October 15-26, 2012

Council Member Norland moved, seconded by Council Member Steiner, to set watermain flushing for October 15-26, 2012. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Set Leaf Pickup for October 22-26, 2012 for Valley and October 29-November 2, 2012 for Hilltop

Council Member Steiner moved, seconded by Council Member Norland to set leaf pickup for October 22-26, 2012 for the valley and October 29-November 2, 2012 for the hilltop. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Set Brush and Compost Pile Closing for November 26, 2012 to Re-Open April 1, 2013

Council Member Norland moved, seconded by Council Member Steiner, to set the brush and compost pile closing for November 26, 2012 to re-open April 1, 2013. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

City Clerk

Reminder of Primary Election

The City Clerk reminded voters of the Primary Election to be held from 7 a.m. to 8 p.m. on Tuesday, August 14, 2012. She reported that residents should have received a card notifying them of their polling location; however, the precinct finder will be printed in the *Free Press* on Monday, August 13, 2012 and is also located on the City website www.northmankato.com.

Finance Director**Res. No. 50-12 Declaring Costs to be Assessed for Municipal Charges – Northgate No. 2**

Finance Director Thorne presented Resolution No. 50-12 for costs to be assessed in the amount of \$6,375 for mowing and weed spraying on tax forfeiture property in Northgate No. 2. **Council Member Schindle moved, seconded by Council Member Norland, to adopt Resolution No. 50-12 Declaring Costs to be Assessed for Municipal Charges for Northgate No. 2. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 51-12 Approving Consent Assessment Agreement – 1712 Mary Lane

Finance Director Thorne presented Resolution No. 51-12 for costs to be assessed in the amount of \$11,585.43 for driveway and curb replacement as a result of new sewer line installation at 1712 Mary Lane. **Council Member Norland moved, seconded by Council Member Steiner to adopt Resolution No. 51-12 Approving Consent Assessment Agreement for driveway and curb replacement at 1712 Mary Lane. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

City Attorney**Belle House, LLC, 2107 Northridge Drive**

Attorney Kennedy reported that Belle House, LLC, presented to staff a petition for reasonable accommodation to house more than six (6) female recovering alcoholics at 2107 Northridge Drive. The request does not fall into any easily defined category. It relates to real estate but does not fall into a typical request for rezoning or variances. He reported the request for reasonable accommodation has been fairly common in the Twin Cities area for quite some time. He also stated the request must be acted upon by the City within sixty (60) days of the request. This timeline would require final resolution by the City by the end of August. If no final action is taken within the sixty (60) day period, the request is considered granted. Attorney Kennedy reported the attorney for Belle House was in attendance at the meeting. Attorney Kennedy stated that since the City of North Mankato does not have a reasonable accommodation policy currently in place, the Council will need to determine how to proceed.

The Attorney presented background indicating such requests for reasonable accommodation generally come from someone with a disability. He advised the City not require the request be made by someone with a disability and allow the request by Belle House, LLC to proceed as a qualified request for reasonable accommodation.

The Attorney offered three options for the Council to consider: 1) Appoint a hearing officer at the staff level who would hear all the information that anyone wanted to bring before the officer. The decision of the hearing officer could be subject to appeal to the City Council. 2) The Council could determine that the Planning Commission could be the body to hear the evidence and make a decision on the request. Any decision would be subject to appeal to the City Council. Such a review would be on the record with no new testimony or exhibits. 3) The City Council could be the hearing body and would make the decision and any appeal would go to the Courts. In such an event, the City's position would likely be defended by the League of Minnesota Cities Insurance Trust. The Attorney recommended the Council consider using the Planning Commission as the hearing body. The standard that would be applied in deciding whether to grant the request for reasonable accommodation would be based on standards set previously by the courts. Council Member Schindle stated that all Planning Commission members should be polled to see if they are willing to be the hearing group. Council Member Norland stated that since the Planning Commission is in the land use area, it would make sense to ask them to do this. Attorney Kennedy was instructed to question the Planning Commission

to ascertain their willingness to serve as the hearing group and report to the Council at the August 20, 2012 Council meeting. Mayor Dehen asked the Attorney to draft a resolution assigning the Planning Commission to be the hearing group for this type of land use issue and to follow up with Belle House attorney to extend the sixty (60) day time period.

City Engineer

Engineer Malm reported the CSAH 41/Carlson/Howard project is basically completed and the 14/41 interchange project is on schedule.

Report from Council Members

Council Member Freyberg

Council Member Freyberg reported there are new and exciting ideas involving economic development authorities. He asked the City Attorney if there is a provision to move away from the Port Authority and to a local or regional economic development authority. Attorney Kennedy gave some background on economic development authorities. **Council Member Freyberg moved, seconded by Council Member Schindle, to direct the City Attorney to evaluate what provisions are available and review the statutes of our Port Authority and converting it to an Economic Development Authority. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Council Member Freyberg stated he has received a number of comments from concerned citizens regarding Benson Park and asked that the Council consider appointing a Park Board for a period of 12 months. Council Member Norland stated the Park & Green Spaces Committee did the job they were assigned and looked at other viable work for this Committee including fundraising and recruiting volunteers; however, none of those ideas went forward. She noted that a report was completed outlining the Benson Park Plan and how it is going forward and to date approximately \$1.6 million has been spent for the land and improvements to Benson Park. She has been speaking with several interested parties with special expertise. Attorney Kennedy reported a Park Board is similar to a Library Board and the Park Board should include the entire park system and terms and a selection process should be conducted the same as any other board.

Council Member Norland

Council Member Norland asked if a camera had been installed in the hallway at the Municipal Building. Interim Administrator Fischer reported staff is acting on this.

Council Member Norland thanked members of the Park & Green Spaces Committees for coming to the meeting tonight and asked them to contact her if they did not receive a copy of the report on Benson Park. She discussed the Benson Park allocation for 2013 for \$500,000 that will cover the infrastructure work. One of the reasons this did not happen is that the Legacy Fund did not fund Benson Park and the grant will be applied for again in 2012. **Council Member Norland moved that City staff go forward with a natural materials playstructure in the southwest corner of Benson Park and that additional screening be placed along the north/south line. This motion died for lack of a second.**

Mayor Dehen reported he spoke with School Superintendent Sheri Allen regarding the playstructure originally purchased for this site and that it be placed at the soccer field site. She is reviewing this with school staff and will be meeting with Interim Administrator Fischer. He stated by putting the playstructure in this area it would give residents and family members attending soccer games an area to play.

Council Member Schindle stated he believed the Park Committee was opposed to the playstructure in the southwest corner of Benson Park. Freyberg reported he received 12 emails in opposition to playground equipment.

Mayor Dehen reported the broader purpose of the meeting with Sheri Allen was to talk about parking at Dakota Meadows for the Minnesota State High School League softball tournament that will be held at Caswell Park for the next three years.

Report from the Mayor**Additional Funding for Veterans' Map**

The Mayor reported the veterans' maps have been a success and he has contacted the services clubs in an effort to obtain funding for an additional 5,000 maps for a total cost of \$1,000.

Update of Hiring Process for City Administrator and Set Special Council Meeting

The Mayor reported the Expanded Personnel Committee will meet Tuesday night to consider the final candidates for the City Administrator position. He asked that a Special Council meeting be set for 1 p.m. on Friday, August 10, 2012 to announce the candidates and to set Special Council meetings for interviewing the finalists. **Council Member Schindle moved, seconded by Council Member Steiner, to set a Special Council meeting for 1 p.m. on Friday, August 10, 2012. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Open the Meeting to the Public for the Second Time

Mayor Dehen opened the meeting to the public for the second time with no one appearing.

Bills and Appropriations

Council Member Steiner moved, seconded by Council Member Norland, to approve all bills and appropriations in the amounts of \$225,402.43 and \$1,497,359.09. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

There being no further business, Council Member Steiner moved, seconded by Council Member Norland to adjourn the meeting. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried. The meeting was adjourned at 8:37 p.m.

Mayor

City Clerk

Pursuant to due call and notice thereof, a Special Meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 10, 2012. Mayor Dehen called the meeting to order at 1 p.m. The following were present for the meeting: Mayor Dehen, Council Members Norland, Freyberg and Steiner and City Clerk Gehrke. Absent: Council Member Schindle and Interim Administrator Fischer.

Announcement of Finalists for City Administrator Position

Mayor Dehen announced the three finalists for the City Administrator Position. He reported the finalists are Kathy Bailey, Brian Beeman and Ron Moorese.

Set Special Council Meetings to Conduct Interviews

Mayor Dehen asked that Special Council meetings be set from 4-6 p.m. on Monday, August 13, 2012; Wednesday, August 15, 2012; and Thursday, August 16, 2012 to conduct interviews for the City Administrator position. The interview schedule is as follows:

Monday, August 13, 2012 – Kathy Bailey
Wednesday, August 15, 2012 – Brian Beeman
Thursday, August 16, 2012 – Ron Moorese

Council Member Steiner moved, seconded by Council Member Norland, to set Special Council meetings from 4-6 p.m. on Monday, August 13, 2012; Wednesday, August 15, 2012; and Thursday, August 16, 2012. Vote on the motion: Norland, Freyberg, Steiner and Dehen, aye; no nays. Motion carried.

Mayor Dehen thanked all the applicants for the City Administrator position stating the City appreciated their interest. He congratulated the three finalists who will provide the Council with solid choices to fill the role of City Administrator. He thanked Bonnie Bennett for providing extensive experience in helping develop the thorough selection process and also thanked the Expanded Personnel Committee, especially the citizen members, Trudie Gustafson and Keith Hamm, for volunteering their time and expertise to meet with the interviewees and utilizing their vast hiring experience to aid in identifying the best candidates for the position. The Mayor invited all interested parties to join the Council at the Special Council meetings to be held in the North Mankato Municipal Council Chambers for the public finalist interviews. The Mayor voiced his disappointment and the disappointment of the Expanded Personnel Committee and many of the citizens at the decision of some of the media to try and actively interject themselves in the hiring process rather than accurately report on the process as it unfolds.

There being no further business, Council Member Freyberg moved, seconded by Council Member Norland to adjourn the meeting. Vote on the motion: Norland, Freyberg, Steiner and Dehen, aye; no nays. Motion carried. The meeting was adjourned at 1:05 p.m.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #8A	Department: City Planner	Council Meeting Date: 8/20/12
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TITLE OF ISSUE: Public Hearing, 7 p.m. - Consider Adoption of Ordinance of Annexation of Land, Robert J. Chester Property, 1.88-acres

BACKGROUND AND SUPPLEMENTAL INFORMATION:

On July 2, 2012 a public hearing was held to consider the annexation of 1.88 acres owned by Robert Chester. As the Council did not take formal action on the annexation, it is brought for Council consideration again. The requested annexation of the property is primarily due to the presence of a well owned by Mr. Chester located on a lot which is currently being developed by another property owner.

Shortly after the July 2, 2012 public hearing, Mr. Chester met with staff and indicated his willingness to be annexed into the City limits. To confirm his intent, staff left several phone messages with no return answer and sent a letter to Mr. Chester asking him to contact the City regarding the annexation issue with no response as well.

Over the past several months, staff has attempted to work with Mr. Chester in an attempt to come to a mutual agreement whereby he would abandon his well and connect to municipal utilities. To this date, he has not been agreeable to any mutual agreement.

Attached are references taken from the City Code and Minnesota State Statutes regarding connections to municipal utilities.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Ordinance

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

_____ Freyberg

_____ Steiner

_____ Norland

_____ Schindle

_____ Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution

Ordinance

Contract

Minutes

Map

☐☒☐☐☒

Other (specify) _____

Notice of Public Hearing

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato will hold a public hearing on Monday, August 20, 2012, commencing at 7:00 p.m. in the Council Chambers of the North Mankato Municipal Building, North Mankato, MN, to consider adopting an Ordinance of Annexation of Land containing 1.88 acres owned by Robert J. Chester legally described as:

That part of Government Lot 8 in Section 36, Township 109 North, Range 27 West, Nicollet County, Minnesota, described as follows:

Commencing at a point 411 feet North of the Southwest corner of Government Lot 8, Section, Township and Range as aforesaid, which point is the point of beginning of a tract herein conveyed; thence North 89 degrees East 233 feet; thence deflecting to the right 06 degrees a distance of 91 feet; thence deflecting to the left 93 degrees 30 minutes a distance of 909.22 feet, more or less, to a point on the north line of said Government Lot 8; 347.01 feet easterly of the Northwest corner of said Government Lot 8; thence westerly on the North line of Government Lot 8, a distance of 347.01 feet to the Northwestern corner thereof; thence southerly along the west line of said Government Lot 8 a distance of 894.36 feet to the point of beginning, excepting therefrom, however, the following described tract comprising 5 acres in all:

Commencing at a point on the west line of Government Lot 8 in the South half of the Southwest quarter of Section 36, Township 109 North, Range 27 West, 663.36 feet North (assumed bearing) of the Southwest corner of said Government Lot 8; thence North along the west line of said Government Lot 8, a distance of 642.00 feet to the Northwest corner of said Government Lot 8; thence South 89 degrees 58 minutes 36 seconds East along the north line of said Government Lot 8, a distance of 347.01 feet; thence South 01 degrees 30 minutes West, 642.22 feet; thence North 89 degrees 58 minutes 36 seconds West, 330.16 feet to the point of beginning. Said above described tract containing 5.0 acres, more or less, all in Nicollet County, Minnesota.

Said annexation parcel contains 1.88 acres, more or less.

Dated this 6th and 9th day of August, 2012.

Nancy Gehrke
City Clerk
City of North Mankato, Minnesota

August 6, 9, 2012
NOTICE OF PUBLIC HEARING
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Said annexation parcel contains 1.88 acres, more or less.

Dated this 6th and 9th day of August, 2012.

Nancy Gehrke
City Clerk
City of North Mankato, Minnesota

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 _____

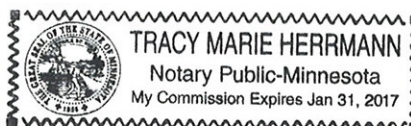
_____ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 2 successive weeks; it was first published on Monday, the 6 day of August, 2012, and was thereafter printed and published on every Monday to and including Thursday, the 9 day of August, 2012; 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: James P. Santori
Publisher

Subscribed and sworn to before me on this 9 day of August, 2012.

Tracy Marie Herrmann
Notary Public



ORDINANCE NO. 44, FOURTH SERIES
AN ORDINANCE OF ANNEXATION BY THE CITY OF NORTH MANKATO, MINNESOTA,
OF CERTAIN LAND TO-WIT:
THAT PART OF GOVERNMENT LOT 8 IN SECTION 36,
TOWNSHIP 109 NORTH, RANGE 27 WEST
FOR ANNEXATION PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(2)
THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA ORDAINS:

Section 1. The described tract of unincorporated property is 100% surrounded by municipal limits of the City of North Mankato, Minnesota.

Section 2. The legal description of said land is as follows:

That part of Government Lot 8 in Section 36, Township 109 North, Range 27 West, Nicollet County, Minnesota, described as follows:

Commencing at a point 411 feet North of the Southwest corner of Government Lot 8, Section, Township and Range as aforesaid, which point is the point of beginning of a tract herein conveyed; thence North 89 degrees East 233 feet; thence deflecting to the right 06 degrees a distance of 91 feet; thence deflecting to the left 93 degrees 30 minutes a distance of 909.22 feet, more or less, to a point on the north line of said Government Lot 8; 347.01 feet easterly of the Northwest corner of said Government Lot 8; thence westerly on the North line of Government Lot 8, a distance of 347.01 feet to the Northwesterly corner thereof; thence southerly along the west line of said Government Lot 8 a distance of 894.36 feet to the point of beginning, excepting therefrom, however, the following described tract comprising 5 acres in all:

Commencing at a point on the west line of Government Lot 8 in the South half of the Southwest quarter of Section 36, Township 109 North, Range 27 West, 663.36 feet North (assumed bearing) of the Southwest corner of said Government Lot 8; thence North along the west line of said Government Lot 8, a distance of 642.00 feet to the Northwest corner of said Government Lot 8; thence South 89 degrees 58 minutes 36 seconds East along the north line of said Government Lot 8, a distance of 347.01 feet; thence South 01 degrees 30 minutes West, 642.22 feet; thence North 89 degrees 58 minutes 36 seconds West, 330.16 feet to the point of beginning. Said above described tract containing 5.0 acres, more or less, all in Nicollet County, Minnesota.

Said annexation parcel contains 1.88 acres, more or less.

Section 3. Such land is now or is about to become urban or suburban in character.

Section 4. The land proposed for annexation is unplatted and contains 1.88 acres, more or less.

Section 5. Such land is hereby annexed to the City of North Mankato, Minnesota, and is declared to be included within its municipal limits.

Section 6. This ordinance shall be published once in the official newspaper of the City after adoption, signing and attestation and following this ordinance is approved by the Department of Administration of the State of Minnesota. The ordinance shall be in effect on and after the day following such publication.

Adopted by the Council this 20th day of August, 2012.

Mayor

ATTEST:

City Clerk



0 404 Feet



© Bolton & Menk, Inc - Web GIS



Map Name

Figure X.X

CHAPTER 52: WATER SERVICE

Section

- 52.01 Connection with city water system
- 52.02 Deficiency of water and shutting off water
- 52.03 Repair of leaks
- 52.04 Abandoned services penalties
- 52.05 Water service lines
- 52.06 Private water supplies
- 52.07 Water meters
- 52.08 Restricted hours for sprinkling
- 52.09 Private fire hose connections
- 52.10 Opening hydrants
- 52.11 Obstructing and screening of fire hydrants
- 52.12 Single service and multiple units metered separately for water

§ 52.01 CONNECTION WITH CITY WATER SYSTEM.

(A) *Mandatory connection with water main.*

(1) **General rule.** The owner of a building constructed for human occupancy abutting on or adjacent to any street or other right-of-way in which a water main is located shall be required, at the owner's expense, to immediately install a suitable service connection to such water main in accordance with the provisions of this chapter once the water main becomes operational. Upon connection to the municipal system, the property owner shall abandon and seal all wells pursuant to applicable rules.

(2) **Annexed lands.** In the case where such a building has been annexed into the city, then the owner shall be required to make such a service connection within 8 years after the date of annexation or within 90 days of the date the water main becomes operational, whichever is later. However, if such owner's private water supply requires repairs or other maintenance which exceeds \$1500, then such owner shall immediately connect with the city water system. Furthermore, a building constructed after the date of annexation shall not be subject to the above time limitations and the owner shall be required to immediately connect to such water main.

(3) **Unsafe private water system.** If a building, annexed or otherwise, is serviced by a private water supply which, upon inspection, reveals that the water is unsafe for human consumption, then the owner of such building shall immediately connect with the city water system.

4715.0310 USE OF PUBLIC SEWER AND WATER SYSTEMS REQUIRED.

If a public sewer is accessible in a street or alley to a building or premises and the connection is feasible, liquid wastes from any plumbing system in that building must be discharged into the public sewer unless otherwise prohibited by this code or a local ordinance.

If a public water supply system is accessible, the water distribution system must be connected to it unless otherwise permitted by the administrative authority. A water well taken out of service because a person is connecting to a public water supply must either be maintained for a use such as irrigation, or sealed and abandoned in accordance with the Minnesota Water Well Construction Code. (Minnesota Rules, chapter 4725)

If either a public sewer or water supply system or both are not available, an individual water supply or sewage disposal system, or both, conforming to the published standards of the administrative authority must be provided.

Every building must have its own independent connection with a public or private sewer, except that a group of buildings may be connected to one or more manholes which are constructed on the premises, and connected to a public or private sewer. These manholes must conform to the standards set by the local sewer authority.

Statutory Authority: *MS s 16B.61; 326.37 to 326.45; 326B.106; 326B.43 to 326B.49*

History: *9 SR 1557; 15 SR 76; L 2007 c 140 art 4 s 61; art 6 s 15; art 13 s 4*

Posted: *May 14, 2012*

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #9	Department: Finance Director	Council Meeting Date: 8/20/12																																																										
TITLE OF ISSUE: Kyle Meyers, Abdo, Eick & Meyers, Presentation of 2011 CAFR																																																												
BACKGROUND AND SUPPLEMENTAL INFORMATION: Mr. Meyers will make a presentation on the Comprehensive Annual Financial Report for the fiscal year ended 12-31-2011. The management letter and CAFR were previously distributed to you so please bring them to the meeting.																																																												
<i>If additional space is required, attach a separate sheet</i>																																																												
REQUESTED COUNCIL ACTION: Accept report and place it on file																																																												
For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%;">Aye</td> <td style="width: 10%;">Nay</td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Norland</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Schindle</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Norland		_____	_____	Schindle		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify)</td> <td colspan="3">2011 CAFR</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		2011 CAFR			_____					_____					_____					_____				
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Other (specify)		2011 CAFR																																																										

<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
NORTH MANKATO, MINNESOTA

COMPREHENSIVE ANNUAL
FINANCIAL REPORT

FOR THE YEAR ENDED
DECEMBER 31, 2011

PREPARED BY:

FINANCE DEPARTMENT

Clara Thorne
Finance Director

Member GFOA of U.S. and Canada
Published July 25, 2012

REQUEST FOR COUNCIL ACTION

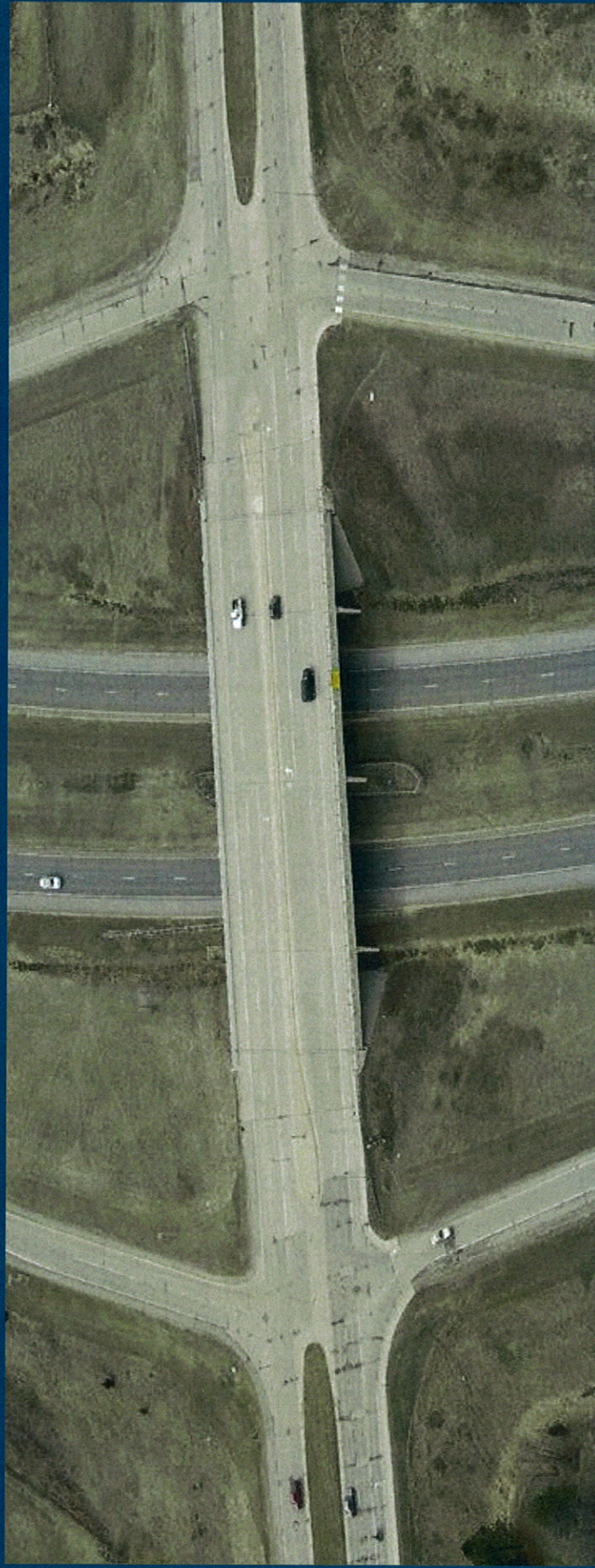


Agenda Item #10		Department: Finance Director		Council Meeting Date: 8/20/12	
TITLE OF ISSUE: Scott Thompson, Minnesota Department of Transportation - Roundabout Discussion					
BACKGROUND AND SUPPLEMENTAL INFORMATION: Scott Thompson from MnDOT will present information on roundabouts specifically for use at the north intersection of Highway 14 and Lookout Drive.					
If additional space is required, attach a separate sheet					
REQUESTED COUNCIL ACTION: Information only					
For Clerk's Use:			SUPPORTING DOCUMENTS ATTACHED		
Motion By: _____			Resolution Ordinance Contract Minutes Map		
Second By: _____			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Vote Record:			Other (specify) PowerPoint		
Aye Nay			_____		
_____ Freyberg			_____		
_____ Steiner			_____		
_____ Norland			_____		
_____ Schindle			_____		
_____ Dehen			_____		
<input type="checkbox"/> Workshop			<input type="checkbox"/> Refer to: _____		
<input checked="" type="checkbox"/> Regular Meeting			<input type="checkbox"/> Table until: _____		
<input type="checkbox"/> Special Meeting			<input type="checkbox"/> Other: _____		



Lookout Drive and US 14

Scott M. Thompson, MnDOT – District 7



This Evening's Outline

- Why?
- Studies Completed
- Signal vs. Roundabout
- Next Steps



Why?

- 2011 Westbound Off Ramp Delay

- AM Peak Hour

- Avg. delay: 22 sec. per vehicle
 - Avg. queue: 52 feet
 - Max queue: 426 feet

- PM Peak Hour

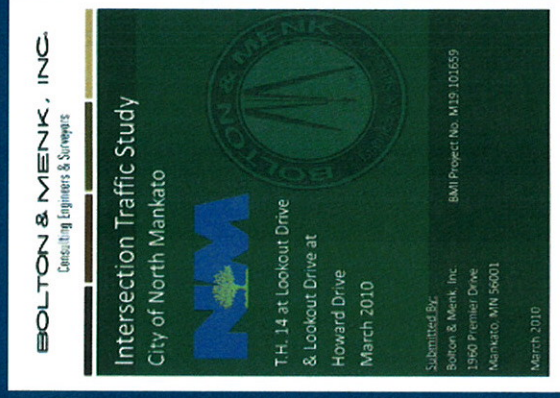
- Avg. delay: 65 sec. per vehicle
 - Avg. queue: 172 feet
 - Max queue: 673 feet





Previous Studies

- March 2010 Bolton & Menk Traffic Study
 - South ramps (eastbound) operate well
 - Howard Drive all-way stop is justified
 - North ramps (westbound) a different story
 - 2010 volumes met signal warrants 1, 2 and 3
 - Noted large delay for off ramp traffic...for 15 minutes





Previous Studies, continued

- 2011 MnDOT Intersection Control Evaluation (ICE)
 - Confirmed South ramps (eastbound) operate well
 - Confirmed Howard Drive all-way stop is justified
 - Recommended slight revision for Northbound traffic





Previous Studies, continued

- 2011 MnDOT ICE, continued
 - Confirmed North ramps (westbound) delay
 - Found that volumes only met signal warrants 2 and 3
 - Determined that a signal wouldn't be the best solution
 - Howard and Lookout Drives intersection will be a future problem



Signal vs. Roundabout



- Easily understood
- Causes unnecessary delay
- Peak Hour Delay
 - 15.5 sec. today
- Higher crash frequency
 - ~3.4 per year today
 - ~4.1 per year in 2020



- Newer concept for local users
- Minimizes delay
- Peak Hour Delay
 - 3.4 sec. today
- Lower crash frequency
 - ~1.7 per year today
 - ~2.0 per year in 2020



Signal vs. Roundabout, continued



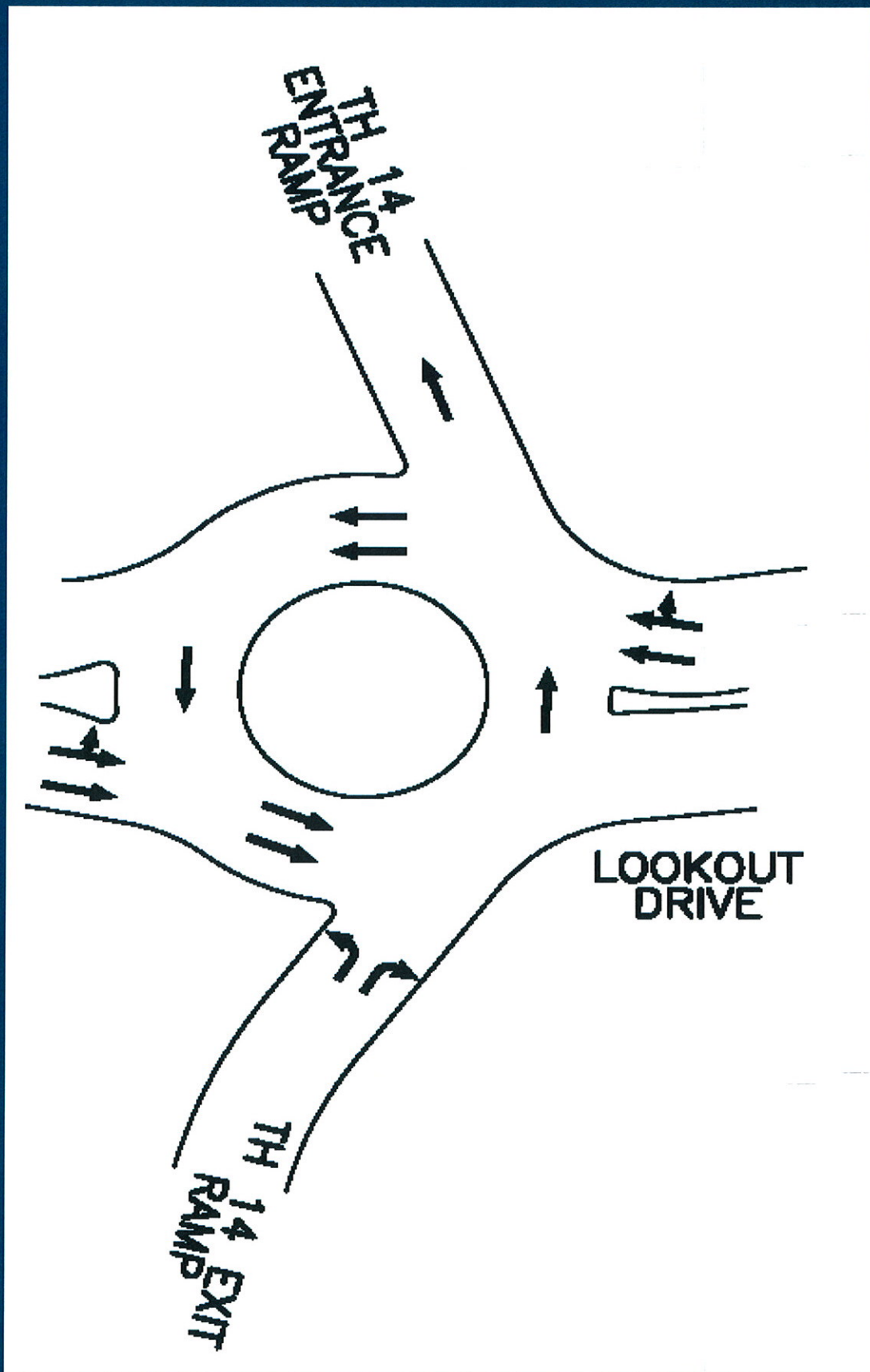
- Higher severity crashes
- Will not require land
- Lower cost (~\$300k)
- Lower benefit



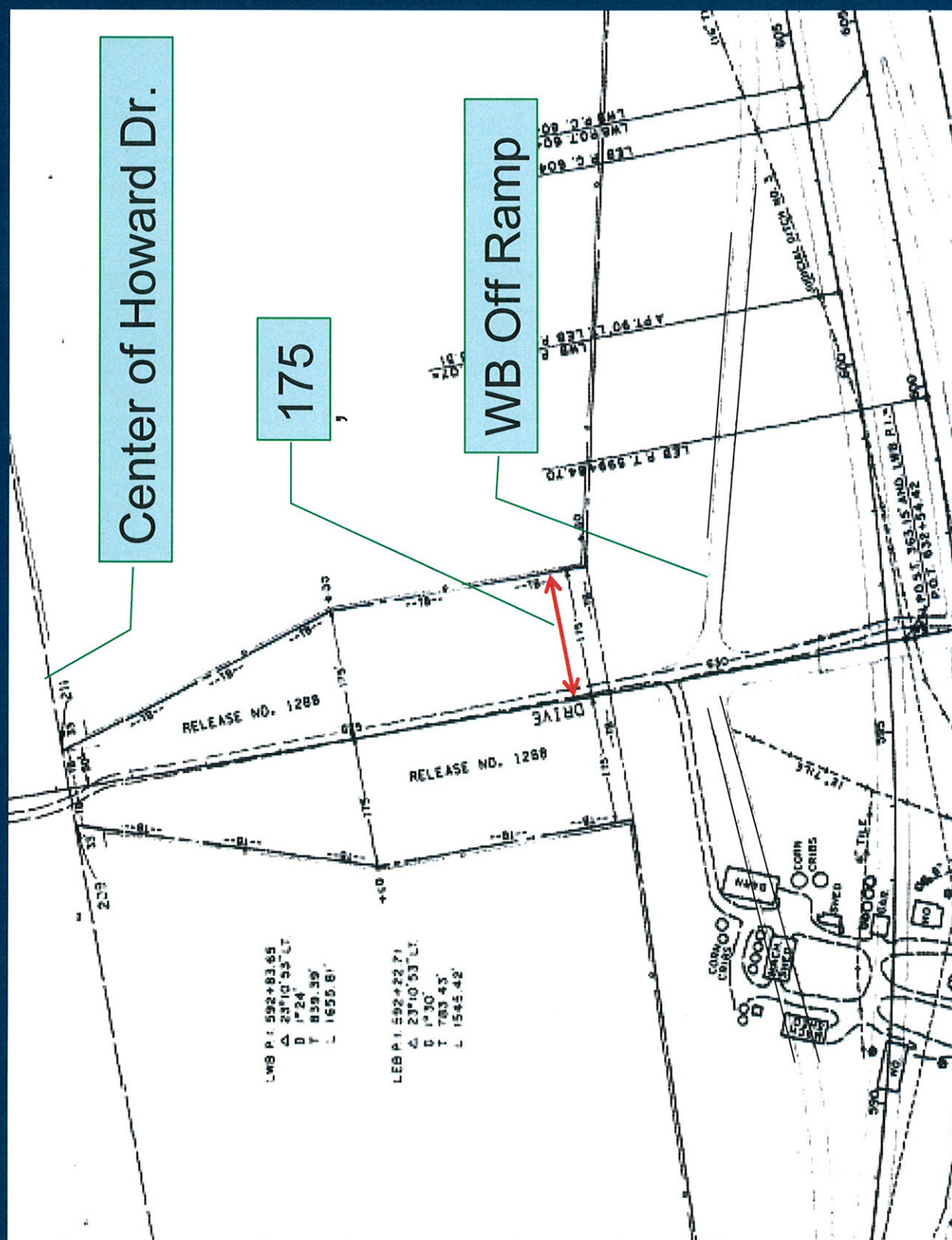
- Lower severity crashes
- Likely will not require land
- Higher cost (~\$1.0M)
- Higher benefit



Multilane Roundabout - CONCEPT



Existing Right of Way



Existing Right of Way



© 2012 Miermont Corporation Pictometric Right of Way © 2012 MND A Geo

Moving Forward...

- Consensus
 - Previous City position – signal
 - ICE result (and MnDOT position) – roundabout
- Resolution to participate
 - 50% MnDOT, 50% City
- Determine when to build
- Continue public education campaign





THANK YOU FOR YOUR TIME!!

Contact Information:

Scott M. Thompson

507-304-6156 (Office)

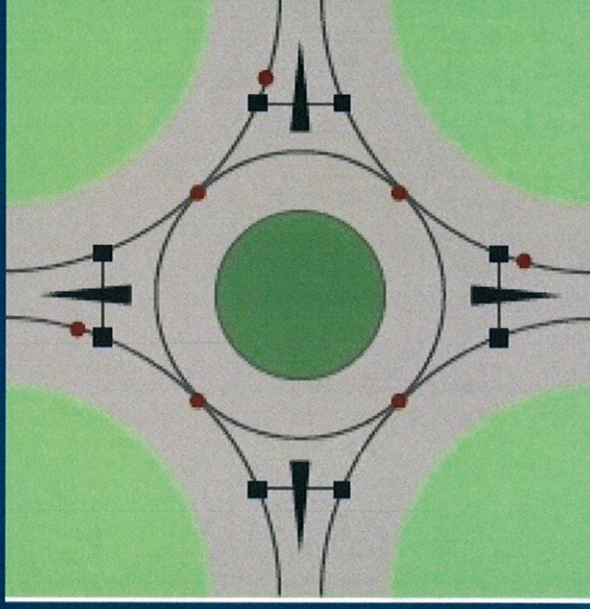
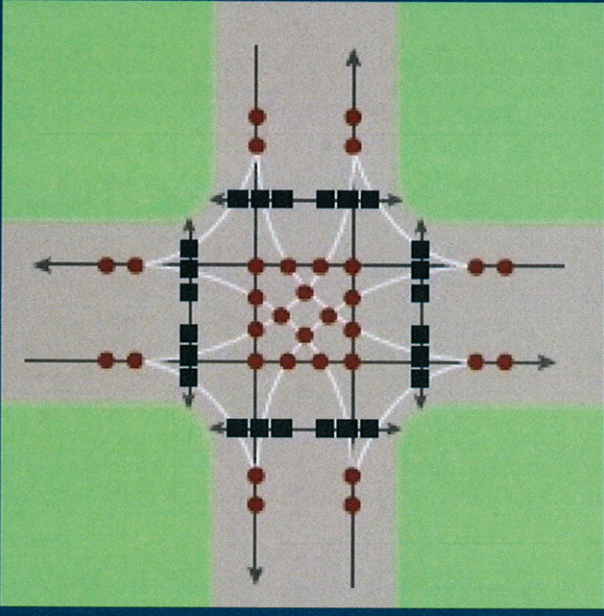
507-295-1776 (Cell)

scott.m.thompson@state.mn.us



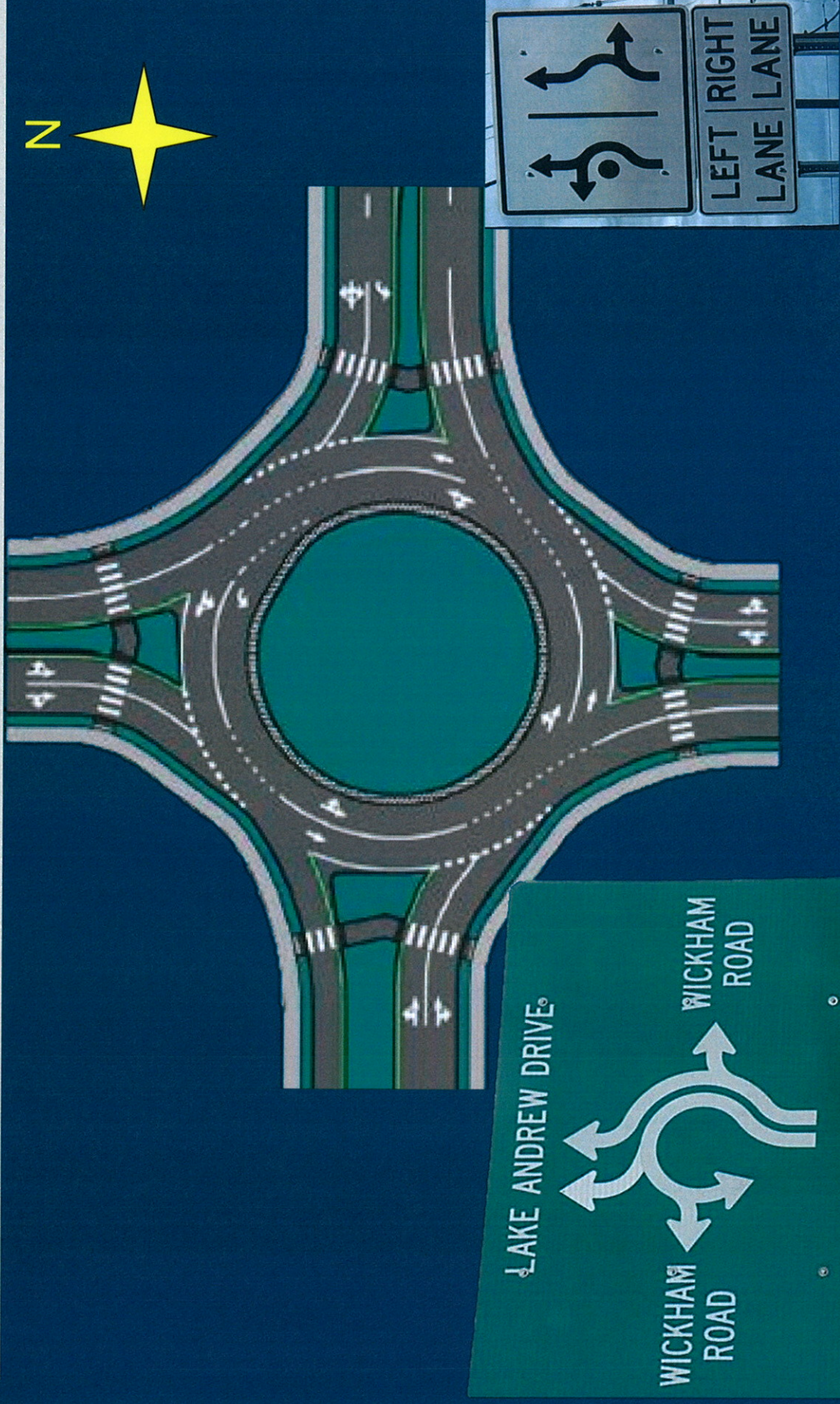
Roundabout Advantages

- Safety
 - ↓ Fatal and Injury Crashes
 - ↓ Property Damage Crashes
- Operations
 - Increased Capacity
 - Reduced maintenance
 - Reduced Delay



Modern Roundabout Rules

- Choose the correct lane
- Yield to pedestrians; then both circulatory lanes
- If in the outside lane, don't pass in the circle



THESE ARE DRAFT MINUTES AND NOT YET APPROVED BY THE BOARD

OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS OF THE
COUNTY OF NICOLLET
August 14, 2012

The Nicollet County Board of Commissioners met in special session on Tuesday, August 14, 2012 at 9:00 a.m. with Chair Dr. Bruce Beatty presiding. Commissioners David Haack, Marie Dranttel, James Stenson, and Jack Kolars were present. Also present were County Attorney Michelle Zehnder Fischer, Interim County Administrator Bridgette Kennedy, Deputy Auditor-Treasurer Jaci Kopet, and Recording Secretary Margo Brown.

Upon a motion by Commissioner Haack and seconded by Stenson, it was moved to approve the minutes of the July 10, 2012 Board meeting. The motion carried unanimously.

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

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

Commissioner Kolars discussed with Ms. Tesdahl some of the issues surrounding various immigrants and how the process works to help them learn the language and get jobs. She explained that it is a long process, but Social Services provides many services to help all immigrants learn English and also learn the skills necessary to obtain jobs, get housing, and locate day care.

Interim County Administrator Bridgette Kennedy addressed the Board with information about a resignation from the South Central Minnesota Multi-County HRA Board. She noted that Mr. Wayne Luepke has submitted his resignation as a member of this Board. Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to accept the recommendation of the County Administrator's Office and acknowledge receipt of the letter from Wayne Luepke resigning as a member of the South Central Minnesota Multi-County HRA Board, effective today (August 14, 2012), and authorize the County Board Chair to sign a certificate and letter of recognition for him. The motion carried unanimously. Ms. Kennedy noted that Charles Zieman has volunteered to serve on this committee and she will bring additional information about Mr. Zieman to the next Board meeting for their consideration. Mr. Zieman will also attend the next meeting if he is available.

County Sheriff David Lange appeared before the Board to request approval of a contract with the Bureau of Criminal Apprehension for a new Integrated Search Services. Upon a motion by Commissioner Haack and seconded by Stenson, it was moved to accept the recommendation of the County Sheriff and approve the amendment to the Master Joint Powers Agreement for Integrated Search Services provided through the Bureau of Criminal Apprehension and authorize the appropriate signatures on the contract. The motion carried unanimously.

At this time, Chair Beatty closed the meeting to the public in order to discuss Attorney/Client Privilege information, as per the Minnesota Open Meeting Law. Following discussion the meeting was reopened to the public.

Public Works Director Seth Greenwood noted that paving is currently taking place on CSAH 25 and he asked if any of the Commissioners were interested in a tour. If anyone wants to view the project, he noted that this week, Thursday and Friday afternoon would be the best days - or next week Monday or Tuesday.

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

- Highway 14 Ribbon Cutting Ceremony in Owatonna on Tuesday, August 21st
- Sibley County requested agenda items for joint meeting – scheduled for Tuesday, September 25th. If anyone has items, please get them to the Administrator's Office.
- Discussed her contact with Bill Gustafson about available rental space in the building currently housing the Soil & Water Conservation Office across the street.

Chair Bruce Beatty reported on the following past and future activities/meetings, including:

- Various Board and Budget meetings
- Critical Position Review meeting
- Criminal Justice Committee
- Minnesota River Board meeting
- Individual Department Head meeting
- Rush River Board
- Region Nine meeting relating to Broadband

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

Commissioner Jack Kolars

- Various Board and Budget meetings
- Individual Department Head meeting
- Meetings with Administrator
- Criminal Justice Committee
- Minnesota Valley Action Council
- Brown/Nicollet Community Health Service

Commissioner James Stenson

- Noted that he had attended the Nicollet County Fair, as had some of the other Commissioners, and discussed the probable success of the County Fair this year

Commissioner David Haack

- No report

Commissioner Marie Dranttel

- Critical Position Review meeting
- Various Board and Budget meetings
- City of St. Peter/Nicollet County Liaison Meeting
- Criminal Justice Committee
- Individual Department Head meeting
- Township Officers Meeting
- Brown/Nicollet Community Health meeting
- Attended the Equalization Training
- Presented the Outstanding Senior Citizens awards at the Nicollet County Fair

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

Commissioner Stenson discussed the interest expressed by a vendor to put an ATM in the Government Center. This issue will be discussed at the next Board Workshop.

Upon a motion by Commissioner Dranttel and seconded by Haack, it was moved to adjourn the meeting at 10:00 a.m. The motion carried unanimously.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #15A	Department: Inter. City Admin.	Council Meeting Date: 8/20/12																																																					
TITLE OF ISSUE: Set Fall Special Services																																																							
<p>BACKGROUND AND SUPPLEMENTAL INFORMATION: At the August 6, 2012 City Council meeting, this issue was tabled by the Council and staff was asked to review the budget to see if funds were available to provide a full special services pick up. While staff believes funds could be made available to provide a fall pick up for residents, it becomes more of an issue as it relates to staffing. Attached is a memo from the Street Superintendent pertaining to this issue.</p> <p style="text-align: right; font-style: italic; font-size: small;">If additional space is required, attach a separate sheet</p>																																																							
<p>REQUESTED COUNCIL ACTION: Set Fall Special Services as either a drop-off for September 28-30, 2012 or as curbside pick up for the valley for the week of September 24 and hilltop for the week of October 1.</p>																																																							
<p>For Clerk's Use:</p> <p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Freyberg</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Steiner</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Norland</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Schindle</td> </tr> <tr> <td>_____</td> <td></td> <td></td> <td>Dehen</td> </tr> </table>		Aye	Nay		_____			Freyberg	_____			Steiner	_____			Norland	_____			Schindle	_____			Dehen	<p style="text-align: center;">SUPPORTING DOCUMENTS ATTACHED</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify) _____</td> <td colspan="3">Memo _____</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Memo _____			_____					_____					_____				
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<p><input type="checkbox"/> Workshop</p> <p><input checked="" type="checkbox"/> Regular Meeting</p> <p><input type="checkbox"/> Special Meeting</p>	<p><input type="checkbox"/> Refer to: _____</p> <p><input type="checkbox"/> Table until: _____</p> <p><input type="checkbox"/> Other: _____</p>																																																						

Memorandum

To: Mike Fischer, Interim City Administrator

From: Brad Swanson, Street Superintendent

Date: July 31, 2012

Subject: Fall Drop Off

With fall services fast approaching I wanted to make you aware of the success we have had with past drop off services.

Feedback has been overwhelmingly positive from residents in response to our recent switch from pick up to drop off. There is no debris waiting to be picked up on the front lawns and/or alleys. People are not digging through items at all hours of the day. Plus, our staff assists with the sorting and unloading of items.

When done at the Street Department we are able to separate general refuse from metal, construction debris, recyclables and reusable items where we are not able to do so on the street, reducing the amount hauled to the landfill. The metal we recover is sold to the scrap yard and helps to offset labor costs. Our "Sharing Tent" allows people to place items that are still usable and valuable in a designated area where others are welcome to take them for their own use. Doing this allows us to govern this in an organized manner.

Those people who are physically unable to haul their items can arrange for us to pick them up, although this has historically been only 3 or 4 residents. Those with scheduling issues may contact me for alternate times ensuring that all residents have the opportunity to take advantage of this service.

In an effort to maximize our efficiency in providing this service I do recommend we continue with the residential drop off at the Street Department.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #15B

Department: Inter. City Admin.

Council Meeting Date: 8/20/12

TITLE OF ISSUE: Schools and Conferences

BACKGROUND AND SUPPLEMENTAL INFORMATION: For items 1-3 we are requesting actual and necessary expenses for the listed employees to attend the schools and conferences. No out-of-state travel is involved.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve Actual and Necessary Expenses

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

_____	_____	Freyberg
_____	_____	Steiner
_____	_____	Norland
_____	_____	Schindle
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution

Ordinance

Contract

Minutes

Map

☐☐☐☐☐

Other (specify)

Travel and Training Requests

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____



Date: 08-02-2012

CITY OF NORTH MANKATO
Training and Travel Request

Department: Police

Names: Det. Jeremy Swenson

Number of Personnel Attending: 1

Event: Taser Inst. Refresher

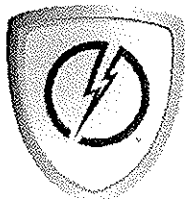
Dates: 08-30/31-2012

Location: Mimeticista Police Dept.

Required Training for Certification/License: ☒ Yes ☐ No

What Certification/License is this training required for? P.O.S.T.

Description: (see Attached)



TASER

TRAINING ACADEMY

INSTRUCTOR CERTIFICATION COURSE OUTLINE

- A. **OVERVIEW:** This class will cover the certification of instructors in the training and use of the TASER X26 and X2 ECDs. Optional supplemental training is also available for the X3, M26, XREP and Shockwave ECDs.
- B. **TERMINAL LEARNING OBJECTIVES:** Given person(s) to be trained and a lesson plan, instruct person(s) in the operation and safety of the TASER X26 and X2 ECDs.
- C. **ENABLING LEARNING OBJECTIVES:** Without the aid of references, in accordance with the detailed lesson plan and manual, a certified trained instructor will accomplish the following at a reasonable level of understanding and proficiency:
1. Pass the written test and demonstrate sufficient proficiency in the function and use of the TASER ECDs.
 2. Understand how TASER ECDs are designed to override and control the sensory and motor functions of the nervous systems of a combative subject.
 3. Know proper finger position for aiming, firing, discharging, and re-energizing.
 4. Be able to reload in a safe and proper manner.
 5. Control unit adequately when commanded "Arm - Spark - Safe" at random (understands safety switch, ARC switch (if applicable) and trigger fully).
 6. Know when the TASER ECD is armed and ready to deploy.
 7. Know how to properly check battery pulse rate, remove and reinstall batteries correctly in TASER ECDs
 8. Know how to utilize the LASER and fixed sights.
 9. Understanding of probe placement.
 10. Understand the principles of Neuro-Muscular Incapacitation
 11. Understand the risks associated with ECD use.

12. For TASER certification.

a. Draw TASER **ECD** and hit targets at various distances under stress.

11. Learn procedures to properly and reasonably safely remove probes from subject.

D. **METHOD / MEDIA:** This class will be taught by the online / lecture / demonstration / practice / scenario / questions and answers method.

E. **EVALUATION:** Topics from this class will be evaluated via written tests and via performance checklist during the practical applications conducted during the class.

COURSE TIME:

Instructor Certification Course: 20 hours

Instructor Recertification Course: 16 hours

User Certification Course:

M26: 6 hours minimum

X26: 6 hours minimum

X2: 6 hours minimum

X3: 6 hours minimum

XREP/X12: 2 hours minimum

Shockwave: 2 hours minimum

AXON/EVIDENCE.COM: No minimum course requirements

CERTIFICATION: TASER Instructor certification is valid for two years from the date of certification.
TASER user certification must be renewed every calendar year.



Date: 8/13/12

CITY OF NORTH MANKATO
Training and Travel Request

Department: FINANCE

Names: PIARA THORNE

Number of Personnel Attending: ONE

Event: MN GOVT FINANCE OFFICERS ASSN - ANNUAL CONFERENCE

Dates: SEPTEMBER 19-21, 2012

Location: ALEXANDRIA, MINNESOTA

Required Training for Certification/License: ____ Yes ☒ No

What Certification/License is this training required for? _____

Description: TO STAY CURRENT IN GOVERNMENTAL ACCOUNTING
CHANGES AND TO NETWORK WITH PEERS. WILL DRIVE UP
TUESDAY NIGHT (9/18/12), SO WILL STAY THREE NIGHTS.



Carnival of Change

MnGFOA 49th Annual Conference – September 19 to 21, 2011^{✓2}

Arrowwood Resort and Conference Center, Alexandria, MN



**YOUR REGISTRATION FEES COVER
THE COST OF THESE SESSIONS,
MEALS, AND BREAKS**

ADDITIONAL MEAL TICKETS MAY BE
PURCHASED AT THE REGISTRATION TABLE

Breakfast	\$15.00
Lunch	\$19.00
Dinner	\$30.00

MEAL AND BREAK SCHEDULE

WEDNESDAY

LUNCH: 12:00-1:00PM

BREAK: 2:50-3:05 PM

DINNER: 7:00 PM

THURSDAY

BREAKFAST: 7:00-8:00 AM

BREAK: 9:40-9:55 AM

BUSINESS LUNCH: 11:45-1:15 PM

BREAK: 2:55-3:10 PM

DINNER: 7:00 PM

FRIDAY

CONTINENTAL BREAKFAST: 7:30 AM

NETWORKING LUNCH: 11:30 AM

CONFERENCE CONTACT INFORMATION

DAWN KOENIG, Chair

612-348-8837

dawn.koenig@co.hennepin.mn.us

OPEN, Vice-Chair

###-###-####

e-mail@mn.us

ROOM RESERVATIONS

USE ARROWWOOD RESERVATION FORM

Standard / Townhouse Room:

\$108 Single/Double per Night

Suite:

\$164 Single/Double per Night

OVERFLOW: Arrowwood will make ALL overflow reservations

Wed 9:00 - 11:45	Wed 1:10 - 2:50	Wed 3:05 - 4:45
X 9:00 Registration	<u>Miltona</u> Jeff Bridgen <i>GASB Pension Standard</i>	X <u>Miltona</u> Jeff Bridgen <i>GASB Update</i>
9:15 <u>Le Homme Dieu</u> New Attendee Orientation	X <u>Osakis</u> Toby Madden <i>Economic Update from the Fed</i>	<u>Osakis</u> Caroline West Soo Chun <i>Rating Agencies</i>
9:15 <u>Lake Carlos</u> CPFO Program Overview	X <u>Minnewaska</u> Mary Vanek Howard Bicker <i>PERA Update</i>	<u>Minnewaska</u> Mary Tan <i>Social Media</i>
X 10:00 Welcome/Keynote Walt Stasinski <i>The Power of Fun at Work</i>	<u>Le Homme Dieu</u> Open <i>Open</i>	<u>Le Homme Dieu</u> X Teri Grahn <i>Sales Tax</i>

Thurs 8:00 - 9:40	Thurs 9:55 - 11:35	Thurs 1:15 - 2:55	Thurs 3:10 - 4:00
<u>Miltona</u> Gary Carlson Jennifer O'Rourke <i>Legislative Update</i>	X <u>Miltona</u> Carlson & O'Rourke <i>Legislative Update (repeat)</i>	<u>Miltona</u> Linda Muchow <i>Excel</i>	X <u>Miltona</u> Linda Muchow <i>Excel</i>
<u>Osakis</u> Peter Specia <i>Governmental Bankruptcies</i>	<u>Osakis</u> David Kukura Charles Burnham <i>Fraud & FBI</i>	X <u>Osakis</u> Nancy Bode Steve Wischmann <i>Internal Controls</i>	X <u>Osakis</u> Dawn Koenig Cory Kampf <i>Disaster Recovery</i>
<u>Minnewaska</u> Bill Joynes <i>Workplace Communications</i>	<u>Minnewaska</u> Bill Joynes <i>Sexual Harassment</i>	X <u>Minnewaska</u> Ken Rowe <i>Property Taxes</i>	3:30 & 4:15 <u>Tennis Center</u> Jennifer Webber <i>Zumba</i>
<u>Le Homme Dieu</u> X Dennis Feller <i>Privatization of Government</i>	<u>Le Homme Dieu</u> Tom Kelly Sue Iverson <i>Beginning Budgeting</i>	<u>Le Homme Dieu</u> Steve, Lori <i>Paperless Systems</i>	<u>Le Homme Dieu</u> Heather Casperson Jennifer Vucinovich <i>Book Discussion</i>
		<u>Lake Carlos</u> Cory Kampf <i>Recruiting for the Future</i>	

**Fri
8:30 - 1:00**

X 8:30
Closing Session
Chris Bauer
Ethics

X 11:30
Networking Lunch

PLEASE REMEMBER...

TURN IN YOUR CPE AND EVALUATION FORMS TO THE
REGISTRATION TABLE AFTER THE LAST SESSION



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OPEN, Vice-Chair

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Chris Bauer
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11:30

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minnesota government finance officers association

Promoting excellence and leadership in the government finance profession

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About MnGFOA

About MNGFOA

Organization Profile

Since 1964, the Minnesota Government Finance Officers Association, or MnGFOA, has served as the premier professional organization representing governmental finance and accounting professionals at cities, counties, school districts, and state agencies.

Our members include: Finance Officers, Accountants, Auditors, Financial Analysts, and other professionals dedicated to managing governmental financial activities. The MnGFOA includes over 500 members representing 200 different government entities and consulting partners.

Slogan

Excellence and Leadership in Government Finance

Mission

To promote excellence and leadership in the government finance profession by providing quality educational opportunities, avenues for sharing knowledge, recognition of members' outstanding accomplishments, and by upholding high professional and ethical standards.

Purpose

To assert leadership in the field of governmental finance administration in the State of Minnesota as developed and recommended by the Government Finance Officers Association of the United States and Canada, the National Council on Governmental Accounting, Government Accounting Standards Board, and other recognized authorities in the field of governmental administration which includes:

- The development of mutually understandable procedures of accounting, budgeting and financial reporting
- The encouragement of the use of common terminology, classification and principles in regard to those subjects
- The encouragement of recruitment and training of qualified public officials and employees
- The achievement of greater efficiency in governmental service
- The development of mutual understanding among those concerned with public finance in Minnesota
- The accomplishment of other objectives of interest to public finance officers.



Date: 8/15/12

CITY OF NORTH MANKATO
Training and Travel Request

Department: Water

Names: Duane Rader

Number of Personnel Attending: 1

Event: AWWA Annual Conference

Dates: 9/19/12-9/21/12

Location: Duluth, MN

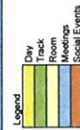
Required Training for Certification/License: ☒ Yes ☐ No

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

Description: _____

2012 Minnesota AWWA Annual Conference Program at a Glance

Tuesday 18th		Wednesday 19th		Thursday 20th		Friday 21st	
6:45		Water for People Breakfast Room 200	6:45	Research Committee Breakfast Room 202	Research Committee Meeting Room 202	Membership Committee Breakfast Room 1 Foyer	6:45
7:30		Water for People Meeting Room 200	7:30	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	7:30
8:00		Opening Reception Harbor Side Ballroom	8:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	
9:00		Operating by MN AWWA Welcome by Josh Lubovich & Ryan Mulier APWA National Representative in Chief Water for People - Sharon Muehlen	8:45	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	9:45
9:30		Keynote Speaker: Larry Friesen National President 2008-09	9:30	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	
10:00		Cong. Karl, Director of Communications Busted No Longer	9:45	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	10:00
11:00		Vendor Exhibition which runs from 10:15 to 3:30 Pipe Tapping @ 10:30 Table Test Presentations @ 11:00	10:15	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	10:15
12:00		Vendor Exhibition Pipe Tapping @ 11:30	11:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	11:00
1:00		Lunch Provided	12:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	1:00
2:00		2 Prize Drawings Tapping @ 1:30 Water Table Test Presentations @ 2:00	1:45	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	2:00
3:00		Vendor Exhibition Tapping @ 2:30 Water Table Test Presentations @ 2:00	2:30	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	3:00
4:00		Vendor Exhibition Tapping @ 2:30 Water Table Test Presentations @ 2:00	3:30	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	4:00
5:00		Free Time	4:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	5:00
6:00		MAC Social at Grandin's Sports Center (Featuring the AWWA MN Section "All Star Jam Band")	5:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	6:00
7:00		Free Time	6:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	7:00
8:00		Free Time	7:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	8:00
9:00		Free Time	8:00	Research Committee Meeting Room 202	Research Committee Meeting Room 202	Membership Committee Meeting Room 201-202	9:00



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 16A	Department: City Clerk	Council Meeting Date: 08/20/2012																																																
TITLE OF ISSUE: 2012 Primary Election Results																																																		
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a summary of the 2012 Primary Election results by precinct. North Mankato's voter turnout was 7.2%.																																																		
<i>If additional space is required, attach a separate sheet</i>																																																		
REQUESTED COUNCIL ACTION: Information only																																																		
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;">Primary Election Results Summary</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		Primary Election Results Summary			_____					_____					_____				
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<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																																																	

**CITY OF NORTH MANKATO
RESULTS OF 2012 PRIMARY ELECTION**

	1	2	3	4	5	6	7	TOTAL
Number Registered at 7 a.m.	1,289	1,254	1,272	1,437	1,402	1,396	207	8,257
Number Registered at Polls	8	5	3	3	9	5	9	42
Total Number Registered	1,297	1,259	1,275	1,440	1,411	1,401	216	8,299
Total Number Voting	97	89	89	132	94	74	25	600
% Turnout of Registered Voters	7.5%	7.1%	7.0%	9.2%	6.7%	5.3%	11.6%	7.2%

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 17A	Department: Finance	Council Meeting Date: 08/20/2012
-------------------	---------------------	----------------------------------

TITLE OF ISSUE: Request For Proposal For Professional Auditing Services

BACKGROUND AND SUPPLEMENTAL INFORMATION: Enclosed in your packet is a request for proposal for professional auditing services (RFP). The proposal calendar is located on page 8 of the RFP with the issuance of the proposal scheduled for August 21, 2012; the day following this City Council meeting. The evaluation procedures of the submitted proposals are detailed on page 13. City staff will evaluate the proposals and submit a summary of the proposals and recommendation to council at the November 19, 2012 City Council meeting.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Direct staff to issue the request for proposal for professional auditing services.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye Nay

_____	_____	Freyberg
_____	_____	Steiner
_____	_____	Norland
_____	_____	Schindle
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Map

☐
☐
☐
☐
☐

Other (specify)
Auditing Services

Request for Proposals for Professional

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____



REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES
August, 2012

City of North Mankato
1001 Belgrade Avenue
P.O. Box 2055
North Mankato, MN 56002

Clara Thorne, Finance Director
Phone (507) 625-4141
Fax (507) 625-4525
clarat@northmankato.com

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

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CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

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CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

I. GENERAL INFORMATION

The City of North Mankato is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2012, December 31, 2013, and December 31, 2014. These audits are to be performed in accordance with the generally accepted auditing standards and the standards for financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards (1994), and, if applicable, the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, audits of States, Local governments, and Non-Profit Organizations as well as all other Federal, State and local requirements in effect now or placed in effect during the engagement.

There is no expressed or implied obligation for the City of North Mankato to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City of North Mankato reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of North Mankato reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of North Mankato and the firm selected.

It is anticipated the selection of a firm will be completed in November 2012. Following the notification of the selected firm, it is expected a contract will be executed between both parties as soon as possible.

A. Term of Engagement

A three-year contract is contemplated, subject to the annual review and recommendation of the Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City of North Mankato and the selected firm), and the concurrence of the North Mankato City Council. The City may extend the agreement annually without solicitation from other firms. In the event of unsatisfactory performance, or when in the best interest of the City, proposals may be solicited before the end of the three-year period.

The agreement between the City of North Mankato and the auditing firm shall be in the form of a written contract.

B. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City of North Mankato.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

II. NATURE OF SERVICES REQUIRED

A. General

The City of North Mankato is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2012; December 31, 2013; and December 31, 2014.

B. Scope of Work to be Performed

The City of North Mankato desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory or statistical sections of the report.

The auditor shall also be responsible for performing procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards (GAAP).

If the City of North Mankato were required to have a Single Audit for any year covered by this proposal, the auditor would follow the provisions of the Federal Single Audit Act Amendments of 1996. The City did require a Single Audit for the fiscal year ending December 31, 2011. The pricing for the Single Audit should be reported separately on the fee structure schedule.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
- The standards applicable for financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States.
- The provisions of the Single Audit Act of 1984 (as amended in 1996).
- The provisions of US Office of Management and Budget (OMB) Circular A-133, as applicable.
- The provisions of the Minnesota Legal Compliance Audit Guide for Local Government.
- Any other Federal, State, and local requirements in effect now or placed into effect during the engagements.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

1. A draft of the Comprehensive Annual Financial Report.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

2. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including, if applicable, an opinion on the fair presentation of the supplementary schedule of expenditures of Federal awards "in relation to" the audited financial statements.
3. Report on legal compliance in accordance with the Minnesota Legal Compliance Audit Guide for Political Subdivisions, promulgated by the Minnesota office of the State Auditor pursuant to Minnesota Statute 6.65.
4. A report on internal control over financial reporting based on an audit of financial statements and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
5. A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133, as applicable.
6. Schedule of Expenditures of Federal Awards and corresponding notes, as applicable.
7. Schedule of findings, responses and questioned costs.
8. Non-reportable conditions discovered by the auditors shall be reported in a separate Letter to Management which shall be referred to in the report(s) on internal controls.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and the Mayor.

E. Reporting to Council

Auditors shall assure themselves that the City Administrator and City Council is informed of each of the following:

- a. The auditor's responsibility under generally accepted auditing standards.
- b. Significant accounting policies.
- c. Management's judgments and accounting estimates.
- d. Significant audit adjustments.
- e. Other information in documents containing audited financial statements.
- f. Disagreements with management.
- g. Management consultation with other accountants.
- h. Major issues discussed with management prior to retention.
- i. Difficulties encountered in performing the audit.
- j. Legal compliance findings.
- k. Significant deficiencies.
- l. Control deficiencies.
- m. Management recommendations.
- n. Financial analysis.
- o. Update of resolved (and unresolved) issues from prior years.

F. Special Conditions

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

1. The schedule of expenditures of federal awards, if applicable, and related auditor's report, as well as the reports on the internal controls and compliance, are not to be included in the comprehensive annual financial report, but are to be issued separately.
2. The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters" as maybe required or requested.
3. Additional assistance regarding the specifics of the future implementation and compliance with reporting requirements mandated by GASB.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of North Mankato of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of North Mankato.
- US General Accounting Office (GAO).
- State of Minnesota.
- Parties designated by the federal or state governments or by the City of North Mankato as part of an audit quality review process.
- Others as they become known or required by the City of north Mankato.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF GOVERNMENT

A. Principal Contacts

The auditor's principal contact will be the City Finance Director (Clara Thorne) who will coordinate the assistance to be provided by the City of North Mankato to the auditor.

B. Background Information

The City of North Mankato is located in Nicollet County, Minnesota. The City was incorporated in 1898 and became a statutory city of the fourth class in 1974. Policy making and legislative authority is vested in a governing council consisting of the Mayor and four Council Members. Per the 2010 Census data, North Mankato population is 13,394 and 5,864 households.

The City provides a full range of services, including police and fire protection, the construction and maintenance of highways, streets and other infrastructure, and recreational services along with water, sewer, storm water and sanitation utility service.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

The City's fiscal year is the calendar year. PACE Computer Management software is used for all financial operations.

An electronic copy of the most recent audit of the City (for the year ending 12/31/2011) is available via email by contacting Clara Thorne, City Finance Director.

C. Budgetary Basis of Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General and special revenue funds. All annual appropriations lapse at fiscal year end. The City does not use encumbrance accounting.

D. Federal and State Assistance

It is unknown whether the City will require a Single Audit for 2012.

E. Pension Plans

All full and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund and the Public Employees Police and Fire Fund which are cost sharing, multiple employer retirement plans. Elected officials of the city are covered by the Public Employees Defined Contribution Plan (PEDCP).

All members of the North Mankato Fire Department are covered by a defined benefit plan administered by the North Mankato Firefighters' Relief Association. The plan is a single employer retirement plan and is established and administered in accordance with Minnesota Statute, Chapter 69. The North Mankato Firefighters' Relief Association contracts for auditing services separately from the City. For purposes of this request for proposal, a separate proposal for auditing services to the relief association is requested (Appendix C).

F. Component Units

The Port Authority is governed by seven commission members, including two City Council members, who are directly appointed by the Mayor and confirmed by the City Council. The Port Authority's principal activities are economic and industrial development within the City and financing building activity for the City. The City of North Mankato Port Authority is a discretely presented component unit as a governmental fund type. Separate financial statements are not issued for the component unit.

G. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Clara Thorne at 507-625-4141 or clarat@northmankato.com. The City of North Mankato will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

August 21, 2012	Request for proposal issued
September 24, 2012	Due date for proposals
October/November 2012	Interviews with selected firms
November 19, 2012	City Council selection

B. Schedule for the 2012 Fiscal Year Audit

A similar or earlier time schedule will be developed for audits of future fiscal years if the City of North Mankato exercises its option for additional audits.

Each of the following should be completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan

The auditor shall provide the City of North Mankato with both a detailed audit plan and a list of all schedules to be prepared by the City of North Mankato as soon as possible after City Council approval of auditor selection.

2. Interim Work

The schedule for interim work will be determined upon completion of the selection process. It is desirable to complete as much work as possible on an interim basis.

3. Fieldwork

Fieldwork will commence after April 15, 2013 and shall be completed within 30 days.

4. Draft Reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by May 31, 2013.

C. Entrance Conferences, Progress Reporting, and Exit Conferences

A similar or earlier time schedule will be developed for audits of future fiscal years if the City of North Mankato exercises its option for additional audits.

At a minimum, the following conferences should be held within reason to the related Fiscal Year End audit schedule:

1. Entrance conference with Finance Director as soon as possible after Council approves audit firm.
 - The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for

CITY OF NORTH MANKATO REQUEST FOR PROPOSAL

work space and other needs of the auditor.

2. Progress conferences with the Finance Director on an "as needed" basis.
 - The purpose of these meetings will be to discuss status of fieldwork and potential problem areas.
3. Exit conference with the City Administrator and Finance Director.
 - The purpose of this meeting will be to summarize the results of the fieldwork and to review significant findings.
4. Presentation to City Council
 - This will encompass a brief presentation to the Council during a regular City Council meeting.

D. Date Final Report is Due

The auditor shall prepare draft financial statements, notes to the financial statements, and all required supplementary schedules and statistical data by May 31, 2013. The auditor shall also provide all recommendations, revisions, and suggestions for improvement to the Finance Department by the date of the audit exit conference, May 31, 2013. The auditor will make necessary revisions to the financial statements. Upon final revisions, the auditor will approve the financial statements and deliver the audit opinion to the City. The auditor will then prepare and complete the Comprehensive Annual Financial Report by June 21, 2013.

V. AUDIT RESPONSIBILITIES

A. City Staff Assistance

City staff will be available during the audit to assist the firm by providing information, documentation and explanations.

B. Work Area and Equipment

The City of North Mankato will provide the auditor with reasonable workspace, tables and chairs. The auditor will also be provided with access to a telephone, and photocopier/scanner/FAX machine.

C. Report Preparation

Report preparation and editing shall be the responsibility of the auditor, including any visual presentations for the City Council. The City of North Mankato will require an official copy of the final audit report as well as an electronic (i.e. PDF) copy. Twenty paper copies shall be produced for the city's use.

D. State Reporting

The auditor shall complete all forms mandated to be sent to the State for reporting purposes.

E. Government Finance Officers Association Reporting

The auditor shall complete all forms to be sent to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

VI. PROPOSAL REQUIREMENTS

The Proposer shall submit three (3) originals and an electronic copy (emailed) of the completed proposal to:

Clara Thorne, Finance Director
City of North Mankato
1001 Belgrade Avenue
PO Box 2055
North Mankato, Minnesota 56002

Email: clarat@northmankato.com

The proposal shall include:

1. Title Page - Title page showing the request for proposal subject; the firm's name, address, email, and telephone number of the contact person; and the date of the proposal.
2. Table of Contents.
3. Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.
4. Detailed Proposal - The detailed proposal should follow the order set forth in Sections VII and VIII of this request for proposals.
5. Executed copies of Proposer Warranties (Appendix A).
6. Schedule of Proposed Fees for 2012, 2013, and 2014 audits of the City of North Mankato (Appendix B).
7. Schedule of Proposed Fees for 2012, 2013, and 2014 audits for the North Mankato Firefighters Relief Association (Appendix C).

The City of North Mankato reserves the right, where it may serve the City's best interest, to request additional information or clarifications from the proposers. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

VII. TECHNICAL PROPOSAL

A. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of North Mankato in conformity with the requirements of this request for proposal. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, Item Nos. B through G must be included. They represent the criteria against which the proposal will be evaluated.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

B. Independence

The firm should provide an affirmative statement that it is independent of the City of North Mankato as defined by generally accepted auditing standards of the US General Accounting Office's Auditing Standards (1994).

The firm should also list and describe the firm's professional relationships involving the City of North Mankato or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the City of North Mankato written notice of any relevant professional relationships entered into during the period of this agreement.

C. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

D. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on the engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis, the number and nature of the staff to be so employed on a part-time basis, and the number and nature of the staff to be so employed on a temporary basis.

The firm shall also provide information on the results of any federal or state desk reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations. The firm should provide a list of government-related references that the City may contact.

E. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person and overall experience of each person.

Provide as much information as possible regarding the number, qualifications and experience of the specific staff to be assigned to this engagement. Indicate how the quality of the staff, over the term of the engagement, will be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office.

The City of North Mankato must be notified in writing if consultants and firm specialists mentioned in response to this request for proposal would be changed. Notification shall be done prior to any such change.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

F. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum of 3, maximum of 5) performed in the last three years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. For City engagements, indicate whether or not the Comprehensive Annual Financial Report received the GFOA Certificate of Achievement for the most recent audit.

G. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. The proposal should include sample formats for required reports.

VIII. DOLLAR COST PROPOSAL

A. Total All-Inclusive Maximum Price

The dollar cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of North Mankato will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost proposal. Such costs should not be included in the proposal.

The first page of the dollar cost proposal should include the following information:

1. Name of Firm.
2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of North Mankato.
3. A total all-inclusive Maximum Price for the 2012, 2013, and 2014 engagements.

The second page of the dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachments (Appendix B and C) that supports the total all-inclusive maximum price.

If it should become necessary for the City of North Mankato to request the auditor to render any additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendation included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of North Mankato and the firm. Any such additional work agreed to between the City of North Mankato and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost proposal.

CITY OF NORTH MANKATO REQUEST FOR PROPOSAL

Progress payments may be made on the basis of hours of work completed during the course of the engagement incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Payment of final billing will be held pending delivery of the firm's final reports.

Detailed spreadsheets shall be made available that verify the billing for the period billed. Line items that should be shown on the spreadsheet include: service date and time, employee name, rate, time billed, amount billed, description of work performed, and any miscellaneous expenses associated with the audit. Spreadsheet should also include any hours or expenses that are part of the audit but not billed.

IX. EVALUATION PROCEDURES

A. Review of Proposal

The City of North Mankato reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The selection process will include, but not be limited to, the following criteria:

1. Mandatory Elements
 - a) The audit firm is independent and licensed to practice in Minnesota.
 - b) The firm has no conflict of interest with regard to any other work performed by the firm for the City of North Mankato.
 - c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
2. Technical Quality
 - a) Expertise and Experience
 - 1) The firm's past experience and performance on comparable government engagements.
 - 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - 3) The firm's experience with the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.
 - b) Audit Approach
 - 1) Adequacy of proposed staffing plan for various segments of the engagement.
 - 2) Adequacy of sampling techniques.
 - 3) Adequacy of analytical procedures.
3. Price-- Cost will be a factor in the selection of an audit firm. However, price will not be the sole determining factor in the selection process.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

C. Oral Presentation

During the evaluation process, the City may, at its discretion, request one or all firms to make an oral presentation. Such presentation will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentation.

D. Right to Reject Proposals

The City of North Mankato reserves the right without prejudice to reject any or all proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of North Mankato and the firm selected.

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

APPENDIX A

CITY OF NORTH MANKATO

PROPOSER GUARANTEES

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of North Mankato.

The proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.

Proposer warrants that all information provided in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed or printed): _____

Title: _____

Firm: _____

Date: _____

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

APPENDIX B

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE
CITY OF NORTH MANKATO 2012, 2013 AND 2014 FINANCIAL STATEMENTS**

	Hours	2012 Proposed Hourly Rates	2013 Proposed Hourly Rates	2014 Proposed Hourly Rates	Total for 2012
Personnel Costs:					
Partners					\$
Managers					\$
Supervisory Staff					\$
Other Personnel (Specify)					\$
Subtotal:					\$
Other:					
Report Prep/Processing					\$
Single Audit Cost (A-133)					\$
Prepare Report of Fin Stmts & Supp Info					\$
Process State- mandated Reports					\$
Process GFOA Certificate					\$
Out-of-Pocket Expenses					\$
Meals and Lodging					\$
Transportation/ Mileage					\$
Other (Specify)					\$
Subtotal:					\$
Total All-inclusive Price for Audit Services for 2012					\$
Total All-inclusive Price for Audit Services for 2013					\$
Total All-inclusive Price for Audit Services for 2014					\$

CITY OF NORTH MANKATO
REQUEST FOR PROPOSAL

APPENDIX C

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE
NORTH MANKATO FIREFIGHTERS' RELIEF ASSOCIATION 2012, 2013 AND 2014
FINANCIAL STATEMENTS**

	Hours	2012 Proposed Hourly Rates	2013 Proposed Hourly Rates	2014 Proposed Hourly Rates	Total for 2012
Personnel Costs:					
Partners					\$
Managers					\$
Supervisory Staff					\$
Other Personnel (Specify)					\$
Subtotal:					\$
Other:					
Report Prep/Processing					\$
Prepare Report of Fin Stmts & Supp Info					\$
Process State- mandated Reports					\$
Prepare 1099's & 1096					\$
Prepare Form 990					\$
Out-of-Pocket Expenses					\$
Meals and Lodging					\$
Transportation/ Mileage					\$
Other (Specify)					\$
Subtotal:					\$
Total All-inclusive Price for Audit Services for 2012					\$
Total All-inclusive Price for Audit Services for 2013					\$
Total All-inclusive Price for Audit Services for 2014					\$

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 17B	Department: Finance	Council Meeting Date: 08/20/2012																												
TITLE OF ISSUE: Res. Approving Consent Assessment Agreement - 1032 Quincy Street																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a resolution approving a Consent Assessment Agreement for 1032 Quincy Street for water curb box repair.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt resolution																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Consent Assessment Agreement</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																													
_____	_____	Freyberg																												
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RESOLUTION NO.

RESOLUTION APPROVING
CONSENT ASSESSMENT AGREEMENT

WHEREAS, the City of North Mankato has, at the property owner's request, paid for certain improvements that will benefit such property, specifically for water curb box repair for the following described real estate:

W 73.25' of E 296.75' of N 80' of Block 28, W. Hodapp's Addition

1032 Quincy Street PIN 18.557.2540
Cost: \$456.78

WHEREAS, the property owner desires that the cost of the improvement be made as a special assessment against the property; and

WHEREAS, the property owner has executed a consent assessment agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, as follows:

That the attached consent assessment agreement is approved and that the City Clerk is directed to forward a certified copy of this resolution along with a copy of the consent assessment agreement to the Nicollet County Auditor.

Adopted by the City Council this 20th day of August 2012.

Mayor

ATTEST:

City Clerk

CONSENT ASSESSMENT AGREEMENT

This Agreement is made between the City of North Mankato (City) and Linda L. Theessen (Owner).

The parties are guided in reaching this agreement by the following facts:

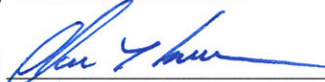
1. Owner's property is described as follows:
1032 Quincy Street
PIN 18.557.2540
Wendel Hodapp's Addition, Block W 73.25' of E 296.75' of N 80' of BLK 28
2. Owner desires to certify water shut off box repair to the 2012 tax rolls.
3. Owner desires to waive all of the procedures mandated by Chapter 429 of Minnesota Statutes and to consent to the imposition of an assessment directly upon the described property.
4. City is willing to certify repair in consideration for the owner's consent to the assessments.

The parties therefore make the following agreement:

1. As a result of the water shut off box repair, a special assessment shall be filed against owner's land in the amount of \$456.78. The assessment shall be payable in equal installments extending over a period of five years and shall bear interest at the rate of 7.00% per annum from the date of this agreement. The City may transmit notice of this assessment to the County Auditor to be recorded against the affected property.

Adopted this 20th day of August, 2012

City of North Mankato

By: 
Its: Finance Director


Property Owner

Leon's Custom Backhoe, Inc.

Invoice

59988 206th Street
Eagle Lake, MN 56024
507-345-L-E-O-N

Invoice No.
1447

Bill To:

LINDA THEESEN
1032 QUINCY STREET
NORTHY MANKATO, MN 56003

Date

04/22/12

Due Date
05/02/12

P.O. Number

Terms
NET 10

Project

Serviced	Item	Description	Quantity	Rate	Amount
04/05/12	OTHER SERVICE	REPAIR WATER SHUT OFF BOX	1	456.78	456.78
		MOVE BUSH OFF THE BOX AND REPLANT AND RESTORE LANDSCAPE ROCK			
		Sales Tax		6.875%	0.00
				Total	\$456.78

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 17C	Department: Finance	Council Meeting Date: 08/20/2012																											
TITLE OF ISSUE: Res. Declaring Costs to be Assessed for Municipal Charges																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a resolution declaring costs to be assessed for weed mowing on tax forfeiture property. Exhibit A lists the properties.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Adopt resolution																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Norland	_____	_____	Schindle	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Exhibit A</u> _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																												
_____	_____	Freyberg																											
_____	_____	Steiner																											
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Resolution	Ordinance	Contract	Minutes	Map																									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
<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 COSTS TO BE ASSESSED
FOR MUNICIPAL CHARGES

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

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

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

Adopted by the City Council this 20th day of August 2012.

Mayor

ATTEST:

City Clerk

City of North Mankato
Mowing of Properties
Certification to Assessment Roll for One Year at 7%

Exhibit A CC date 8/6/2012
Pay date 12/31/2013

Location	Description	Owner	PID	Legal Description	Amount
2229 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0150	Northgate #2 Lot 5 Block 3	150.00
2230 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0420	Northgate #2 Lot 18 Block 5	150.00
2236 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0390	Northgate #2 Lot 15 Block 5	150.00
2238 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0380	Northgate #2 Lot 14 Block 5	150.00
2239 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0190	Northgate #2 Lot 2 Block 4	150.00
2242 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0360	Northgate #2 Lot 12 Block 5	150.00
2244 Fairbanks Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0350	Northgate #2 Lot 11 Block 5	150.00
2227 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0260	Northgate #2 Lot 2 Block 5	150.00
2229 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0270	Northgate #2 Lot 3 Block 5	150.00
2231 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0280	Northgate #2 Lot 4 Block 5	150.00
2233 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0290	Northgate #2 Lot 5 Block 5	150.00
2234 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0040	Northgate #2 Lot 4 Block 1	150.00
2235 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0300	Northgate #2 Lot 6 Block 5	150.00
2237 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0310	Northgate #2 Lot 7 Block 5	150.00
2239 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0320	Northgate #2 Lot 8 Block 5	150.00
2241 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0330	Northgate #2 Lot 9 Block 5	150.00
2244 Kodiak Drive	Mowing on 6/15/2012 & 7/12/2012	Tax Forfeiture Property - Nicollet County Auditor	18.172.0080	Northgate #2 Lot 3 Block 2	150.00

2,550.00

CLAIM REPORT
FOR REGULAR COUNCIL MEETING OF AUGUST 20, 2012

72748	ICMA Retirement Trust - 457	employee payroll deductions	\$4,253.85
72749	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$430.77
72750	Cardmember Service	charge card items-All Depts.	\$8,282.52
72751	Casey's General Stores, Inc.	gas-Mun Bldg, Police, Street, Park & Water	\$548.35
72752	Charter Communications	high speed data serv-Police, Fire, Contingency & P/A	\$442.96
72753	Mankato Umpire Advisory Association	10% concessions for tournament 8/4-8/5	\$114.92
75754	MII Life, Inc.-VEBA	contribution to VEBA account-Police Dept.	\$2,224.96
72755	Minnesota Rural Water Assn.	membership dues-Water Dept.	\$235.00
72756	AT & T Mobility	cell phone bill-Bookmobile	\$24.06
72757	Mankato Umpire Advisory Association	10% concessions for tournament 8/10-8/12	\$534.05
72758	Verizon Wireless	cell phone & internet bill-Adm, Pol, Insp, Bkm & T/F	\$1,016.45
	A-1 Key City Locksmiths, Inc.	keys-Street Dept.	\$10.69
	Abdo, Eick & Meyers	audit service-All Depts.	\$6,595.00
	Albright, James	lawn care-Public Access	\$32.06
	Alex Air Apparatus, Inc.	equipment for fire truck-Fire Dept.	\$1,635.29
	All American Towing	towing charge-Street Dept.	\$83.75
	Alpha Wireless Communications	equipment parts & supplies-Police & Fire Depts.	\$49.67
	Ameripride Services	mats, uniforms & towel service-All Depts.	\$582.82
	AmLawn, Inc.	mowing-Park Dept.	\$959.66
	Auto Body Specialties	equipment parts-Street Dept.	\$8.40
	Baker & Taylor	books-Library & Bookmobile	\$31.98
	Barnes & Noble	books-Library	\$159.01
	Batteries Plus	supplies-Water Dept.	\$140.04
	Boyer Trucks	equipment parts-Street Dept.	\$203.81
	Brandt Law Office	conflict prosecution-Attorney	\$66.00
	Brown Traffic Products, Inc.	repair traffic controller-Street Lighting	\$500.00
	Carquest Auto Parts	equipment parts & supplies-All Depts.	\$795.52
	City of Mankato	water bill-Public Access	\$15.26
	Coca-Cola Refreshments	pop & water-Caswell	\$287.12
	Crysteel Truck Equipment	equipment parts-Street Dept.	\$346.10
	Cushman Motor Co., Inc.	equipment parts-Caswell	\$95.63
	Doran, Heather	mileage-Public Access	\$172.05
	Duo-Safety Ladder Corporation	supplies-Fire Dept.	\$38.30
	Fastenal Company	equipment parts & supplies-Street & Water Depts.	\$39.78
	Ferguson Enterprises, Inc.	equipment parts-Park & Water Depts.	\$159.96
	Flint Hills Resources	sealcoating oil-Street Dept.	\$86,610.72

CLAIMS CONTINUED

Free Press	ads-Admin, Library & Comm Dev	\$618.43
Freyberg Petroleum Sales, Inc.	oil-All Depts.	\$1,551.73
G & H Ready Mix	concrete-Storm Water	\$266.29
Gopher State One-Call	one-call locates-Inspection	\$223.50
Greater Mankato Convention & Visitors	Veterans Memorial maps-Comm Dev	\$623.05
Hancock Concrete Products	rope for storm sewer seals-Storm Water	\$605.98
Hawkeye Foodservice Distribution	items for concessions-Caswell	\$322.07
Hawkins, Inc.	chemicals-Swim Facility & Water Depts.	\$3,484.56
Herc-U-Lift	storage shelving-Shop	\$1,733.56
Heyn Brothers	refund building permit #746-12	\$188.23
Infratech Infrastructure Technologies	repair sanitary manholes-2011 Construction	\$25,186.08
Ingram Library Service	books-Library & Bookmobile	\$778.59
Jeane Thorne, Inc.	professional service-Task Force	\$1,275.58
Johnson, Andy	training expenses-Task Force	\$148.30
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$501.20
Kennedy & Kennedy Law Office	legal services-Attorney	\$8,193.18
LJP Enterprises of St. Peter	wire baling & gaylords-Sanitation	\$400.00
LJP Waste & Recycle	transportation charges-Sanitation	\$561.60
Larson, Tom	consent assessment 613 Page Ave	\$2,500.00
Law Enforcement Training Associates	training-Task Force	\$920.00
Lawson Products, Inc.	supplies-Shop	\$413.19
Leon's Custom Backhoe, Inc.	consent assessment 1032 Quincy St.	\$456.78
MacTools Distributor	supplies-Shop	\$66.55
MacQueen Equipment, Inc.	equipment parts-Street Dept.	\$134.59
Mankato Bearing Company	equipment parts-Park Dept.	\$14.71
Mankato Ford, Inc.	equipment parts-Police & Street Depts.	\$23.36
Mankato Public Schools	All Seasons Arena annual assessment-Park Dept.	\$8,710.00
Mankato Tent & Awning Co.	professional service-Comm Dev	\$44.23
Mayo Clinic Health System	physical-Fire Dept.	\$137.00
Menards-Mankato	supplies & wall cabinet-2011 Construction & Water	\$201.95
Minnesota Valley Testing Lab	water testing-Water Dept.	\$158.75
Minnesota Waste Processing Co.	processing fees-Sanitation	\$22,101.47
Morgan, Shawn	supply-Police Dept.	\$5.68
MRCI	wages for MRCI employees-Sanitation	\$10,631.59
Mr. Rooter of South Central MN	clean drain line 815 Park-Port Authority	\$380.77
MTI Distributing, Inc.	equipment parts-Park Dept.	\$129.45
NAPA Auto & Truck Parts	equipment parts & supplies-Street Dept.	\$61.42
Newman Signs	signs-Park & Sales Tax Fund	\$152.74
Nicollet County Attorney	conflict prosecution-Attorney	\$102.17
Nicollet County Recorder/Abstracter	mortgage deed recording-Port Authority	\$46.00

CLAIMS CONTINUED

North Central International	equipment parts-Fire & Street Depts.	\$1,605.72
North Kato Supply	sandblasting sand-Shop	\$214.28
North Mankato Fire Fighters	list council meeting in calendar-Mayor/Council	\$150.00
Northern Lights Retail, Inc.	cash register & supply-Swim Facility	\$353.11
Nuss Truck & Equipment	equipment parts-Street Dept.	\$4,442.40
OverDrive, Inc.	downloadable audio/ebooks-Library	\$637.10
Paragon Printing, Mailing & Specialties	postage & printed materials-Bldg, Wtr, Swr & Sanit	\$349.62
Pepsi-Cola of Mankato, Inc.	pop & water-Caswell	\$2,008.40
Pet Expo Distributors	aquatic service-Library	\$40.00
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$137.08
Phillips, Kyle	training expenses & supplies-Task Force	\$217.86
Ponderosa Landfill	demo-Water Dept.	\$24.22
Prairie Restoration, Inc.	Estimate #2 Wetland Bank Vegetation Establishment	\$620.01
Praxair Distribution, Inc.	supplies-Street Dept.	\$75.54
Quality Tree Service	stump removal-Park Dept.	\$1,245.82
Red Feather Paper Co.	supplies-Water Dept.	\$20.86
River Bend Business Products	copier maintenance-Library	\$62.47
Sam's Club	coffee & membership dues-Library	\$64.96
Schwickert's	service air conditioner-Sanitation	\$355.00
Select Account	August participant fee-Unallocated	\$102.48
Shine-Way Janitorial Service, Inc.	carpet cleaning-Police Dept.	\$214.75
Sign Pro	supplies-Street Dept.	\$43.49
Southern Minnesota Construction	emulsion oil & asphalt-Street Dept.	\$2,925.71
SPS Companies, Inc.	equipment parts-Park Dept.	\$81.36
Spring Touch	spray for weeds on river bank-Flood Control	\$4,800.00
Staples Advantage	supplies-All Depts.	\$794.61
Staples & Roozen	CBD grant 238 Belgrade Ave-Sales Tax Fund	\$25,000.00
Tessco Incorporated	equipment parts-Police Dept.	\$181.36
Toppers Plus, Inc.	equipment parts-Inspection	\$333.45
Tri-County Communications	radio for Unit #200-Park Dept.	\$360.51
Uniforms Unlimited	supplies-Police Dept.	\$673.85
United Rentals	equipment parts-Street Dept.	\$43.11
Viking Fire & Safety	service fire extinguishers-Fire Dept.	\$87.60
Viking Electric Supply	electrical supplies-Park & Water Depts.	\$33.68
WW Blacktopping, Inc.	asphalt-Storm Water, 2011 & 2012 Construction	\$11,157.85
Wells Concrete	concrete-2011 Construction	\$869.74
Wells Fargo Bank	administration charges on bonds	\$800.00
Wenzel Auto Electric Co.	equipment parts-Park Dept.	\$165.72
Zahl Equipment Service, Inc.	equipment parts-Street Dept.	\$639.98
Zarnoth Brush Works, Inc.	street sweeper brooms-Street Dept.	\$940.61

CLAIMS CONTINUED

Zellmer, Gary	pay for Election Judges	\$68.00
Schmidt, Melanie	pay for Election Judges	\$68.00
Wyrowski, Mary Clare	pay for Election Judges	\$80.00
Joel, Cher	pay for Election Judges	\$68.00
Madson, Norman	pay for Election Judges	\$80.00
Hudson, David	pay for Election Judges	\$164.25
Westphal, Margaret	pay for Election Judges	\$68.00
Klute, Susan	pay for Election Judges	\$132.00
McGee, Theresa	pay for Election Judges	\$68.00
Klaseus, Lorraine	pay for Election Judges	\$80.00
Shult, Bonnie	pay for Election Judges	\$80.00
McGee, Sidney	pay for Election Judges	\$68.00
Mork, Kathy	pay for Election Judges	\$132.00
Mork, Steve	pay for Election Judges	\$157.50
Etzell, Karen	pay for Election Judges	\$80.00
Goettl, Michelle	pay for Election Judges	\$171.00
Michels, Betty	pay for Election Judges	\$132.00
Dorn, Betty	pay for Election Judges	\$80.00
Kemp Janis	pay for Election Judges	\$68.00
Suedbeck, Vi	pay for Election Judges	\$80.00
Zoet, Zachary	pay for Election Judges	\$68.00
Smith, Kimberly	pay for Election Judges	\$68.00
Midler, Mark	pay for Election Judges	\$68.00
Schilling, Elaine	pay for Election Judges	\$162.00
Steele, Ramona	pay for Election Judges	\$80.00
Tungsvik, Byron	pay for Election Judges	\$68.00
Norland, Dorothy	pay for Election Judges	\$64.00
Bastian, Bernard	pay for Election Judges	\$80.00
Mundell, Michelle	pay for Election Judges	\$64.00
Wilson, Rose	pay for Election Judges	\$68.00
Lovik, Carolyn	pay for Election Judges	\$80.00
Lovik, Roger	pay for Election Judges	\$80.00
Sullivan, Patricia	pay for Election Judges	\$68.00
Rosin, Travis	pay for Election Judges	\$132.00
Smith, Michael	pay for Election Judges	\$80.00
Neir, Helen	pay for Election Judges	\$68.00
Anderson, Dorothy	pay for Election Judges	\$80.00
Hooey, Patricia	pay for Election Judges	\$68.00
Johnson, Jean	pay for Election Judges	\$80.00
Johnson, Lowell	pay for Election Judges	\$80.00

CLAIMS CONTINUED

Meyer, Robert	pay for Election Judges	\$80.00
Middleton, James	pay for Election Judges	\$68.00
Sullivan, David	pay for Election Judges	\$64.00
Ziebarth, Renee	pay for Election Judges	\$132.00
Anderson, Judy	pay for Election Judges	\$80.00
Kassuelke, Sally	pay for Election Judges	\$68.00
Kaufman, Cindy	pay for Election Judges	\$132.00
Ulmen, Anthony	pay for Election Judges	\$157.50
Hooge, Alice	pay for Election Judges	\$68.00
Salzwedel, Debra	pay for Election Judges	\$80.00
Halstead, William	pay for Election Judges	\$157.50
Schultz, Carol	pay for Election Judges	\$80.00
Schultz, Roy	pay for Election Judges	\$80.00
Seigler, Claude	pay for Election Judges	\$80.00
Hirvela, James	pay for Election Judges	\$128.00
		<hr/>
Total		<hr/> <hr/> \$279,640.90

CLAIMS CONTINUED

General	\$153,614.33
Library	\$6,263.79
Bookmobile	\$418.71
Community Development	\$875.56
Local Option Sales Tax	\$25,130.15
Flood Control	\$4,800.00
Contingency	\$214.79
Port Authority	\$1,450.77
GO Improvement Bond of 2007	\$400.00
Equipment Certificates	\$450.65
2011 Construction	\$27,320.50
2012 Construction	\$9,269.40
Water	\$5,486.27
Sewer	\$1,838.24
Sanitary Collection	\$34,597.98
Storm Water	\$2,482.31
Public Access	\$852.06
Minnesota River Valley Drug Task Force	\$3,359.69
Tactical Response Team	\$815.70
	<hr/>
Total	<u><u>\$279,640.90</u></u>

PORT AUTHORITY INVOICES
FOR REGULAR COUNCIL MEETING OF AUGUST 20, 2012

Abdo, Eick & Meyer	audit service-Port Authority	\$660.00
Kennedy & Kennedy Law Office	legal services for July-Port Authority	\$364.00
Mr. Rooter of South Central MN	clean drain line 815 Park-Port Authority	\$380.77
Nicollet County Recorder/Abstracter	mortgage deed recording-Port Authority	<u>\$46.00</u>
Total		<u><u>\$1,450.77</u></u>

List of Port Authority Bills in the Amount of \$1,450.77

Council Meeting of August 20, 2012

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 \$279,640.90

Council Meeting of August 20, 2012

Mayor Mark Dehen

Council Member Bill Schindle

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