

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 February 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, City Administrator Sande, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy and Planner Fischer. Engineer Malm arrived at 7:40 p.m.

**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 Freyberg moved, seconded by Council Member Schindle, to approve the minutes of the January 17, 2012 Council meeting as amended and sent to the Council on January 23, 2012. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

**Correspondence****Thank-You from Nicollet County Social Services**

Mayor Dehen read a letter from Nicollet County Social Services thanking the City for the use of the community room for training.

**Letter from Speaker of the House Kurt Zellers**

Mayor Dehen presented a letter from Speaker of the House Kurt Zellers thanking the Mayor for the input and support of the Governor's bonding proposal for Minnesota State Arena Improvements and Events Center Auditorium/Convention Expansion.

**Open the Meeting to the Public for the First Time**

The Mayor opened the meeting to the public for the first time with no one appearing.

**Nicollet County Board Actions**

Council Member Freyberg referenced the resolution adopted by the Nicollet County Board which calls for the Highway 14 Project in MnDOT's 20-year Plan and asked why Nicollet County is doing this resolution solo. Mayor Dehen reported that at the Highway 14 Partnership meeting it was suggested cities do resolutions separately to make an impact, which the City of North Mankato has done.

Council Member Freyberg referenced Nicollet County establishing a Water Management Task Force and suggested a representative from the City of North Mankato be a member of this Task Force. Mayor Dehen reported Commissioner Kolars represents this area and we could ask him about having a member on the Task Force.

**Consent Agenda**

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

- A. Application for Parade Permit for Community Has Heart Walk/Awareness Event, Spring

- Lake Park, from 11 a.m. to 2 p.m. on Saturday, May 5, 2012.
- B. Audio and Large Group Permit for Community Day, Spring Lake Park, from 8 a.m. to 5 p.m. on Saturday, May 5, 2012.
  - C. Audio and Large Group Permit for Catholic Order of Foresters Family Picnic, Spring Lake Park, from 10 a.m. to 4 p.m. on Sunday, August 5, 2012.
  - D. Audio and Large Group Permit for March of Dimes Annual Walk, Wheeler Park, from 1-8 p.m. on Saturday, April 28, 2012.
  - E. Application for Parade Permit for March of Dimes Annual Walk, Wheeler Park, from 2 p.m. to 4 p.m. on Saturday, April 28, 2012.
  - F. Audio and Large Group Permit for Swing/Stueven Wedding, Spring Lake Park, from 10 a.m. to 10 p.m. on Saturday, June 16, 2012.

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

### **Staff Reports**

#### **City Planner**

#### **Set Public Hearing for 7 p.m. on Tuesday, February 21, 2012 for One-Year Extension of Job Creation for Thin Film Technology Project (DEED Grant Agreement #CDAP-09-0099-H-FY10)**

Planner Fischer reported in 2010 Thin Film Technology received a \$250,000 loan from the State Department of Employment and Economic Development as part of a management buyout of their parent company. As part of the DEED loan agreement, Thin Film was required to retain and create jobs in 2011. He reported Thin Film is still in the process of hiring employees and they are requesting a one-year extension for job creation purposes. As part of the process, it is necessary to set a public hearing for 7 p.m. on Tuesday, February 12, 2012. Administrator Sande noted the loan is paid back to the City with 80 percent sent to DEED and the City retaining 20 percent. **Council Member Norland moved, seconded by Council Member Steiner, to set a public hearing for 7 p.m. on Tuesday, February 21, 2012 to consider a one-year extension for job creation for Thin Film Technology Project (DEED Grant Agreement #CDAP-09-0099-H-FY10). Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

#### **Carbon Baseline Assessment**

Planner Fischer presented a proposed agreement among the City of North Mankato, the City of Mankato and the Minnesota Retiree Environmental Technical Assistance Program (RETAP) to prepare Carbon Baseline Assessments for each City. He reported City staff has had ongoing coordination with the Envision 2020 Energy Conservation Task Force in completing a Carbon Baseline Assessment for the North Mankato and Mankato area. The RETAP Program has offered 40 hours of no-cost technical assistance on an as-needed basis to assist the Energy Conservation Task Force in completing the Carbon Baseline Assessment. Both City staffs will be collecting data through the utility companies and RETAP will prepare the report which can serve as a tool for the City's efforts to become more sustainable. **Council Member Norland moved, seconded by Council Member Steiner, to approve the Carbon Baseline Assessment Agreement. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

#### **2011 Building Permit Agreement**

Planner Fischer presented the 2011 Building Permit Report stating the total dollar value for building permits was a record \$35,839,836. Total number of permits was 1,750 which included 15 single-family homes, 4 townhomes, 2 apartment buildings (10 units), 4 garages, 55 industrial/

commercial, 58 other and 1,612 residential remodeling. In response to a question, he reported the "other" category included permits for signs, schools, churches and municipal buildings.

**City Administrator****2011 Police Report**

Police Chief Boyer appeared before the Council and presented the Police Department 2011 Year-End Report stating the format of the report has changed and includes more detailed information on statistics for personal, property and other crimes, juvenile status, traffic stops and neighborhood support. Chief Boyer reported over 20 individuals were arrested for property crimes with the majority of theft/burglary incidents a result of valuables being clearly visible in unlocked vehicles. He encouraged residents to keep their vehicles, garages and homes locked. He thanked the North Mankato Police Reserves for the many hours they volunteered and the excellent job they did in 2011.

**HickoryTech Notice of Rate Increase**

Administrator Sande presented a letter from HickoryTech notifying the City of a rate increase for Digital TV service effective March 1, 2012. He reported they are required by the Franchise Ordinance to notify the City of any proposed rate increases.

**Schools and Conferences**

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

1. SCC Regional State Fire School, North Mankato, March 3-4 for 34 Firefighters.
2. MSFCA Fire Officers School, Alexandria, February 11-12 for 2 Fire Department Officers.
3. Minnesota State Fire Department Association Conference and School, Alexandria, June 14-17 for 6 Firefighters and 1 Relief Association Officer.
4. Minnesota Fire Chiefs Conference and School, Duluth, October 17-20 for 2 to 3 Fire Officers.
5. 2012 MCFOA Conference, St. Cloud, March 20-23 for City Clerk and Deputy City Clerk.
6. Midwestern Electrical Seminar, Mankato, March 16, for Electrician.
7. LMC Loss Control Workshop, Brooklyn Park, April 11, for Police Chief.
8. First Responder Refresher, North Mankato, February 29 and March 7 for 13 Patrol Officers.

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

**Finance Director****Community Room Usage Report**

Finance Director Thorne presented the Community Room Usage Report for 2011 reporting a total of 591 uses: 164 for the Municipal Building, 170 for the Police Annex and 247 for the Fire Station #2 Community Room. The Finance Director reported the rate was changed from \$60 to \$80 for community room rental effective January 1, 2012.

**Res. 11-12 Approving Donations/Contributions**

Finance Director Thorne presented Resolution No. 11-12 for donations/contributions totaling \$1,000; \$500.00 from Thomas F. and Sandra K. Kwolek and a matching grant of \$500.00 from Dow

Chemical Company Foundation. She reported the donations are for the North Mankato Taylor Library. **Council Member Schindle moved, seconded by Council Member Steiner, to adopt Resolution No. 11-12 Approving Donations/Contributions. Vote on the Resolution: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

### **City Engineer**

#### **Northridge Ravine ATP Report**

Administrator Sande gave background information on the Northridge Ravine ATP Application reporting an application has been presented to the ATP on several occasions for the Northridge Ravine. He reported it is speculative if the application would be approved but if it was, the Council could have a more thorough discussion at that time about the design issues. Engineer Malm reported he has spoken to Mr. Scheidel about the transportation relationship of this application. The subcommittee will be meeting on February 15, 2012 in St. James to consider the applications. Engineer Malm will be in attendance to answer any questions about the transportation relationship of this application and why we feel it deserves federal funding for MnDOT's contribution to the problem in the Northridge Ravine.

### **Report from Council Members**

#### **Council Member Norland**

Council Member Norland reported the League of Minnesota Cities Experienced Leaders Conference she attended on January 27-28, 2012 was excellent. She noted there were specific items the Council could do to strengthen the planning process and the action process. She will be compiling information from the conference for the other Council Members.

#### **Council Member Freyberg**

Council Member Freyberg reported he forwarded information regarding the Mankato Transit Redesign Study to Mayor Dehen, Administrator Sande and Mark Anderson at the City of Mankato. He expressed his concern that the study focuses more on expanded service both in routes and hours of operation versus efficiencies in service. He reported it was his understanding that in the Transit Redesign Study they would be looking at efficiencies and is the reason he agreed to be a member of the committee. He referenced the information gathered from 1990-2010 which suggests that Minnesota's population is increasing; however, the population in Southern and Western Minnesota is diminishing and most communities surrounding the Mankato/North Mankato region are underperforming. He stated while the study focuses on Minnesota in general terms, he didn't find anything that pertains directly to Mankato or North Mankato efficiencies or numbers. He stated another concern was the bullet point stating that if decreases in state and federal funding for transit necessitates additional reductions, MnDOT will reduce funding allocation to systems that meet or exceed performance standards and questioned if rewarding instead of reduction would be more in line with expanded services. Because of these concerns, he is not certain he will continue to serve on the Transit Redesign Steering Committee. In response to who participated in the funding of the study, Administrator Sande reported he believes the study was funded by MnDOT. The future of federal funding and the obligation of providing transportation to those individuals who can afford transportation was discussed. Mayor Dehen referenced articles in the *Star Tribune* regarding the same issue with the Met Council. At the Highway 14 Partnership meeting, the committee also expressed concerns about expanding mass transit in this tight economy. The Mayor agreed that the report focuses on expanding services instead of focusing on efficiencies. The Mayor stated it is a good study but is not sure the numbers are applicable to Mankato/North Mankato since the population outside of Mankato/North Mankato is going down.

**Report from Mayor  
Community Video Program**

Mayor Dehen reported this item was tabled at the last Council meeting in order to gather more information. Staff contacted the Cities of Robbinsdale and Champlin regarding their experiences with CGI Communications Community Video Program. Council Member Schindle asked if area businesses would also be allowed to link their videos to the North Mankato website or if advertising would be limited to North Mankato businesses. Attorney Kennedy stated that a definition of "local business" would need to be addressed, i.e. is HickoryTech a local business since they provide services in North Mankato or are they a Mankato business because their office is located in Mankato. Other concerns are whether a business would feel pressured to buy advertising in order to be linked to the City website and the perception that a business would get special treatment from the City if their business is on the website. Council Member Freyberg questioned whether we could restrict advertising to North Mankato businesses. He also stated he found advertising on websites to be very distracting. Council Member Norland reported she generally likes the idea of businesses advertising on the City's website but good questions were raised. Mayor Dehen reported CGI is trying to schedule their time for producing the video and they can also incorporate professional videos. Administrator Sande reported if it is the wish of the Council to limit advertising to North Mankato businesses, staff will contact CGI and ask if we can impose some sort of limitation about who was contacted for the advertising or who receives preferential placement of the ads.

**Intergovernmental Committee Meeting**

The Mayor announced the Intergovernmental Committee Meeting with Mankato will be held at 7:30 p.m. on Wednesday, February 8, 2012 in the Council Chambers of the Municipal Building. Law enforcement officials were invited to attend this meeting to discuss coordination of security at the air show. Administrator Sande reported the North Mankato Electric Flyers are coordinating with the air show to have a model air show prior to the air show and will invite a member of the Blue Angels to the model air show.

**Coffee with the Council**

The Mayor reported "Coffee with the Council" will be held from 10-11 a.m. on Saturday, February 11, 2012 at Subway on Commerce Drive.

**Open the Meeting to the Public for the Second Time**

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

**Bills and Appropriations**

Council Member Norland moved, seconded by Council Member Steiner, to approve all bills and appropriations in the amounts of \$946,148.41 and \$134,613.56. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

There being no further business, the meeting was adjourned at 7:56 p.m. on a motion by Council Member Steiner, seconded by Council Member Norland. Vote on the motion: Schindle, Freyberg, Steiner, Norland and Dehen, aye; no nays. Motion carried.

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Mayor

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City Clerk

## **Mankato Graduation Celebration 2012**

Mankato East    Mankato West    Loyola    Central    Immanuel Lutheran

February 11, 2012

Dear Friends at the City of North Mankato

Many thanks for your contribution of \$500 towards the Mankato High School graduation party celebrations for the graduating class of 2012. This year approximately **581** students will enjoy a very special "congratulations" from the Mankato community. It could not have been done without you!

Sincerely,

Mankato Graduation Committee 2011-2012

Co-Chairs: Mary Rettmer

507-327-8209

[rettmer1@hickorytech.net](mailto:rettmer1@hickorytech.net)

Amy Smith

507-327-1095

[smith1@hickorytech.net](mailto:smith1@hickorytech.net)

Monica Keckhafer-East

Sherry Yockey-Loyola

Shireen Olmanson-Immanuel

Deann Boney-West

Kristine Ryhkus -Central

Lisa Dudley-Riverbend Academy

**Mankato Graduation Celebration, P.O. Box 3714, Mankato, MN 56002-3714**



112 Riverfront Drive  
P.O. Box 999  
Mankato, MN 56002-0999

PH 507.385.6652  
FX 507.345.4451  
[www.mankatodiversity.com](http://www.mankatodiversity.com)

January 30, 2012

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

Dear Wendell Sande,

The Greater Mankato Diversity Council wishes to thank the City of North Mankato for the donation of \$500 for the year 2011 to the Greater Mankato Diversity Council. In exchange for your donation, you did not receive any goods or services. This gift simply demonstrates your belief in our mission to build a community where the attitudes and actions of its people foster mutual respect so that everyone can fully participate.

The Greater Mankato Diversity Council's work to actively affirm and promote the full participation of all citizens is continuing to go well. The Council's best-known program is its Prejudice Reduction Workshops (PRW), first introduced to area middle school students in March 2005. Again this fall, Mankato area facilitators were trained and are conducting PRW in area schools. This year our PRW will reach approximately 8,000 students in public and private schools. The workshop curriculum teaches respect as its core value. As southern Minnesota demographics continue to change, the economic well being of our community depends on all members of the community being included and productive.

We are extremely grateful for your support. It means much more to us than simply dollars and cents. It is an affirmation that tells us we are on course and moving in the right direction. Through your generosity and support for the vision of an inclusive community, we will be able to reach higher and challenge traditional thinking. Please accept our sincerest gratitude for your contribution.

Sincerely,

A handwritten signature in black ink that reads "Tara Snilsberg".

Tara Snilsberg  
President

A handwritten signature in black ink that reads "Bukata Hayes".

Bukata Hayes  
Executive Director



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 8A	Department: Planner	Council Meeting Date: 02/21/12																																																					
<b>TITLE OF ISSUE: Public Hearing for One-Year Extension of Job Creation for Thin Film Technology Project (DEED Grant Agreement #CDAP-09-0099-H-FY10)</b>																																																							
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> In 2010, Thin Film Technology received a \$250,000 loan from the State Department of Employment and Economic Development as part of a management buyout of their parent company. As part of the DEED loan agreement, Thin Film was required to retain and create jobs in 2011. As Thin Film is still in the process of hiring employees, they are requesting a one-year extension for job creation purposes. Attached is a letter from Thin Film requesting an extension. As part of the process, it is necessary to hold a public hearing. Tom Lietha from Thin Film Technology will be present at the meeting to respond to questions.																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
<b>REQUESTED COUNCIL ACTION:</b> Approval of one-year extension for job creation at Thin Film Technology.																																																							
<b>For Clerk's Use:</b>  Motion By: _____ Second By: _____  <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</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 style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Norland		_____	_____	Schindle		_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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" style="vertical-align: top;">Other (specify)</td> <td colspan="3" style="vertical-align: top;">Notice of Hearing, Letter from Thin Film</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)		Notice of Hearing, Letter from Thin Film			_____					_____					_____				
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# AFFIDAVIT OF PUBLICATION

State of Minnesota, ss.

County of Blue Earth

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

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

(B) The printed \_\_\_\_\_ Notice \_\_\_\_\_

which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Thursday, the 9 day of February, 2012, and was thereafter printed and published on every Thursday to and including Thursday, the 9 day of February, 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.

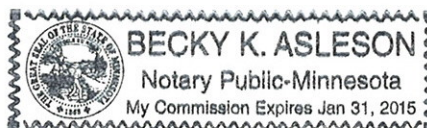
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By: \_\_\_\_\_

Publisher

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

\_\_\_\_\_  
Notary Public



NOTICE OF HEARING ON ONE-YEAR EXTENSION  
OF JOB CREATION FOR THIN FILM TECHNOLOGY PROJECT  
(DEED GRANT AGREEMENT #CDAP-09-0099-H-FY10)

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7:00 p.m. on the 21<sup>st</sup> day of February, 2012, to hold a public hearing to consider a one-year extension of job creation for Thin Film Technology Project (DEED Grant Agreement #CDAP-09-0099-H-FY10). Such persons as desire to be heard with reference to the proposed extension will be heard at this meeting.

Dated this 9<sup>th</sup> day of February, 2012.

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



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1980 Commerce Drive, N. Mankato, MN 56003 Tel: 1-507-625-8445 Fax: 507-625-3523 www.thin-film.com

January 31<sup>st</sup>, 2012

To: Michael Fischer, City Planner & City Council of North Mankato

**RE: Request for 1 Year Extension for Job Hiring**

Dear City Council,

The reason for this letter is kindly request that TFT receives a 1 year extension for job creation of 5 new hires in 2012. TFT was able to retain about 5 employees in the prior 2 years. Some of our prior year highlights are shared below:

**TFT-DEED Loan Background:**

Thin Film Technology has successfully completed the management buyout of the Susumu Company from Kyoto, Japan. Thin Film Technology received a \$250,000 Minnesota Investment Fund grant from the Minnesota Department of Employment and Economic Development to purchase business related equipment. As of the date of this report the \$250,000 has been used to purchase the necessary equipment.

**TFT Operating Performance:**

TFT experienced a 44% increase in revenue year over year, as planned, in the first full fiscal year of operation. Year to date, 9 months into the 2nd full fiscal year, the company has achieved an additional 16% increase in revenue year over year. This is short of the original plan for the year, however it is a significant achievement considering the severe impact on the whole industry from an earthquake in Japan, and devastating flooding in Thailand. The industry as a whole is now reported to be on a recovery trend, along with the customer base of Thin Film Technology. It is expected that job growth will result from even stronger future market conditions.

Although our Sales revenue grew year over year, our Manufacturing Sales did not meet our annual plan projections. Our Mfg Sales need to average about \$200K per month to justify additional hiring.

In 2010, MN State required TFT to use its predecessor's SUTA rates to make payroll related payments. The higher rates resulted the new TFT to make about an additional \$50K as of 2011. The total additional SUTA payment over 4 years is expected to be about \$150K.

**DEED Loan Repayment as of 12/31/11:**

TFT is current on all interest & principal repayment and has repaid about \$44,194 or 18% of total loan amount. Current loan remaining balance at the end of 2011 is \$205,806.

**2012 Business Confidence:**

We expect the overall electronics market to improve this year. We anticipate that the supplier disruptions from last year's earthquake and tsunami in Japan and flooding in Thailand will stabilize and improve the automotive and computer markets outlook.

Currently, our Sales team is working aggressively with customers to capitalize on several manufacturing opportunities in effort to grow manufacturing sales and utilize our excess factory capacity.

As the projects are realized and manufacturing sales begin to grow, we will be able to lift our hiring freeze and create the 5 new additional positions at TFT.

In closing, we hope the City Council can favorably provide TFT with a one year extension on our job creation schedule. Please free to contact me if you have any questions.

Thanks You.

Sincerely,

A handwritten signature in cursive script, reading "Tom Lietta", is written over a horizontal line.

CEO, Thin Film Technology

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9A.1.	Department: Admin.	Council Meeting Date: 02/21/12																																	
<b>TITLE OF ISSUE: Paul Donna, Northland Securities, Inc. - Recommendations for Refunding Bonds and Res. Providing for the Issuance and Sale of General Obligation Crossover Refunding Bonds, Series 2012A, in the Proposed Aggregate Principal Amount of \$1,820,000</b>																																			
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Mr. Paul Donna from Northland Securities will be on hand to discuss their recommendations for a crossover refunding of three of our outstanding bond issues. Those issues are the Street Reconstruction Bonds of 2004A, the Capital Improvement Plan Bonds of 2004B and the General Obligation Improvement Bonds of 2005D. As noted on page 4 of the Northland Securities analysis, the debt service savings over the remaining life of the issues would be \$128,371.56. That has a net present value of cash flow savings of \$117,023.46. With interest rates at these historically low levels, we feel we should proceed with refunding whatever issues can produce a demonstrable savings.																																			
<i>If additional space is required, attach a separate sheet</i>																																			
<b>REQUESTED COUNCIL ACTION: Adopt Resolution.</b>																																			
<b>For Clerk's Use:</b>  Motion By: _____ Second By: _____  <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</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 style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Schindle</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Norland		_____	_____	Schindle		_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Other (specify) _____</span> <span>Finance Plan Summary for Bonds _____</span> </div> <div style="border-top: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border-top: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border-top: 1px solid black; height: 20px; margin-top: 5px;"></div>	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# FINANCE PLAN SUMMARY

FOR

**CITY OF NORTH MANKATO, MINNESOTA**

**\$1,820,000**

**GENERAL OBLIGATION CROSSOVER REFUNDING  
BONDS, SERIES 2012A**

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45 South 7<sup>th</sup> Street  
Suite 2000  
Minneapolis, MN 55402  
612-851-5900 800-851-2920

**February 21, 2012**



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**City of North Mankato, Minnesota**  
**\$1,820,000**  
**General Obligation Crossover Refunding Bonds, Series 2012A**

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#### **FINANCING PLAN OVERVIEW**

Upon a complete review with the City's professional staff we recommend the City consider issuing \$1,820,000 General Obligation Crossover Refunding Bonds, Series 2012A (the Series 2012A Bonds) to crossover refund the callable maturities of the City's:

- General Obligation Street Reconstruction Bonds, Series 2004A / callable 2/1/2015
- General Obligation Capital Improvement Plan Bonds, Series 2004B / callable 2/1/2015
- General Obligation Improvement Bonds, Series 2005D / callable 2/1/2013

The primary objectives of this finance plan include:

- Maximize debt service cost savings - municipal interest rates are at historically low levels once again. Locking in low fixed rates in advance of the call date on the Refunded Bonds will reduce the City's future interest costs and help manage future debt service levies.

#### **AUTHORITY & PURPOSE**

The Bonds will be issued pursuant to Minnesota Statutes 475, 475.521 and 429. The proceeds will be used to crossover refund the Series 2004A, the Series 2004B and the 2005D Bonds (collectively, the "Refunded Bonds") on the call dates, as referenced above, and to pay the costs of issuing the Bonds. The estimated source and uses of funds are as follows:

#### **SECURITY**

The Series 2012A Bonds will be a general obligation of the City. In addition, the City will pledge special assessment revenues originally pledged to the Series 2005D Bonds.

# Refunding Summary

Dated 04/01/2012 | Delivered 04/01/2012

	2004A	2004B	2005D	Issue Summary
<b>Sources Of Funds</b>				
Par Amount of Bonds	\$430,000.00	\$925,000.00	\$465,000.00	\$1,820,000.00
<b>Total Sources</b>	<b>\$430,000.00</b>	<b>\$925,000.00</b>	<b>\$465,000.00</b>	<b>\$1,820,000.00</b>
<b>Uses Of Funds</b>				
Deposit to Crossover Escrow Fund	419,094.18	891,215.81	456,725.95	1,767,035.94
Total Costs of Issuance	10,900.00	33,775.00	8,250.00	52,925.00
Rounding Amount	5.82	9.19	24.05	39.06
<b>Total Uses</b>	<b>\$430,000.00</b>	<b>\$925,000.00</b>	<b>\$465,000.00</b>	<b>\$1,820,000.00</b>

## METHOD OF REFUNDING

We recommend utilizing a "crossover advance" refunding technique to achieve the refunding objective. A crossover advance refunding is required when one wishes to lock in current interest rates at least 90 days in advance of the call date on the old bonds. An advance refunding requires the proceeds of the new refunding bonds to be invested in government securities and held in escrow until the call date. The funds in the escrow are used to pay interest on the new refunding bonds until the call date and then prepay the principal of the old bonds. Savings occurs after the call date of the bonds being refunded. A complete and detailed refunding analysis illustrating the preliminary structure of the refunding has been provided and reviewed with City staff.

## SAVINGS ANALYSIS

The 2016 – 2020 maturities of the Series 2004A Bonds totaling \$410,000 are currently outstanding at an average interest rate of 4.54%. The 2016 – 2025 maturities of the Series 2005A Bonds totaling \$860,000 are currently outstanding at an average interest rate of 4.82% and the 2014 - 2016 maturities of the Series 2005D Bonds totaling \$455,000 are currently outstanding at an average interest rate of 3.57%. Given current market conditions, we estimate these maturities could be refunded with a new bond issue at an average interest rate of 1.42%. This interest rate spread, together with interest earnings on the new bond proceeds until the call date, would result in a total debt service cost savings of approximately \$128,371. The savings is net of all costs and would be realized through the original terms of the Refunded Bonds.

The debt service comparison showing the scheduled debt service versus the new estimated combined debt service is illustrated below. The estimated combined debt service for the new Series 2012A Bonds is shown as Exhibit A.

## Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2013	17,587.50	(472,587.50)	842,877.50	387,838.44	387,877.50	39.06
02/01/2014	181,105.00	(18,482.50)	206,007.50	368,630.00	377,155.00	8,525.00
02/01/2015	175,385.00	(1,288,482.50)	1,475,375.00	362,277.50	366,175.00	3,897.50
02/01/2016	339,532.50	-	-	339,532.50	359,900.00	20,367.50
02/01/2017	192,292.50	-	-	192,292.50	208,190.00	15,897.50
02/01/2018	190,805.00	-	-	190,805.00	201,220.00	10,415.00
02/01/2019	188,967.50	-	-	188,967.50	204,170.00	15,202.50
02/01/2020	196,780.00	-	-	196,780.00	206,580.00	9,800.00
02/01/2021	99,097.50	-	-	99,097.50	108,312.50	9,215.00
02/01/2022	102,612.50	-	-	102,612.50	109,275.00	6,662.50
02/01/2023	100,902.50	-	-	100,902.50	110,000.00	9,097.50
02/01/2024	99,097.50	-	-	99,097.50	110,250.00	11,152.50
02/01/2025	102,150.00	-	-	102,150.00	110,250.00	8,100.00
<b>Total</b>	<b>\$1,986,315.00</b>	<b>(1,779,552.50)</b>	<b>\$2,524,260.00</b>	<b>\$2,730,983.44</b>	<b>\$2,859,355.00</b>	<b>\$128,371.56</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	117,023.46
Net PV Cashflow Savings @ 1.417%(Bond Yield).....	117,023.46
Contingency or Rounding Amount.....	39.06
Net Present Value Benefit	\$117,062.52
Net PV Benefit / \$1,883,747.37 PV Refunded Debt Service	6.214%

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## RELATED CONSIDERATIONS

*Bank Qualified* - because total tax-exempt debt issued by the City in calendar year 2012 is expected to be less than \$10.0M, the bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law. The impact of this designation may result in slightly lower interest rates since banking institutions will be interested in purchasing the bonds. We have adjusted the estimated interest rates accordingly.

- *Arbitrage Compliance* –
  - Project Fund – All tax exempt issues are subject to federal rebate requirements which require all arbitrage earned to be rebated to the U.S. Treasury. Because the proceeds of the refunding bonds will be deposited into a yield restricted escrow fund, arbitrage will not be generated.
  - Debt Service Fund – The City must maintain a bona fide debt service fund for the bonds or be subject to yield restriction in the debt service fund. A bona fide debt service fund involves an equal matching of revenues to debt service expense with a balance forward permitted equal to the greater of the investment earnings in the fund during that year or 1/12 of the debt service of that year.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Bond Resolution explains the requirements in greater detail. We are also available to assist the City in meeting these requirements.

- *Continuing Disclosure* - Because this issue is greater than \$1,000,000, and the City's outstanding debt exceeds \$10.0M, it is subject to the Securities and Exchange Commission's continuing disclosure requirements. Northland Securities is prepared to assist the City in this capacity.

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## SUMMARY OF RECOMMENDED TERMS

- |                          |   |
|--------------------------|---|
| 1. Type of Bond Sale     | Public Sale – Competitive Bids  |
| 2. Proposal Received     | Monday , March 19, 2012 at 10:30 A.M.   |
| 3. Council Consideration | Monday, March 19, 2012 at 7:00 P.M.   |
| 4. Repayment Term        | The Bonds will mature annually each February 1, 2014 - 2025. Interest on the Bonds will be payable on February 1, 2012 and semiannually thereafter on each August 1 and February 1. |
| 5. Security              | General obligation of the City. In addition, the City will pledge special assessments previously pledged to the Series 2005D Bonds.   |
| 6. Prepayment Option     | The Bonds maturing on or after February 1, 2022 will be subject to prepayment on February 1, 2021 and any day thereafter at a price of par.   |
| 7. Tax Status            | Kennedy & Graven  |
| 8. Credit Enhancement    | We believe a credit rating will be cost beneficial. The City's general obligation debt is currently rated AA by Standard and Poor's Corporation.                                    |

## EXHIBIT A

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/01/2012	-	-	-	-	-
02/01/2013	-	-	17,587.50	17,587.50	17,587.50
08/01/2013	-	-	10,552.50	10,552.50	-
02/01/2014	160,000.00	0.450%	10,552.50	170,552.50	181,105.00
08/01/2014	-	-	10,192.50	10,192.50	-
02/01/2015	155,000.00	0.550%	10,192.50	165,192.50	175,385.00
08/01/2015	-	-	9,766.25	9,766.25	-
02/01/2016	320,000.00	0.700%	9,766.25	329,766.25	339,532.50
08/01/2016	-	-	8,646.25	8,646.25	-
02/01/2017	175,000.00	0.850%	8,646.25	183,646.25	192,292.50
08/01/2017	-	-	7,902.50	7,902.50	-
02/01/2018	175,000.00	1.050%	7,902.50	182,902.50	190,805.00
08/01/2018	-	-	6,983.75	6,983.75	-
02/01/2019	175,000.00	1.250%	6,983.75	181,983.75	188,967.50
08/01/2019	-	-	5,890.00	5,890.00	-
02/01/2020	185,000.00	1.450%	5,890.00	190,890.00	196,780.00
08/01/2020	-	-	4,548.75	4,548.75	-
02/01/2021	90,000.00	1.650%	4,548.75	94,548.75	99,097.50
08/01/2021	-	-	3,806.25	3,806.25	-
02/01/2022	95,000.00	1.800%	3,806.25	98,806.25	102,612.50
08/01/2022	-	-	2,951.25	2,951.25	-
02/01/2023	95,000.00	1.900%	2,951.25	97,951.25	100,902.50
08/01/2023	-	-	2,048.75	2,048.75	-
02/01/2024	95,000.00	2.050%	2,048.75	97,048.75	99,097.50
08/01/2024	-	-	1,075.00	1,075.00	-
02/01/2025	100,000.00	2.150%	1,075.00	101,075.00	102,150.00
<b>Total</b>	<b>\$1,820,000.00</b>	<b>-</b>	<b>\$166,315.00</b>	<b>\$1,986,315.00</b>	<b>-</b>

Bond Year Dollars	\$11,636.67
Average Life	6.394 Years
Average Coupon	1.4292323%
Net Interest Cost (NIC)	1.5856345%
True Interest Cost (TIC)	1.5829761%



Extract of Minutes of Meeting  
of the City Council of the City of  
North Mankato, Nicollet County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of North Mankato, Minnesota, was held at the City Hall in the City on Tuesday, February 21, 2012, commencing at 7:00 P.M.

The following members of the Council were present:

and the following were absent:

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The following resolution was presented by Member \_\_\_\_\_, who moved its adoption:

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE  
OF GENERAL OBLIGATION CROSSOVER REFUNDING  
BONDS, SERIES 2012A, IN THE PROPOSED AGGREGATE  
PRINCIPAL AMOUNT OF \$1,820,000**

BE IT RESOLVED By the City Council of the City of North Mankato, Minnesota (the "City"), as follows:

1. Background. It is hereby determined that:

(a) Pursuant to Minnesota Statutes, Chapter 475, as amended, the City issued its General Obligation Street Reconstruction Bonds, Series 2004A (the "Series 2004A Street Reconstruction Bonds"), dated June 1, 2004, in the original aggregate principal amount of \$1,035,000, in order to finance a street reconstruction project in the City (the "Street Reconstruction Project").

(b) Pursuant to Minnesota Statutes, Section 475.521, the City issued its General Obligation Capital Improvement Plan Bonds, Series 2004B (the "Series 2004B CIP Bonds"), dated June 1, 2004, in the original aggregate principal amount of \$1,445,000, in order to finance the construction of a recycling center in the City (the "CIP Project").

(c) Pursuant to Minnesota Statutes, Chapters 429 and 475, as amended, the City issued its General Obligation Improvement Bonds, Series 2005D (the "Series 2005D Improvement Bonds"), dated October 1, 2005, in the original aggregate principal amount of \$1,600,000, in order to finance the construction of various assessable public improvements in the City (collectively, the "Improvement Project").

(d) The City is authorized by Minnesota Statutes, Section 475.67, subdivision 13, to issue and sell its general obligation bonds to refund outstanding bonds when determined by the City Council to be necessary and desirable.

(e) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City that the City issue its General Obligation Crossover Refunding Bonds, Series 2012A (the "Bonds"), in the proposed original aggregate principal amount of \$1,820,000, to refund in advance of maturity and at their respective redemption dates the following outstanding obligations of the City:

(i) the 2016 through 2020 maturities of the Series 2004A Street Reconstruction Bonds, currently outstanding in the aggregate principal amount of \$615,000, of which \$410,000 in principal amount will be called for redemption on February 1, 2015;

(ii) the 2016 through 2025 maturities of the Series 2004B CIP Bonds, currently outstanding in the aggregate principal amount of \$1,060,000, of which \$860,000 in principal amount will be called for redemption on February 1, 2015; and

(iii) the 2014 through 2016 maturities of the Series 2005D Improvement Bonds, currently outstanding in the aggregate principal amount of \$615,000, of which \$455,000 in principal amount will be called for redemption on February 1, 2013.

(f) The City is authorized by Minnesota Statutes, Section 475.60, subdivision 2(9), to negotiate the sale of the Bonds, it being determined that the City has retained an independent financial advisor in connection with such sale. The actions of the City staff and the City's financial advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

2. Sale Authorized. To refinance the Street Reconstruction Project, the CIP Project, and the Improvement Project, the City will issue and sell the Bonds in the proposed amount of \$1,820,000 pursuant to Minnesota Statutes, Chapters 429 and 475, as amended, and Minnesota Statutes, Sections 475.521 and 475.67, subdivision 13 (collectively, the "Act"). The Bonds will be issued, sold and delivered in accordance with the terms of the official Notice of Sale attached hereto as Exhibit A (the "Notice of Sale").

3. Authority of Financial Advisor. Northland Securities, Inc. is authorized and directed to advertise the Bonds for sale in accordance with the foregoing Notice of Sale in the manner required by law. The City Council will meet at 7:00 P.M. on Monday, March 19, 2012, to consider bids on the Bonds and take any other appropriate action with respect to the Bonds.

4. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

5. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

6. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with Northland Securities, Inc., and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

**EXHIBIT A**  
**NOTICE OF SALE**

## **NOTICE OF SALE**

\$1,820,000\*

GENERAL OBLIGATION CROSSOVER REFUNDING BONDS, SERIES 2012A

CITY OF NORTH MANKATO, MINNESOTA  
(Book-Entry Only)

NOTICE IS HEREBY GIVEN that these Bonds will be offered for sale according to the following terms:

### **TIME AND PLACE:**

Proposals will be opened by the City's Finance Director, or designee, on Monday, March 19, 2012, at 10:30 A.M., CT, at the offices of Northland Securities, Inc., 45 South 7th Street, Suite 2000, Minneapolis, Minnesota 55402. Consideration of the Proposals for award of the sale will be by the City Council at its meeting at the City Offices beginning Monday, March 19, 2012 at 7:00 P.M., CT.

### **SUBMISSION OF PROPOSALS**

Proposals may be:

- a) submitted to the office of Northland Securities, Inc.,
- b) faxed to Northland Securities, Inc. at 612-851-5918,
- c) for proposals submitted prior to the sale, the final price and coupon rates may be submitted to Northland Securities, Inc. by telephone at 612-851-5900 or 612-851-4908, or
- d) submitted electronically.

Notice is hereby given that electronic proposals will be received via PARITY™, or its successor, in the manner described below, until 10:30 A.M., CT, on Monday, March 19, 2012. Proposals may be submitted electronically via PARITY™ or its successor, pursuant to this Notice until 10:30 A.M., CT, but no Proposal will be received after the time for receiving Proposals specified above. To the extent any instructions or directions set forth in PARITY™, or its successor, conflict with this Notice, the terms of this Notice shall control. For further information about PARITY™, or its successor, potential bidders may contact Northland Securities, Inc. or i-Deal® at 1359 Broadway, 2<sup>nd</sup> floor, New York, NY 10018, telephone 212-849-5021.

Neither the City nor Northland Securities, Inc. assumes any liability if there is a malfunction of PARITY™ or its successor. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

### **BOOK-ENTRY SYSTEM**

The Bonds will be issued by means of a book-entry system with no physical distribution of bond certificates made to the public. The Bonds will be issued in fully registered form and one bond certificate, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds.

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\* The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread.



Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the City through Wells Fargo Bank, N.A., Minneapolis, Minnesota (the "Paying Agent/Registrar"), to DTC, or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The successful bidder, as a condition of delivery of the Bonds, will be required to deposit the bond certificates with DTC. The City will pay reasonable and customary charges for the services of the Paying Agent/Registrar.

#### DATE OF ORIGINAL ISSUE OF BONDS

April 1, 2012

#### AUTHORITY/PURPOSE/SECURITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 475 and Section 475.521. Proceeds will be used to crossover refund \$410,000 of the \$1,035,000 General Obligation Street Reconstruction Bonds, Series 2004A, dated June 1, 2004. Maturities 2016 through 2020, inclusive, will be called for redemption on February 1, 2015, at a price of par plus accrued interest. The Bonds will also crossover refund \$860,000 of the \$1,445,000 General Obligation Capital Improvement Plan Bonds, Series 2004B, dated June 1, 2004. Maturities 2016 through 2025, inclusive, will be called for redemption on February 1, 2015, at a price of par plus accrued interest. In addition, the Bonds will crossover refund \$455,000 of the \$1,600,000 General Obligation Improvement Bonds, Series 2005D, dated October 1, 2005. Maturities 2014 through 2016, inclusive, will be called for redemption on February 1, 2013, at a price of par plus accrued interest. The Bonds are payable from special assessments against benefited property (approximately 25.55%) and ad valorem taxes (approximately 74.45%). The full faith and credit of the City is pledged to their payment. In the event of any deficiency in the special assessment portion of the Debt Service Account established for this issue, the City has validly obligated itself to levy additional ad valorem taxes upon all of the taxable property within the City and without limitation of amount.

#### INTEREST PAYMENTS

Interest is due semiannually on each February 1 and August 1, commencing February 1, 2013, to registered owners of the Bonds appearing of record in the Bond Register as of the close of business on the fifteenth day (whether or not a business day) of the calendar month preceding such interest payment date.

#### MATURITIES

Principal is due annually on February 1, inclusive, in each of the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2014	\$160,000	2018	\$175,000	2022	\$ 95,000
2015	155,000	2019	175,000	2023	95,000
2016	320,000	2020	185,000	2024	95,000
2017	175,000	2021	90,000	2025	100,000

Proposals for the Bonds may contain a maturity schedule providing for any combination of serial bonds and term bonds, subject to mandatory redemption, so long as the amount of principal maturing or subject to mandatory redemption in each year conforms to the maturity schedule set forth above.

#### INTEREST RATES

All rates must be in integral multiples of 1/20th or 1/8th of 1%. *Rates must be in level or ascending order.* All Bonds of the same maturity must bear a single uniform rate from date of issue to maturity.

## **ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER PROPOSALS**

The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread. Such adjustments shall be made promptly after the sale and prior to the award of Proposals by the City and shall be at the sole discretion of the City. The successful bidder may not withdraw or modify its Proposal once submitted to the City for any reason, including post-sale adjustment. Any adjustment shall be conclusive and shall be binding upon the successful bidder.

## **OPTIONAL REDEMPTION**

Bonds maturing on February 1, 2022 through 2025 are subject to redemption and prepayment at the option of the City on February 1, 2021 and any date thereafter, at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and principal amounts within each maturity to be redeemed shall be determined by the City and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar.

## **CUSIP NUMBERS**

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder thereof to accept delivery of and pay for the Bonds in accordance with terms of the purchase contract. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the successful bidder.

## **DELIVERY**

Delivery of the Bonds will be within forty days after award, subject to an approving legal opinion by Kennedy & Graven, Chartered, Bond Counsel. The legal opinion will be paid by the City and delivery will be anywhere in the continental United States without cost to the successful bidder at DTC.

## **TYPE OF PROPOSAL**

Proposals of not less than \$1,801,800 (99.00%) and accrued interest on the principal sum of \$1,820,000 must be filed with the undersigned prior to the time of sale. Proposals must be unconditional except as to legality. Proposals for the Bonds should be delivered to Northland Securities, Inc. and addressed to:

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

A good faith deposit (the "Deposit") in the amount of \$36,400 in the form of a federal wire transfer (payable to the order of the City) is only required from the apparent winning bidder, and must be received within two hours after the time stated for the receipt of Proposals. The apparent winning bidder will receive notification of the wire instructions from the Financial Advisor promptly after the sale. If the Deposit is not received from the apparent winning bidder in the time allotted, the City may choose to reject their Proposal and then proceed to offer the Bonds to the next lowest bidder based on the terms of their original proposal, so long as said bidder wires funds for the Deposit amount within two hours of said offer.

The City will retain the Deposit of the successful bidder, the amount of which will be deducted at settlement and no interest will accrue to the successful bidder. In the event the successful bidder fails to comply with the accepted Proposal, said amount will be retained by the City. No Proposal can be withdrawn after the time set for receiving Proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made.

#### **AWARD**

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The City's computation of the interest rate of each Proposal, in accordance with customary practice, will be controlling. In the event of a tie, the sale of the Bonds will be awarded by lot. The City will reserve the right to: (i) waive non-substantive informalities of any Proposal or of matters relating to the receipt of Proposals and award of the Bonds, (ii) reject all Proposals without cause, and (iii) reject any Proposal which the City determines to have failed to comply with the terms herein.

#### **INFORMATION FROM SUCCESSFUL BIDDER**

The successful bidder will be required to provide, in a timely manner, certain information relating to the initial offering price of the Bonds necessary to compute the yield on the Bonds pursuant to the provisions of the Internal Revenue Code of 1986, as amended.

#### **OFFICIAL STATEMENT**

By awarding the Bonds to any underwriter or underwriting syndicate submitting a Proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide to the senior managing underwriter of the syndicate to which the Bonds are awarded, the Final Official Statement in an electronic format as prescribed by the Municipal Securities Rulemaking Board (MSRB).

#### **FULL CONTINUING DISCLOSURE UNDERTAKING**

The City will covenant in the resolution awarding the sale of the Bonds and in a Continuing Disclosure Undertaking to provide, or cause to be provided, annual financial information, including audited financial statements of the City, and notices of certain material events, as required by SEC Rule 15c2-12.

#### **BANK QUALIFICATION**

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

#### **BOND INSURANCE AT UNDERWRITER'S OPTION**

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the successful bidder, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the successful bidder of the Bonds. Any increase in the costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the successful bidder, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the successful bidder. Failure of the municipal bond insurer to issue the policy after the Bonds have been awarded to the successful bidder shall not constitute cause for failure or refusal by the successful bidder to accept delivery on the Bonds.

The City reserves the right to reject any and all Proposals, to waive informalities and to adjourn the sale.

Dated: February 21, 2012

BY ORDER OF THE NORTH MANKATO CITY COUNCIL

/s/ Clara Thorne  
Finance Director

Additional information may be obtained from:

Northland Securities, Inc.

45 South 7<sup>th</sup> Street, Suite 2000

Minneapolis, Minnesota 55402

Telephone No.: 612-851-5900

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

I, the undersigned, being the duly qualified and acting City Clerk of the City of North Mankato, Minnesota (the "City"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Tuesday, February 21, 2012, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City's General Obligation Crossover Refunding Bonds, Series 2012A, in the proposed aggregate principal amount of \$1,820,000.

WITNESS My hand as City Clerk and the corporate seal of the City this \_\_\_\_ day of \_\_\_\_\_, 2012.

(SEAL)

\_\_\_\_\_  
City Clerk  
City of North Mankato, Minnesota

**THESE ARE DRAFT MINUTES AND NOT YET APPROVED BY THE BOARD**

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

The Nicollet County Board of Commissioners met in special session on Tuesday, February 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, Administrator Robert Podhradsky, Auditor-Treasurer Bridgette Kennedy, and Recording Secretary Margo Brown.

Upon a motion by Commissioner Haack and seconded by Stenson, it was moved to approve the minutes of the January 24, 2012 Board meeting. The motion carried unanimously. Upon a motion by Commissioner Kolars and seconded by Dranttel, it was moved to approve the minutes of the January 27, 2012 Board meeting, with the noted changes. The motion carried unanimously.

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

List bills

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

Jamie Haefner, Human Resources Director, addressed the Board to provide information about a replacement hiring. Public Health Director Mary Hildebrandt has hired Caroline Meyer as a Public Health Nurse/Waiver Case Manager to replace Jennifer Lammert, who was promoted to Public Health Waiver Supervisor. Ms. Meyer began her duties on Monday, February 6<sup>th</sup> at a salary of \$19.64 per hour, which represents pay step 7 of pay grade 14.

Human Resources Director Haefner requested approval of an end of probation for Correctional Officer Mark Oberlander. She is requesting that Mr. Oberlander be granted regular status as a Nicollet County employee effective January 1, 2012. Upon a motion by Commissioner Haack and seconded by Dranttel, it was moved to accept the recommendation of the Human Resources Director for the Sheriff and approve the end of probation for Correctional Officer Mark Oberlander, noting that he is a regular County employee effective January 1, 2012. The motion carried unanimously.

Public Health Director Mary Hildebrandt appeared before the Board to discuss the purchase of software entitled Nightingale Notes. Technologies Director Dayle Moore was also present to provide input relating to this request. Written documentation regarding justification for this purchase was provided by Ms. Hildebrandt prior to the meeting. Discussion included the estimated amount included in the original 2012 budget request (\$30,000), and the needed change to the Technologies Budget to accommodate the added cost of the software (\$15,918). Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to authorize the purchase of software entitled 'Nightingale Notes'



by the Public Health Director, and note that the additional cost will be taken from the Technologies Budget with a review at the end of 2012 if necessary. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

Technologies Director Dayle Moore addressed the Board to discuss updated aerial flight County maps. He noted that plans for doing aerial maps have been discussed for several years and funding has been set aside. He discussed the departments that can utilize these maps, how they will be prepared, the new technology available for creating aerial maps, the possible savings by doing this work in conjunction with the Blue Earth County project, information about the company doing the work (Pictometry), the availability of the new maps for cities, how often new aerial pictures are done, and an estimated cost for completion of the work (approximately \$47,000). Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to accept the request of the Technologies Director and proceed with hiring Pictometry to do an aerial flight for preparation of new/updated County maps. The motion carried unanimously.

At this time, Mr. Bob Schabert addressed the Board to discuss an update on Connecting Nicollet County. He provided a mid-program update on what the group is doing this year. He thanked Nicollet County for the program recently held at the Government Center, and noted that many members of the group have expressed their thanks for being able to participate in the program. He stated that a Facebook site has been created for Connecting Nicollet County. Pictures and information about activities is included on this site. He also invited the Commissioners to attend each monthly event if interested. He will provide information to Marie, who will then provide it to the Commissioners. He stated that on May 3<sup>rd</sup>, graduation for the group will be held and Commissioners would be welcome to attend this event also.

Environmental Services Deputy Zoning Administrator Rob Redding addressed the Board to request approval of several conditional use permits. Upon a motion by Commissioner Dranttel and seconded by Stenson, it was moved to accept the Planning and Zoning Advisory Commission's January 23, 2012 report, recommendations, and findings as submitted therein, which includes the following conditional use permits:

Jason Enter / Perry Meyer	Permit No. C-01-12	Lafayette Township
Jason Enter	Permit No. C-02-12	Lafayette Township
Jason Enter / Steamboat Park	Permit No. C-03-12	Lafayette Township

The motion carried unanimously.

County Administrator Robert Podhradsky addressed the Board to request approval for out of state travel for Jail Administrator Joel Administrator to attend the annual American Jail Association Conference. Upon a motion by Commissioner Stenson and seconded by Haack, it was moved to approve the out of state travel request for Sheriff's Jail Administrator Joel Polzin to attend the American Jail Association Annual Conference in Reno, Nevada from April 22-26, with no direct cost to the County. The motion carried unanimously.

The County Administrator also requested approval of an out of state travel request for Tom Kennedy. Upon a motion by Commissioner Kolars and seconded by Stenson, it was moved to accept the recommendation of the Administrator for Public Works Director Seth Greenwood and authorize out of state travel for Public Works employee Tom Kennedy to attend the American Traffic Safety Service Association's 2012 Conference in Fargo, North Dakota on March 13-14, 2012. The motion carried unanimously.

Administrator Podhradsky requested that the Board consider approval of the contracts for attorneys representing parents in CHIPS and TPR cases. Upon a motion by Commissioner Haack and seconded by Dranttel, it was moved to accept the recommendation of the County Administrator and approve the contracts with attorneys Brad Peyton, Tom Hagen and Stephanie Menning for their representation of parents in CHIPS and TPR cases. The motion carried unanimously.

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

For Jeffrey & Rebecca Groebner of 43156 597<sup>th</sup> Avenue, New Ulm for property located at parcel number 06.741.0010 in Lafayette Township for taxes payable in 2012 at an amount yet to be determined.

The motion carried, with Commissioner Stenson absent for the vote.

Auditor-Treasurer Kennedy requested that the Board consider a penalty appeal by Mr. Ken Dahlgren of St. Peter. Upon a motion by Commissioner Stenson and seconded by Dranttel, it was moved to deny the request of Kenneth Dahlgren of St. Peter for forgiveness of penalty and interest on property taxes. On a roll call vote, all Commissioners voted yes and the motion to deny carried unanimously.

Auditor-Treasurer Kennedy also requested that the Board approve an exempt gambling permit for White Tails Unlimited to conduct gambling activities on March 3<sup>rd</sup> at the Nicollet Conservation Club. Upon a motion by Commissioner Beatty and seconded by Kolars, it was moved to accept the recommendation of the Auditor-Treasurer and approve the gambling permit for White Tails Unlimited for March 3<sup>rd</sup> at the Nicollet Conservation Club in Nicollet. The motion carried unanimously.

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

- Discussed the upcoming Board of Appeals and Equalization meeting. Upon a motion by Commissioner Kolars and seconded by Haack, it was moved to set the meeting of the Board of Appeals and Equalization for June 13 at 6:30 p.m. The motion carried unanimously.
- February 21 – Individual Department Head meeting at 8:30 a.m.
- February 21 – Compensation Study meeting at 10:00
- February 21 – joint meeting with Brown County Board at the Community Center. – Rich Molitor will be invited to attend this meeting.
- County Day at the Capitol – The Board decided that there was no interest in attending this event this year.

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

- Various County Board meetings
- Several Pay Compensation committee meetings
- Several Ditch Advisory Committee meetings
- State Audit meeting
- Brown/Nicollet Community Health meeting
- Critical Position Review meeting
- Davis Dairy Information
- Rush River Meeting
- Sioux Trails meeting to be held tonight – February 14<sup>th</sup>

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

Commissioner Jack Kolars

- Various County Board meetings
- Connecting Nicollet County
- Transit Meeting

Commissioner James Stenson

- Meeting held by Davis Family Dairy regarding the proposed High Island Dairy in Lake Prairie Township
- Recent Meeting of the USDA in Lafayette regarding the moving of the FSA office from St. Peter to Mankato
- Attended the Community Liaison Meeting at the Regional Treatment Center.

Commissioner David Haack

- Various Board meetings
- Park Board meeting
- MRCI Annual Retreat
- TDS Meeting

Commissioner Marie Dranttel

- Various Board Meetings
- Region 9 – met new Director
- Connecting Nicollet County

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

Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to adjourn the meeting at 11:30 a.m. The motion carried unanimously.

# CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 30 -2012 SHELTER: Wheeler FEE: 80.00

TYPE OF EVENT: Birthday/Retire Party DATE VALID: 5-12-12 HOURS: 11:00 am - 10:00 pm

ORGANIZATION: Veroeven Party SIZE: 100 +

APPLICANT NAME: Brooke Veroeven

ADDRESS: 115 S Riverfront Dr. Apt 203 CITY: Mankato

ZIP: 56001 DAYTIME PHONE #: 507-341-5900

TENTS: — ELECTRICITY: Yes ALCOHOL: —

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

AUDIO DEVICES: Radio  
Amplified music or band requires Council approval

OTHER: —

PERMIT APPROVED: — DATE: 2-2-12

PERMIT DENIED: —

REFER TO COUNCIL: ✓ Nancy Gehrke by VJ  
City Clerk

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

## PROHIBITED

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

## ALLOWED

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

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

SIGNED: Brooke Veroeven  
Applicant

2/2/12  
Date

# CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

1100.00

PERMIT #: 32 -2012 SHELTER: SLP #1 + #2 FEE: ~~80.00~~  
TYPE OF EVENT: Carlson Craft Company Picnic DATE VALID: 9-23-12 HOURS: 8:00-5:00

ORGANIZATION: Carlson Craft SIZE: 1200  
APPLICANT NAME: Brenda Bremer Crosby  
ADDRESS: 1150 Tower Blvd. CITY: N. Mankato  
ZIP: 56003 DAYTIME PHONE #: 386-2336

TENTS: X ELECTRICITY: — ALCOHOL: —

call Gopher one  
48 hrs prior

AUDIO DEVICES: Bingo  
Amplified music or band requires Council approval

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

OTHER: \_\_\_\_\_

PERMIT APPROVED: \_\_\_\_\_ DATE: 2-3-12

PERMIT DENIED: \_\_\_\_\_

REFER TO COUNCIL: ✓

Nancy Gehrke - 14  
City Clerk

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

## PROHIBITED

- \* Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department.
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SIGNED: \_\_\_\_\_  
Applicant Date

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13A	Department: Admin.	Council Meeting Date: 02/21/12
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<b>TITLE OF ISSUE:</b> Res. Granting CCVI Operating, LLC a Franchise Extension to May 8, 2012
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<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Enclosed please find a memo from Denny Kemp regarding the status of the negotiations for renewal of the Charter franchise. As agreed by the parties, the enclosed resolution extends the term of the current franchise through May 5, 2012 to permit conclusion of negotiations for renewal. Mr. Kemp will be on hand at the meeting to respond to any questions you might have on the status of the renewal process.
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*If additional space is required, attach a separate sheet*

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

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

**To:** Wendell Sande  
**From:** Denny Kemp  
**Date:** 2/17/2012  
**Re:** Charter Renewal

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On Thursday the 16<sup>th</sup> I met with our counsel Brian Grogan, Thomas Bordwell of Charter Government Relations and Jane Bremer, Charter's counsel. We made considerable headway in focusing on issues for franchise renewal.

As you know, the franchise renewal process had been delayed as a new Charter management team took some time to get up to speed. Mr. Grogan has drafted a document requesting an extension of the current franchise; this document has been submitted for Council consideration. In establishing a timeline for the extension, we are also trying to keep all parties focused on completion of the task.

At the conclusion of our meeting, each party assumed responsibility for a punch list of items for which additional information is needed. Most of the remaining issues include ordinance definitions and allowances for market changes in such a lengthy term agreement. With this clarifying information, the goal of completing a new "redlined" draft by the end of next week can be met.

We are proposing a 15-year agreement and all our negotiations must be prepared and/or considered in light of our competitive provider which also has like contractual responsibilities. We are being vigilant on that front and are mindful of how franchise-imposed requirements impact our citizens and our existing franchise.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NORTH MANKATO, MINNESOTA GRANTING CCVI OPERATING, LLC  
A FRANCHISE EXTENSION TO MAY 8, 2012

**WHEREAS**, effective October 31, 1996, the City of North Mankato, Minnesota (“City”) granted a Franchise Agreement for Cable Television Services (“Franchise”) to Bresnan Communications; and

**WHEREAS**, the Franchise is currently held by CCVI Operating, LLC d/b/a Charter Communications (“Charter”); and

**WHEREAS**, the initial term of the Franchise expired on or about October 31, 2011; and

**WHEREAS**, both the City and Charter have continued to operate under the term of the Franchise and desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of North Mankato, Minnesota hereby adopts the following:

1. The Franchise is hereby amended by extending the term of the Franchise from October 31, 2011 through and including May 8, 2012.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under the Franchise or applicable law.
4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the City Council of the City of North Mankato; and (2) Charter’s acceptance of this Resolution within



twenty (20) days from the date this Resolution is passed and adopted.

Adopted by the City Council of North Mankato, Minnesota, this 21st day of February 2012.

CITY OF NORTH MANKATO, MINNESOTA

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

**ACCEPTANCE**

CCVI Operating, LLC, d/b/a Charter Communications, hereby acknowledges the City of North Mankato Resolution No. \_\_\_\_\_ and hereby accepts the terms, provisions and recitals of the Resolution and agrees to be bound by the Franchise to the extent consistent with applicable laws.

DATED: \_\_\_\_\_, 2012

CCVI OPERATING, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13B	Department: Admin.	Council Meeting Date: 02/21/12																												
<b>TITLE OF ISSUE: Res. Approving Tax Forfeit Parcels for Public Auction</b>																														
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> The Nicollet County Auditor-Treasurer has requested our approval of tax forfeit parcels for public auction. We would ask your adoption of the enclosed resolution to authorize the County to proceed with the public auction.																														
<i>If additional space is required, attach a separate sheet</i>																														
<b>REQUESTED COUNCIL ACTION: Adopt Resolution.</b>																														
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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) _____ Letter, Listing of Parcels _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION APPROVING  
TAX FORFEIT PARCELS FOR  
PUBLIC AUCTION

WHEREAS, the Nicollet County Auditor has determined that certain real estate parcels in the City of North Mankato are subject to tax forfeit sale as a result of non-payment of property tax; and

WHEREAS, the lots enumerated on the attached list, which are all located in North Gate Subdivision No. 2, are platted as single-family residential lots pursuant to City Ordinance; and

WHEREAS, the City of North Mankato has levied special assessments on the aforementioned property for public improvements; and

WHEREAS, those levied special assessments remain in affect and will not be waived;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the parcels on the attached list are approved for public auction subject to the Nicollet County Auditor-Treasurer taking such steps as are necessary in the circumstance to preserve the lien of the City of North Mankato for the recovery of its special assessments on the aforementioned property.

Adopted this 21<sup>st</sup> day of February 2012.

---

Mayor

---

City Clerk

February 15, 2012

Mr. Wendell Sande  
North Mankato Administrator  
1001 Belgrade Ave / PO Box 2055  
North Mankato MN 56002-2055

Dear Mr. Sande:


Enclosed is a classification listing of non-conservation land located in your city. The parcels described in the listing have been forfeited to the State of Minnesota for non-payment of property taxes.

As required under M.S. 282.01, we request that you approve the parcels for public auction, or auction to adjacent owners, or request a conveyance to your city for public use.

We require a certified copy of the City Council Resolution authorizing any action taken. Please be advised that, if the City Council fails to respond within sixty (60) days of the date of this letter, the classification and sale will be deemed to be approved.

If you have any questions, please feel free to contact me at (507) 934-0349.

Sincerely,



Bridgette Kennedy  
Nicollet County Auditor Treasurer

**NICOLLET COUNTY**  
**CLASSIFICATION LISTING OF CONSERVATION OR NON-CONSERVATION PROPERTY**  
**PARCELS FORFEITED TO THE STATE OF MINNESOTA**  
**FOR NON-PAYMENT OF PROPERTY TAX**

<b>Parcel #</b>	<b>Previous Owner</b>	<b>Assessor</b>			<b>Legal Description</b>
		<b>Classification (DNR)</b>	<b>Classification</b>	<b>Property Address</b>	
18.172.0040	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2234 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 4 Blk 1
18.172.0080	LCF Funding I LLC 3424 Peachtree Road NE Ste 2200 Atlanta GA 30326	NON-CONSERVATION	RESIDENTIAL	2244 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 3 Blk 2
18.172.0150	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2229 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 5 Blk 3
18.172.0190	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2239 Faribanks Drive North Mankato MN 56003	North Gate No 2 Lot 2 Blk 4
18.172.0260	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2227 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 2 Blk 5
18.172.0270	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2229 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 3 Blk 5
18.172.0280	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2231 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 4 Blk 5
18.172.0290	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2233 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 5 Blk 5

<u>Parcel #</u>	<u>Previous Owner</u>	<u>Classification (DNR)</u>	<u>Assessor</u>	<u>Property Address</u>	<u>Legal Description</u>
18.172.0300	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2235 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 6 Blk 5
18.172.0310	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2237 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 7 Blk 5
18.172.0320	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2239 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 8 Blk 5
18.172.0330	LCF Funding I LLC 3424 Peachtree Road NE Ste 2200 Atlanta GA 30326	NON-CONSERVATION	RESIDENTIAL	2241 Kodiak Drive North Mankato MN 56003	North Gate No 2 Lot 9 Blk 5
18.172.0350	LCF Funding I LLC 3424 Peachtree Road NE Ste 2200 Atlanta GA 30326	NON-CONSERVATION	RESIDENTIAL	2244 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 11 Blk 5
18.172.0360	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2242 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 12 Blk 5
18.172.0380	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2238 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 14 Blk 5
18.172.0390	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2236 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 15 Blk 5
18.172.0420	Platinum Development Group Inc 6999 Highover Dr Chanhassen MN 55317	NON-CONSERVATION	RESIDENTIAL	2230 Fairbanks Drive North Mankato MN 56003	North Gate No 2 Lot 18 Blk 5

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13C	Department: Admin.	Council Meeting Date: 02/21/12																																															
<b>TITLE OF ISSUE: Memorandum of Understanding with YMCA to Operate North Mankato Swim Facility</b>																																																	
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Please see the enclosed memo and Memorandum of Understanding.</b>																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
<b>REQUESTED COUNCIL ACTION: Approve Memorandum of Understanding</b>																																																	
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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="vertical-align: top;">Other (specify)</td> <td colspan="3" style="vertical-align: top;">Memorandum of Understanding</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)		Memorandum of Understanding			_____					_____					_____				
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# *MEMORANDUM*

TO: Honorable Mayor and City Council

FROM: Wendell Sande, City Administrator

DATE: February 17, 2012

SUBJECT: Memorandum of Understanding with YMCA to Operate North Mankato Swim Facility

We have negotiated a Memorandum of Understanding with the YMCA Director for the operation of the Spring Lake Park Swim Facility for calendar year 2012. The YMCA will be responsible to staff the facility for our normal hours of operation. In addition, the YMCA intends to use the facility for swim lessons and after-hours use. The YMCA will carry liability insurance with the City named as an additional insured. Based on prior years' operations, we have negotiated a maximum payroll for the YMCA. As noted in the MOU, the YMCA and the City will share any savings achieved below that amount.

The Park Superintendent will work with the YMCA representatives to provide for the City's responsibilities under the MOU. After the end of the swim season, we will prepare a report on the 2012 activities including any savings we may have been able to achieve. We believe the operation will fall within the previously established expenditure budget for the swim facility.

The necessary action for the Council is to approve the Memorandum of Understanding and authorize the necessary signatures.



**Memorandum of Understanding**  
**Between**  
**The City of North Mankato and The Mankato YMCA**  
**For**  
**Spring Lake Swim Facility Operations**

The City of North Mankato and the Mankato YMCA are entering into a partnership in an attempt to reduce costs at the Spring Lake Swim Facility. This MOU applies for the summer of 2012 and shall be revisited/ signed each year. The partnership is beneficial to both parties. The swim facility will open June 9, 2012 and close August 26, 2012. The parties agree to the following conditions:

**YMCA Responsibilities**

- Provide swim facility staff including swim facility managers to operate the swim facility, this includes all hiring practices
- Have a certified pool operator on staff
- Provide lifeguard services (1:00pm – 7:00pm) for the general public
- Collect swim facility revenues (general public, after hours use, Y-user fee for swim lessons unless the user has a season pass, etc.). General revenue will be remitted to the City. City will handle pre-season sale of swim facility passes. YMCA will retain revenue from swim lessons
- Provide lifeguard services for after hours parties (City will receive an operating portion of the fee to be collected by the YMCA, YMCA will be reimbursed for personnel costs, the two will share profits on a YMCA cost to City cost ratio)
- Work with the City to establish swim facility rates each season
- Pick up debris in and around the swim facility area
- Daily cleaning (swim facility building)
- Daily water tests and make system adjustments
- Advise City of any known safety hazards or maintenance requirements
- Provide their own office supplies, unless needed in performance of actual swim facility duties
- Carry liability insurance with the City as an additional insured

**City Responsibilities**

- The YMCA and City will share (50:50) any savings below the \$47,500 payroll threshold. This threshold will be changed from year-to-year based on relative number of days scheduled to be open
- Reimburse YMCA for all labor costs associated with running/operating the facility not to exceed \$47,500
- Pay for all utilities
- Pay for any capital improvements approved by the City
- Swim facility maintenance not performed as part of this contract
- Provide trash containers and bags and haul trash from site
- Provide chemicals to maintain the swim facility
- Provide bathroom and cleaning supplies
- Publish swim facility opening and closing dates
- Post a sign signifying the partnership between the City and YMCA
- Print season passes, brochures, etc.

**YMCA as part of the agreement may:**

- Use the facility for swimming lessons and other activities outside of public hours
- Generate concessions (YMCA is responsible for all food costs associated with concession sales and may retain 85% of the revenue)

---

City of North Mankato Signature

Date

YMCA Signature

Date

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13D	Department: Admin.	Council Meeting Date: 02/21/12																																															
<b>TITLE OF ISSUE: Quote for Caswell Park Concession Building Roof Replacement</b>																																																	
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Please see the enclosed memo regarding the proposed roof replacement.</b>																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
<b>REQUESTED COUNCIL ACTION: Approve quote</b>																																																	
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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;">Quotes _____</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) _____		Quotes _____			_____					_____					_____				
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# *MEMORANDUM*

TO: Honorable Mayor and City Council  
FROM: Wendell Sande, City Administrator  
DATE: February 17, 2012  
SUBJECT: Caswell Park Concession Building Roof Replacement

After conducting an inspection of the main concession building at Caswell Park, we have determined that a replacement of the roof is indicated. Water leaking through the existing roof membrane is entering the restroom and concession area as well as the well house. Given the mild winter so far, we believe the timing is appropriate to move forward with the roof replacement before the softball season commences.

Public Works staff will remove the press box and gazebos and salvage the pavers on the roof area for use in other projects. The contractor will then install a new roof membrane, seal all penetrations and replace all the flashing. After the roof membrane has been water tested to ensure there are no leaks, a concrete surface will be poured over the top. This is the process we utilized on the concession building at Fields 5 and 6 and it has worked satisfactorily. We have obtained quotations from local contractors for the installation of the new roof membrane. The quotes are as follows:

Kato Roofing, Inc.	\$26,880
Schwickerts	\$27,000

We are recommending the low quote from Kato Roofing, Inc. for the installation of a reinforced Thermoplastic Polyolefin roof membrane as outlined in their proposal.

We anticipate that the other costs of the project including crane rental, other equipment rental and concrete will amount to approximately \$20,000. This project will be funded with sales tax funds. The requested action of the Council is to approve the low quote of Kato Roofing, Inc.



Commercial • Industrial  
Architectural Sheet Metal

February 15, 2012

City of North Mankato  
Attn: Todd Mettler  
1001 Belgrade Ave  
North Mankato, MN 56002

RE: Caswell Park Concession Stand Reroof  
1875 Howard Drive  
North Mankato, MN 56002  
Approximately 5,933 SF

### Clarifications and Specifications

We hereby submit our bid to furnish the labor, materials, and equipment to repair the above building as follows:

1. Existing pavers and sand to be removed by others.
2. Leave existing membrane in place to act as a cushion for the new membrane.
3. Furnish and install new 2 x 6 wood blocking at the outside perimeter of the roof edge to get the water away from the walls.
4. Furnish and install new 2 x 12 wood blocking on top of the existing parapet wall to allow for fastening of new sheet metal cap.
5. Loose lay one layer of **.060mil Reinforced EPDM (Or, reinforced TPO (Thermoplastic Polyolefin), owners choice)** per manufacturer's specifications over the entire roof area. Membrane to be adhered up and over the existing wall. (Please see detailed drawing.)
6. Flash in all roof penetrations as per manufacturer's specifications. (Up to four drains, One- three inch PVC penetration, and three pitch pans for electrical conduit.)
7. Furnish and install new 24-gauge pre-finished sheet metal coping, color selected by the owner according to the manufacturer's standard colors.
8. Building permit by owner, subject to approval from the local building official having jurisdiction.

### **NOTES:**

- Due to the top covering (poured concrete) of the waterproof membrane, there is no warranty available on this project. Drains will be plugged and roof will be flooded and water tested for a period satisfactory to the City and Kato roofing, to determine that there are no roof leaks. (At least one week is recommended) All penetrations will be double wrapped and seams covered with an additional layer of flashing as a precaution.
- Kato Roofing, Inc. can not be held responsible for existing or future mold conditions caused by wet materials or leaks.
- Proposal is based on the fact that the pavers, sand, gazebos, and existing railing will be removed by others.
- Any mechanical, plumbing or electrical disconnect or reconnects and materials, by owner.
- Snow or ice removal will be on a time and equipment charge basis.
- **Due to the extreme price volatility of raw materials (especially steel products) the price quoted in this proposal is valid for orders placed and shipped within 30 days. If there is an increase in pricing on materials incurred by Kato Roofing, Inc. the contract shall similarly increase to reflect the change.**

We shall perform the aforementioned (tax included) for the sum of:

Twenty Six Thousand Eight Hundred Eighty Dollars and no/100-----(\$26,880.00)

Alternate #1: Furnish and install loose laid 90 ml EPDM (rubber) instead of the 60 ml reinforced. Add to the base bid the sum of:

Four Thousand Three Hundred Forty and no/100-----(\$4,340.00) Accepted:

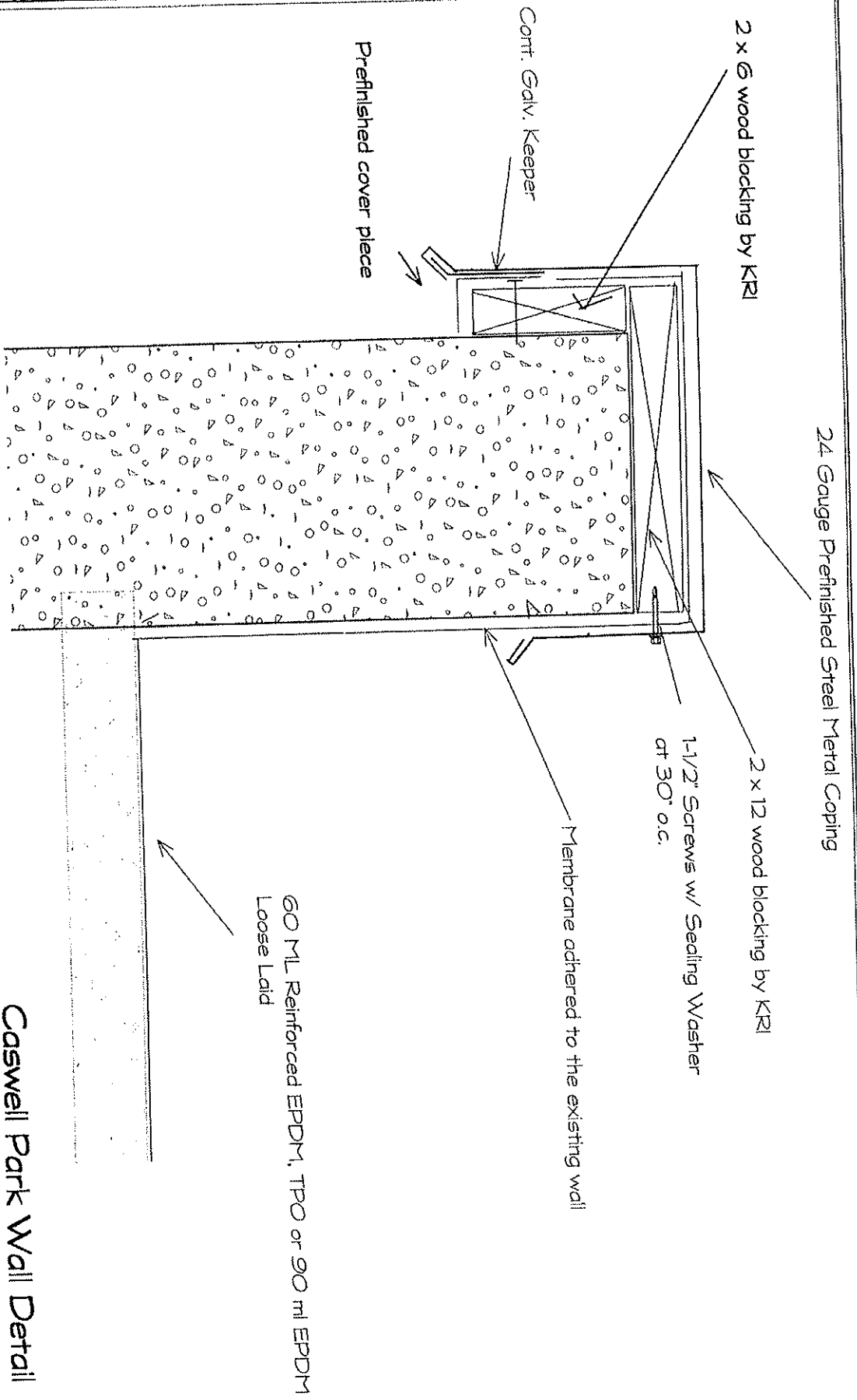
Payment to be as followed: Owner agrees that all payments required under this contract shall be due and payable within ten (10) days of date of invoice whether billing is for job preparation, materials stored, work completed each month or final payment request. Owner agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law. If payments are not made when due, interest, costs incidental to collection and attorney fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to the Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph. This proposal may be withdrawn by us if not accepted within 30 days. This proposal is based on the work being started within sixty (60) days from the date of this proposal.

ACCEPTANCE OF PROPOSAL:

By: \_\_\_\_\_

Date: \_\_\_\_\_

KATO ROOFING, INC.  
  
Dave Welsh  
Sales Manager



**Caswell Park Wall Detail**

**Kato Roofing Inc.**

321 Lundin Blvd. Marketo, MN 56001

Phone (507) 388-4112 Fax (507) 388-5076

6707 W. Highway 13, Savage, MN 55378

Phone (952) 736-8134  
WWW.KATOROOFING.COM



Typical Parapet Detail

DW.

N.T.S

This drawing is the property of Kato Roofing Inc.  
It may not be reproduced without consent.



**Todd Mettler**

---

**From:** Dave Welsh [dave.w@katoroofing.com]  
**Sent:** Wednesday, February 15, 2012 2:49 PM  
**To:** tmettler@northmankato.com  
**Subject:** Caswell Park Proposal  
**Attachments:** 2374\_001.pdf

Todd,

Here is a copy of the proposal. I am scanning a drawing for you also to send over. Should be there shortly. I was also going to grab a couple samples and drop them off at your office so you can look at the different types of membrane we are talking about.

These are the best details for the project that I came up with. It is not necessarily the cheapest. The wood blocking we talked about for the outside edge should get the water away from the wall, notice it is covered with prefinished sheet metal also. 2 x 12 on top of the wall is the best way to go also. If you are looking for cheaper, we can eliminate some things on the project, but I do not recommend it. Please let me know how the number looks.

Due to the concrete topping, we are unable to offer a warranty on the project, but I have figured stripping in the seams, and double wrapping all penetrations to avoid any problems. I would anticipate at least a 30 year lifespan with any of these products.

We could start the project approximately 2 weeks (at the outside) after we receive the signed proposal. Please let me know if there is anything else you need.

Thank you

*Dave Welsh*  
*Sales Manager*  
*Kato Roofing, Inc*  
*Mankato and Burnsville*  
*507-388-4112 office*  
*507-779-6932 cell*  
*dave.w@katoroofing.com*  
*katoroofing.com*

2/16/2012



For the Future of your Building

Schwicker Company  
330 Poplar Street, P.O. Box 1179, Mankato, Minnesota 56002-1179  
507.387.3101 • FAX: 507.387.4688

Date: February 6, 2012

Proposal/Contract No: RL-822

To: City of North Mankato  
1001 Belgrade Ave.  
North Mankato, MN 56002  
Attn: Todd Mettler

Re: Caswell Park Main Pavilion  
1875 Howard Drive West  
North Mankato, MN 56002

SCHWICKERT COMPANY after referred to as "Contractor", proposes to furnish and apply all labor and materials with the necessary tools and equipment to complete the following project according to specifications for City of North Mankato, hereinafter referred to as "Owner".

This Proposal/Contract represents approximately 5,080 square feet and is further defined as: 60 mil TPO Membrane replacement.

#### Scope of Work

- All demolition work and removal to be done by others.
- Install a 60 mil TPO membrane on the existing roof deck.
- Flash all walls and 8 penetrations at each of the three canopies.
- Fabricate and install new 24 gauge sheet metal counter flashings at the perimeter of the building.
- Note: When the roof is complete and before the concrete is poured, a flood test should be completed to ensure no roof leaks are present.
- Building permits are not included in this proposal and are subject to approval by the authority having jurisdiction.
- This Proposal/Contract includes all state, county, and city sales tax (if applicable).
- Snow, ice, and water removal is not included in this proposal.
- Owner shall be responsible to verify the buildings structural capacity to bear the weight of this roof system.
- **Our price stated in this contract proposal is based upon current material prices. Because of raw material price volatility, including the price of oil, our material suppliers are unable to provide us with price protection for the materials included within this proposal. Accordingly, should our material prices increase during the term of this proposal, and during the time of performance of work contemplated by this proposal, our price for performance of the work contemplated by this proposal shall be increased by such direct material cost increases.**

This Proposal/Contract was prepared and submitted by Rodney Lorenz.

**CONTRACT PRICE:** The net sum payable for the project as described in the above referenced scope of work and specifications is: **Twenty-Seven Thousand and no/100 Dollars (\$27,000.00).**

[www.schwickerts.com](http://www.schwickerts.com)



**PRE-LIEN NOTICE OF PRIME CONTRACTOR**

(To be Attached as Rider to all Prime Contracts  
for Work on Private Property)

"(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

**RECEIPT**

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

\_\_\_\_\_  
(Property Owner)

**OWNER:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 20 days of date of invoice whether billing is for job preparation, material stored, work completed each month or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorneys' fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph. This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Attached to this Proposal/Contract are Special Conditions. The terms and conditions contained in the attached Special Conditions to Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

SUBMITTED BY  
SCHWICKERT COMPANY

ACCEPTED BY  
OWNER:

\_\_\_\_\_  
Rodney Lorenz  
(Print)

Title: Service Department Manager

\_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Date: 02/06/12

Date: \_\_\_\_\_



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13E	Department: Admin.	Council Meeting Date: 02/21/12																											
<b>TITLE OF ISSUE:</b> Community Video Program																													
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> After consideration of the various issues related to the proposed Community Video Program, we are recommending that we instead utilize local resources to develop the community video for the web site. When considering the potential advertisers, we would prefer to call on those businesses for ads in our newsletter, visitor's guide and proposed Caswell signage. We are seeking Council approval to develop the community video locally. We have received a price quote of approximately \$1,000 per finished minute of video programming.																													
<i>If additional space is required, attach a separate sheet</i>																													
<b>REQUESTED COUNCIL ACTION:</b> Authorize staff to develop community video with local resources																													
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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> </table> Other (specify) _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 13F	Department: Admin.	Council Meeting Date: 02/21/12																																															
<b>TITLE OF ISSUE: Schools and Conferences</b>																																																	
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> For items 1-3 we are requesting actual and necessary expenses for the listed employees to attend the schools and conferences listed. No out-of-state travel is involved.																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
<b>REQUESTED COUNCIL ACTION: Approve Actual and Necessary Expenses</b>																																																	
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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;">Travel &amp; Training Requests</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)		Travel & Training Requests			_____					_____					_____				
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Date: 02-03-2012

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Police

Names: Records Specialist Tanya Junker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Personnel Attending: 1

Event: Data Practices Training

Dates: 03-28-2012

Location: Rice County Sheriff's office, Faribault

Required Training for Certification/License: \_\_\_\_ Yes ☒ No

What Certification/License is this training required for? \_\_\_\_\_

\_\_\_\_\_  
Description: Data Practice rules continue to  
change & we must keep up for liability  
reasons.



Minnesota Sheriff's Association  
1951 Woodlane Drive, Suite 200  
Woodbury, MN. 55125  
651-451-7215

---

**The Minnesota Sheriffs' Association announces:**  
**"Data Practices for the Front Lines: Patrol & Administrative Services"**  
**With MSA Legal Counsel Rick Hodsdon**

Richard Hodsdon has spent all of his professional life representing and defending state and local officials, conducting criminal prosecutions, training and advising criminal justice and government officials. Rick has spent 8 years as a special assistant Minnesota Attorney General, a year in private practice and over 25 years as an assistant county attorney for Washington County Minnesota. Rick has been legal counsel for the Minnesota Sheriffs Association since 1987. He is on the faculty as an adjunct instructor for the Northwestern University Police Command School, the Minnesota College system and is an instructor and consultant for the NIC. Rick has practiced in the area of all aspects of public sector personnel law for over 30 years, is the author of several books on the subject, and has instructed in this topic throughout the United States.

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### Course Description

Every Sheriff and Chief of Police knows handling public data in Minnesota can be a very difficult task and sometime embarrassing to the agency. Deputies, records staff, dispatchers and supervisors all deal with public data on a daily basis. Every phone call, radio transmission, MDC/Computer Screen, piece of paper, and even when you talk about work in your agency is a data practices event. Do you know the difference between private and confidential data? Are you confident in knowing what the public can have about your job and what you can withhold or have to provide? Have you ever thrown away a draft police report or memo instead of shedding it? If you did, you just violated the law.

A major and growing area of scrutiny and litigation for all of law enforcement is the law relating to the collection, storage, use and dissemination of government records and data. This class is designed to instruct the attendee(s) in several aspects of data practices both as a general matter and as it relates specifically to law enforcement data. By the end of the course the attendee(s) will have received instruction in:

- The terms and definitions used in data practices
- The legal and political history of the Act to be able to better understand current law
- Responsibilities of government in the collection of data
- Obligations to provide public data while protecting the privacy of the other data
- Civil, administrative and criminal consequences of violating the Act
- Proper responses to requests for data

This is a "must have" course for all Sheriff's Offices and Police Departments. Even employees who have taken a course in the past could benefit from a "refresher." The law goes through changes every legislative session. When employees are confident in their daily work assignments they can help the people we serve and the agency they work for.

---

*If you have questions or need further information please contact Bud Olson, Director of Professional Services for MSA by email; [bolson@mnsheriffs.org](mailto:bolson@mnsheriffs.org) or phone; 651-451-7216 x5.*





Date: 2-10-12

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Park + Street

Names: Jason Lobitz + Nate Nimps

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Personnel Attending: 2

Event: Minnesota Shade Tree Short Course

Dates: March 20-21 2012

Location: Bethel University, Arden Hills, MN

Required Training for Certification/License: ☒ Yes ☐ No

What Certification/License is this training required for? \_\_\_\_\_

Tree Certification

Approved by Public Works Director: \_\_\_\_\_  
Signature

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## MINNESOTA SHADE TREE SHORT COURSE

**50th Annual Minnesota Shade Tree Short Course  
March 20-21, 2012**

**Bethel University, Arden Hills**

- [Online registration is now available.](#)
- [View a PDF copy of the Save the Date Postcard.](#)
- [View a PDF copy of the draft program.](#)

### Minnesota Shade Tree Short Course 2012: Number 50 in a Series

If you would have planted a tree the first year the Minnesota Shade Tree Short Course was held, it would be 50 years old now. Depending on the tree, it could be as tall as 50 feet, shading your patio or touching other tree canopies on your boulevards.

Fifty years ago, a few of you were just beginning your careers in arboriculture, arming yourselves with chainsaws and jousting the evil Dutch elm disease that was just getting a foothold in Minnesota. Many of you were still in elementary school but remember how your neighborhoods were transformed from cool, leafy glades of green to heat and sun. Most of you weren't even born and only have stories and pictures of what Minnesota's communities used to look like. You've grown accustomed to streets lined with crabapples and tree lilacs.

We're lucky. We still have elms to care for and protect from the disease, despite the predictions of many that the tree would be eliminated from the face of the earth. Somehow, we must have done something right! We're lucky that we're still together despite several recessions, budget cuts, and communities eliminating arborist positions. We're also lucky that we have the opportunities to continue learning and becoming better at our jobs, our chosen professions.

We're still growing after 50 years, in attendance at the Short Course and in our job responsibilities. Arboriculture is only one part of urban forestry now. We're expected to manage altered soils, raging storm water and the air we breathe. We manage people, complicated budgets, noxious and invasive plants, trails, construction projects and renewed assaults from introduced insects and pathogens. We're now part engineer, landscape architect, nursery tree grower, social scientist and arborist! And we have an international program that certifies our competencies as urban forest and tree managers.

### At a Glance

**For questions about your registration,  
contact:**

612-625-2900

**For more information, contact:**

Heather Dorr or Emily Strong

612-624-3492

[cceconf3@umn.edu](mailto:cceconf3@umn.edu)

### Exhibits

Contact Ben Johnson, 952-252-0527 or

[bjohnson@rainbowtreecare.com](mailto:bjohnson@rainbowtreecare.com)

One constant has been the annual Minnesota Shade Tree Short Course, a chance for us to learn from each other, experts and students in the professions. It's been our annual chance to introduce new people to the profession and our community, and for many of you it's been the one, guaranteed time of the year that you can learn some new technique or piece of information that helps you become a better manager.

Join us again this year to rub shoulders with 900 or more of your colleagues, listen to some of the most popular speakers from the past few years or maybe attend one of the pre-conference workshops for some real details into topics that may help you become more professional. It's also a good time to think about planting a tree that will be 50 feet tall by the second, 50-year anniversary of the Minnesota Shade Tree Short Course.

*Gary Johnson*

## Certification and Credit for the Shade Tree Short Course

Certified tree inspectors will be recertified by attending the entire short course. ISA CEUs will be given for many sessions.

## Program Partners

[College of Food, Agricultural and Natural Resource Sciences, University of Minnesota](#)  
[Department of Forest Resources, University of Minnesota](#)  
[Minnesota Shade Tree Advisory Committee](#)  
[Minnesota Department of Agriculture](#)  
[Minnesota Department of Natural Resources](#)  
[Minnesota Department of Transportation](#)  
[Minnesota Society of Arboriculture](#)  
[Minnesota Tree Care Advisor Program](#)  
[University of Minnesota Extension Service](#)

## Ensuring Tree Health Since 1963

[Email](#)[More...](#)

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Last modified on January 27, 2012.

loading





Date: 02-17-2012

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Police

Names: C.J. Boyer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Personnel Attending: 1

Event: Homeland Security Exercise & Eval. Program

Dates: 03-13-12 to 03-15-12

Location: New Brighton Public Safety

Required Training for Certification/License: ☒ Yes ☐ No

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

& Emergency Management.

Description: See Attached

\_\_\_\_\_  
\_\_\_\_\_

Log-off



## Minnesota Division of Homeland Security and Emergency Management



View/Register for Courses ▾

Course Evaluation

Participant History ▾

Participant Profile

### Class Confirmation

Your registration has been processed for the following class.

Course Code	*HSEEP-1
Course Name	Homeland Security Exercise and Evaluation Program
<b>Purpose</b>	<p>The purpose of the HSEEP Training is to give federal, state, and local governments the tools and resources needed to build and maintain self-sustaining exercise programs.</p> <p>The Minnesota Peace Officer Standards and Training (POST) Board has approved this workshop for continuing education credit.</p> <ul style="list-style-type: none"> <li>• Course Title: Homeland Security Exercise Evaluation Program <ul style="list-style-type: none"> <li>• Course Number: 9047-0180</li> <li>• Credit Hours Approved: 12</li> </ul> </li> <li>• Course Approval Date: July 31, 2009 through July 30, 2012</li> <li>• For continuing education credit, peace officers should keep a copy of their course training materials and course completion certificate in the event they are audited by the POST Board.</li> </ul>
<b>Notes</b>	<p><u>Course Prerequisites:</u></p> <p>Because the HSEEP is an intermediate-level course, participants should come to the course with basic-level knowledge of exercise design and HSEEP terminology.</p> <p>Completion of the FEMA Independent Study Course <i>IS120 An Introduction to Exercises</i>, (or <i>IS120 An Orientation to Community Disaster Exercises</i>) provides an orientation to the types of exercises used to test and evaluate a community's emergency plan.</p> <p>Additionally, the training course will briefly cover other related initiatives. It is recommended that participants also complete the following IS courses: <i>IS139 Exercise Design</i>, <i>IS130 Exercise Evaluation</i>, <i>IS700.A National Incident Management System (NIMS)</i>, <i>An Introduction</i>, and <i>IS800.B National Response Plan (NRP)</i>, <i>An Introduction</i>.</p>
<b>Agenda</b>	<p>The purpose of the HSEEP Training is to give federal, state, and local governments the tools and resources needed to build and maintain self-sustaining exercise programs.</p> <p>The Minnesota Peace Officer Standards and Training (POST) Board has approved this workshop for continuing education credit.</p> <ul style="list-style-type: none"> <li>• Course Title: Homeland Security Exercise Evaluation Program <ul style="list-style-type: none"> <li>• Course Number: 9047-0180</li> <li>• Credit Hours Approved: 12</li> </ul> </li> <li>• Course Approval Date: July 31, 2009 through July 30, 2012</li> <li>• For continuing education credit, peace officers should keep a copy of their course training materials and course completion certificate in the event they are audited by the POST Board.</li> </ul>

A reminder will be sent to the individual approximately one week prior to the start of the class. If this individual is not able to attend please cancel her/him to make room for someone else. Thank you.

Date1	Times Day1	Date2	Times Day2	Date3	Times Day3	Location	Regular Seat	Wait Listed
3/13/2012	0830 - 1630	3/14/2012	0830 - 1630	3/15/2012	0830 - 1630	New Brighton Public Safety Training Room, New Brighton	X	

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 15A	Department: Finance	Council Meeting Date: 02/21/12																											
<b>TITLE OF ISSUE: Res. Approving Donations/Contributions</b>																													
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Attached is a resolution for council to accept donations/contributions totaling \$3,000.00 from Taylor Corporation . The donation is restricted as to: \$3,000.00 for the Library - Summer Reading Program.																													
<i>If additional space is required, attach a separate sheet</i>																													
<b>REQUESTED COUNCIL ACTION: Adoption of Resolution</b>																													
<b>For Clerk's Use:</b>  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	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS

WHEREAS, the Minn. Stat. 465.03 and 465.04 allows the governing body of any city, county, school district or town to accept gifts for the benefit of its citizens in accordance with terms prescribed by the donor;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following donations/contributions are approved as follows:

Donor of Gift	Restriction on Gift	Amount
Taylor Corporation	Library-Summer Reading Program	\$3,000.00

Adopted by the City Council this 21st day of February 2012.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

FOR REGULAR COUNCIL MEETING OF FEBRUARY 21, 2012

71224	HickoryTech	telephone & internet bill-All Depts.	\$3,634.94
71225	Verizon Wireless	cell phone bill-Comm Dev, Port Auth & Public Access	\$175.12
71226	Affinity Plus Fed Credit Union	employee payroll deductions	\$192.62
71227	ICMA Retirement Trust - 457	employee payroll deductions	\$7,428.85
71228	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$430.77
71229	MN Valley Fed Credit Union	employee payroll deductions	\$30.51
71230	Cardmember Service	charge card items-All Depts.	\$5,223.89
71231	Charter Communications	high speed data service-Pol, Fire, Contingency & P/A	\$442.96
71232	AT & T Mobility	cell phone bill-Bookmobile	\$24.22
71233	Verizon Wireless	cell phone & internet bill-All Depts.	\$914.59
	Advance Resources for Development	consulting service for BDPI Grant Program-Port Auth	\$7,500.00
	Allen, Donald R., Sr.	funding for materials & construction model aircraft	\$527.80
	AllMac, Inc.	decontamination trailer repairs-Fire Dept.	\$10,156.74
	Ameripride Services	uniform & towel services-All Depts.	\$557.81
	Anderson Consulting	consulting service-Comm Dev	\$840.00
	Audio Editions	audio books-Library	\$565.60
	Baker & Taylor	books-Library & Bookmobile	\$53.00
	Barnes & Noble	books-Library	\$157.84
	Bauer's Upholstery	equipment repair-Park Dept.	\$112.41
	Boyer Truck	equipment parts-Street Dept.	\$736.28
	Brick House Graphics	banners-Comm Dev	\$522.27
	Carquest Auto Parts	equipment parts & supplies-All Depts.	\$615.45
	City of Mankato	water bill-Public Access	\$15.26
	Computer Technology Solutions	printer repair-Water, Sewer & Sanitation	\$100.00
	Crysteel Truck Equipment	equipment parts-Street Dept.	\$3,350.29
	Culligan Water Conditioning	bottled water-Public Access	\$27.20
	Davidson, Dan	binoculars & membership dues-Task Force	\$1,001.89
	Dehen, Mark	travel expenses-Mayor	\$119.89
	DEMCO, Inc.	supplies-Library	\$192.29
	DenCo Lighting	repair outdoor lights-Water Dept.	\$8.57
	Express Services, Inc.	temporary crossing guards-Police Dept.	\$578.50
	Fastenal Companies	equipment parts & supplies-Street Dept.	\$113.67
	Ferguson Enterprises	plumbing supplies-Shop	\$78.32
	Freyberg Petroleum Sales, Inc.	bulk oil-All Depts.	\$944.79
	Gopher State One-Call	equipment rental utility digging notification serv-Insp	\$37.90

# CLAIMS CONTINUED

Hansen Sanitation	refuse pickup-Shop, Park, Sanitation & Public Access	\$159.12
Home Magazine	ad-Contingency	\$40.00
Hy-Vee, Inc.	supplies-Park Dept.	\$28.14
Ingram Library Services	books-Library & Bookmobile	\$815.05
J M Promotions	mugs-Contingency	\$563.27
Jeane Thorne, Inc.	professional service-Task Force	\$644.00
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$575.60
Kendell Doors & Hardware, Inc.	supply-Water Dept.	\$35.00
Kennedy & Kennedy Law Office	legal services for March-Attorney	\$7,175.00
Knudson, David	travel expenses for conference-Inspections	\$149.72
Kunkel Electric, Inc.	install street light Timm Rd/Lookout Dr-2011 Const	\$2,000.00
LGT Hydraulic Service Co., Inc.	equipment parts-Street & Park Depts.	\$561.25
LJP Waste & Recycle	transportation charges-Sanitation	\$336.00
Lager's of Mankato, Inc.	equipment parts-Water Dept.	\$202.30
Lawson Products, Inc.	supplies-Shop	\$230.06
L.M.C.I.T.	insurance deductible-Street Dept.	\$5,000.00
Mac Queen Equipment, Inc.	equipment parts-Street Dept.	\$1,043.75
Mayo Clinic Health System	physicals-Fire Dept.	\$2,612.00
Menards-Mankato	sander & building supply-Water & Sewer	\$215.93
MII Life, Inc.-VEBA	contribution for VEBA account-Park Dept.	\$336.42
Minnesota Elevator, Inc.	annual elevator service-Fire Dept.	\$925.76
Minnesota Pipe & Equipment	equipment & meter parts-Water Dept.	\$776.74
Minnesota Transportation Alliance	2012 membership dues-Admin	\$445.00
Minnesota Valley Testing Lab	water testing-Water Dept.	\$158.75
Minnesota Waste Processing	processing fees-Sanitation	\$19,104.02
Moss & Barnett	legal services-Public Access	\$637.50
MRCI	wages for MRCI employees-Sanitation	\$8,778.38
Navitor	business cards for new officer-Police Dept.	\$161.84
Nicollet County Auditor/Treasurer	inspection service-2011 Construction	\$1,879.38
Northern Sewer Equipment Co., Inc.	equipment parts-Sewer Dept.	\$291.44
Peterson, Ginger	supplies & travel expense-Task Force	\$290.96
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$279.73
Ponderosa Landfill	demo-Street Dept.	\$81.08
Prairie Restorations	Estimate-Wetland Vegetation Establishment & Mgmt	\$1,232.49
Quest Diagnostics	drug testing-Fire Dept.	\$83.00
Reliance of Southern Minnesota	building repair & equipment parts-Sewer & Sanitation	\$4,529.94
Rickway, Inc.	floor sealer-Caswell	\$21.48
River Bend Business Products	copier maintenance-Library	\$70.50
South Central Glass, Inc.	building repair-Water Dept.	\$45.33
SPS Companies	equipment parts-Water Dept.	\$16.94

# CLAIMS CONTINUED

Staples Advantage	office supplies-All Depts.	\$412.33
Stone & Steel	pavers-Contingency	\$219.16
Stott, Mike F., Sr.	event sanction fee for Model Air Show-Comm Dev	\$25.00
Titan Machinery	equipment parts-Street Dept.	\$1,437.62
Tostenson, Derek	travel expenses-2011 Construction	\$22.94
US Highway 14 Partnership	2012 membership registration-Contingency	\$1,725.00
Uniforms Unlimited, Inc.	collar brass-Police Dept.	\$21.09
United Rentals	safety vests-Street Dept.	\$109.66
US Postal Service	postage-All Depts.	\$3,000.00
Viking Electric Supply	electrical supplies-Park, Water & Sewer Depts.	\$606.73
Wayne's Auto Body, Inc.	body work & paint-Street & Park Depts.	\$2,134.18
Werner Electric Supply	electrical supplies-Local Option Sales Tax Const	\$25.14
Zahl Equipment Service, Inc.	equipment repair to gas tanks-Street Dept.	\$100.70
Zimmerman, Michelle	supplies for special program-Library	\$108.60
Total		<u>\$119,893.26</u>



## CLAIMS CONTINUED

General	\$50,684.02
Library	\$4,144.78
Bookmobile	\$491.57
Community Development	\$2,079.93
Contingency	\$2,676.42
Port Authority	\$7,562.12
Local Option Sales Tax Construction	\$25.14
2011 Construction	\$5,218.33
Water	\$7,577.80
Sewer	\$2,250.13
Sanitary Collection	\$33,246.45
Storm Water	\$57.78
Public Access	\$1,244.55
Minnesota River Valley Drug Task Force	<u>\$2,634.24</u>
Total	<u><u>\$119,893.26</u></u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF FEBRUARY 21, 2012

Verizon Wireless	cell phone bill-Port Authority	\$55.13
Advance Resources for Development	consulting service for BDPI Grant Program-Port Auth	\$7,500.00
Petty Cash, Clara Thorne	petty cash item-Port Authority	<u>\$6.99</u>
Total		<u><u>\$7,562.12</u></u>

List of Port Authority Bills in the Amount of \$7,562.12

Council Meeting of February 21, 2012

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Mayor Mark Dehen

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Council Member Bill Schindle

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$119,893.26

Council Meeting of February 21, 2012

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Mayor Mark Dehen

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Council Member Bill Schindle

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Council Member Robert Freyberg