

Pursuant to due call and notice thereof, a Special Meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 13, 2012. Mayor Dehen called the meeting to order at 4 p.m. The following were present for the meeting: Mayor Dehen, Council Members Schindle, Norland, Freyberg and Steiner and City Clerk Gehrke.

**Conduct Interview – Kathy Bailey**

The purpose of the Special meeting was to interview Kathy Bailey, candidate for the City Administrator position.

There being no further business, Council Member Norland moved, seconded by Council Member Steiner, to adjourn the meeting. Vote on the motion: Schindle, Norland, Freyberg, Steiner and Dehen, aye; no nays. Motion carried. The meeting was adjourned at 4:55 p.m.

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Mayor

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City Clerk

Pursuant to due call and notice thereof, a Special Meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 15, 2012. Mayor Dehen called the meeting to order at 4 p.m. The following were present for the meeting: Mayor Dehen, Council Members Freyberg, Steiner, Norland and Schindle and City Clerk Gehrke.

**Conduct Interview – Brian Beeman**

The purpose of the Special meeting was to interview Brian Beeman, candidate for the City Administrator position.

There being no further business, Council Member Steiner moved, seconded by Council Member Schindle, to adjourn the meeting. Vote on the motion: Freyberg, Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried. The meeting was adjourned at 4:50 p.m.

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Mayor

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City Clerk

## COUNCIL MINUTES SPECIAL MEETING August 16, 2012

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Pursuant to due call and notice thereof, a Special Meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 16, 2012. Mayor Dehen called the meeting to order at 4 p.m. The following were present for the meeting: Mayor Dehen, Council Members Norland, Schindler, Freyberg and Steiner and City Clerk Gehrke.

### **Conduct Interview – Ron Moorse**

The purpose of the Special meeting was to interview Ron Moorse, candidate for the City Administrator position.

There being no further business, Council Member Norland moved, seconded by Council Member Steiner, to adjourn the meeting. Vote on the motion: Norland, Schindler, Freyberg, Steiner and Dehen, aye; no nays. Motion carried. The meeting was adjourned at 5:10 p.m.

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Mayor

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City Clerk

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 20, 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 Freyberg, Steiner and Schindle, Interim Administrator Fischer, Finance Director Thorne, Engineer Malm, Attorney Kennedy and City Clerk Gehrke. Absent: Council Member Norland.

#### **Approval of Agenda**

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

#### **Approval of Minutes**

**Council Member Steiner moved, seconded by Council Member Schindle, to approve the minutes of the Council Workshop of August 6, 2012 and the Council meeting of August 6, 2012. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Council Member Steiner moved, seconded by Council Member Freyberg, to approve the minutes of the Special Council Meeting of August 10, 2012. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

#### **Correspondence**

##### **Letter from Mankato Public Schools**

The Mayor read a letter from the Mankato Public School Schools thanking the City for their support of the Mankato School District and inviting him to attend the all-staff welcome on August 30, 2012.

##### **Public Hearing, 7 p.m. – Consider Adoption of Ordinance of Annexation of Land, Robert J. Chester property, 1.88-acres**

The Mayor opened the public hearing to consider the adoption of Ordinance of Annexation of the Robert J. Chester property. A notice of Public Hearing was published in the official newspaper and notices were given to Nicollet County and School District No. 77. Interim City Administrator Fischer gave background information reporting on July 2, 2012 a public hearing was held to consider this annexation. Since the Council did not take formal action on the annexation at that meeting, it is brought before the Council for consideration and action. He reported the City Attorney has been in contact with Mr. Chester's attorney. The City Attorney reported he received a phone call from Attorney James Brandt stating that he has spoken with Mr. Chester and he has asked for a continuation of tonight's matter. After speaking with City staff he told Mr. Brandt that this matter would be before tonight's meeting. Mr. Brandt reported he would be meeting with Mr. Chester regarding the assessments; however, the City Attorney has not heard anything further from Mr. Brandt. The Interim Administrator reported the annexation of the property is primarily due to the presence of a well used by Mr. Chester located on a lot within in City limits which is currently being developed by the property owner. Some discussion was held about whether the well was compliant and Interim Administrator Fischer reported the owner had the well inspected and an estimate done to bring the well into compliance. Staff met with Mr. Chester shortly after the July 2, 2012 public hearing and he indicated his willingness to be annexed into the City limits. Although staff has tried to make

contact with Mr. Chester to confirm his intent, Mr. Chester has not contacted the City. The City has worked with Mr. Chester over the past several months in an attempt to come to a mutual agreement whereby he would abandon the well and connect to municipal utilities. Council Member Freyberg expressed his concern with homes being constructed on properties before all legal work has been completed referencing the recent variance that was approved after construction of the home has already begun. The Council discussed the assessments to the property and the fact that there are two water and sewer services to this property. There being no one else appearing before the Council, the Mayor closed this portion of the meeting.

**Ordinance No. 44, Fourth Series, Annexation of Land, Robert J. Chester Property, 1.88-acres**

**Council Member Steiner moved, seconded by Council Member Schindle, to adopt Ordinance No. 44, Fourth Series, Annexation of Land, Robert J. Chester Property, 1.88 acres, with the condition that one service is to be assessed over a period of ten years with the second service to be assessed at the time the lot is split. Vote on the Ordinance: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Kyle Meyers, Abdo, Eick & Meyers – 2011 Comprehensive Annual Financial Report**

Kyle Meyers, Abdo, Eick & Meyers, appeared before the Council to present the Comprehensive Annual Financial Report for the year ended December 31, 2011. Mr. Meyers recapped the year's activities noting a new requirement for (GASB No. 54) Fund Balance Reporting and Governmental Fund Type Definitions for 2011 which result in significant changes to the classification of the components of fund balances. He reported an audit was conducted for federal awards in excess of \$500,000 which was identified as the Highway 14 Project. Mr. Meyers reported the net asset increased by \$1,056,265 as compared to a decrease of \$39,319 in the previous year, net assets of \$53,394,678 and an unreserved fund balance for the general fund of \$2,085,321 or 38.0 percent of total general fund expenditures. He noted the City currently has few written policies and procedures and is recommending the creation and adoption of written policies and procedures including accounting policies and procedures. Copies of the 2011 Comprehensive Annual Financial Report will be on file at the North Mankato Taylor Library and Municipal Building and questions may be directed to the Finance Director.

**Scott Thompson, Minnesota Department of Transportation – Roundabout Discussion**

Scott Thompson, Minnesota Department of Transportation (MnDOT), appeared before the Council and gave a PowerPoint presentation on roundabouts specifically for use at the north intersection of Highway 14 and Lookout Drive. Mr. Thompson referenced the 2010 Bolton & Menk Traffic Study and the 2011 MnDOT Intersection Control Evaluation (ICE) for this area. The 2010 Bolton & Menk Traffic Study reported and the MnDOT 2011 ICE Study confirmed the north ramps (westbound) met volume requirements for signals. However, the ICE Study determined that a signal wouldn't be the best solution. He reviewed the signal versus roundabout pros and cons reporting the cost for signal would be approximately \$300,000 and the cost of a roundabout would be \$1 million. Council Member Freyberg questioned if the signal has been in the Capital Improvement Plan. Some discussion was held about the property necessary to accommodate a roundabout and whether an easement would be necessary. Mr. Thompson reported a consensus would need to be reached between the City of North Mankato and MnDOT regarding which traffic controls will be installed in this area. If an agreement is reached to build a roundabout, it will be necessary for the City to adopt a resolution agreeing to participate with

MnDOT 50/50 in the cost of a roundabout, determine when to build the roundabout and to continue the public education campaign regarding the use of roundabouts.

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

**Patricia Jones, 1441 Parkside Lane**

Patricia Jones, 1441 Parkside Lane, appeared before the Council and asked that a picnic table be placed in the gazebo at Bluff Park.

**Kim Spears, 916 South Avenue**

Kim Spears, 916 South Avenue, appeared before the Council and spoke of the roundabout and stated his concerns about some of the candidates for the City Administrator position.

**Bernadette Wilson, 1754 Commerce Drive**

Bernadette Wilson, 1754 Commerce Drive, appeared before the Council and reported she has not yet received the minutes she requested from the Loan Committee meeting held on July 12, 2010 concerning the loan for Beans Plus. She also reported the Council minutes of July 2, 2012 reflected an incorrect date for the Loan Committee meeting and that not all her comments were in the minutes regarding transfer of tax abatement funds to Craig Theuninck to pay on his loan.

**Joe Kluender, 2126 Rolling Green Lane**

Joe Kluender, 2126 Rolling Green Lane, appeared before the Council and reported he was a member of the Park & Green Spaces Committee that worked on the Master Plan for the Benson Park development. He reviewed the process the Committee went through to get the Master Plan in place and asked the Council to keep the development of Benson Park according to this Master Plan.

**Mark Haack, 713 Bennett Street**

Mark Haack, 713 Bennett Street, appeared before the Council and requested benches be placed at the edge of Wheeler Park so there is a sitting area when walking his dog since dogs are not allowed in Wheeler Park.

**Staff Reports**

**Interim City Administrator**

**Set Fall Special Services**

Interim Administrator Fischer reported this item was tabled by the Council and staff was asked to review the budget to see if funds are available to provide a fall special services pick-up. He reported that funds are available to do a pick-up, however, he also referenced the memo from the Street Superintendent who recommended fall special services week be conducted as a drop-off at the Public Works Compound due to a shortage of staff. The Council discussed budgeting for a spring pick-up to be scheduled when more temporary help is available and one drop-off for the fall in 2013. **Council Member Steiner moved, seconded by Council Member Schindle, to set fall special services drop-off for September 28-30, 2012 and to budget for a spring pick-up and a fall drop-off for 2013. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Schools and /Conferences**

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

1. Taser Instructor Refresher, Minnetrista Police Department, August 30-31, for one Police Lieutenant Detective.
2. Minnesota Government Finance Officers Association Annual Conference, Alexandria, September 19-21, for Finance Director.
3. AWWA Annual Conference, Duluth, September 19-21, for Water Superintendent.

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

**City Clerk****2012 Primary Election Results**

The Clerk presented the 2012 Primary Election results reporting a 7.2 percent voter turnout.

**Finance Director****Request for Proposal for Professional Auditing Services**

Finance Director Thorne reported she has prepared the Request for Proposal for Professional Auditing Services as previously requested by the City Council. The Request for Proposal for Professional Auditing Services will be available on the City's website and the League of Minnesota Cities website. **Council Member Steiner moved, seconded by Council Member Freyberg, to approve the Request for Proposal for Professional Auditing Services. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Res. No. 52-12 Approving Consent Assessment Agreement – 1032 Quincy Street**

Finance Director Thorne presented Resolution No. 52-12 for costs to be assessed in the amount of \$456.78 for repair of curb box at 1032 Quincy Street. **Council Member Schindle moved, seconded by Council Member Steiner, to adopt Resolution No. 52-12 Approving Consent Assessment Agreement for curb box repair at 1032 Quincy Street. Vote on the Resolution: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Res. No. 53-12 Declaring Costs to be Assessed for Municipal Charges – Northgate No. 2**

Finance Director Thorne presented Resolution No. 53-12 for costs to be assessed in the amount of \$2,550 for weed mowing on tax forfeiture property in Northgate No. 2. **Council Member Steiner moved, seconded by Council Member Schindle, to adopt Resolution No. 53-12 Declaring Costs to be Assessed for Municipal Charges for Northgate No. 2. Vote on the Resolution: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**City Attorney****Research of Port Authority Update**

Attorney Kennedy reported he has begun the process of researching the dissolution of the Port Authority. He noted that very few Minnesota cities have an active Port Authority but rather operated under an Economic Development Authority. The Attorney reported he will be reviewing the legal impediments and contacting bond counsel to see what affect such dissolution would have on bonds issued by the Port Authority.

**Belle House, LLC, 2107 North Ridge Drive Update**

Attorney Kennedy reported discussion was held at the August 6, 2012 Council meeting regarding the request from Belle House, LLC for reasonable accommodation to house eight (8) versus the authorized six (6) female recovering alcoholics at 2107 Northridge Drive. The Belle House, LLC attorney was in attendance at the meeting. Both Belle House, LLC and the Council have reason to extend the sixty (60) day timeline in which to act on this request requiring action by the first part of November. Attorney Kennedy requested this request for accommodation be settled in October. As requested by the Council at the previous Council meeting, Attorney Kennedy polled the Planning Commission to see if they were willing to be the hearing group for this request. The Attorney reported the Planning Commission has declined to be the hearing group and therefore it will be necessary for the City Council to hold a hearing in the Council Chambers on the request for accommodation which will require a 10-day notice to interested parties. The public hearing will be set at the September 4, 2012 Council meeting and the City Attorney will provide materials for review prior to the hearing.

**Report from Council Members****Council Member Freyberg****Special Intergovernmental Meeting**

Council Member Freyberg requested the Mayor call a Special Intergovernmental meeting to include Mayor Anderson, City Manager Hentges, Interim Administrator Fischer, Paul Vogel, Tom Riley, North Mankato City Attorney and Mankato City Attorney to discuss a regional Economic Development Authority. **Council Member Freyberg moved, seconded by Council Member Schindle, to call a Special Intergovernmental meeting to include the above listed representatives. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

**Council Workshop to Discuss Roundabout**

Council Member Freyberg requested a workshop be scheduled before the end of the year to discuss the roundabout for the north intersection of Highway 14 and Lookout Drive and review how it fits into the Capital Improvement Plan. The Council directed the City Clerk to forward available dates to set a Council Workshop for this discussion.

**Report from Mayor****City Administrator Update**

Mayor Dehen reported that final interviews had been held for the City Administrator candidates. He reported that no action would be taken at this Council meeting since Council Member Norland is absent. He requested that discussion of the City Administrator candidates be added under other business of the Council Workshop to be held at 6 p.m. on Monday August 27, 2012 and that a Special Council meeting be set for Monday, August 27, 2012 immediately following the Council Workshop.

**Set Special Council Meeting**

**Council Member Steiner moved, seconded by Council Member Freyberg, to set a Special Council meeting for Monday, August 27, 2012 immediately following the Council Workshop. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.**

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

**Phil Henry, 1300 Noretta Drive**

Phil Henry, 1300 Noretta Drive, appeared before the Council and thanked them for reinstating one special services pick-up for 2013.

**Bills and Appropriations**

**Council Member Steiner moved, seconded by Council Member Schindle, to approve all bills and appropriations in the amount of \$279,594.90. Vote on the motion: Steiner, Norland, Schindle and Dehen, aye; no nays. Motion carried.**

There being no further business, the meeting was adjourned at 8:50 p.m. on a motion by Council Member Steiner, seconded by Council Member Schindle. Vote on the motion: Freyberg, Steiner, Schindle and Dehen, aye; no nays. Motion carried.

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Mayor

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City Clerk

Pursuant to due call and notice thereof, a Council Workshop of the North Mankato City Council was held in the Council Chambers of the Municipal Building on August 27, 2012. Mayor Dehen called the meeting to order at 6:00 p.m. The following were present for the meeting: Mayor Dehen, Council Members Norland, Steiner, Schindle and Freyberg, Interim Administrator Fischer, Finance Director Thorne and City Clerk Gehrke.

**Introduction of Proposed 2013 Budget**

The purpose of the Council Workshop was to review the proposed 2013 General, Auxiliary and Enterprise Fund Budgets and the Five-Year Capital Improvement Plan, 2013-2017.

Finance Director Thorne gave an overview of the Proposed 2013 Budget. She reported the Local Government Aid the City will receive remains unchanged from 2012 at \$1,358,107. The proposed General Fund expenditure budget for 2013 is \$6,009,878 which is an increase of 7.47 percent over 2012. The tax levy to support the budget as proposed is \$5,993,974, an increase of 16.34 percent over the current year's levy.

The General Fund, as presented, provides for all currently authorized departmental positions and operations including the Swim Facility and Mass Transit. The budget accounts for the 1.00 percent pay increase effective July 1, 2012 and the 2.00 percent pay increase effective January 1, 2013. The Finance Director reported the proposed budget includes the Patrol Officer hired in 2012 and the maximum City Administrator pay and benefits. In response to a question the Finance Director will research if the unfilled Construction Inspector position was included in the budget. The Finance Director reported assumptions were made estimating an increase of 15 percent in health insurance and a 3.00 percent increase in all other insurances.

Council Member Freyberg asked the reason staff was requesting the Council review the proposed budget with special emphasis on the equipment requested. Finance Director Thorne reported this request was made since the purchase of large pieces of equipment has been deferred in recent years.

The Finance Director reviewed the General Fund revenues and expenditures by each fund and responded to questions. The Council asked the Finance Director to prepare a report on the expenditures in the Unallocated Fund.

The Finance Director reviewed the Auxiliary Fund revenues and the proposed debt service levy asking the Council to consider a debt service study be completed by outside sources. She reported she has scheduled \$10,000 in professional services to include this study and has spoken to a financial consultant about this study.

The Auxiliary Fund expenditures will be reviewed at a future Council Budget Workshop.

At 7:45 p.m. the Mayor requested a five-minute break prior to discussing the City Administrator position.

The Mayor reconvened the Council Workshop at 7:53.

**Other Business**

**Discussion of City Administrator Position**

The Mayor reported interviews have been completed for the top three candidates for the City Administrator position and a survey was taken of the Council and staff to gather input on their choice. He noted the Expanded Personnel Committee did not rank the candidates. He stated the purpose of this portion of tonight's workshop is to hold further discussion of the three top candidates.

Council Member Freyberg stated that in answer to his questions, all three candidates were operations managers versus finance managers. Considering the items that he highlighted in the recent Management Letter that was presented with the 2011 Comprehensive Annual Financial Report that have not been completed, he believes we need a City Administrator who is a finance manager.

Council Member Steiner stated he wants to be completely sold on the person who is hired for this important position and believes we should expand the search.

Council Member Schindle reported he has spoken to almost every department head and he would feel comfortable selecting a City Administrator from the list of candidates and believes one of the candidates would do a good job.

Mayor Dehen stated that all the candidates interviewed better during the Expanded Personnel Committee interviews.

Council Member Norland stated that two of the candidates talked about strategic planning and economic development work they had done. She stated she would not want to re-open the search because it would delay the hiring of a City Administrator by several months.

Council Member Schindle stated he believes staff is wearing thin and the Council needs to take action.

Council Member Freyberg stated he believes it is an injustice to staff to settle for second best and a shortage of staff does not justify making the wrong decision. He stated that the candidates could be kept on the list and the search should be expanded to find a candidate who can take staff and the community to the next level. He also stated that better marketing could be done to secure a pool of candidates who we have not reached and that it important to do what is best for the City of North Mankato and the staff.

Council Member Schindle reported he is not ready to make a decision. In response to his questions about the responses on the survey, Mayor Dehen stated that 18 responses were received, with 13 for one candidate and 5 for another candidate.

Mayor Dehen stated the Council has three choices: 1) Bring the top two candidates back for another interview; 2) Go forward and select a candidate for the City Administrator position; or 3) Do a new search. This item will be placed on the Council meeting of September 4, 2012.

Council Member Norland reiterated the qualities the Council is looking for in a candidate: financial background, good manager and leadership experience. She asked that the process not be delayed.

The Mayor asked that the three candidates be notified that the selection process has been deferred until the September 4, 2012 Council meeting.

There being no other business, the Council workshop adjourned at 8:10 p.m.

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Mayor

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City Clerk



## PUBLIC SERVICE ANNOUNCEMENT

Over the next two months, farm equipment will be on North Mankato city streets in the hilltop. This is due to construction of Highway 14. Please use caution when you see farm equipment and give them plenty of room to pass. The farm equipment will have escort vehicles on most occasions.

*DO NOT REWRITE OR CHANGE COPY*

*PUBLISH OR BROADCAST ONLY AS WRITTEN*

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #8	Department: City Planner	Council Meeting Date: 9/4/12
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**TITLE OF ISSUE: Public Hearing, 7 p.m. - Consolidated Annual Performance and Evaluation Report (CAPER)**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: As part of our status as a HUD Entitlement Community, we are required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) on the use of 2011 Community Development Block Grant (CDBG) funds which we receive on an annual basis. As part of the process it is necessary to hold a public hearing to present the CAPER and allow a 15-day comment period after the public hearing.**

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION: Hold public hearing and allow 15-day comment period**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)		Notice of Public Hearing		
_____		Affidavit of Publication		
_____		2011 Consolidated Annual Performance and Evaluation Report (CAPER)		
_____		_____		

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

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

August 21, 2012  
NOTICE OF PUBLIC HEARING  
FOR CONSOLIDATED ANNUAL  
PERFORMANCE AND  
EVALUATION REPORT (CAPER)  
CITY OF NORTH MANKATO  
NOTICE IS HEREBY GIVEN that  
the City Council of the City of  
North Mankato, Minnesota, will  
meet in the Council Chambers of  
the Municipal Building, 1001

Belgrade Avenue, North Mankato,  
Minnesota, at 7 p.m. on the 4th day  
of September, 2012, to hold a pub-  
lic hearing to present the  
Consolidated Annual Perform-  
ance and Evaluation Report  
(CAPER) to report on the use of the  
2011 Community Development  
Block Grant (CDBG) funds. A copy  
of the CAPER is available for  
review at the North Mankato  
Municipal Building, 1001 Bel-  
grade Avenue.

Such persons as desire to be heard  
with reference to this issue should  
appear at this meeting. Public  
comments may be sent to the North  
Mankato Municipal Building, 1001  
Belgrade Avenue, North Mankato,  
MN 56003. All comments must be  
received by  
September 19, 2012.

Dated this 21st day of August 2012.  
Nancy Gehrke, CMC  
City Clerk  
City of North Mankato,  
Minnesota

# AFFIDAVIT OF PUBLICATION

State of Minnesota, ss.  
County of Blue Earth

James P. Santori, being duly sworn, on oath says  
that he is the publisher or authorized agent and  
employee of the publisher of the newspaper known  
as *The Free Press and The Land*, and has full knowl-  
edge 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 \_\_\_\_\_

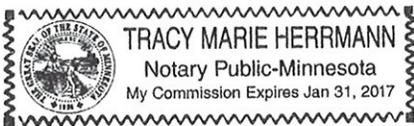
\_\_\_\_\_ which is attached was cut from the columns of said  
newspaper, and was printed and published once  
each week, for 1 successive weeks; it was first  
published on Tuesday, the 21 day of  
August, 2012, and was thereafter  
printed and published on every Tuesday to  
and including Tuesday, the 21 day  
of August, 2012; and printed  
below is a copy of the lower case alphabet from A to  
Z, both inclusive, which is hereby acknowledged as  
being the size and kind of type used in the composi-  
tion and publication of the notice:

abcdefghijklmnopqrstuvwxyz

By: [Signature]  
Publisher

Subscribed and sworn to before me on this 21  
day of August, 2012.

[Signature]  
Notary Public



NOTICE OF PUBLIC HEARING FOR  
CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)  
CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 4<sup>th</sup> day of September, 2012, to hold a public hearing to present the Consolidated Annual Performance and Evaluation Report (CAPER) to report on the use of the 2011 Community Development Block Grant (CDBG) funds. A copy of the CAPER is available for review at the North Mankato Municipal Building, 1001 Belgrade Avenue.

Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56003. All comments must be received by September 19, 2012.

Dated this 21<sup>st</sup> day of August 2012.

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

# CITY OF NORTH MANKATO



## 2011 Consolidated Annual Performance and Evaluation Report

## **Executive Summary**

2011 was the second year the City of North Mankato became an Entitlement Community and subsequently the second year of a Five-Year Consolidated Plan for housing and community development. The City of North Mankato's 2011 CDBG expenditures were consistent with the 2010-2014 Consolidated Plan and One-Year Action Plan.

The Consolidated Plan identified the following areas for the use of CDBG funds during 2010-2014:

- ◆ Parks and Recreation Facilities
- ◆ Parking Facilities
- ◆ Infrastructure Improvements
- ◆ Building Acquisition/Construction/Rehabilitation
- ◆ Development of Affordable Rental Units
- ◆ Single-Family Direct Homeownership Assistance
- ◆ Single-Family Residential Rehabilitation
- ◆ Commercial Rehabilitation

The 2011 Action Plan specified that CDBG funds would be used to acquire a vacant residential property addressed as 202 Christensen Street and to allocate funds to assist in the purchase of a vacant convenience store addressed as 238 Belgrade Avenue. As the new owner did not wish to accept CDBG funds, that project did not occur.

In 2010, the Action Plan was amended to purchase and demolish a residential dwelling addressed as 706 Range Street. However, funds for this project were used in 2011.

- I. Summary of Resources and Distribution of Funds for FY2011. \$152,282 was made available to the City through a 2011 formula allocation and unused 2010 funds. The following is a breakdown of the use of those funds:

\$30,500 – Purchase of 202 Christensen  
\$75,000 – Purchase of 706 Range Street  
\$ 8,000 – Administration  
\$113,500 – Total Expenditures

- II. Assessment of Five-Year Goals and Objectives  
The following are the City of North Mankato's goals and objectives as listed in its 2010-2014 Consolidated Plan:

### **Parks and Recreation Facilities**

Over the 5-year plan, approximately \$100,000 may be used for redevelopment activities that will include replacement of existing park amenities and accessibility improvements for persons with physical disabilities.

**Parking Facilities**

As part of downtown redevelopment efforts, CDBG funds may be used to create off-street parking opportunities in the Central Business District. Over the 5-year plan, one parking facility may be constructed for an approximated cost of \$100,000.

**Infrastructure Improvements**

CDBG funds will be used to rehabilitate existing water, sewer, street and sidewalks in areas which principally benefit low- and moderate-income persons. Over the 5-year plan, approximately \$200,000 may be spent on water/sewer improvements, and \$100,000 may be used on street improvements.

**Building Acquisition/Construction/Rehabilitation**

CDBG funds will be used to purchase both commercial and residential buildings which contribute to slum and blight conditions. Over the 5-year plan, approximately \$300,000 may be used to acquire and rehabilitate 1 building.

**Development of Affordable Rental Rents**

CDBG funds may be used to construct affordable rental units in the Central Business District. Through a local Envision 2020 community planning process, the creation of urban villages was identified as a high priority.

**Single-Family Direct Homeownership Assistance Grant Program**

During the first program year, CDBG funds were used to provide grants to low- to moderate-income persons to help pay for the down payment and/or closing costs with the acquisition and construction of single-family residential dwellings. It was originally planned that eleven (11) grants of up to \$8,000 would be allocated in the first year. Due to limited interest in the initiative, this activity was replaced with an alternative initiative.

**Single-Family Residential Rehabilitation**

CDBG funds may be used to provide grants/loans to low- to moderate-income persons to rehabilitate existing single-family dwellings.

**Economic Development Technical Assistant**

CDBG funds may be used to assist funding the South Central Small Business Development Center.

**Commercial Rehabilitation**

CDBG funds may be used for the rehabilitation of existing commercial buildings which contribute to slum and blight conditions.

**Property Acquisition**

Purchase vacant parcels with re-use of the parcels in compliance with all HUD regulations.

The following is a breakdown of the CDBG funds allocated toward the 2010 and 2011 goals and objectives:

- ◆ Purchase of 202 Christensen Street - \$30,500
- ◆ Purchase of 706 Range Street - \$75,000

Due to the limited CDBG funds available to the City of North Mankato on an annual basis, it is extremely difficult to accomplish all its goals and objectives set forth in its Consolidated Plan.

See Tables 1C, 2A, 3B, 2B

### **Affirmatively Furthering Fair Housing**

In 2010, the City of North Mankato prepared an Analysis of Impediments to Fair Housing. While the Analysis did not identify any significant impediments, based on the information gathered to produce the Analysis, the following conclusions and recommendations were made:

1. In the City of North Mankato, local land use policies, regulations, zoning ordinances, building codes and site selection policies do not discriminate or limit the availability of fair housing.

While currently the City's policies and procedures do not limit the availability of fair housing, this will be monitored continuously to ensure no future limitations will appear.

2. The City of North Mankato understands there is a need for affordable housing and the importance and benefits that affordable housing brings to a community.

Providing affordable housing and ensuring fair housing is a complex and difficult task. High development costs and low incentives for developers play a large role. The City of North Mankato will seek out funding opportunities and all accommodations will be made to provide the more affordable and fair housing opportunities.

3. The maintenance of records in regards to fair housing.

The City of North Mankato will keep accurate records of items relating to fair housing and the Analysis of Impediments to Fair Housing and Fair Housing Plan. The City will document actions taken to eliminate impediments, and plans to ensure fair housing opportunities in the future.

The following activities were conducted in 2011 to affirmatively further Fair Housing Choice:

- ◆ On July 20, 2011, in partnership with the Cities of Mankato, St. Peter and Madelia, a one-day housing training program was offered and held at the Mankato Civic Center. The agenda included property management, fair housing, lease agreements and legal issues. All North Mankato landlords received an invitation to this event.
- ◆ The City submitted an application for the Minnesota Housing Finance Agency to secure funding through the Minnesota City Participation Program to provide

below-market interest rate home mortgage loans for income-qualified first-time homebuyers.

### **Affordable Housing**

In the Consolidated Plan, the 2010 goal was to provide eleven (11) grants to income-qualified persons to purchase single-family dwellings. While there was sufficient interest in the program, only two persons were able to meet the income guidelines. Both recipients qualified as low-income persons and both persons and purchases were in compliance with all Section 215 requirements.

As there are no known rental dwellings which are seriously substandard, no attempt was made to address this area. Furthermore, during 2011, there were no efforts to address the accessibility needs of persons with disabilities.

### **Continuum of Care**

As there are no known homeless persons in North Mankato, no attempt was made to address needs in this area. Special needs of persons that are not homeless are being addressed by other State and Federal funding services.

### **Other Actions**

Projects and initiatives set forth in the Consolidated Plan and Annual Action Plan were implemented. Specifically, two properties were acquired where the re-use of the property for residential purposes will have a direct benefit to LMI persons.

### **Leveraging Resources**

No other public or private resources were obtained.

### **Citizen Comment**

On September 4, 2012, a public hearing was held to present the CAPER. A 15-day comment period was made available after the public hearing.

Utilizing the limited CDBG resources the City is allocated, two properties were able to be acquired consistent with the Consolidated Plan. The re-use of these properties are expected to benefit LMI persons.

The City does not have HUD approved neighborhood revitalization strategies or Section 108 loan guarantees.

### **CDBG Program**

In the second year of administering CDBG funds, the City was able to acquire two residential properties for re-use by LMI persons. These objectives were consistent with those stated in the Consolidated Plan. It is expected that the result of these property acquisitions will directly benefit two LMI households in the future.

### **Program Income**

Through past federal grants obtained by the City, the City has \$222,500 of federal program income. The funds are held in a separate revolving loan fund bank account to be used for future community and economic development projects.

**Transition Table 1C**  
**Summary of Specific Housing/Community Development Objectives**  
 (Table 1A/1B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Homeless Objectives</b>					
	0	0	0	0	0	0
	<b>Special Needs Objectives</b>					
	0	0	0	0	0	0
	<b>Other Objectives</b>					

\*Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

**Table 2A**  
**Priority Housing Activities**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<b>CDBG</b>						
Acquisition of existing rental units	1		1			
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units	1	1	1			
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance	11	2				
<b>HOME</b>						
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
<b>HOPWA</b>						
Rental assistance						
Short term rent/mortgage utility payments						
Facility based housing development						
Facility based housing operations						
Supportive services						
<b>Other</b>						

**Table 2A**  
**Priority Housing Needs/Investment Plan Goals**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<b>Renters</b>						
0 - 30 of MFI						
31 - 50% of MFI						
51 - 80% of MFI						
<b>Owners</b>						
0 - 30 of MFI						
31 - 50 of MFI						
51 - 80% of MFI	11	2	2			
<b>Homeless*</b>						
Individuals						
Families						
<b>Non-Homeless Special Needs</b>						
Elderly						
Frail Elderly						
Severe Mental Illness						
Physical Disability						
Developmental Disability						
Alcohol/Drug Abuse						
HIV/AIDS						
Victims of Domestic Violence						
<b>Total</b>	11	2	2			
<b>Total Section 215</b>						
215 Renter						
215 Owner						

\* Homeless individuals and families assisted with transitional and permanent housing

**Table 2A**  
**Priority Housing Activities**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<b>CDBG</b>						
Acquisition of existing rental units	1		1			
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units	1	1	1			
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance	11	2				
<b>HOME</b>						
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
<b>HOPWA</b>						
Rental assistance						
Short term rent/mortgage utility payments						
Facility based housing development						
Facility based housing operations						
Supportive services						
<b>Other</b>						

**Table 2A**  
**Priority Housing Needs/Investment Plan Table**

PRIORITY HOUSING NEEDS (households)		Priority		Unmet Need
Renter	Small Related	0-30%	H	69
		31-50%	L	14
		51-80%	L	11
	Large Related	0-30%	L	10
		31-50%	L	0
		51-80%	L	0
	Elderly	0-30%	M	35
		31-50%	L	14
		51-80%	L	4
	All Other	0-30%	L	40
		31-50%	L	45
		51-80%	L	30
Owner	Small Related	0-30%	L	44
		31-50%	L	38
		51-80%	H	99
	Large Related	0-30%	L	NA
		31-50%	L	NA
		51-80%	L	30
	Elderly	0-30%	H	47
		31-50%	L	27
		51-80%	M	39
	All Other	0-30%	L	23
		31-50%	L	35
		51-80%	L	40
Non-Homeless Special Needs	Elderly	0-80%	L	
	Frail Elderly	0-80%	L	
	Severe Mental Illness	0-80%	L	
	Physical Disability	0-80%	L	
	Developmental Disability	0-80%	L	
	Alcohol/Drug Abuse	0-80%	L	
	HIV/AIDS	0-80%	L	
	Victims of Domestic Violence	0-80%	L	

## 4.5 Non-housing Community Development HUD Table 2B

Table 2B  
Priority Community Development Needs

Priority Need	Priority Need Level	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
Acquisition of Real Property	M					
Disposition	L					
Clearance and Demolition	H	3 units	\$200,000	1 unit		0%
Clearance of Contaminated Sites	L					
Code Enforcement	N					
<b>Public Facility (General)</b>						
Senior Centers	L					
Handicapped Centers	L					
Homeless Facilities	L					
Youth Centers	L					
Neighborhood Facilities	N					
Child Care Centers	L					
Health Facilities	N					
Mental Health Facilities	L					
Parks and/or Recreation Facilities	L					
Parking Facilities	H	1 facility	\$100,000	1 facility		0%
Tree Planting	L					
Fire Stations/Equipment	H					
Abused/Neglected Children Facilities	L					
Asbestos Removal	L					
Non-Residential Historic Preservation	L					
Other Public Facility Needs	L					
<b>Infrastructure (General)</b>						
Water/Sewer Improvements	H	1 street	\$200,000	1 street		0%
Street Improvements	H	1 street	\$100,000	1 street		0%
Sidewalks	H					
Solid Waste Disposal Improvements	N					
Flood Drainage Improvements	L					
Other Infrastructure	L					
<b>Public Services (General)</b>						
Senior Services	L					
Handicapped Services	L					
Legal Services	L					
Youth Services	N					
Child Care Services	L					
Transportation Services	L					
Substance Abuse Services	N					
Employment/Training Services	N					
Health Services	L					
Lead Hazard Screening	L					
Crime Awareness	L					
Fair Housing Activities	L					
Tenant Landlord Counseling	L					
Other Services	L					
<b>Economic Development (General)</b>						
C/I Land Acquisition/Disposition	L					
C/I Infrastructure Development	L					
C/I Building Acq/Const/Rehab	H	1 building	\$300,000	1 building		0%
Other C/I	L					
ED Assistance to For-Profit	N					
ED Technical Assistance	L					
Micro-enterprise Assistance	L					
Other						

**Table 3B**  
**ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

Grantee Name: Program Year:	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #9A	Department: City Planner	Council Meeting Date: 9/4/12
-----------------	--------------------------	------------------------------

**TITLE OF ISSUE: Public Hearing, 7 p.m. - Vacation of Utility Easement - Parks Edge Addition; Res. Vacating Utility Easement - Parks Edge Addition**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: As part of the proposed replatting of Parks Edge Addition, it is necessary to set and hold a public hearing to formally vacate an existing utility easement. All local utility companies have been notified of the utility easement.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Adopt Resolution Vacating Utility Easement**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)		Notice of Public Hearing		
		Affidavit of Publication		
_____				
_____				
_____				

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

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

August 21, 2012  
**NOTICE OF HEARING ON  
 UTILITY EASEMENT VACATION  
 PARKS EDGE ADDITION**  
 NOTICE IS HEREBY GIVEN that  
 the City Council of the City of  
 North Mankato, Minnesota, will  
 hold a public hearing on Tuesday,  
 September 4, 2012, commencing at  
 7:00 p.m. in the Council Chambers  
 of the Municipal Building, 1001  
 Belgrade Avenue, to consider the  
 vacation of the following describ-  
 ed utility easement vacation on  
 Lot 1, Block 4, Parks Edge Addi-  
 tion:  
 The north 5 feet of Lot 1, Block 4,  
 Parks Edge Addition.  
 Dated this 21st day of August, 2012.  
 Nancy Gehrke, CMC  
 City Clerk  
 City of North Mankato,  
 Minnesota

# AFFIDAVIT OF PUBLICATION

**State of Minnesota, ss.  
 County of Blue Earth**

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

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

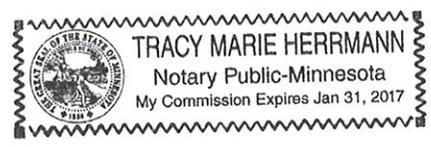
*(B) The printed \_\_\_\_\_ Notice \_\_\_\_\_*

*which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Tuesday, the 21 day of August, 2012, and was thereafter printed and published on every Tuesday to and including Tuesday, the 21 day of August, 2012; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:*

abcdefghijklmnopqrstuvwxyz  
 By: [Signature]  
 Publisher

*Subscribed and sworn to before me on this 21 day of August, 2012.*

[Signature]  
 Notary Public



**NOTICE OF HEARING ON  
UTILITY EASEMENT VACATION  
PARKS EDGE ADDITION**

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Tuesday, September 4, 2012, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider the vacation of the following described utility easement vacation on Lot 1, Block 4, Parks Edge Addition:

The north 5 feet of Lot 1, Block 4, Parks Edge Addition.

Dated this 21<sup>st</sup> day of August, 2012.

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

RESOLUTION NO.

RESOLUTION VACATING UTILITY EASEMENT  
PARKS EDGE ADDITION

WHEREAS, a petition has been submitted, executed by 100 percent of the property owners, requesting vacation of the utility easement described as follows:

The north 5 feet of Lot 1, Block 4, Parks Edge Addition.

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

1. Such utility easement is vacated.
2. The City Clerk shall prepare a notice of completion of these proceedings pursuant to statute and shall present the same to the County Auditor and County Recorder.

Adopted by the City Council this 4<sup>th</sup> day of September 2012.

\_\_\_\_\_  
Mayor

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



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10A	Department: City Planner	Council Meeting Date: 9/4/12
------------------	--------------------------	------------------------------

**TITLE OF ISSUE:** Public Hearing, 7 p.m. - Vacation of Utility Easements - Whispering Oak Twins; Res. Vacating Utility Easements - Whispering Oak Twins

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** As part of the proposed replatting of Whispering Oak Twins, it is necessary to set and hold a public hearing to formally vacate existing utility easements. All local utility companies have been notified of the utility easements.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION:** Adopt Resolution Vacating Utility Easement

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)		Notice of Public Hearing		
		Affidavit of Publication		
_____				
_____				
_____				

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

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

August 21, 2012  
NOTICE OF HEARING ON  
UTILITY EASEMENTS  
VACATION

WHISPERING OAK TWINS

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Tuesday, September 4, 2012, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider the vacation of the following described utility easements vacation in Whispering Oak Twins:

The east 5 feet of Lot 5, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 4, Block 1, Whispering Oak Twins.

The east 5 feet of Lot 3, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 2, Block 1, Whispering Oak Twins.

Dated this 21st day of August, 2012.

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

# AFFIDAVIT OF PUBLICATION

State of Minnesota, ss.  
County of Blue Earth

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

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

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

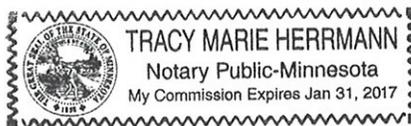
\_\_\_\_\_ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Tuesday, the 21 day of August, 2012, and was thereafter printed and published on every Tuesday to and including Tuesday, the 21 day of August, 2012; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

abcdefghijklmnopqrstuvwxyz

By: [Signature]  
Publisher

Subscribed and sworn to before me on this 21 day of August, 2012.

[Signature]  
Notary Public



**NOTICE OF HEARING ON  
UTILITY EASEMENTS VACATION  
WHISPERING OAK TWINS**

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Tuesday, September 4, 2012, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider the vacation of the following described utility easements vacation in Whispering Oak Twins:

The east 5 feet of Lot 5, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 4, Block 1, Whispering Oak Twins.

The east 5 feet of Lot 3, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 2, Block 1, Whispering Oak Twins.

Dated this 21<sup>st</sup> day of August, 2012.

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

RESOLUTION NO.

RESOLUTION VACATING UTILITY EASEMENTS  
WHISPERING OAK TWINS

WHEREAS, a petition has been submitted, executed by 100 percent of the property owners, requesting vacation of the utility easements described as follows:

The east 5 feet of Lot 5, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 4, Block 1, Whispering Oak Twins.

The east 5 feet of Lot 3, Block 1, Whispering Oak Twins.

The west 5 feet of Lot 2, Block 1, Whispering Oak Twins.

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

1. Such utility easements are vacated.
2. The City Clerk shall prepare a notice of completion of these proceedings pursuant to statute and shall present the same to the County Auditor and County Recorder.

Adopted by the City Council this 4<sup>th</sup> day of September 2012.

---

Mayor

---

City Clerk



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

OFFICIAL PROCEEDINGS OF THE  
BOARD OF COUNTY COMMISSIONERS OF THE  
COUNTY OF NICOLLET  
August 28, 2012

The Nicollet County Board of Commissioners met in special session on Tuesday, August 28, 2012 at 9:00 a.m. with Chair Dr. Bruce Beatty presiding. Commissioners David Haack, Marie Dranttel, James Stenson, and Jack Kolars were present. Also present were County Attorney Michelle Zehnder Fischer, Interim County Administrator Bridgette Kennedy, Deputy Auditor-Treasurer RaNaye Grunzke, and Recording Secretary Margo Brown.

Upon a motion by Commissioner Stenson and seconded by Haack, it was moved to approve the minutes of the August 14, 2012 Board meeting. The motion carried unanimously.

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

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

Human Resources Director Jamie Haefner addressed the Board with several replacement hirings:

Social Services Director Joan Tesdahl has hired Pat Rentz to fill the Social Worker position vacated by Sara Emich. Ms. Rentz currently works as a Children's Services Unit Social Worker and will transfer to the position of Adult Unit Social Worker, effective September 6, 2012. Her salary will not change and she is currently at \$28.00 per hour, which is pay step 19 of pay grade 14.

Social Services Director Tesdahl has hired Krystyna Szelazek to temporarily fill the vacant part time Social Worker position vacated by Cara Bruegger. Krystyna previously worked for Social Services in this capacity. She is working in the North Mankato Office through a temporary agency until Social Services is able to fill the position.

Sheriff David Lange has hired Brianna Thomas to fill the position of 911 Dispatcher vacated by Victoria Poehler. Ms. Thomas will begin her duties on September 4, 2012 at a salary of \$15.43 per hour, which is pay step 3 of pay grade 12.

Human Resources Director Haefner provided information about several end of probation requests and asked that the Board consider approval of those requests:

Sheriff David Lange has submitted end of probations for four of his employees – as follows:

Request that Tara Martin, 911 Dispatcher, be granted regular status as a Nicollet County employee effective August 27, 2012.

Request that Shawn Kunz, 911 Dispatcher be granted regular status as a Nicollet County employee effective September 5, 2012.

Request that Jason Wech, Temporary Correctional Officer, be granted regular status as a Nicollet County employee effective August 27, 2012.

Request that Matt Vitale, Temporary Drug Task Force Agent, be granted regular status as a Nicollet County employee, effective September 1, 2012.

Upon a motion by Commissioner Stenson and seconded by Dranttel, it was moved to accept the recommendation of the Human Resources Director and approve the end of probation requests for:

Sheriff's employee Tara Martin, 911 Dispatcher, effective August 27, 2012

Sheriff's employee Shawn Kunz, 911 Dispatcher, effective September 5, 2012

Sheriff's employee Jason Wech, Temporary Correctional Officer, effective August 27, 2012

Sheriff's employee Matt Vitale, Temporary Drug Task Force Agent, effective August 27, 2012

The motion carried unanimously.

Social Services Director Joan Tesdahl has submitted an end of probation for Office Support Specialist Cheryl Wills. She has requested that Ms. Wills be granted regular status as a Nicollet County employee effective August 26, 2012.

Upon a motion by Commissioner Dranttel and seconded by Haack, it was moved to accept the recommendation of the Human Resources Director and approve the end of probation request for:

Social Services employee Cheryl Wills, Office Support Specialist, effective August 26, 2012

The motion carried unanimously.

At this time, Human Resources Director Haefner presented information and a recommendation to the Board on behalf of the Insurance Study Committee. She noted that the Committee discussed many items, including an optional lower deductible plan at a cost to the employee. She also provided information on why the recommended rate increase from Blue Cross Blue Shield was 13.3% - including additional claims experience in the past, changes in health care reform, and stop loss insurance rate increase. Other discussion included the number of employees on the County health plan, and additional documentation needed by Blue Cross Blue Shield this year. The committee made the following recommendation:

Increase prescription co-pay from \$25 to \$30 – 1% decrease

Increase stop loss insurance from \$125,000 to \$175,000 – 2 % decrease

Making the final recommendation a 10% increase to the current health plan

Another recommendation was to authorize the option for a new health plan for a \$1,000 deductible plan for single / \$2,000 for family, with a maximum of \$2,000 single / \$4,000 family. The employee would be responsible for approximately \$55/month for single and \$164/month for family.

Another recommendation was to offer a fitness discount program. If any participating employee meets the requirements, the County would ultimately be responsible for a \$20/month discount to be paid back to the employee. The plan would cost \$1.39 per month per employee wishing to participate. The cost of the plan for the County, estimated by using other average plans and surveys, would be approximately \$13,000 per year.

She also noted information about the dental insurance plan. The recommendation by the committee is to increase the maximum benefit from \$750 per person to \$1,000 per person, with no change in the rates. The current plan has not been changed for many years.

The last recommendation of the committee was to make no decrease in the VEBA contribution to each employee.

The committee is planning on including long term care and vision insurance – which will be 100% employee paid, with no cost to the County.

Finally, she noted that in order for Blue Cross Blue Shield to move ahead with filling out the required new forms at the end of the year for the health care plan, a decision will need to be made by October 1<sup>st</sup> in regard to what plan or plans the County is going to provide.

Environmental Services Director Mandy Landkamer appeared before the Board to request approval of several conditional use permits. Upon a motion by Commissioner Stenson and seconded by Dranttel, it was moved to accept the Planning and Zoning Advisory Commission's August 20, 2012 report, recommendations, and findings as submitted therein, which includes the following conditional use permits:

Tim Callister – Nelson Point Wildlife Assoc., Inc.	Permit No. C-14-12	Brighton Township
David Hermel	Permit No. C-15-12	Courtland Township

The motion carried unanimously.

Ms. Landkamer provided information to the Board relating to the request from the Davis Family Dairies, LLC for construction of another dairy facility in Lake Prairie Township. This project borders Sibley County and citizens from that area have also been a part of the comment process. Upon a motion by Commissioner Stenson and seconded by Dranttel, it was moved to accept the Planning and Zoning Advisory Commission's August 20, 2012 report, recommendations, and findings as submitted therein, which includes the following conditional use permit:

High Island Dairy, LLC Davis Family Dairies, LLC	Permit No. C-16-12	Lake Prairie Township
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On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

Environmental Services Director Landkamer also provided information, and requested approval, of a resolution for lien attachments for the Middle Minnesota Loan Program. Upon a motion by Commissioner Kolars and seconded by Haack, it was moved to accept the recommendation of the Environmental Services Director and adopt the resolution regarding county septic system CWP Loan Program Liens. The motion carried unanimously.

List resolution...

Interim County Administrator Bridgette Kennedy addressed the Board with information about the resignation of Mr. Luepke from the South Central Minnesota Multi-County HRA Board. This was discussed at the previous Board meeting and the name of Charles Zieman had been suggested as a replacement. Mr. Zieman was at the meeting and answered questions from the Board. Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to accept the recommendation of the County Administrator's Office and appoint Mr. Charles Zieman as a County representative on the South Central Minnesota Multi-County HRA Board, effective immediately through September 30, 2013. The motion carried unanimously.

Interim Administrator Kennedy provided information to the Board relating to long term goals associated with physical locations of some of the County offices and staff, noting that rental costs continue to go up. Currently rent is being paid for Social Services,

County Attorney, Soil & Water Conservation, and Brown/Nicollet Community Health. She asked the Board for discussion on the possibility of soliciting architectural proposals for the construction of a County building to house the departments that are currently in other locations. The Capital Improvement Plan is currently being discussed and the possibility of constructing a new building with costs to be included in this plan has been discussed. She asked for discussion on whether bids and/or quotes could be requested in order to determine needs and space. It was noted that the North Mankato Services Building will be paid for and owned by the County following the final payment next year. Discussion included that it is an attractive time to bond, with the interest rates so low and that our debt repayment structure could accommodate it so that bond re-payments for new Capital Improvement Plan projects would not significantly impact additional property taxes. Upon a motion by Commissioner Haack and seconded by Kolars, it was moved to authorize the Interim County Administrator to proceed with the process to obtain quotes and/or bids for information in order to determine the space needs of the county, with the possibility of constructing a new building in an attempt to alleviate or reduce rental costs. On a roll call vote, all Commissioners voted yes and the motion carried unanimously.

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

Public Works Director Seth Greenwood provided an update on current construction projects. He provided additional information on the partial payment to Flynn Construction for the County Road 25 project, as well as other issues relating to this construction. He noted a 1:30 meeting today to include legislators, representatives from various area cities/counties, Mn/DOT staff, etc. for discussion of the expansion of Highway 14 between North Mankato and Nicollet. He also noted that the County Road Tour will be held on Tuesday, October 16 beginning at approximately 8:30 a.m.

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

- She received a contact from Southern Minnesota Initiative Foundation wanting to know if Tim Penny could attend an upcoming meeting to update the Board on activities. She will contact him to attend a meeting possibly in late September.
- Joint Sibley County Meeting – scheduled for Tuesday, September 25<sup>th</sup>. Gustavus is not available for this lunch meeting, so contact has been made with Dave's Place in Lafayette to furnish food at the Lafayette Community Center.
- Discussed a joint September 18<sup>th</sup> meeting with Brown County. The meeting will be changed to September 12<sup>th</sup>, following the Brown/Nicollet Community Health Meeting in New Ulm if this is acceptable to Brown County staff.
- Contact with the Treasurer of the Nicollet County Agricultural Society (Fair Board), who requested an extension of the September 1<sup>st</sup> payment. The Board agreed to delay the payment for one month.

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

- New Lay Member will be needed for the Sioux Trails Board following the resignation of a current member. The Board will be thinking of possible candidates.

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

Commissioner Jack Kolars

- Noted the various meetings needed prior to decisions on major issues

Commissioner James Stenson

- He and Jack served on the Canvassing Board
- Attended various board and budget meetings

Commissioner David Haack

- No report

Commissioner Marie Dranttel

- Took advantage of the software training provided by Technologies

Additional information will be gathered regarding the AMC Annual Conference which will be held in St. Cloud December 2, 3 and 4.

Upon a motion by Commissioner Stenson and seconded by Beatty, it was moved to authorize expenses for any Commissioner to attend the AMC Transportation Policy Meeting in Brainerd in September. The motion carried unanimously.

Upon a motion by Commissioner Kolars and seconded by Haack, 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 Stenson, it was moved to adjourn the meeting at 10:30 a.m. The motion carried unanimously.

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: — -2012 SHELTER: Back Parking Lot FEE: φ

TYPE OF EVENT: Punk in Pie DATE VALID: Oct 31, 2012 HOURS: 6-9:30 pm

ORGANIZATION: Evangelical Free SIZE: 200-300 people

APPLICANT NAME: Katie Lundquist Church

ADDRESS: 354 Carol Court 0 CITY: North Mankato

ZIP: 56003 DAYTIME PHONE #: 507-345-7451

TENTS: no ELECTRICITY: no ALCOHOL: no

AUDIO DEVICES: Standard PA system, 3 bands  
If keg beer, a \$250 deposit and \$25 fee are required.  
Amplified music or band requires Council approval  
(Christian Rock Music)

OTHER: will talk to neighbors and invite them to event playing toward rawing away from houses

PERMIT APPROVED: \_\_\_\_\_ DATE: 8-22-12

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

REFER TO COUNCIL: ✓

Mary Dufek  
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.** NA

SIGNED: [Signature] 8-22-12  
Applicant Date

For Office Use Only	Receipt # _____	Book _____	Park _____	Police _____
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# **M E M O R A N D U M**

**TO:** *Honorable Mayor and City Council*

**FROM:** *Michael Fischer, City Planner*

**DATE:** *August 29, 2012*

**SUBJECT:** *Metropolitan Planning Organization Update*

**Summary:** On March 27, 2012, the Mankato/North Mankato Area was designated as an urbanized area of more than 50,000 people. Under federal law, all such urbanized areas must have a designated Metropolitan Planning Organization (MPO). An MPO is required for any expenditure of federal transportation funds within the urbanized area – including transit funds. MPO's are required to draft and implement a unified planning work program, a 20-year long range transportation plan, and a transportation improvement program that contains a 4-year listing of regionally significant projects receiving federal funds (including transit). In many respects, the MPO requirement formalizes the cooperative intergovernmental relationship of the Mankato Area Transportation and Planning Study that has been ongoing for over 20 years. The goal of the MPO is to support a "continuing, cooperative, and comprehensive planning process".

The governance of the MPO activities is through a joint powers agreement. A typical agreement involves establishing a Policy Board that consists of elected officials from each member jurisdiction. A Technical Advisory Panel is also established, comprised of staff from each jurisdiction, which provides recommendations to the Policy Board. The MPO also enters into a memorandum of understanding between the MPO, State, and Transit Operator (City of Mankato). Under federal regulations, transit planning is part of the MPO activities.

State and Federal grants are provided to cover up to 80 percent of the costs associated with MPO activities. In the case of the Mankato/North Mankato MPO, anticipated State and Federal grants will provide \$307,812 annually (estimated) and the local partners are expected to provide a 20 percent match estimated at \$28,865 (the State grant can be used for part of the required Federal match). It should be noted that MPO's typically conduct studies that currently rely on funds from local budgets, such as corridor studies, preliminary planning studies for regionally significant projects, transit studies, intersection control evaluation studies, and capital expenses such as traffic counters and related equipment. MPO funds cannot be expended on construction projects.

MnDOT oversees the administration of MPO's within the state of Minnesota. After the March designation, MnDOT held a series of meetings with the affected local units of

government impacted by the designation. The local units of government include the cities of Mankato, North Mankato, Eagle Lake, Skyline; the counties of Blue Earth and Nicollet; and the townships of Mankato, Lime, South Bend, LeRay and Belgrade. The meetings outlined the requirements of the MPO and clarified that forming an MPO is required if any federal transportation funds are expended in the urbanized area. The Federal transportation bill that was recently passed did not raise the population threshold as expected and an MPO is definitely required.

MnDOT also arranged to have the Executive Directors of other Minnesota MPO's meet with the group in order to answer questions about their structure and a preferred method to "host" and administer the MPO in an existing agency. It became apparent during the interviews that creating a separate entity involves a substantial budgetary impact associated with maintaining a facility and/or lease payments. In addition, a stand-alone entity devotes considerable time to administrative and managerial oversight.

One model that was suggested by an Executive Director was the Janesville, Wisconsin MPO. The Janesville, Wisconsin MPO is housed in the Planning Office of the City of Janesville. A full time transportation planner is employed using MPO grant funds and other staff track time on a project basis related to MPO activities. The advantages of hosting the MPO in an existing governmental office are the efficiencies/ cost savings of utilizing existing resources, such as facilities, staffing, technology, and administrative oversight.

A small intergovernmental working group of staff was appointed in order to formulate a recommended strategy for the formation of the MPO. Attached is a summary document of the group recommendations for the MPO structure and joint powers agreement. The next step is for each member to report back to their respective governmental bodies and obtain feedback. The feedback would be incorporated in a final draft of a joint powers agreement.

The deadline for coming to an agreement and being formally designated is March 26, 2013. In order to meet this deadline, a joint powers agreement must be submitted to MnDOT most likely by the end of the year because it must still be forwarded to the Governor's office for formal designation. It should be noted that if the MPO is organized by October 1, 2012, or soon thereafter, approximately \$18,000 can be immediately appropriated by the State to assist in start up costs.

**Attachments:**

1. Mankato/North Mankato Urbanized Area Summary Sheet
2. Summary of Proposed Joint Powers Agreement



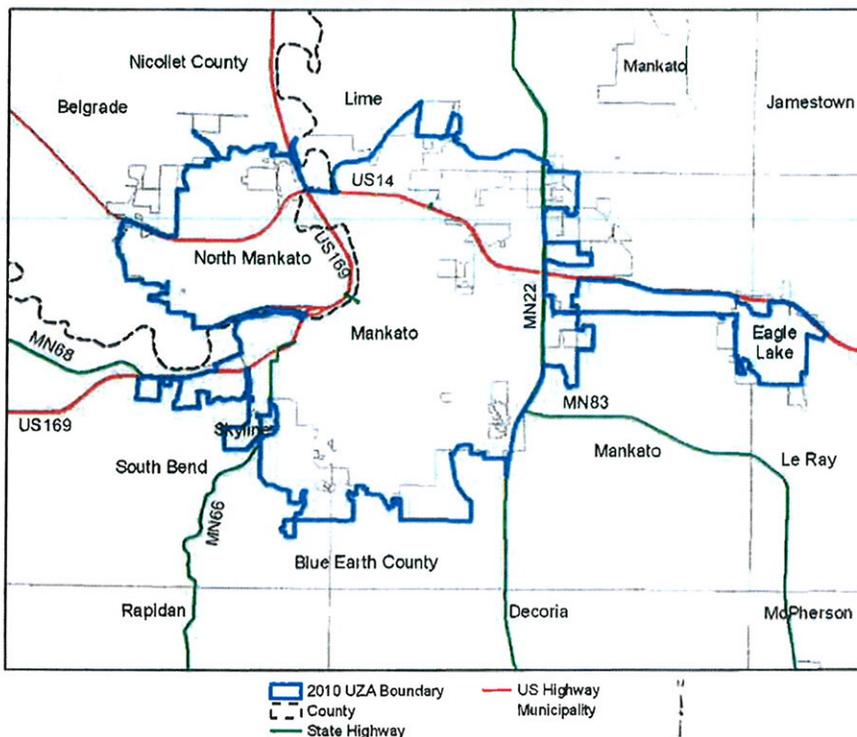
# Mankato Urbanized Area

## Background

On March 27, 2012, the Census Bureau identified Mankato as an urbanized area with a population of 57,584.

Under federal law (§ 134(d)(1) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users), all urbanized areas with a population of more than 50,000 individuals must have a designated metropolitan planning organization that is responsible for long-range transportation planning, as well as short-range investment programming.

Mankato Urbanized Area



## What does designation mean?

The MPO designation is an agreement between the governor and local units of government that represent at least 75 percent of the affected population, including the largest incorporated city (based on population). The MPO may be a separate agency or it may be part of an existing organization (e.g., city, county, regional commission).

The local governments identified within the Mankato urbanized area include the cities of Eagle Lake, Mankato, North Mankato and Skyline; the counties of Blue Earth and Nicollet; and the townships of Belgrade, Le Ray, Lime, Mankato and South Bend.

April 3, 2012

Metropolitan planning organizations:

- Must be designated for urbanized areas with populations greater than 50,000
- Support a 3-C (continuing, cooperative and comprehensive) planning process
- Facilitate collaboration of governments, interested parties and residents

In addition to Mankato, there are seven other MPOs in Minnesota:

- Twin Cities
- Duluth-Superior
- St. Cloud
- Rochester
- Fargo-Moorhead
- Grand Forks-East Grand Forks
- La Crosse-La Crescent

For More Information

Contact:

Bobbi Retzlaff  
Office of Statewide  
Multimodal Planning  
(651) 366-3793  
bobbi.retzlaff@state.mn.us

*Your Destination...Our Priority*





### **Do MPOs have specific requirements?**

Federal regulations, codified in 23 CFR 450 Subpart C, define the metropolitan transportation planning and programming requirements. MPOs are required to produce three key documents:

- Unified planning work program – an annual listing of studies and tasks to be completed by the MPO and/or member agencies (with MPO funds)
- Long-range transportation plan – a multimodal transportation plan that has a minimum 20-year planning horizon and identifies the region's priorities
- Transportation improvement program – a 4-year listing of regionally significant projects and projects receiving federal funds (including transit)

MPOs have access to additional federal and state funds for planning activities. There are no additional federal or state funds for capital projects or maintenance/operations.

MPOs also have specific fiscal constraint, public involvement, consultation and coordination requirements that must be met. Failure to meet requirements can result in the withholding of federal funds for capital projects.

### **Next steps**

The MnDOT Office of Statewide Multimodal Planning will coordinate meetings with the Federal Highway Administration, MnDOT District 7, local governments list above, transit operator, Region 9 Development Commission, and other interested government agencies to identify an agency to serve as the MPO for the Mankato urbanized area. Once there is a joint powers agreement between local governments representing at least 75 percent of the affected population, including the City of Mankato, and an agreement on the agency that will be the MPO, OSMP will present the recommendation to the governor for his approval.

As part of the process, local governments will be encouraged to consider:

- Provisions for a joint powers agreement
- Specific roles/responsibilities of the planning agency and the MPO policy board
- Representation of local governments on the MPO policy board
- Bylaws to govern the MPO policy board

The deadline to designate an agency is March 26, 2013.

Once an agency is designated to be the MPO, MnDOT will continue to work with that agency and local governments to ensure all federal and state planning requirements are met.

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## Summary of Proposed Joint Powers Agreement and Host Agency Outline – Mankato/North Mankato MPO

- Membership proposed to be cities of Mankato, North Mankato, Eagle Lake, Skyline, and counties of Blue Earth and Nicollet. Townships would designate one representative to represent all 5 Townships (Belgrade, LeRay, Mankato, Lime, South Bend)
- Elected representatives to be appointed by each jurisdiction – total of 7 on the Policy Board, which is the governing board of the MPO.
  - 1 member City of Mankato
  - 1 member City of North Mankato
  - 1 member Blue Earth County
  - 1 member Nicollet County
  - 1 member Eagle Lake/Skyline (small city representative)
  - 1 member Townships
  - 1 member representing Transit Operator (ex officio member)
- Establish of Technical Advisory Panel (TAP) to make recommendations to the Policy Board. TAP comprised of engineering and planning staff from the cities and counties, Town Board Chairs, transit staff, school district staff, staff from Region 9, representative from Greater Mankato Growth, MSU-Mankato representative, MNDOT representative, and a member from recognized non-motorized community advocacy group.
- Powers and duties of the MPO include adopting a unified work plan, long range transportation plan, and transportation improvement program. In addition, MPO enters into MOU with State and transit operator regarding coordination of transit related planning activities.
- Annual State and Federal grants provided to MPO's for operations and work plan. For 2013, the available State grant is \$32,698 and the estimated Federal grant is \$275,114. Grants require 20 percent match; however, the State grant can be used as part of the match for the Federal grant. Match estimated at \$28,865.
- Operating budget for MPO (with match and grant funds) expected to be approximately \$336,667. Typically this would fund staff resources and consultant services. Operation budget can also be used for corridor studies, intersection control evaluations, transit updates and other required transportation related plans that are currently funded by local budgets.

- Match is proposed to be split – 50 percent to cities and 50 percent to counties. Each unit contributes on per capita basis similar to MATAPS agreements. Draft allocation:
  - \$10,656 = City of Mankato
  - \$3,660 = City of North Mankato
  - \$11,146 = Blue Earth County (covers Eagle Lake and Townships share)
  - \$3,403 = Nicollet County (covers Township share)

Counties would cover the Township share. Blue Earth County would also contribute on behalf of smaller cities. If Eagle Lake reaches \$5,000 in population (threshold for State aid community) then Eagle Lake would be responsible for prorated share if they choose to remain on Board.

➤ **Administrative Organization Discussion (Host Agency):**

- The functions of the MPO are typically administered with a designated Executive Director and support staff to develop and maintain the transportation plans and conduct operations under the unified work plan.
- Functions are hosted by a designated agency or stand-alone agency.
- Following are existing MPO host structures (note: estimated Mankato/North Mankato MPO population is 57,584)
  - Fargo/Moorhead MPO – Administered as free-standing entity. Population 176,676
    - Housed within Council of Governments. Separate facility.
    - Six employees, including Executive Director, four planners, and support staff.
    - Conducts additional planning studies for the urbanized area.
    - Conducts its own fiscal management and other related organizational oversight functions.
  - Duluth/Superior MPO - Administered through the Arrowhead Regional Development Commission. Population 120,378
    - The MPO for Duluth/Superior is housed in the Arrowhead Regional Development Commission (ARDC).
    - The ARDC has an extensive Regional Planning function that serves as planning staff on an ongoing basis to several smaller communities that could not afford full-time planning staff on their own.
    - The ARDC employs 8 staff dedicated to regional planning.
    - The ARDC covers a much larger area than the MPO designation.
  - St. Cloud Area MPO - Administered as a free-standing entity. Population 110,621
    - Standalone agency with separate facilities, administration, and capital items. Not affiliated with any other organization.
    - Five staff persons employed
    - When interviewed indicated that much time is spent on facility management and administration.

- Rochester/Olmsted County MPO - Administered through the Joint City/County Community Development Department. Population 107,677
  - City of Rochester and Olmsted County have joint planning functions.
  - The MPO designation is within the existing joint planning department.
  - Transportation planners employed using dedicated MPO funds.
  - Project coding is used to track time of other staff activities devoted to MPO.
  
- La Crosse/La Crescent MPO - Administered through County. Population 100,868
  - Housed in the La Crosse County Administrative Center
  - Standalone agency at the County – not affiliated with County Planning Function.
  - Consists of two staff – Executive Director and Transportation Planner.
  - Conducts its own fiscal management and other related organizational oversight functions.
  
- Grand Forks/East Grand Forks MPO - Administered as free-standing entity. Population 61,270.
  - Leases space in two city halls (Grand Forks and East Grand Forks)
  - Interstate – North Dakota and Minnesota
  - Employs 4 FTE's
  - Conducts its own fiscal management and other related organizational oversight functions.
  
- Janesville, Wisconsin MPO, Administered by the City Planning Department. Population 69,658
  - Housed within existing planning department
  - One FTE is employed for MPO functions, but other staff code time to the MPO budget for services provided to MPO; including City Planning Director who functions as MPO Executive Director.
  - Utilizes the in-house administration of the City of Janesville, including technology, finance, and management oversight.

Conclusions:

- ✓ Stand alone agencies have additional expenses related to lease payments and building operations. Overhead costs take away from budgetary capacity for multi modal planning functions. Local matches consumed by building capital costs.
- ✓ Some Executive Director positions also lobby for local transportation issues at State and Federal level.
- ✓ Most stand-alone agency models are associated with interstate MPO's.
- ✓ Partnering with Regional Development Commission option appears to be appropriate where there are many regional partners designated in the urbanized area.
- ✓ Host by existing joint planning agency does not apply since at this time there is not a designated joint planning agency for the Mankato/North Mankato area.
- ✓ Smaller MPO's similar to Mankato/North Mankato, are often hosted by one of the governmental bodies or housed within existing governmental facility.
- ✓ Janesville, Wisconsin is most similar to existing intergovernmental model of a similar sized MPO.

- ✓ History of MATAP's cooperation shows that hosted model has been effective for plan development and implementation through cooperative local government agreement.
- ✓ The advantages of hosting the MPO in an existing governmental office is the cost efficiency associated with utilizing existing resources, such as facilities, staffing, technology, and administrative oversight.
- ✓ It is recommended that the City of Mankato could act as the host site for the MPO. The Policy Board would contract with region 9 to assist with the initial drafting of the required plans.
- ✓ Dedicated staff resource would be hired and housed within city of Mankato. Staff would be responsible for implementing unified work plan and ensuring other plans are up-to-date. Staff would also act as liaison with other governmental partners.
- ✓ Blend the Executive Director function into existing staff position for efficiency and cost control.
- ✓ Lobbying functions could be retained by staff/elected officials and other designated lobbying groups. Address within Joint Powers Agreement.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #14B	Department: City Planner	Council Meeting Date: 9/4/12
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**TITLE OF ISSUE: Set Public Hearing for Regional Park and Park Legacy Grant Program Application for Monday, September 17, 2012 at 7 p.m.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: As part of the grant application for the Regional Park and Park Legacy Grant Program, it is necessary to set a public hearing to consider submission of the grant application.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Set Public Hearing**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

NOTICE OF PUBLIC HEARING  
ON REGIONAL PARK AND PARK LEGACY GRANT PROGRAM  
APPLICATION

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 17<sup>th</sup> day of September, 2012, to hold a public hearing to consider submission of a grant application for the development of Benson Park.

Such persons as desire to be heard with reference to the proposed grant application will be heard at this meeting.

Dated this 30<sup>th</sup> day of August 2012.

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





RESOLUTION APPROVING A PROPOSED TAX LEVY

WHEREAS, Minnesota Statute 275.065 requires that on or before September 15th, each taxing authority shall certify to the County Auditor, the proposed property tax levy for taxes payable in the following year; and

WHEREAS, an estimate of the required property taxes for collection in the City of North Mankato for the tax year payable 2013 has been made;

WHEREAS, the City Council will hold subsequent meetings at which the budget and levy will be discussed and at which public comment will be permitted. The meetings will be held in the Council Chambers of the Municipal building, 1001 Belgrade Avenue, North Mankato, Minnesota as follows:

December 3, 2012	7 p.m.	Public Hearing
December 10, 2012	7 p.m.	Public Hearing (if necessary)
December 17, 2012	7 p.m.	Adopt 2013 Budget and Tax Levy

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that a proposed tax levy in the amount of \$\_\_\_\_\_ be certified to the Nicollet County Auditor on or before September 15, 2012. This levy shall be subject to modification by the City Council.

Adopted by the City Council this 4<sup>th</sup> day of September 2012.

\_\_\_\_\_  
Mayor

ATTEST:

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #15C	Department: Inter. Admin.	Council Meeting Date: 9/4/12
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**TITLE OF ISSUE: Res. Setting Hearing for Belle House, LLC Request for Reasonable Accommodation for 6 p.m. on Monday, September 24, 2012**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: To consider the Request for Reasonable Accommodation from Belle House, LLC, it is necessary to set a hearing for 6 p.m. on Monday, September 24, 2012.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Adopt Resolution and Set Hearing**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

NOTICE OF HEARING FOR REQUEST FOR  
REASONABLE ACCOMMODATION  
FOR BELLE HOUSE, LLC

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 6 p.m. on the 24<sup>th</sup> day of September 2012, to hold a hearing to consider the request for reasonable accommodation for Belle House, LLC.

Anyone who wishes to appear at the hearing must give written notice to the City Clerk of North Mankato no later than 4:30 p.m. on September 20, 2012.

Dated this 30<sup>th</sup> day of August 2012.

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

RESOLUTION SETTING HEARING FOR BELLE HOUSE, LLC  
REQUEST FOR REASONABLE ACCOMMODATION  
AND PROVIDING  
FOR THE PROCESS OF THE HEARING

WHEREAS, Belle House, LLC has presented to the City of North Mankato a petition for reasonable accommodation to house more than six (6) female recovering alcoholics at 2107 Northridge Drive, North Mankato, Minnesota; and

WHEREAS, the City of North Mankato desires to provide for due process with the opportunity for the applicant and any parties opposed to the application to be heard regarding the above matter;

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

1. The City Council of the City of North Mankato, Minnesota, shall be designated as the proper body to hear all evidence regarding the above application and to make a determination as to whether or not to grant the petition for reasonable accommodation. The City Council shall convene as a quasi judicial body for the purpose of such a hearing at 6:00 p.m. on Monday, September 24, 2012, in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota.

2. The Mayor of the City of North Mankato shall preside over such hearing. The North Mankato City Attorney shall advise the Mayor and Council regarding admissibility of any evidence prior to or at the time of the hearing.

3. The hearing will be scheduled for two (2) hours. Applicant shall have a total of one (1) hour to present evidence (including documents, testimony and arguments of counsel or a party) at the hearing. Anyone opposing the application shall have a total of one (1) hour to present evidence (including documents, testimony and arguments of counsel or a party). Anyone wishing to appear at the hearing must give written notice to the City Clerk of North Mankato no later than 4:30 p.m. on September 20, 2012. Anyone wishing to address the City Council at the hearing who has not given written notice in advance will be permitted to testify, submit evidence or argue the matter to the City Council at the discretion of the Mayor.

4. Any party may provide the City Council with documents prior to the hearing. Any such documents shall be submitted with seven (7) copies and shall be submitted no later than 4:30 p.m. on September 20, 2012. Whenever possible the documents should also be in a form that allows copies to be emailed to Council Members prior to the hearing for their consideration.

5. The hearing shall be videotaped by the City of North Mankato. Should any party wish to have an electronic reporter or court reporter present they shall be responsible to make such

arrangements and pay the costs. Should any party appeal the decision of the City Council they shall be solely responsible for the costs of preparing a transcript of the hearing.

6. Upon the conclusion of the hearing, the City Council will discuss the matter and take it under consideration. A written decision, along with written findings, will be issued by the City Council no later than September 28, 2012. Any ruling will be signed by a majority of the City Council in attendance at the meeting of September 24, 2012.

7. The standard to be applied to this application is as follows: The City must provide for the accommodation if the request is (1) reasonable, (2) necessary, and (3) affords handicapped persons equal opportunity to use and enjoy. The burden is upon the applicant by a preponderance of evidence to prove their request for the accommodation meets the three-part test. Necessity can include financial or therapeutic advantages of a greater number of occupants. The City can also consider whether the requested accommodation poses an undue financial or administrative burden on a local government, or if the modification creates a fundamental alteration of a local government's land use and zoning scheme.

Adopted this 4th day of September 2012.

---

Mayor

Attest:

---

City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #15D	Department: Inter. Admin.	Council Meeting Date: 9/4/12
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**TITLE OF ISSUE: Renewal of MRCI WorkSource Agreement for September 1, 2012 through August 31, 2013**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is the MRCI WorkSource Agreement for the period of September 1, 2012 through August 31, 2013 which calls for a rate increase from \$8.67 per hour to \$8.80 per hour which equates to 1.50%.**

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION: Approve agreement**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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



THE CITY OF NORTH MANKATO  
RIVERBEND RECYCLING CENTER

This agreement made and entered into by and between Mankato Rehabilitation Center, Inc, a Minnesota corporation, hereinafter called "MRCI WorkSource" and The City of North Mankato Riverbend Recycling Center, hereinafter called "The City of North Mankato Riverbend Recycling Center", whose billing address is: ATTN: Mark Dehen, Mayor 1001 Belgrade Avenue, North Mankato MN 56003.

RECITALS

Whereas, The City of North Mankato Riverbend Recycling Center desire individuals to perform recycling tasks.

Whereas MRCI WorkSource desires to provide these services utilizing individuals that work as a crew with MRCI WorkSource supervision.

Now therefore in consideration of the promises, conditions, and covenants contained herein, the parties agree to the following:

1. The City of North Mankato Riverbend Recycling Center agrees to purchase all necessary supplies and equipment to complete assigned tasks.
2. The City of North Mankato Riverbend Recycling Center agrees to provide initial training of MRCI WorkSource staff as to the specifications of the work to be completed, and on-going consultation regarding procedural changes and overall work performance.
3. The workers assigned to this job site may be considered vulnerable adults. MRCI WorkSource requires any suspected issues related to the worker's vulnerability be reported to the workers MRCI WorkSource Supervisor, who will take appropriate action. Further, information about the workers should be considered confidential, and subject to the same protection as other employee information under the Federal and State data privacy laws.

MRCI - Mankato  
15 Map Drive PO Box 328  
Mankato, MN 56002-0328  
Phone 507-386-5600  
FAX 507-345-5991  
Website: www.MRCIWorkSource.org

MRCI - Highland Plaza  
1611 Monks Avenue  
Mankato, MN 56001  
Phone 507-386-5799  
FAX 507-386-5796

MRCI - Front Street  
503 South Front  
Mankato, MN 56001-3178  
Phone 507-386-5794  
FAX 507-386-5795

MRCI - New Ulm  
2100 North Broadway  
PO Box 894  
New Ulm, MN 56073-0894  
Phone 507-233-2700  
FAX 507-354-8146

MRCI - Fairmont  
701 Cory Lane  
Fairmont, MN 56031  
Phone 507-238-4388  
FAX 507-238-4389

MRCI - Shakopee  
5272 Valley Industrial Boulevard South  
Shakopee, MN 55379  
Phone 952-465-0450  
FAX 952-465-0490

MRCI - Chaska  
1045 Stoughton Avenue  
Chaska, MN 55318-2149  
Phone 952-448-2234  
FAX 952-448-5418

MRCI - Rosemount  
15191 Boulder Court  
Rosemount, MN 55068  
Phone 651-423-8900  
FAX 651-423-8939

Blue Earth County  
Employment Services  
Old Town Center  
515 North Riverfront Drive, Suite 200  
Mankato, MN 56001  
Phone 507-386-5750  
FAX 507-386-5788

Steele County Employment Services  
630 Florence Avenue  
Owatonna, MN 55060  
Phone 507-444-7570  
Fax 507-444-7597

MRCI - Thrift Shop  
111 Sioux Road  
Mankato, MN 56001-4839  
Phone 507-388-3867

MRCI - Bargains  
1702 Westridge Road, Suite 36  
New Ulm, MN 56073  
Phone 507-354-3289

United Way

EEO-AA

CARF

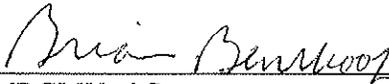
Speech-To-Speech  
877-627-3046

Minnesota Relay Service  
800-627-3529  
TTY/Voice/ACII

4. Compensation. In exchange for the above services, MRCI WorkSource will bill The City of North Mankato Riverbend Recycling Center \$8.80 an hour for each hour worked. The workers will retain full employment status with MRCI WorkSource and will receive benefits and protection associated with that status.

Payment will be due to MRCI WorkSource upon receipt of invoice. Accounts not paid within thirty (30) days will be subject to a finance charge of 1.5% which is an annual rate of 18%. It is further understood that in the event of default, any or all reasonable collection or attorney fees will be added to The City of North Mankato Riverbend Recycling Center 's account.

5. Term. The term of this agreement shall commence on September 1, 2012 and shall terminate on August 31, 2013. MRCI WorkSource will provide service Monday through Friday as mutually agreed.
6. The crew will follow the MRCI WorkSource holiday schedule.
7. Insurance. MRCI WorkSource will provide The City of North Mankato Riverbend Recycling Center with proof of appropriate and requested insurance.
8. Cancellation. Both parties reserve the right to cancel this contract by providing a two week notice of intention.

  
\_\_\_\_\_  
MRCI WorkSource  
Brian Benshoof, Chief Executive Officer

8-28-12  
\_\_\_\_\_  
Date

\_\_\_\_\_  
The City of North Mankato  
Mark Dehen, Mayor

\_\_\_\_\_  
Date

# CITY OF NORTH MANKATO



## REQUEST FOR COUNCIL ACTION

Agenda Item #15E	Department: Inter. Admin.	Council Meeting Date: 9/4/12
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**TITLE OF ISSUE:** Schools and Conferences

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** For items 1-6 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.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION:** Approve actual and necessary expenses

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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



Date: 8/24/12

## CITY OF NORTH MANKATO Training and Travel Request

Department: Building Inspections

Names: Bruce Royer, Building Official

Dave Knudson, Building Inspector

Number of Personnel Attending: 2

Event: 2012 IBC Transition from the 2006 IBC (sponsored by the Southwest Chapter of ICC)

Dates: Wednesday, September 19, 2012

Location: Redwood Falls, MN

Required Training for Certification/License:  Yes  No

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

Certified Building Official and Limited Building Official Certification

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

\_\_\_\_\_

\_\_\_\_\_

# 2012 IBC Transition From the 2006 IBC

Sponsored by the Southwest Chapter of ICC

September 19, 2012, Community Center, Redwood Falls

**Presenter: Roger Axel CBO**

Building Official City of New Hope, Mn.

**DOLI approved for 7 hour's continuing education.**

Southwest Chapter members \$ 10.00 Nonmembers \$ 40.00

Make checks payable to: **Southwest Chapter of ICC**

Send registration form and payment to:	City of Luverne % Dan Delgehausen, Building Official Box 659 Luverne, Mn. 56156 questions: 507-449-5031
<b>DO NOT</b> make checks out to the City of Luverne or any other entity other than the <b><u>Southwest Chapter of ICC!</u></b>	

Name: <u>Dave Knudson</u>	Mn. Certification # <u>LB002904</u>
Jurisdiction: <u>City of North Mankato</u>	Chapter Member: Yes No
Registration fee paid: \$ <u>10.00</u>	Date: <u>8/21/12</u>
e-mail: <u>dknudson@northmankato.com</u>	<b>Print e-mail clearly!!</b>
Confirmation will be e-mailed to you if I can read the e-mail address!!	

**Morning and afternoon snacks and coffee as well as lunch is Included.**

There will be a break in the morning and afternoon during the seminar.

**Check-in 8:30; Morning session: 8:45-12:00 Lunch and Chapter meeting: 12:00-1:00;**  
**Afternoon session: 1:00-4:15**

# 2012 IBC Transition From the 2006 IBC

Sponsored by the Southwest Chapter of ICC

September 19, 2012, Community Center, Redwood Falls

**Presenter: Roger Axel CBO**

Building Official City of New Hope, Mn.

**DOLI approved for 7 hour's continuing education.**

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<b>DO NOT</b> make checks out to the City of Luverne or any other entity other than the <b><u>Southwest Chapter of ICC!</u></b>	

Name: <u>Bruce Royer</u>	Mn. Certification # <u>CB001473</u>
Jurisdiction: <u>City of North Mankato</u>	Chapter Member: Yes No
Registration fee paid: \$ <u>10.00</u>	Date: <u>8/21/12</u>
e-mail: <u>heathera@northmankato.com</u>	<u>Print e-mail clearly!!</u>
Confirmation will be e-mailed to you if I can read the e-mail address!!	

**Morning and afternoon snacks and coffee as well as lunch is included.**

There will be a break in the morning and afternoon during the seminar.

**Check-in 8:30; Morning session: 8:45-12:00 Lunch and Chapter meeting: 12:00-1:00;**  
**Afternoon session: 1:00-4:15**



Date: 8/24/2012

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Police Department

Names: Shawn Morgan

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Personnel Attending: 1

Event: 2012 Toward Zero Death Conference

Dates: 10/22-10/23/2012

Location: Bloomington, MN

Required Training for Certification/License: XX Yes      No

What Certification/License is this training required for? POST Credits

\_\_\_\_\_

Description: This conference provides a forum to identify new approaches used to reduce the number of traffic fatalities and life-changing injuries on MN roads. Registration, room cost, and travel costs, are all paid through our local TZD Grant. This conference will be attended by one (1) representative from each of the local law enf. agencies that participate in TZD (Safe & Sober) Please see attached for further description.

2012 TZD CONFERENCE

# 2012 MINNESOTA TOWARD ZERO DEATHS CONFERENCE

AN ANNUAL STATEWIDE  
CONFERENCE FOR TRAFFIC  
SAFETY STAKEHOLDERS

**October 22-23, 2012**  
**DoubleTree by Hilton Hotel**  
**Bloomington, Minnesota**

Offered by:  
Minnesota Toward Zero Deaths Program  
and Minnesota Departments of Public Safety,  
Transportation, and Health

Hosted by:  
Center for Transportation Studies,  
University of Minnesota



[www.minnesotatzd.org](http://www.minnesotatzd.org)

## About the Conference

In 2001, the North Star Safety Workshop brought together transportation safety stakeholders representing local, regional, state, national, and international organizations and agencies to share information and to identify new approaches to reducing the number of fatalities and life-changing injuries on Minnesota's roads. The Minnesota Toward Zero Deaths (TZD) conference developed out of the ideas and momentum created by the North Star Workshop. The TZD members recognize that moving toward a goal of zero deaths requires cooperation among all levels of government agencies, as well as building connections between government and local organizations whose focus is traffic safety.

## Conference Description

This conference will provide a forum to share information on best practices in engineering, enforcement, education, and emergency medical and trauma care, and to identify new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota roads.

## Who Should Attend

- Child Passenger Safety Advocates
- City and County Engineers
- Departments of Transportation, Public Safety, and Health employees
- Driver Educators
- EMS and Health Care Personnel
- Law Enforcement Officials
- Local and State Elected Officials
- Government Employees
- Public Health Officials
- Safe Communities Coalitions
- Traffic Safety Stakeholders
- Attorneys
- Judges
- Probation Staff

## At this Conference you will...

- Interact with leaders from other disciplines to learn how all 4 Es can best work together
- Explore best practices for establishing traffic safety coalitions
- Find out what's new in law enforcement on traffic safety
- Get the latest on traffic engineering techniques for improving safety
- Hear about challenges in EMS communities
- Learn about CPS technical updates and earn continuing education credits
- Discover new ideas through research
- Learn about how technology can affect the courtroom
- ...and much more!

## Concurrent Sessions

Sessions will focus on the collaborative efforts of law enforcement, traffic engineers, education, and EMS in the areas of:

- Child passenger safety
- Traffic law enforcement
- Traffic engineering techniques
- Roadside safety practices
- Best practices of successful traffic safety coalitions
- New ideas through traffic safety-related research
- ...and much more!

## Credit

**CPS Continuing Education Units (CEUs)**  
Participants who attend sessions 7, 23, 30, and 37 will receive 1.50 CPS CEUs for each session.

## POST Credit

This conference has been approved for 10 hours of Minnesota Peace Officer Standards and Training (POST) credit.

## EMS Credit

CEU credit will be available for emergency medical and trauma care personnel at this conference. Specific sessions available for credit will be announced on the conference website in the near future.

## Professional Development Hours (PDHs)

Up to 9.5 professional development hours will be available for attendees at this conference.

## Continuing Legal Education (CLE) Credit

The following sessions will be eligible for Continuing Legal Education credit: 1, 2, 9, 10, 18, 26, and 32.

## Exhibits

One of the features of this conference is an exhibit area that will be open on Monday, October 22. It is anticipated that 650-700 people will attend the program, so exhibitors will have exposure to a large group of professionals in these fields. The fee to exhibit is \$150 and includes one table-top display space and one conference registration for both days of the event. Space is limited. For further information about exhibiting at the conference, contact Nicole Freese at 612-624-3708 or ceeconf5@umn.edu.

## Awards Presentations

This year's conference will feature the presentation of the Kathy Swanson Outstanding Service Award, as well as the annual Star Awards, which recognize excellence in child passenger safety, enforcement, emergency medical and trauma

services, judicial/court systems, engineering, education, public leadership, and media. The awards will be presented on October 22 following the luncheon.

## Standardized Field Sobriety Testing (SFST)/DWI Update

**1:00-5:00 p.m., Tuesday, October 23, 2012**  
This four-hour course will discuss the ever changing DWI law, the newest and most relevant court cases affecting law enforcement procedures, tips on solidifying your DWI case, and a refresher of SFST skills and techniques. This is intended to be a refresher for those officers that have previously attended the 16-hour SFST course. 4.0 POST credits will be available for attendance at this course. The course is free to attend, but pre-registration is required. To register, please send your contact information to: [DWItraining@state.mn.us](mailto:DWItraining@state.mn.us). Please note that attendees are responsible for their own lunch.

## C.A.R.S. Training

**1:00-4:00 p.m., Tuesday, October 23, 2012**  
The Office of Traffic Safety (OTS) at the Department of Public Safety requires one agency in a TZD enforcement grant to have an officer trained in one of the following: Child Passenger Safety (CPS) Technician, CPS Practitioner, or the CPS three-hour Children and Restraint Systems training (C.A.R.S.). A higher level of certification, such as instructor, also qualifies. OTS is encouraging grantees to have some level of training in each agency in the grant. A three-hour C.A.R.S. training session that satisfies this requirement will be offered from 1:00-4:00 p.m. on Tuesday, October 23. This training session has been approved for 3.0 POST credits. The course is free to attend, but pre-registration is required. To register, contact Heather Darby at 651-201-7068 or [heather.darby@state.mn.us](mailto:heather.darby@state.mn.us). Please note that attendees are responsible for their own lunch.

**MONDAY OCTOBER 22, 2012**

7:30-8:30 a.m.	Registration, Continental Breakfast, and Exhibits								
8:30-9:45	<p>Welcome and Opening Remarks</p> <p>Opening Plenary: Changing the Traffic Safety Culture in State Agencies</p>								
10:00-11:15	<table border="0"> <tr> <td><b>Session 1</b> Drug Recognition—From the Roadside to Evaluation to Courtroom Prosecution</td> <td><b>Session 2</b> Signs, Symptoms, and Behaviors of Drugged Drivers</td> <td><b>Session 3</b> TxD Law Enforcement Grantees Meeting</td> <td><b>Session 4</b> Minnesota's Primary Seatbelt Law Saves Lives and Money</td> <td><b>Session 5</b> Saving the Lives of Our Lifesavers</td> <td><b>Session 6</b> Safety in Workzones—Using Automated Enforcement to Reduce Speeds</td> <td><b>Session 7</b> Improving Occupant Protection for Non-Critical Pediatric Patients in Ambulances</td> <td><b>Session 8</b> From Call to Transport: The Emergency Response System</td> </tr> </table>	<b>Session 1</b> Drug Recognition—From the Roadside to Evaluation to Courtroom Prosecution	<b>Session 2</b> Signs, Symptoms, and Behaviors of Drugged Drivers	<b>Session 3</b> TxD Law Enforcement Grantees Meeting	<b>Session 4</b> Minnesota's Primary Seatbelt Law Saves Lives and Money	<b>Session 5</b> Saving the Lives of Our Lifesavers	<b>Session 6</b> Safety in Workzones—Using Automated Enforcement to Reduce Speeds	<b>Session 7</b> Improving Occupant Protection for Non-Critical Pediatric Patients in Ambulances	<b>Session 8</b> From Call to Transport: The Emergency Response System
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11:30-12:00 p.m.	Luncheon								
12:00-1:00	Agency Commissioners' Comments and Awards Ceremony								
1:00-1:30	Break and Exhibits								
1:30-2:45	<table border="0"> <tr> <td><b>Session 9</b> DRE Program Updates</td> <td><b>Session 10</b> Statute and Case Law Review</td> <td><b>Session 11</b> Traffic Law Jeopardy</td> <td><b>Session 12</b> TxD Safe Roads Grantees Meeting</td> <td><b>Session 13</b> Automated Speed Enforcement—A Panel Discussion</td> <td><b>Session 14</b> Walk the Walk and Talk the Talk: Complete Streets for All</td> <td><b>Session 15</b> CPS Child and Foster Care Provider Curriculum Updates</td> <td><b>Session 16</b> Traffic Crash Case Study</td> </tr> </table>	<b>Session 9</b> DRE Program Updates	<b>Session 10</b> Statute and Case Law Review	<b>Session 11</b> Traffic Law Jeopardy	<b>Session 12</b> TxD Safe Roads Grantees Meeting	<b>Session 13</b> Automated Speed Enforcement—A Panel Discussion	<b>Session 14</b> Walk the Walk and Talk the Talk: Complete Streets for All	<b>Session 15</b> CPS Child and Foster Care Provider Curriculum Updates	<b>Session 16</b> Traffic Crash Case Study
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3:15-4:30	<table border="0"> <tr> <td><b>Session 17</b> Get Real! Creating Traffic Safety Educational Experiences that Maximize Impact</td> <td><b>Session 18</b> Improving DWI Toxicology Testing</td> <td><b>Session 19</b> New DWI Tools—Ignition Interlock Circumvention and the Benefits of Mandatory E-Charging</td> <td><b>Session 20</b> "I'm a Good Driver, but my Parents..." A Teen Driver Panel Discussion</td> <td><b>Session 21</b> NTSB Case Study Investigation: Bus Crashes</td> <td><b>Session 22</b> Reading Outside the Lines: Roadside Hazards and the Barriers that Protect Us</td> <td><b>Session 23</b> Car Seats Do Work: A Regions Hospital Case Study</td> <td><b>Session 24</b> Fiery Crashes</td> </tr> </table>	<b>Session 17</b> Get Real! Creating Traffic Safety Educational Experiences that Maximize Impact	<b>Session 18</b> Improving DWI Toxicology Testing	<b>Session 19</b> New DWI Tools—Ignition Interlock Circumvention and the Benefits of Mandatory E-Charging	<b>Session 20</b> "I'm a Good Driver, but my Parents..." A Teen Driver Panel Discussion	<b>Session 21</b> NTSB Case Study Investigation: Bus Crashes	<b>Session 22</b> Reading Outside the Lines: Roadside Hazards and the Barriers that Protect Us	<b>Session 23</b> Car Seats Do Work: A Regions Hospital Case Study	<b>Session 24</b> Fiery Crashes
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4:30-5:30	Reception with Hearty Appetizers								

**TUESDAY, OCTOBER 23, 2012**

7:00-8:00 a.m.	Buffet Breakfast							
8:00-9:00	Plenary Session: Talking Cars? Vehicle to Vehicle Communications							
9:15-10:30	<table border="0"> <tr> <td><b>Session 25</b> The Basics of Commercial Vehicle Enforcement: It's Not Scary</td> <td><b>Session 26</b> DWI Mock Trial</td> <td><b>Session 27</b> Technology Keys and Tools in Traffic Safety</td> <td><b>Session 28</b> Impacts of Aging and Effective Law Enforcement Interactions with the Older Driver</td> <td><b>Session 29</b> The Sharpest Tools in the Shed: Engineering Tools for Safety-Minded Decision Making</td> <td><b>Session 30</b> Beyond the Car: Child Passenger Safety in Other Vehicles</td> <td><b>Session 31</b> Saving Minnesota's Youth</td> </tr> </table>	<b>Session 25</b> The Basics of Commercial Vehicle Enforcement: It's Not Scary	<b>Session 26</b> DWI Mock Trial	<b>Session 27</b> Technology Keys and Tools in Traffic Safety	<b>Session 28</b> Impacts of Aging and Effective Law Enforcement Interactions with the Older Driver	<b>Session 29</b> The Sharpest Tools in the Shed: Engineering Tools for Safety-Minded Decision Making	<b>Session 30</b> Beyond the Car: Child Passenger Safety in Other Vehicles	<b>Session 31</b> Saving Minnesota's Youth
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10:45-12:00 p.m.	<table border="0"> <tr> <td><b>Session 32</b> Bath Salts: What the Traffic Safety Community Needs to Know</td> <td><b>Session 33</b> Breathing Life into Your Presentations – Using Games to Teach Core Content</td> <td><b>Session 34</b> What Would You Do? An Ethical Conversation on Traffic Safety Topics</td> <td><b>Session 35</b> We're at a Crossroads: Conflict Management at Intersections and Interchanges</td> <td><b>Session 36</b> Trains, Trucks, Bikes, and Pedestrians: Multi-Modal Transportation Safety Programs to Keep on Rolling</td> <td><b>Session 37</b> Meet the Manufacturers Featuring Chico USA and Diono, LLC</td> </tr> </table>	<b>Session 32</b> Bath Salts: What the Traffic Safety Community Needs to Know	<b>Session 33</b> Breathing Life into Your Presentations – Using Games to Teach Core Content	<b>Session 34</b> What Would You Do? An Ethical Conversation on Traffic Safety Topics	<b>Session 35</b> We're at a Crossroads: Conflict Management at Intersections and Interchanges	<b>Session 36</b> Trains, Trucks, Bikes, and Pedestrians: Multi-Modal Transportation Safety Programs to Keep on Rolling	<b>Session 37</b> Meet the Manufacturers Featuring Chico USA and Diono, LLC	
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12:00	Adjourn							



Date: 08-27-12

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Police

Names: Lt. Nicole Adams

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

Number of Personnel Attending: 1

Event: Missing & unidentified msg. persons Conf.

Dates: 10-10/11-12

Location: Maddens in Brainerd mn

Required Training for Certification/License:  Yes  No

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

P.O.S.T.

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

(See attached)

\_\_\_\_\_



**Missing & Unidentified Persons Conference**

Start Date: October 10 2012  
 End Date: October 11 2012  
 Time: 8:00am - 4:30pm  
 Fee: Early Bird \$ 125.00

Venue: Maddens on Gull Lake  
 11266 Pine Beach Peninsula  
 Brainerd, MN 56401

Professional Credit:	Credit Type	Sponsor	Credits
	POST Credits	BCA	17

Full Course Description: Minnesota has 400-500 active missing person cases on any given day. Is your agency aware of all the steps required by state and federal law for missing person reports? Can you identify the resources that can help you locate your missing person? Are your agency policies adequate or do they need updating? This conference will provide you with the information you need and prepare you to handle missing person cases more effectively.

At this conference you will:  
 Learn how to utilize technology effectively  
 Identify resources available that can assist with your missing person case  
 Identify and bridge gaps in agency policy and practices  
 Examine lessons learned through case studies  
 And much more!

Don't miss this opportunity to get valuable training for resolving missing and unidentified persons cases.

**Audience:**  
 Law enforcement professionals (tribal, state, municipal, federal, county and campus agencies), judges and prosecutors.

**Notes:**  
 Breakfast, lunch, refreshments and materials provided

**Scholarships:**  
 Scholarships are available. Email Kris Rush @ [kris.rush@state.mn.us](mailto:kris.rush@state.mn.us) for scholarship forms.



Date: 8/28/12

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Water

Names: Randy Kleist

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

Number of Personnel Attending: 1

Event: Waterworks Seminar

Dates: October 11, 2012

Location: Mankato, MN

Required Training for Certification/License:  Yes  No

What Certification/License is this training required for? Water Operator's License

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

14053



*Protecting, maintaining and improving the health of all Minnesotans*

**DATE:** August 20, 2012

**TO:** Water Superintendents, Operators and Municipal Officials

**FROM:** Southwest District Officers, Minnesota Section, AWWA  
Jeff Larson, Marshall Municipal Utilities, Trustee, and John Blomme, Secretary, MDH

**SUBJECT:** Waterworks Seminar – Mankato Sibley Park Pavilion, Mankato

**WHEN:** Thursday, October 11, 2012

On Thursday, October 11, 2012, a one-day seminar for water superintendents, operators and municipal officials will be held at the Mankato Sibley Park Pavilion in Mankato, Minnesota. The seminar is co-sponsored by the Minnesota Department of Health and the Southwest District of the Minnesota Section of AWWA.

Registration is **\$30.00 per person** to cover the cost of the noon meal and program expenses. A blank registration form is below. **Please pre-register by September 26, 2012.** If you have any questions regarding registration please contact Jeanette Boothe at 651-201-4697. The program is scheduled to begin at 8:30 a.m. with registration from 8:00 to 8:30 a.m. Please note that registration at the door will be \$35.00.

The tentative program will include presentations on leak detection, safety, ice pigging technology, dealing with angry customers, MDH update, and tour of the Mankato Water Plant.

The Waterworks Certification Exam will be given at 1:00 p.m. at the Mankato Water Plant Conference Room. Any person interested in taking the exam should contact Mark Sloan at 651-201-4652 or Noel Hansen at 651-201-4690. **Please note that the application to take the exam must be mailed in 15 days prior to the exam date.**

Additional information on waterworks exams can be found at:  
[www.health.state.mn.us/water/wateroperator/trng/wat\\_op\\_sched.html](http://www.health.state.mn.us/water/wateroperator/trng/wat_op_sched.html)

Any questions regarding registration please contact Jeanette Boothe at 651-201-4697.

**PLEASE RETURN BEFORE September 26, 2012** (Registration at the door will be \$35.00)

The following individuals will attend from the City of North Mankato  
Randy Kleist

Enclosed is a check for 30.00  
(\$30.00 each)

**Please make checks payable to:**  
**Minnesota Section, AWWA**

Mail this form and fee(s) to: Minnesota Department of Health, Community Public Water Supply Unit,  
**P.O. Box 64494, St. Paul, MN 55164-0494.**



Date: 8/28/12

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Water

Names: Duane Rader, Randy Kleist

Number of Personnel Attending: 2

Event: MRWA Wastewater Training Session

Dates: September 6, 2012

Location: Sleepy Eye, MN

Required Training for Certification/License:  Yes  No

What Certification/License is this training required for? Water Operator's License/  
Wastewater Operator's License

Description: This is a free course. Six certification hours are awarded  
for full-day attendance.



REMINDER

**Wastewater Training Session**

Minnesota Rural Water Association  
**Thursday, September 6, 2012**  
City of Sleepy Eye  
Orchid Inn  
500 Vurnside Street SE  
Sleepy Eye, MN

REMINDER



- 8:00am Wastewater Operator Forum – Discussion on topics that affect wastewater systems today.
- 9:00am Wastewater Sampling and Paperwork – Learn about sampling, testing, and paperwork that needs to be done for proper testing.
- 10:00am Winterizing Your Chlorine Equipment – Learn what you need to do to winterize various chlorine equipment before winter arrives.
- 11:00am HDPE Pipe, Air Relief Valves, and Metering – Find out what HDPE is and where it is currently being used. Learn about air relief valves and metering in your system.
- 12:00pm Lunch (On Your Own).
- 1:00pm Confined Space and Service Line Locating – See what you need to do for confined space entry. Learn how you can locate your wastewater service lines.
- 3:00pm Pond Operation & Maintenance – Learn about pond operation and maintenance and what other systems are doing with their pond operations.
- 4:00pm End of Day

Please call **800-367-6792** with your registration. There is no charge for this wastewater training opportunity. Six certification hours awarded for full-day attendance. System operators, managers, administrators, and councilpersons are encouraged to attend. Register on-line [www.mnrwa.com](http://www.mnrwa.com).



Date: 8/28/12

CITY OF NORTH MANKATO  
Training and Travel Request

Department: Water

Names: Jake Bobholz

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

Number of Personnel Attending: 1

Event: MRWA Wastewater Exam Refresher Training

Dates: October 9-11, 2012

Location: St. Cloud, MN

Required Training for Certification/License:  Yes  No

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

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

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



# Minnesota Rural Water Association

**Our Mission:** "To provide the latest information, education, and technical assistance to protect our public waters and improve the quality of life in Minnesota."

[Home](#)
[About MRWA](#)
[Members](#)
[Financing](#)
[Legislative/Security](#)
[News/Publications](#)
[Links](#)

## Fast Tracks

- ▾ Training Calendar
- ▾ MRWA Quizzes
- ▾ Fleet Program
- ▾ Sample Ordinances
- ▾ Job Listings
- ▾ MRWA Search

Minnesota Rural Water  
Association  
217 12th Avenue SE  
Elbow Lake, MN 56531  
Phone: 218-685-5197  
Fax: 218-685-5272  
E-mail: [mrwa@mrwa.com](mailto:mrwa@mrwa.com)

## 💧 Fee Based Training Session Registration Form

### WASTEWATER EXAM REFRESHER TRAINING SESSION PRE-REGISTRATION

Please provide the following contact information:

Name Jake Bobholz

Title Water Serviceman

Organization City of North Mankato

Mailing Address 1001 Belgrade Avenue

Address (cont.)

City North Mankato

State/Province MN

Zip/Postal Code 56003

Work Phone 5076254141

Cell Phone 5074699126

FAX

E-mail

Please provide the location and date you would like to attend:

Location: St. Cloud

Date: October 9-11, 2012

I am attending the:  Wastewater Session

[Click here to register for the Water session](#)

Choose one of the following options:

**Registration Fee: Member: \$225.00**  
Registration Fee: Non-Member \$275.00

Choose your payment option:

A. I will send a check in the mail.

Please print this form - this is your invoice.  
Make payment to: Minnesota Rural Water Association  
217 12th Avenue SE  
Elbow Lake, MN 56531

# CITY OF NORTH MANKATO



## REQUEST FOR COUNCIL ACTION

Agenda Item #16A	Department: City Clerk	Council Meeting Date: 9/4/12
------------------	------------------------	------------------------------

**TITLE OF ISSUE:** Application and Permit for Temporary On-Sale Liquor License for Business on Belgrade's Celebration "Bier on Belgrade" on October 6, 2012

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Attached is an application and permit for a temporary on-sale liquor license for Business on Belgrade's celebration "Bier on Belgrade" to be held on October 6, 2012. An insurance certificate is attached to the application.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION:** Approve permit

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>				
Other (specify)		Application and Permit		
		Insurance Certificate		
_____				
_____				

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

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



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Business on Belgrade Association Date organized: July 21, 2009 Tax exempt number: 27-0582897

Address: 332 Belgrade Ave City: North Mankato State: Minnesota Zip Code: 56003

Name of person making application: James F. Whitlock Business phone: 507-388-4050 Call Home phone: 507-469-0415

Date(s) of event: Oct 6, 2012 Type of organization:  Club  Charitable  Religious  Other non-profit Association

Organization officer's name: James F. Whitlock City: North Mankato State: Minnesota Zip: 56003

Add New Officer

Location where permit will be used. If an outdoor area, describe.  
200 Block Belgrade Ave. North Mankato, MN. 56003  
Area will be enclosed w/ fencing - provided by the City of North Mankato

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
Tow Distributing Corp. 3100 No. 3rd Ave Mankato, MN. 56001  
License # 4921

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
National Specialty Ins. Co. - One Million liability  
Grinnell Mutual - Key City Iowa Co. North Mankato - Jim Spenger Agent  
507-625-7667

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of North Mankato City/County

\$ 140.00 City Fee Amount

8-28-12 Date Fee Paid

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Permit Date

Signature City Clerk or County Official \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement \_\_\_\_\_

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



# CERTIFICATE OF LIABILITY INSURANCE

BUSIN-1

OP ID: DJ

DATE (MM/DD/YYYY)

08/28/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Key City Insurance Agency 334 Belgrade Avenue P.O. Box 2138 North Mankato, MN 56002-2138 Key City Ins. Agency	507-625-7667	CONTACT NAME:	
	507-625-3349	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : West Bend Mutual Ins Co	15350
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED  
Business on Belgrade  
332 Belgrade Ave  
North Mankato, MN 56003

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NSN1492126	02/14/12	02/14/13	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ excluded
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability			NSN 1793251	10/06/12	10/06/12	Occurrenc	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Bier on Belgrade 10/6/12

**CERTIFICATE HOLDER****CANCELLATION**

CITYOFN  City of North Mankato City Hall 1001 Belgrade Ave North Mankato, MN 56003	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE HEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Key City Ins. Agency

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# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #17A	Department: Finance	Council Meeting Date: 09/04/2012
------------------	---------------------	----------------------------------

**TITLE OF ISSUE: Approving the Local Sales Tax Agreement with the State of Minnesota**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: The State of Minnesota has updated the local sales tax agreement with the City of North Mankato and other entities within the State.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Approve agreement and authorize the Mayor and Finance Director to sign.**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

# **Agreement Between the Minnesota Department of Revenue and the City of North Mankato for Collection of a Local Sales and Use Tax**

## **Introduction**

This agreement concerns administration of local taxes identified below:

- North Mankato sales tax
- North Mankato use tax

The above taxes are authorized by Laws of Minnesota 2008, Chapter 366, Article 7, Section 20. The taxes are imposed by North Mankato Ordinance number 18, Fourth Series.

## **Administration, collection and enforcement**

The Department of Revenue will administer, collect and enforce the North Mankato taxes identified in the introduction, as authorized under Minnesota Statutes, section(s) 297A.99 and any other authorizing statutes as authorized by the above referenced ordinance(s). The administration, collection and enforcement process will follow existing statutes (Minnesota Statutes, Chapters 297A, 289A, and 270C) and rules administered by the Department (including Chapter 8130) and administrative procedures used by the Department to administer, collect and enforce the Minnesota state sales and use tax.

## **Registration of vendors**

The Department of Revenue will handle automatic registration of vendors. Accounts that are currently registered for state sales and use tax who have a zip code in the North Mankato tax jurisdiction will be registered for the North Mankato taxes. We will mail an informational notice to these businesses notifying them that they have been automatically registered for the North Mankato taxes identified in the introduction.

The Department will notify all vendors that are registered for state sales and use tax and the general public about the North Mankato taxes by posting a notice on the Department of Revenue's website ([www.revenue.state.mn.us](http://www.revenue.state.mn.us)). Other notifications will be made at the time of registration, through newsletters and fact sheets.

North Mankato acknowledges that there is no cost effective way to identify specific vendors located outside the North Mankato taxing jurisdiction who are required to be registered for North Mankato tax. Identification of these vendors will be voluntary by vendor response to general notifications by the Department and through other contacts the vendor has with the Department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

## **Publicity and education**

The Department of Revenue is responsible for educating vendors that are registered for state sales and use tax of their ongoing obligations to collect and remit North Mankato taxes covered by this agreement. The Department is also responsible for informing newly registered businesses of their obligations to collect and remit taxes covered by this agreement.

North Mankato and the Department may work together to develop educational or administrative methods, using resources available, to enhance compliance. For example, North Mankato may furnish

an electronic file containing license information to the Department so that a match can be made to determine if all license holders are properly registered and collecting North Mankato sales and use tax.

If North Mankato maintains an official website, it will display on its main home page a link to a notice that residents and businesses in the political subdivision may owe a local use tax on purchases of goods and services made outside of the political subdivision limits. The notice will provide information, including a link to any relevant page on the Department's website ([www.revenue.state.mn.us](http://www.revenue.state.mn.us)), on how the taxpayer may get information and forms necessary for calculating and paying the tax.

Additionally, if North Mankato provides and bills for sewer, water, garbage collection or other public utility services, the billing statement will include at least once per year a notice that residents and businesses may owe a local use tax on purchases made outside of the political subdivision limits and provide information on how the taxpayer may get information and forms necessary for calculating and paying the tax.

#### **Returns and remittance**

Vendors will remit North Mankato taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Monies collected by the Department will be deposited in the State Treasury and credited to a special account. The Department will draw from this account to recover Department costs as provided in this agreement, and to transmit collections to North Mankato. North Mankato will accrue no interest on this amount.

#### **Transmittal of tax to North Mankato**

The Department will transmit the taxes reported on returns to North Mankato monthly through the automatic clearing house system. For each month of collection, two transmittals will be made. The first will be approximately five business days after month end. The final transmittal will be approximately 40 days after month end. The Department will retain, from the final monthly payment, a fee for administering, collecting and enforcing the North Mankato taxes as provided in this agreement.

#### **Reporting**

When the final monthly transmittal is made, a report will be sent to North Mankato indicating the total amount of North Mankato taxes reported, corresponding adjustments made, prior month corrections and administrative fees retained.

The Department will give North Mankato, on request, but no more than once a year, a report showing information about taxpayers located within the North Mankato taxing area and the amount of taxes remitted.

#### **Disclosure**

The Department will give North Mankato a copy of Minnesota Statutes, Chapter 270B, Tax Data, Classification and Disclosure. North Mankato understands that any individual account information given to its officials and representatives ("taxing officials") in connection with local sales and use taxes is subject to the classification and disclosure provisions of this chapter, and that pursuant to Minnesota Statutes, Section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the North Mankato sales or use tax.

If North Mankato requests a report showing individual account information about North Mankato taxes, the Department will conduct disclosure training to North Mankato.

**Inspection of records and audit information**

North Mankato may inspect and audit all data records relating to their local tax, the cost of collection of the taxes and the performance by the Department under this agreement.

**Reimbursement of costs**

The Department will review their direct and indirect costs for administering, collecting and enforcing local taxes once every five years and adjust costs as warranted. If changes are required the Department will notify North Mankato of the estimated cost for administering, collecting and enforcing the local taxes by January 1<sup>st</sup> of the year prior to the beginning of the State’s fiscal year when the change will be implemented. Total local tax costs are shared by all local jurisdictions based on their share of total revenues and total tax lines reported on Minnesota sales and use tax returns. The Department weights each jurisdiction’s percentage of revenue by 1/3 and their percentage of tax lines by 2/3 to compute their monthly percentage of total administrative costs.

**Example:**

Assume monthly totals for all Local Sales Taxes:

Total Tax revenues	\$20,000,000.00
Total Tax lines on returns	90,000
Total Administrative costs	\$200,000.00

If Local Tax A has revenues of \$1,600,000.00 (8% of the total) and 9,000 tax lines (10% of the total) their share of monthly expenses would be 9.34% or \$18,680.00, which represents approximately 1.17% of their monthly revenues. The following is how the 9.34% was calculated:

$$\begin{aligned} 8\% \times 1/3 &= 2.67\% \\ 10\% \times 2/3 &= \underline{6.67\%} \\ &9.34\% \end{aligned}$$

**Final transmission**

When a tax ends, the Department may retain 20 percent of gross receipts for the final month, to be used as a fund to make adjustments or refunds. The portion of this fund that is not used for refunds or adjustments will be transmitted to North Mankato at the close of the period of limitations provided in Minnesota Statutes, section 289A.40. If the funds are not sufficient to cover refunds and adjustments, North Mankato must provide the Department with sufficient funding to process all closing adjustments.

**Annual Meeting**

North Mankato and the Department may meet annually, at a mutually convenient time, to review performance under this agreement and their mutual relationship in the administration of North Mankato taxes identified in the introduction.

**Responsibilities**

When the boundary limits for North Mankato change, it is the responsibility of North Mankato to provide the Department of Revenue with the updated nine-digit zip code information. The Department of Revenue will only update the North Mankato zip code guide upon receiving this information.

If North Mankato updates or amends the city ordinance relating to the North Mankato tax, North Mankato must provide the Department of Revenue with a signed copy of the revised or amended ordinance.

North Mankato must confirm with the Department of Revenue current contact information annually and advise when changes occur in North Mankato contact information. This includes, but is not limited to, the contact person, phone number, address and email.

**Effective date**

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

**Modifications**

This agreement may be modified if the modification is in writing, signed by the Commissioner of Revenue and an authorized representative of North Mankato.

**Minnesota Department of Revenue**

Signature: \_\_\_\_\_  
Myron Frans  
Commissioner of Revenue

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

**North Mankato Representative**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

CLAIM REPORT  
 BILLS PAID AFTER THE COUNCIL MEETING OF AUGUST 20, 2012  
 END OF MONTH

72918	Etzell Properties	Art Park at 342 Belgrade Ave.-Comm Dev	\$2,567.00
72919	Fischer & Hoehn	replace ballast-Public Access	\$77.76
72920	HickoryTech	telephone bill-All Depts.	\$469.66
72921	Hy-Vee, Inc.	supplies-Police & Caswell	\$420.01
72922	Moss & Barnett	legal services-Public Access	\$6,999.40
72923	Telrite Corporation	long distance phone bill-Mun Bldg	\$255.99
72924	ICMA Retirement Trust - 457	employee payroll deductions	\$4,183.85
72925	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$430.77
72926	Lammers, Greg	DJ for players party at National Tournament-Comm Dev	\$875.00
72927	Law Enforcement Labor Service	employee payroll deductions	\$450.00
72928	Minnesota Department of Health	Class C operator certification renewal-Water Dept.	\$23.00
72929	Municipal Boundary Adjustments	annexation fee-Comm Dev	\$100.00
72930	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$176.00
72931	Southwest Chapter of ICC	continuing education-Inspections	\$20.00
72932	United Way	employee payroll deductions	\$211.30
72933	John Deere Financial	equipment parts-Park Dept.	\$396.54
72934	Sprint	PCS connection card data plan-Pol, 2011 Const & P/A	\$234.25
72935	Madison National Life Insurance	life insurance for September	\$580.87
72936	Madison National Life Insurance	voluntary life insurance for September	\$163.30
72937	Mankato Area Fastpitch	reimbursement for umpire fees-Comm Dev	\$4,000.00
	Total		<u>\$22,634.70</u>

CLAIMS CONTINUED

General	\$6,217.57
Library	\$193.75
Bookmobile	\$6.20
Community Development	\$7,654.60
2011 Construction	\$55.33
Water	\$374.98
Sewer	\$755.64
Sanitary Collection	\$101.44
Storm Water	\$12.94
Public Access	<u>\$7,262.25</u>
Total	<u><u>\$22,634.70</u></u>

PORT AUTHORITY INVOICES  
BILLS PAID AFTER THE COUNCIL MEETING OF AUGUST 20, 2012  
END OF MONTH

None to report

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

Council Meeting of September 4, 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 \$22,634.70

Council Meeting of September 4, 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

CLAIM REPORT  
FOR REGULAR COUNCIL MEETING OF SEPTEMBER 4, 2012

Alpha Wireless Communications	equipment part-Police Dept.	\$31.99
Ameripride Services	mats, uniform & towel serv-Str, Shop, Park, Lib & Sanit	\$632.94
Anderson-Crane Rubber Co., Inc.	repair air conditioner-Fire Dept.	\$19.03
Angie's Artisan Treats	kettle corn-Caswell	\$105.00
Arnold's of North Mankato	equipment parts-Park Dept.	\$117.04
Audio Editions	audio books-Library	\$795.76
B & H Petroleum Equipment Company	equipment part-Shop	\$26.67
Baker & Taylor	books-Library & Bookmobile	\$70.78
Barnes & Noble	books-Library	\$35.00
Benco Electric Cooperative	electric bill-All Depts.	\$31,954.73
Blue Earth County Environmental Serv	disposal of hazardous materials-Water Depts.	\$565.75
Blue Earth County	telephone bill-Task Force	\$21.32
Blue Valley Sod, Inc.	rock-2011 Construction	\$111.67
Bolton & Menk, Inc.	engineering fees-Water, 2011 & 2012 Construction	\$27,666.50
Brock White Company	concrete-Storm Water	\$529.42
Brown Traffic Products, Inc.	monitor test-Traffic Lights	\$1,550.00
C & S Supply Co., Inc.	supplies & equipment parts-All Depts.	\$159.40
CenterPoint Energy	gas bill-All Depts.	\$950.94
City of Mankato	wastewater fee Sept & 2012 All Seasons Arena Debt	\$79,375.00
Commissioner of Transportation	material testing & inspection-2011 Construction	\$3,575.90
Countryside Tree Service	trees replaced due to accident & will be reimbursed	\$750.00
Crysteel Truck Equipment	equipment parts-Street & Park Depts.	\$713.70
Electric Pump, Inc.	equipment parts & professional service-Sewer Dept.	\$1,617.55
Fastenal Company	equipment parts-Water Dept.	\$4.22
Ferguson Enterprises, Inc.	equip parts & install drinking fountain-Parkland & Wtr	\$78.78
G & H Ready Mix	concrete-Storm Water	\$852.56
Grainger	equipment parts-Street Lighting, Swim Fac & Water	\$281.47
Hansen Sanitation	refuse pickup-Sanitation	\$47,565.54
Hoffman Construction	Estimate #15 CSAH 41/Carlson Dr/Howard Dr Ext	\$159,864.20
Holtmeier Construction, Inc.	repair storm pipe damage-Storm Water	\$1,001.94
Ingram Library Service	books-Library & Bookmobile	\$2,128.87
JM Promotions	book bags-Library	\$2,899.93
Jeane Thorne, Inc.	professional service-Task Force	\$554.60
Kaye Corporation	equipment parts-Caswell	\$16.41
LJP Enterprises, Inc.	trailer rent-Sanitation	\$600.00

CLAIMS CONTINUED

Lakes Gas Company	LP gas-Sanitation	\$125.56
Lloyd Lumber	equipment parts & supplies-All Depts.	\$2,830.97
M & M Signs, Inc.	repair field lights-Caswell	\$375.00
MacTools Distributor	supplies-Shop	\$81.58
Mankato Landscapes, Inc.	trim blvd trees-Park Dept.	\$644.25
Menards-Mankato	supplies-Mun Bldg & Library	\$64.76
Mll Life, Inc-VEBA	4th quarter contribution for VEBA Account	\$27,900.00
Minnesota Department of Health	water connect charge-Water Dept.	\$7,675.00
Minnesota Department of Health	Class B operator exam fee-Water Dept.	\$32.00
Minnesota Pollution Control Agency	waste water certification exam fee-Water Dept.	\$55.00
Minnesota Rural Water Association	registration for waste water certification class-Water	\$225.00
Minnesota Section AWWA	registration fee for seminar-Water Dept.	\$30.00
Minnesota Valley Testing Lab	sample testing-Sewer Dept.	\$487.00
MN Dept of Employment & Economic	Thin Film grant repayment-Port Auth State Rev Loan	\$1,931.22
Mobile Glass Service	windshield repairs-Street Dept.	\$526.41
Newman Signs	sign materials-Street Dept.	\$694.27
Nicollet County Recorder/Abstracter	recording fee-Comm Dev	\$46.00
Nicollet County Auditor/Treasurer	inspection cost-2011 Construction	\$15,868.32
North Central International	equipment parts & supplies-Street Dept.	\$192.58
Peterson, Ginger	travel expenses-Task Force	\$58.33
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$147.18
OverDrive, Inc.	downloadable audio/ebooks-Library	\$1,427.06
Red Feather Paper Co.	supplies-All Depts.	\$360.92
Retzlaff, Eric	traffic vests-Police Dept.	\$278.07
River Bend Business Products	copier maintenance & supplies-Bldg, Police & P/A	\$1,004.75
Skarpohl Pressure Washer Sales	supplies-Park Dept.	\$30.69
Snell Motors, Inc.	equipment parts-Task Force	\$53.72
South Central Glass, Inc.	equipment parts-Park Dept.	\$112.45
Southern Minnesota Construction	emulsion oil, asphalt & demo-Street & Water Depts.	\$3,042.19
SPS Companies, Inc.	plumbing supplies-Caswell & Park	\$92.03
Stanley Access Tech	repair front door opener-Library	\$454.06
Stone & Steel Design	paver-Contingency	\$66.84
Survey Services, Inc.	professional service-Port Authority	\$700.00
Toppers Plus, Inc.	equipment parts-Street Dept.	\$240.47
Twin City Striping	line striping-Street Dept.	\$788.75

CLAIMS CONTINUED

US Postal Service	annual fee for Post Office Box 2056	\$176.00
US Postal Service	postage-All Depts.	\$3,000.00
Upbeat, Inc.	benches-Parkland & Sales Tax	\$1,571.50
Viking Electric Supply	electrical supplies-Water Dept.	\$102.11
Waco Scaffolding & Supply, Inc.	building repair supply-Caswell	\$163.42
Werner Electric Supply	electrician tool to test pumps-Water Dept.	\$537.34
Xcel Energy	electric bill-All Depts.	<u>\$26,382.20</u>
Total		<u><u>\$467,799.61</u></u>

CLAIMS CONTINUED

General	\$80,349.02
Library	\$9,474.57
Bookmobile	\$1,106.62
Community Development	\$46.00
Local Option Sales Tax	\$845.75
Parkland	\$747.08
Contingency	\$66.84
Port Authority	\$700.00
Port Authority State Revolving Loan Fund	\$1,931.22
2011 Construction	\$206,181.59
2012 Construction	\$1,185.00
Water	\$36,375.04
Sewer	\$71,652.00
Sanitary Collection	\$49,941.75
Storm Water	\$4,031.55
Public Access	\$2,477.61
Minnesota River Valley Drug Task Force	<u>\$687.97</u>
Total	<u><u>\$467,799.61</u></u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF SEPTEMBER 4, 2012

MN Dept of Employment & Economic Survey Services, Inc.	Thin Film grant repayment-Port Auth State Rev Loan professional service-Port Authority	\$1,931.22 <u>\$700.00</u>
Total		<u><u>\$2,631.22</u></u>

List of Port Authority Bills in the Amount of \$2,631.22

Council Meeting of September 4, 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 \$467,799.61

Council Meeting of September 4, 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