

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on September 3, 2013. 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 Steiner, Norland and Spears, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Engineer Sarff and Planner Fischer. Absent: Council Member Freyberg.

Approval of Agenda

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

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Spears, to approve the minutes of the Council meeting of August 19, 2013. Vote on the motion: Steiner, Spears and Dehen, aye; Norland abstained, no nays. Motion carried.

Public Hearing, 7 p.m. – HUD Consolidated Annual Performance Evaluation Report (CAPER)

Mayor Dehen opened the public hearing to consider approval of the HUD Consolidated Annual Performance Evaluation Report (CAPER). Planner Fischer reported that as part of the City's status as a HUD Entitlement Community, we are required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) regarding the use of 2012 Community Development Block Grant (CDBG) funds which are received 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. He reported in the 2012 Action Plan, CDBG funds were allocated to relocate and rehabilitate a rental dwelling at 238 Nicollet Avenue. He reported this was not completed for two reasons: 1) Planning staff was also responsible for administrative activities in 2012; and 2) the owner of the property at 238 Nicollet Avenue has yet to enter into an agreement with the City to begin the project. The Planner reported no CDBG funds were expended in 2012. Barbara Church, 102 E. Wheeler Avenue, appeared before the Council and questioned what amount of CDBG funding the City received annually and if the Consolidated Plan relates to the CDBG funds. With no one else appearing before the Council, the Mayor closed this portion of the meeting.

Public Hearing, 7 p.m. – Review of Rental License at 503 Wheeler Avenue

The Mayor opened the public hearing to review the rental license at 503 Wheeler Avenue which has received its third strike in a 12-month period. The City Planner summarized the rental strikes at 503 Wheeler Avenue which is a licensed rental property. The Planner reported he and the Police Chief spoke with the owner of the property who indicated that he is considering the sale of the property. Attorney Kennedy reviewed the North Mankato City Code Section 151.10 which outlines the procedures for revoking or suspending a rental license. The Attorney reported since the inception of rental licensing in 2003, two (2) rental licenses were reviewed by the City Council due to three rental strikes in a 12-month period which resulted in fines to the rental license holder. Blaine Conklin, owner and license holder for rental property located at 503 Wheeler Avenue, was in attendance at the meeting. Council Member Steiner read a letter from a neighboring resident listing a number of complaints regarding this property. The City Attorney reported if the City Council determines that each of the incidents of November 28, 2012, June 1, 2013 and July 4, 2013 constitutes a violation of the North Mankato Housing Ordinance, the next step is to determine the appropriate penalty. There being no one else appearing before the Council, the Mayor closed this portion of the meeting.

Council Member Norland moved, seconded by Council Member Steiner, that the Council has determined there are three strikes in a 12-month period at the rental property known as 503 Wheeler Avenue and hereby authorize Attorney Kennedy to prepare Findings of Fact in the matter of the rental license at 503 Wheeler Avenue. Vote on the motion: Steiner, Norland, Spears and Dehen, aye; no nays. Motion carried.

Council Member Spears moved, seconded by Council Member Steiner, to suspend the rental license of Blaine Conklin for property known as 503 Wheeler Avenue effective October 1, 2013 for a period of ninety (90) days and that the rental license holder keep in contact with City staff. Vote on the motion: Steiner, Norland, Spears and Dehen, aye; no nays. Motion carried.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Resolution No. 54-13 Approving Donations/Contributions.
- C. Application for 2013 3.2 Beer Off-Sale, Cigarette and Soft Drink License for Croix Convenience, 201 Webster Avenue.

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

Public Comments

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

Business Items:

Res. No. 55-13 Approving a Proposed Tax Levy

Finance Director Thorne reported Minnesota Statute requires that on or before September 15th, the City shall certify to the County Auditor the proposed property tax levy for taxes payable in the following year. She reported that staff has met with the City Council and held a Budget Workshop on August 19, 2013 where Council had the opportunity to review the proposed 2014 Budget. A subsequent meeting will be held on December 2, 2013 and December 16, 2013, if necessary, at which the budget and levy will be discussed and which public comment will be permitted and the 2014 Budget and Tax Levy will be adopted by the City Council on December 16, 2013. The Finance Director reported the City proposes \$5,383,784 be certified to Nicollet County to be levied for the 2014 tax rolls and that Council will have the opportunity to modify the final tax levy prior to adoption on December 16th.

The Mayor read Resolution No. 55-13 Approving a Proposed Tax Levy which read as follows:

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 2014 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 2, 2013

7 p.m.

Public Hearing

| | | |
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| December 16, 2013 | 7 p.m. | Public Hearing (if necessary) |
| December 16, 2013 | 7 p.m. | Adopt 2014 Budget and Tax Levy |

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that a proposed tax levies in the amount of \$5,383,784 be certified to the Nicollet County Auditor on or before September 15, 2013. This levy shall be subject to modification by the City Council;

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, THAT City taxpayers may call 507-625-4141 or address comments to Clara Thorne, Finance Director, City of North Mankato, 1001 Belgrade Avenue, North Mankato, Minnesota 56003 if they have questions related to the auditor’s property tax notice.

Council Member Spears moved, seconded by Council Member Norland, to adopt Resolution No. 55-13 Approving a Proposed Tax Levy. Vote on the Resolution: Steiner, Norland, Spears and Dehen, aye; no nays. Motion carried.

Set Public Hearing to Consider Vacation of LorRay Drive Street Right-of-Way

Administrator Harrenstein requested this item be deferred until the September 16, 2013 Council meeting.

North Mankato Firefighters Relief Association Financial Statement and Supplementary Information for Year Ended December 31, 2012

Ed Hoffman, President of the North Mankato Firefighters Relief Association, appeared before the Council and presented the Financial Statement and Supplementary Information for Year Ended December 31, 2012 for the Association. He reported the retirement plan is funded at 100.9% for year ended December 31, 2012. Mr. Hoffman also noted that the Relief Association Board meets quarterly and discusses the investments. The State of Minnesota State Auditor sent an Investment Report Card for the North Mankato Fire Relief Association for the year ended December 31, 2012 showing a rate of return of 12.51% for this period compared to the Voluntary Statewide Plan of 11.67%. The Finance Director stated no action was necessary by the Council other than to accept the report. **Council Member Steiner moved, seconded by Council Member Norland, to accept the North Mankato Firefighters Relief Association Financial Statement and Supplementary Information for Year Ended December 31, 2012. Vote on the motion: Steiner, Norland, Spears and Dehen, aye; no nays. Motion carried.**

City Administrator and Staff Comments

Set Council Workshop for 5:30 p.m. on Monday, September 16, 2013

Council Member Steiner moved, seconded by Council Member Norland, to set a Council Workshop for 5:30 p.m. on Monday, September 16, 2013. Vote on the motion: Steiner, Norland, Spears and Dehen, aye; no nays. Motion carried.

Mayor and Council Comments

Council Member Norland

Council Member Norland spoke of the local option sales tax fund and reported the law did not set exact dollar amounts for each of the five projects to be funded in part by the local option sales tax.

Mayor

Mayor Dehen reported the 14/41 Project is on track for a mid-October completion.

The Mayor reported the North Mankato Quarterly Port Authority meeting will be held at 7 p.m. on Tuesday, September 10, 2013.

The Mayor reported the next “Coffee with the Council” will be held at 10 a.m. on Saturday, September 21, 2013 and may include a bike ride tour of the lower North Mankato bike trails.

Public Comments

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

There being no further business, on a motion by Council Member Steiner, seconded by Council Member Norland, the meeting was adjourned at 7:48 p.m.

Mayor

City Clerk