

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 May 20, 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 Norland, Freyberg, Spears and Steiner, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Engineer Malm and Planner Fischer.

Approval of Agenda

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

Approval of Minutes

Council Member Freyberg moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of May 6, 2013. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.

Open the Meeting to the Public for the First Time

Bess Tsaouse, 136 Mary Circle

Bess Tsaouse, 136 Mary Circle, appeared before the Council requesting information about the process of selecting citizens to serve on the Port Authority Commission.

Phil Henry, 1300 Noretta Drive

Phil Henry, 1300 Noretta Drive, appeared before the Council and thanked the City for the spring clean-up days. Mr. Henry also asked about the 422 Belgrade Avenue project and the payment of the interest on the bond for this project. Administrator Harrenstein reported the interest on the bond for this project will be paid by Corey Brunton, the developer of 422 Belgrade Avenue.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 34-13 Approving Donations/Contributions.

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

Business Items:

Preliminary and Final Plat of Northport No. 17

Planner Fischer presented a request from the North Mankato Port Authority Commission to replat Lot 1, Block 1, Outlot A and Outlot B, Northport No. 14. Staff indicated Northport No. 14 was originally platted in 2009 to accommodate an industrial user who needed a five (5) acre parcel of land off Howard Drive West in the industrial park. As the Port Authority is working with a company who is requesting a six (6) acre parcel in this area, a replat of Northport No. 14 is requested. The proposed Northport No. 17 plat consists of Lot 1, Block 1, and Outlots A and B to be reserved for future development. He reported that as part of the replatting process, it is necessary to vacate certain easements within Northport No. 14. The Planning Commission reviewed and recommended approval of the preliminary and final plat of Northport No. 17. **Council Member Freyberg moved, seconded**

by Council Member Steiner, to approve the preliminary and final plat of Northport No. 17. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.

Request for Proposals (RFP) for Development of Comprehensive Land Use Plan

Planner Fischer presented a Request for Proposals (RFP) to seek qualified planning consultants to prepare a Comprehensive Plan for the City. He reviewed the Scope of Work and the recommended proposed timeline which is as follows: RFP Release – May 22, 2013; Proposals Due – June 28, 2013; Staff Review Process with Consultants – June 28-July 19, 2013; and Staff Recommendation to City Council – August 5, 2013. Planner Fischer also presented a recommended Interview Committee of the following: City Administrator, City Planner, 1 Planning Commission Member, 1 City Council Member and 1 Citizen. Council Member Spears requested a change to the RFP as follows: Under Stakeholders he asked that “Community Stakeholders: Diverse General Citizenry” be changed to “Community Stakeholders: Citizens of North Mankato” and moved to the top of the stakeholders list. A workshop will be held to select specific members of the Interview Committee. **Council Member Norland moved, seconded by Council Member Steiner, to authorize the release of the Request for Proposals (RFP) and approve the Interview Committee. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.**

Development of Economic Incentive Policies

Administrator Harrenstein presented background information reporting the City of North Mankato has experienced success with its economic development efforts through several projects that have added tax base and jobs to the community. He reported that to continue this success, better communicate available incentives to businesses, and increase coordination of awarding incentives between the City Council and Port Authority Commission, staff is recommending the development of new policies and procedures in addition to updating existing policies for the City’s and Port Authority Commission’s economic development efforts. The Administrator presented a proposal from Springsted to facilitate the creation of these policies reporting total cost for the project is estimated at \$5,500. Tony Schertler, Springsted, Inc., appeared before the Council and outlined the objectives and tasks of the project. He reported a draft and final economic development policies and procedures in Microsoft Word format suitable for editing and reproduction, including application forms for business incentives, would be developed and presented to the City. **Council Member Freyberg moved, seconded by Council Member Norland, to authorize staff to proceed with the process of developing economic development policies and procedures according to the proposed work plan submitted by Springsted, Inc. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.**

Res. No. 35-13 Approving Plans and Specifications and Authorizing Advertisement for Bids for Portions of Project No. 13-05, Caswell North Soccer Fields, Phase 2

Administrator Harrenstein gave background information on the Caswell North Soccer Fields reporting at an earlier Council meeting, the Council authorized the preparation of plans and specifications for Phase 2 of the Caswell North Soccer Fields. I & S Group estimated total costs for the project are approximately \$500,000 for constructing a parking lot, trails/sidewalks, bleachers and fencing. He reported that at this time it was determined an analysis of sales tax revenues, expenditures and cash balances would be needed to determine if funding existed for the project. The Administrator reported the total project amount exceeds available cash in the Sales Tax Fund which is approximately \$340,000. He stated the Caswell North Soccer Fields are an example of how community partnerships can be used to move projects forward and for that reason, is hesitant to cease all action on project. The Administrator reviewed the available revenue in the Sales Tax Fund and reported that a total of

\$300,000 could be used this year to construct the parking lot and fencing around the soccer fields. He believes in 2014 an additional \$100,000 could be used for other portions of the project. Administrator Harrenstein reviewed the sales tax revenue projections (which he stated were conservative estimates) and the existing debt obligation through 2020. He reported this project represents a large commitment of discretionary dollars available in the Sales Tax Fund. **Council Member Norland moved, seconded by Council Member Freyberg, to adopt Resolution No. 35-13 Approving the Plans and Specifications and Authorizing Advertisement for Bids for Portions of Project No. 13-05, Caswell North Soccer Fields, Phase 2. Vote on the Resolution: Norland, Freyberg, Steiner and Dehen, aye; Spears, nay. Motion carried.**

Res. No. 36-13 Awarding Bid for Project No. 07-02B, Water Tower No. 2 Interior Recoating

Engineer Malm reported six (6) bids were received on May 15, 2013 for the interior recoating of Water Tower No. 2. Maguire Iron, Inc. was the low bid in the amount of \$149,840 with a spring 2014 service date. He reported this amount is significantly below the engineer's estimate and also less than if the work was being performed this fall. In response to a question regarding the large disparity in the bids, Engineer Malm reported that bids differ based on location of the bidder, travel time and amount of work the bidder has scheduled. The Administrator reported the funds for this project would be allocated in the 2014 Budget. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 36-13 Awarding Bid for Project No. 07-02B, Water Tower No. 2 Interior Recoating to Maguire Iron, Inc. for the low bid amount of \$149,840 with a spring 2014 service date. Vote on the Resolution: Norland, Freyberg, Spears, Steiner 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 the City Administrator for the sales tax report.

Barbara Church, 102 E. Wheeler Avenue

Barbara Church, 102 E. Wheeler Avenue, appeared before the Council reporting it is Public Works Week and thanked the City's public works staff.

Ms. Church also asked for clarification on the Comprehensive Plan Request for Proposals (RFP). The City Administrator reported he will review this with her after the meeting.

Mayor and Council Comments

Council Member Norland

Council Member Norland reported she attended the Region 9 meeting where a speaker from Region 5 spoke of MPO's and planning management.

Council Member Norland reported she attended a Community Conversation at Good Counsel regarding sustainability, community actions, recycling, re-using and water quality efforts. She reported additional information may be obtained at www.resilientregion.com.

Mayor Dehen

The Mayor reported the Nicollet County/North Mankato Liaison Committee met and discussed the Recycling Center.

The Mayor reported donations for the sculpture “Circle of Friends” has exceeded \$19,000. Fundraising will continue through May 31, 2013. He thanked everyone who has made a pledge for the sculpture. He reported the new artwork for the CityArt Walking Sculpture Tour has been installed and an artists’ reception was held on Saturday, May 18, 2013.

The Mayor reported the Mayors’ Bike Ride will be held beginning at 6 p.m. from the Municipal Building and touring on the new bike route. He asked that everyone participating in the bike ride wear helmets.

The Mayor reported Coffee with the Council will be held from 10-11 a.m. on Saturday, June 8, 2013 at Koppen Gardens, 615 Nicollet Avenue. (This has been changed to June 15, 2013 due to a scheduling conflict.)

There being no further business, the meeting was adjourned at 8:00 p.m. on a motion by Council Member Norland, seconded by Council Member Steiner. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.

Mayor

City Clerk