

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 April 1, 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 Freyberg, Spears and Norland, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Engineer Malm and Planner Fischer. Absent: Council Member Steiner.

#### **Approval of Agenda**

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

#### **Approval of Minutes**

**Council Member Spears moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of March 18, 2013. Vote on the motion: Freyberg, Spears, Norland and Dehen, aye; no nays. Motion carried.**

#### **Correspondence**

##### **Partners for Affordable Housing**

The Mayor reported over \$65,000 was raised during the Partners for Affordable Housing event and he thanked all those who participated.

##### **“Circle of Friends” Sculpture**

The Mayor reported a pledge card for pledging a donation to purchase the “Circle of Friends” sculpture from the CityArt Sculpture Walk will be placed in the City utility bill. If sufficient funds are raised to purchase the sculpture, it will be placed in front of the North Mankato Taylor Library.

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

##### **Barb Church, 102 E. Wheeler Avenue**

Barb Church, 102 E. Wheeler Avenue, appeared before the Council and expressed her concerns about what she heard at the previous Council meeting. She reported that her copy of the City Code states the Central Business District (CBD) is for high-density shopping with emphasis on pedestrian traffic and specifically limits multi-family residential uses to 12 units per structure. Ms. Church also spoke of the Joint Powers Agreement with surrounding communities, the Comprehensive Plan and the advice to prospective residents to research zoning in the area they may purchase a home. Ms. Church also spoke of the three projects voted on at the last meeting and she got the impression there was selective enforcement of the City Code.

#### **Nicollet County Board Actions**

Mayor Dehen reported the Nicollet County Board adopted a Resolution Approving the MnDOT Master Partnership Agreement No. 03200 which encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota’s statewide transportation system.

#### **Consent Agenda**

Council Member Spears requested policy discussion on two items listed on the Bills and Appropriations. This will be addressed under his portion of the meeting. **Council Member Freyberg moved, seconded by Council Member Norland, to approve the Consent Agenda which includes:**

- A. Bills and Appropriations.
- B. Res. No. 24-13 Approving Donations/Contributions.

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

### **Staff Reports**

#### **City Planner**

#### **Res. No. 25-13 Accepting Feasibility Report and Ordering Plans and Specifications for Project No. 13-05, Caswell North Soccer Fields, Phase 2**

Planner Fischer presented a preliminary engineering report for the second phase of the Caswell North Soccer Field development. He reported Phase 1 included grading, utilities, lighting, electrical, irrigation and seeding at a cost of \$580,000 with the Mankato Area United Soccer Club contributing \$150,000. Phase 2 of the project is scheduled for 2013 and includes bleachers, fencing, parking lot and trails at an estimated cost of \$396,000. Phase 3 of the project would consist of an additional parking lot and the wear course. Planner Fischer reported that as part of the Phase 2 project, a concession/restroom building is planned and the City has received verbal commitments of donations for the block exterior, roof and trusses. Using these donated materials City crews would construct the building. Administrator Harrenstein reported this action is to order the plans and specifications and the soccer fields are the top priority for dedicated revenues. He reported it is not the intent to borrow for this project but rather this project would be from funds on hand. Council Member Spears requested the amount of the engineering costs for this project. It was reported the engineering cost for the project is \$22,000. Council Member Spears continued that Benson Park should hold a greater priority for two reasons. First, the Benson Park project was first in the queue and it is important to put some completion on projects before we start on others. Second, he considers the soccer fields a Tier 3 project since they will be used by a minority of the population. He also stated that going forward all maintenance and operations should be taken over by the interested agency. Council Member Freyberg stated the project is in the ground and the Council knew it was a three-phase project when it was approved and it has the blessing of the School District which donated the land for the soccer fields. Mayor Dehen reported the Mankato United Soccer Club has donated \$150,000 for the fields and another \$100,000 for the lights. He also stated the revenue generated from fields will go toward maintenance of the fields. Mayor Dehen reported that the City has submitted a request for a Legacy grant in the amount of \$450,000 for Benson Park improvements. Council Member Spears reported he has asked for a summary of the revenue generated from Caswell Park and has not received proof the City has made money from Caswell Park. He stated these are nice projects but have intangible benefits. Council Member Norland reported we have made the last payment for Benson Park land. **Council Member Norland moved, seconded by Council Member Freyberg, to adopt Resolution No. 25-13 Accepting the Feasibility Report and Ordering Plans and Specifications for Project No. 13-05, Caswell North Soccer Fields, Phase 2. Vote on the Resolution: Freyberg, Spears, Norland and Dehen, aye; no nays. Motion carried.**

#### **City Administrator**

#### **2012 Year-End Police Department Report**

Administrator Harrenstein asked Chief Boyer to present the 2012 Year-End Police Department Report. Chief Boyer reported property crimes were down and domestic crimes were up for 2012. Administrator Harrenstein thanked the Police Reserves for the many hours they donate to the City.

#### **City Engineer**

**Res. No. 26-13 Entering into Master Partnership Agreement with the Minnesota Department of Transportation (MnDOT Agreement No. 03189)**

Engineer Malm reported the Master Partnership Agreement with the Minnesota Department of Transportation (MnDOT Agreement No. 03189) is an update to the continuing agreement to enter into work orders with MnDOT without Council approval for emergency road work at a limit of \$100,000. In response to a question, Engineer Malm reported the City Administrator is the one authorized to enter into the work orders with MnDOT. **Council Member Freyberg moved, seconded by Council Member Norland, to adopt Resolution No. 26-13 Entering into Master Partnership Agreement with the Minnesota Department of Transportation (MnDOT Agreement No. 03189). Vote on the Resolution: Freyberg, Spears, Norland and Dehen, aye; no nays. Motion carried.**

#### **Res. No. 27-13 Adopting Policy for Enhancement of Bicycle Facilities within the City of North Mankato**

Engineer Malm reported this item was postponed from the previous Council meeting to allow for the City Engineer to review the Bicycle Commission Action Plan map and for research regarding which streets were designed Municipal State Aid (MSA) routes and would require compliance with the rules for MSA streets. In summary, the Engineer reported several of the streets indicated as proposed bicycle routes are designated MSA streets. He reported several areas of the streets are not wide enough to accommodate on-street bicycle facilities in both directions as well as the current configuration of thru-lanes and parking lanes. The rules allow three types of on-street bicycle facilities: Shared Lanes (SL), which are standard width traffic lanes with no bike lane striping that bicycles share with vehicles; Wide Outside Lanes (WOL), which are wider traffic lanes with no bike lane striping that bicycles share with vehicles; and Bicycle Lanes (BL), which are striped lanes separate from traffic and parking lanes specifically designated for bicycles. The requirements for when and where these different types of facilities are allowed, and how they are configured depends on the functional classification, traffic volume and speed limit. SL is only allowed when speeds are 30 mph or less and traffic volumes are less than 1,000 vehicles per day. Engineer Malm reported for the streets being considered in this case, the speed limits are all 30 mph, and the traffic volumes are all over 1,000 vehicles per day, so SL is not an option; and therefore WOL or BL are the only options. On Lee Boulevard and Belgrade Avenue, the volumes are high enough that only BL are allowed. He presented the existing conditions and the requirements for on-street bicycle facilities in both directions, SL, WOL or BL, for each street, assuming the allowance of on-street parking is not changed from its current status. Engineer Malm also reported that based on his discussions with MnDOT State Aid staff and his experience, he believes the rules are clear that if the routes are designated as bicycle facilities on a map or with roadway signage or pavement markings, they must meet the State Aid requirements. **Council Member Norland moved, seconded by Council Member Freyberg, to adopt Resolution No. 27-13 Adopting Policy for Enhancement of Bicycle Facilities within the City of North Mankato. Vote on the Resolution: Freyberg, Spears, Norland and Dehen, aye; no nays. Motion carried.** The Council requested recommendations from the Street Department regarding signage and striping.

#### **Report from Council Members**

##### **Council Member Freyberg**

Council Member Freyberg reported he attended an All Seasons Arena Board meeting on Friday, March 22, 2013. He reported that North Mankato is being slated for a new sheet of ice. The Mankato Area Hockey Association (MAHA) has done a good job doing a needs assessment for ice time for youth and adult hockey and figure skating. He reported by 2015 the demand will exceed available ice time. Mayor Dehen reported a meeting has been scheduled with Nicollet County Board Members to discuss why Nicollet County left the All Seasons Arena Board and to ask for their participation. Council Member Freyberg reported a study will be completed regarding a multi-sports

complex at an estimated cost of \$40,000. Mayor Dehen reported the multi-sports complex will be an agenda item at a future Council Workshop.

**Council Member Spears**

Council Member Spears stated that Caswell Park does not cash flow now and lends to the argument that sports facilities do not make money. He referenced the City of Vadnais Heights and suggested the Council study what is going on there. He stated that taxes are paid to the school district and he likes the All Seasons Arena model where the people using the facility pay for the improvements and maintenance.

Council Member Spears addressed two items listed on the Bills and Appropriations: 1) Express Personnel which is for payment of school crossing guards, and 2) Mankato Public Schools for transportation to the North Mankato Taylor Library for a special program. He stated he believes these items should be paid for by the school district.

**Report from the Mayor**

**Proclamation – Barbershop Harmony Week April 7-13, 2013**

The Mayor read a proclamation for Barbershop Harmony Week April 7-13, 2013 noting the Riverblenders Barbershop Group is performing their annual show on April 11, 2013 at Crossview Covenant Church, 2000 Howard Drive West.

**Civil War Monument**

The Mayor reported he has received notice the Civil War Monument located at Lincoln Community Park will be restored. The Lincoln Park Civil War Monument is No. 14 on the Trail for Heroes map.

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

**Barbara Church, 102 E. Wheeler Avenue**

Barbara Church, 102 E. Wheeler Avenue, appeared before the Council and asked when the debt study would be finished. She also asked if the packets previously appeared on the screen during the meeting. Administrator Harrenstein reported he would respond to Ms. Church's questions via email.

**Gary Marti, 1670 Castle Drive**

Gary Marti, 1670 Castle Drive, appeared before the Council and spoke of the artesian well that at one time fed Spring Lake and kept it from freezing the fish in the lake during the winter. He stated he would be able to come within a few feet of where the well is located and asked if the City could get it working and have a fountain in this area. Mr. Marti suggested the sale of paver bricks to help pay for the well.

There being no further business, the meeting was adjourned at 8:20 p.m. on a motion by Council Member Norland, seconded by Council Member Freyberg. Vote on the motion: Freyberg, Spears, Norland and Dehen, aye; no nays. Motion carried.

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Mayor

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City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



|                 |                     |                                |
|-----------------|---------------------|--------------------------------|
| Agenda Item # 7 | Department: Planner | Council Meeting Date: 04/15/13 |
|-----------------|---------------------|--------------------------------|

**TITLE OF ISSUE: Consider Approval of the 2013 Community Development Block Grant (CDBG) Action Plan**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**  
 It is necessary to set and hold a public hearing to approve a 2013 Action Plan for the use of HUD entitlement funds. While our 2013 CDBG allocation is unknown at this time, it is expected to be approximately \$55,600. Subject to HUD regulations, eligible uses of CDBG funds include but are not limited to: activities related to housing, public facilities, economic development and assistance to community-based organizations. Furthermore, CDBG funds can be used for the development of comprehensive plans. The following is the proposed use of 2013/2014 HUD Entitlement funds:

|                                      |                 |
|--------------------------------------|-----------------|
| Single-Family Housing Rehabilitation | \$39,480        |
| Comprehensive Plan                   | 8,340           |
| 238 Nicollet Avenue                  | 5,000           |
| Administration                       | <u>2,780</u>    |
|                                      | <b>\$55,600</b> |

Regarding the 238 Nicollet Avenue allocation, we previously reserved \$95,000 for this project which relocates and rehabilitates this home. Due to the fact that our balance of HUD funds is \$90,000, an additional \$5,000 is requested to fully fund this project which will begin in the spring of 2013.

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

**REQUESTED COUNCIL ACTION: Consider 2013 CDBG Action Plan**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Resolution               | Ordinance                | Contract                 | Minutes                  | Map                      |
| <input type="checkbox"/> |
| Other (specify)          |                          | Notice of Public Hearing |                          |                          |
|                          |                          | CDBG Action Plan         |                          |                          |
| _____                    |                          |                          |                          |                          |
| _____                    |                          |                          |                          |                          |

|   |
|---|
| <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 TO APPROVE 2013 COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM (CDBG) ACTION PLAN  
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 15<sup>th</sup> day of April, 2013, to hold a public hearing to approve the 2013 Community Development Block Grant Program (CDBG) Action Plan.

Such persons as desire to be heard with reference to this issue should appear at this meeting.

Dated this 1<sup>st</sup> day of April 2013.

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

April 1, 2013  
NOTICE OF PUBLIC  
HEARING TO APPROVE 2013  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM  
(CDBG) ACTION PLAN  
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 15th day of April, 2013, to hold a public hearing to approve the 2013 Community Development Block Grant Program (CDBG) Action Plan.

Such persons as desire to be heard with reference to this issue should appear at this meeting.

Dated this 1st day of April 2013.  
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 \_\_\_\_\_

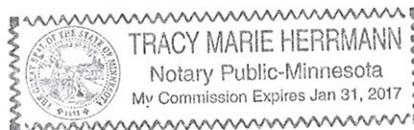
\_\_\_\_\_ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Monday, the 1 day of April, 2013, and was thereafter printed and published on every Monday to and including Monday, the 1 day of April, 2013; 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 1 day of April, 2013.

[Signature]  
Notary Public



# City of North Mankato



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*Community Development Block Grant Program  
Action Plan  
2013-2014*

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*Submitted to the Department of Housing and Urban Development (HUD)*

May 17, 2013

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**Community Development Block Grant (CDBG) Program**

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**Funding Sources  
CDBG Final Statement**

July 1, 2013 – June 30, 2014  
City of North Mankato

|                                |          |
|--------------------------------|----------|
| Estimated 2013 CDBG Allocation | \$55,600 |
|--------------------------------|----------|

## **I. Executive Summary**

The City of North Mankato's 2013 Action Plan is in the fourth year investment plan of the 2010-2014 Consolidated Plan. The Five-Year Consolidated Plan outlines community development issues, partnerships and strategies to meet the needs of its citizens, principally those having low or moderate incomes.

The 2013 Action Plan outlines how the City plans to use CDBG resources in compliance with HUD regulations.

The City of North Mankato will utilize Community Development Block Grant (CDBG) funds to achieve goals identified in the Consolidated Plan and will amend the Consolidated Plan to accommodate a new initiative. During the development of the consolidated plan the City of North Mankato conducted extensive community research, analyzed community input, and used these to assess community needs through specific objectives, strategies, and goals. Based on these findings, the City will utilize entitlement funds to address these community needs.

In this Action Plan, the City has created performance measures to ensure that the goals are achieved for this program year, as well as for the five-year plan, and that the funds are utilized properly. The planned activities relate to housing rehabilitation and comprehensive planning.

In its first year of receiving CDBG Entitlement Funds, in the FY 2010 program year, one grant was allocated to provide homeownership assistance. In the FY 2011 program year, funds were used to acquire a vacant lot and to acquire a residential dwelling for demolition. In FY 2012, funds will be used to relocate and rehabilitate a single-family dwelling.

## **II. Citizen Participation**

Citizen participation and consultation with local organizations is an important aspect in developing effective community plans. The Action Plan, as well as all other CDBG documents, follows the Citizen Participation Plan which lays out in detail the efforts to incorporate and broaden citizen participation.

As part of the 2013-2014 Action Plan, on April 1, 2013 the City published the Notice of Public Hearing for a public hearing to be held on April 15, 2013. After the public hearing, a thirty (30) day comment period was available. Copies of the 2013 Action Plan were available at the North Mankato Municipal Building and the North Mankato Taylor Library.

At the public hearing on April 15, 2013, North Mankato City staff presented three proposed projects to be funded with CDBG funds in 2013-2014 as follows:

- Allocate up to 15 percent of the planning and administration resources to the development of a Comprehensive Plan.
- Rehabilitation of single-family owner-occupied housing units in lower North Mankato.
- Allocate additional funding toward the relocation of 238 Nicollet Avenue.

### III. Resources

The estimated HUD Federal Resources available for projects and programs identified in the 2013 Action Plan is \$55,600. The following is the proposed use of CBDG funds in 2013-2014:

|                                      |   |              |
|--------------------------------------|---|--------------|
| Single-Family Housing Rehabilitation | - | \$39,480     |
| Comprehensive Planning               | - | 8,340        |
| 238 Nicollet Avenue                  | - | 5,000        |
| Administration                       | - | <u>2,780</u> |
|                                      |   | \$55,600     |

The City has no involvement in Section 108 loan guarantees, surplus funds from any other activities, grants returned to the line of credit, or income from float-funded activities. The City also does not expect to receive any state, federal or local resources to implement the plan. The City does not receive any Section 8, Low-Income Housing Tax Credits, or McKinney-Vento Homeless Assistance Act funds.

## IV. Annual Objectives

Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.

| <input checked="" type="checkbox"/> | <b>Objective Category:<br/>Decent Housing</b>  | <input checked="" type="checkbox"/> | <b>Objective Category:<br/>Expanded Economic<br/>Opportunities</b>   | <input type="checkbox"/> | <b>Objective Category:<br/>Expanded Economic<br/>Opportunities</b>   |
|-------------------------------------|--|-------------------------------------|--|--------------------------|--|
|                                     | Which Includes:  |                                     | Which Includes:  |                          | Which Includes:  |
| <input type="checkbox"/>            | assisting homeless persons obtain affordable housing   | <input checked="" type="checkbox"/> | improving the safety and livability of neighborhoods   | <input type="checkbox"/> | job creation and retention   |
| <input type="checkbox"/>            | assisting persons at risk of becoming homeless   | <input type="checkbox"/>            | eliminating blighting influences and the deterioration of property and facilities  | <input type="checkbox"/> | establishment, stabilization and expansion of small business (including micro-businesses)  |
| <input checked="" type="checkbox"/> | retaining the affordable housing stock   | <input type="checkbox"/>            | increasing the access to quality public and private facilities   | <input type="checkbox"/> | the provision of public services concerned with employment   |
| <input type="checkbox"/>            | increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability | <input type="checkbox"/>            | reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods | <input type="checkbox"/> | the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan |
| <input type="checkbox"/>            | increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/ADOS) to live in dignity and independence   | <input type="checkbox"/>            | restoring and preserving properties of special historic, architectural, or aesthetic value   | <input type="checkbox"/> | availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices                 |
| <input type="checkbox"/>            | providing affordable housing that is accessible to job opportunities   | <input type="checkbox"/>            | conserving energy resources and use of renewable energy sources  | <input type="checkbox"/> | access to capital and credit for development activities that promote the long-term economic social viability of the community            |

**Table 3A  
Summary of Specific Annual Objectives**

| Obj # | Specific Objectives                     | Sources of Funds | Performance Indicators | Expected Number | Actual Number | Outcome/Objective* |
|-------|---|------------------|------------------------|-----------------|---------------|--------------------|
|       | <b>Rental Housing Objectives</b>        |                  |                        |                 |               |                    |
| 2A-2  | Move & Rehabilitate 238 Nicollet Avenue | CDBG             | Housing Units          | 1               | 1             | DH-3               |
|       | <b>Owner Housing Objectives</b>         |                  |                        |                 |               |                    |
| 14A   | Housing Rehabilitation                  | CDBG             | Housing Units          | 3               | 3             | DH-3               |
|       | <b>Homeless Objectives</b>              |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <b>Special Needs Objectives</b>         |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <b>Community Development Objectives</b> |                  |                        |                 |               |                    |
| 20    | Comprehensive Planning                  | CDBG             | Planning               | 1               | 1             |                    |
|       | <b>Infrastructure Objectives</b>        |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <b>Public Facilities Objectives</b>     |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <b>Public Services Objectives</b>       |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <b>Economic Development Objectives</b>  |                  |                        |                 |               |                    |
|       |   |                  |                        |                 |               |                    |
|       | <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           |

## V. Description of Activities

The following are Consolidated Plan Projects as proposed in the 2013-2014 program year with CDBG funding.

- Provide additional financial assistance to move and rehabilitate an existing rental home addressed as 238 Nicollet Avenue to another lot previously acquired using CDBG funds which is zoned residential.

The 2013-2014 Action Plan allocates an additional \$5,000 for this initiative.

- Rehabilitation assistance for single-family owner occupied housing in Lower North Mankato. Estimated 3 dwellings.
- Funding assistance for the preparation of a Comprehensive Plan.

The major obstacle to meeting underserved needs is the lack of funding. The City of North Mankato's community needs are greater than the projected funds available through the CDBG as well as other state, local, and private sources. The goals and activities for the CDBG program should be able to be completed based upon the projected available funds.

In 2010, the City used CDBG funds to purchase and demolish a home addressed as 706 Range Street. The City intended to purchase and demolish adjacent homes and redevelop multiple properties for residential purposes. As the City has not been able to purchase adjacent homes as planned, the 706 Range Street property has remained undeveloped. According to HUD regulations, the reuse of the property should occur within 3 years of the funding allocation. Therefore, HUD regulations would allow the use of this vacant lot as parkland until we have a specific reuse. As a result, the intent of the City is to classify the property as parkland until a permanent reuse is determined.

Table 3C illustrates the activities the City will use its entitlement funds for. The tables list the activities and provides a description, the objective, the outcome, and amount of funding for each project. This provides an effective way for the community to review the projects and understand what the objectives and benefits are. In each project description there includes outcome measures for each activity.

**Table 3C  
Consolidated Plan Listing of Projects**

**Applicant's Name:** North Mankato, MN  
**Priority Need:** Housing Rehabilitation  
**Project Title:** 238 Nicollet Avenue

**Project Description:**

CDBG funds will be used to relocate and rehabilitate a rental dwelling addressed as 238 Nicollet Avenue. The project involves moving the dwelling out of the Central Business District onto a lot zoned for residential purposes. Rehabilitation improvements would include, but not limited to a new foundation, plumbing, electric, windows, siding, garage and driveway. Funds would also be used for the dwelling relocation.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location:** 238 Nicollet Avenue

|  |   |   |
|--|---|---|
| <b>Specific Objective Number</b><br>2A-2 | <b>Project Id</b><br>N/A                      | <b>Funding Sources:</b><br><br>CDBG.....\$5,000<br>ESG<br>HOME<br>HOPWA<br>Total Formula<br>Prior Years Funding<br>Assisted Housing<br>PHA<br>Other Funding<br><b>Total.....\$5,000</b> |
| <b>HUD Matrix Code</b><br>14A            | <b>CDBG Citation</b><br>570.202 (a)(1)        |   |
| <b>Type of Recipient</b><br>LMI          | <b>CDBG National Objective</b><br>LMH 570.208 |   |
| <b>Start Date</b><br>6/01/2013           | <b>Completion Date</b><br>9/01/2013           |   |
| <b>Performance Indicator</b><br>Housing  | <b>Annual Units</b><br>1                      |   |
| <b>Local ID</b><br>N/A                   | <b>Units Upon Completion</b><br>1             |   |
|  |   |   |

The primary purpose of this project is to help:  The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

### Consolidated Plan Listing of Projects

**Applicant's Name:** North Mankato, MN

**Priority Need:** Program Administration

**Project Title:** Program Administration

**Project Description:**

For FY 2013, \$2,780 will be used for the overall program administration for planned CDBG activities.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location:** Citywide

|   |                                       |  |
|---|---------------------------------------|--|
| <b>Specific Objective Number</b>                  | <b>Project Id</b>                     | <b>Funding Sources:</b>                      |
| <b>HUD Matrix Code</b><br>21-A                    | <b>CDBG Citation</b><br>570.206(a)(1) | CDBG .....\$2,780                            |
| <b>Type of Recipient</b><br>Municipal Corporation | <b>CDBG National Objective</b>        | ESG<br>HOME<br>HOPWA                         |
| <b>Start Date</b><br>07/01/2013                   | <b>Completion Date</b><br>06/30/2014  | Total Formula<br>Prior Years Funding         |
| <b>Performance Indicator</b>                      | <b>Annual Units</b>                   | Assisted Housing<br>PHA                      |
| <b>Local ID</b>                                   | <b>Units Upon Completion</b>          | Other Funding<br><b>Total: ..... \$2,780</b> |

The primary purpose of this project is to help:  The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of North Mankato

**Priority Need**

Comprehensive Planning

**Project**

Development of a Comprehensive Plan

**Activity**

**Description**

CDBG funds will be used to hire a third party consultant to develop a new comprehensive plan for the City.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:**

City Wide

**(Street Address):**

**(City, State, Zip Code):**

|                                      |  |
|--------------------------------------|--|
| Specific Objective Number            | Project ID                                 |
| HUD Matrix Code<br>20                | CDBG Citation<br>570.205                   |
| Type of Recipient                    | CDBG National Objective<br>NA              |
| Start Date (mm/dd/yyyy)<br>8/01/2013 | Completion Date (mm/dd/yyyy)<br>11/01/2014 |
| Performance Indicator<br>Planning    | Annual Units                               |
| Local ID                             | Units Upon Completion                      |

**Funding Sources:**

|                  |         |
|------------------|---------|
| CDBG             | \$8,340 |
| ESG              |         |
| HOME             |         |
| HOPWA            |         |
| Total Formula    |         |
| Prior Year Funds |         |
| Assisted Housing |         |
| PHA              |         |
| Other Funding    |         |
| Total            | \$8,340 |

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of North Mankato

**Priority Need**

Housing Rehabilitation

**Project**

**Owner-Occupied Housing Rehabilitation**

**Activity**

**Description**

CDBG funds will be used to provide financial assistance to rehabilitate owner-occupied single-family dwellings. Eligible rehabilitation activities would include, but not limited to plumbing, electrical, structural, HVAC, roofing, doors, windows, siding and other building code compliance activities.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:**

City-wide

**(Street Address):**

**(City, State, Zip Code):**

|                                      |  |
|--------------------------------------|--|
| Specific Objective Number<br>2A-2    | Project ID                                 |
| HUD Matrix Code<br>14A               | CDBG Citation<br>570.202 (a)(1)            |
| Type of Recipient<br>LMI             | CDBG National Objective<br>LMH 570.208     |
| Start Date (mm/dd/yyyy)<br>8/01/2013 | Completion Date (mm/dd/yyyy)<br>11/01/2014 |
| Performance Indicator<br>Housing     | Annual Units<br>3                          |
| Local ID                             | Units Upon Completion<br>3                 |

**Funding Sources:**

CDBG \$39,480

ESG

HOME

HOPWA

Total Formula

Prior Year Funds

Assisted Housing

PHA

Other Funding

Total \$39,480

## VI. Geographic Distribution/Allocation Priorities

The potential project involving the rental dwelling relocation will be specific to 2 sites. The dwelling would be moved from the Central Business District to a vacant lot in a residential zoning district. The housing rehabilitation project will be available City-wide and the Comprehensive Planning effort will benefit the entire City population.

## VII. Annual Affordable Housing Goals

The proposed housing relocation and rehabilitation objective will preserve an affordable house and relocate it in a residential area. The housing rehabilitation program is expected to benefit 3 income-qualified households.

**Table 3B**  
**Annual Housing Completion Goals**

| Grantee Name: City of<br>North Mankato<br>Program Year: FY 2012 | Expected Annual<br>Number of Units<br>To Be Completed | Actual Annual<br>Number of<br>Units<br>Completed | Resources used during the period    |                          |                          |                          |
|---|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
|   |   |  | CDBG                                | HOME                     | ESG                      | HOPWA                    |
| <b>BENEFICIARY GOALS<br/>(Sec. 215 Only)</b>                    |   |  |                                     |                          |                          |                          |
| Homeless households   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-homeless households   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special needs households  | 0   |  | <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<br/>(Sec. 215 Only)</b>                         |   |  |                                     |                          |                          |                          |
| Acquisition of existing units                                   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Production of new units   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Rehabilitation of existing units                                | 1   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental Assistance   | 0   |  | <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<br/>(Sec. 215 Only)</b>                     |   |  |                                     |                          |                          |                          |
| Acquisition of existing units                                   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          |                          |
| Production of new units   | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          |                          |
| Rehabilitation of existing units                                | 3   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                          |                          |
| Homebuyer Assistance  | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>Total Sec. 215 Affordable Owner</b>                          | 0   |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>COMBINED RENTAL AND</b>                                      |   |  |                                     |                          |                          |                          |

|  |   |  |                                     |                          |                          |                          |
|--|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>OWNER GOALS (Sec. 215 Only)</b>   |   |  |                                     |                          |                          |                          |
| Acquisition of existing units  | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Production of new units  | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Rehabilitation of existing units   | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental Assistance  | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Homebuyer Assistance   | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>Combined Total Sec. 215 Goals*</b>                                      | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OVERALL HOUSING GOALS<br/>(Sec. 215 + Other Affordable<br/>Housing)</b> |   |  |                                     |                          |                          |                          |
| Annual Rental Housing Goal   | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Owner Housing Goal  | 0 |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Total Overall Housing Goal</b>  | 4 |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### VIII. Barriers to Affordable Housing

The City of North Mankato does its best to create housing policies which do not negatively affect the development of privately funded affordable housing. Policies which can affect the affordability of housing include taxes, fees, utilities, land use and zoning, and building codes.

As mentioned in the Consolidated Plan, the City of North Mankato has experienced very little if any negative effects that policies can have on affordable housing. The City attempts to create flexibility under its zoning and land use controls to minimize negative effects and promote affordable housing.

During FY 2011, down payment assistance grants/deferred loans were made available which combats some of the upfront costs of homeownership which are a major barrier.

### IX. Public Housing

The FY 2013 Action Plan does not include public housing activities at this time. This is based upon the funding available and the identified need. No public housing will be created through the 5 years of this plan either. Once again, this is largely due to the lack of funding available.

## **X. Other Actions**

In the next year, the City will try to address the obstacles to meeting underserved needs. The two obstacles are the lack of funds and available data. The City will research other funding sources in order to compliment the CDBG funds. The City will work with local area service providers as well and other outside organizations in attempts to enhance coordination, citizen participation, and create a better database for future plans and projects. The City will also coordinate its housing strategy with local and regional transportation planning strategies to ensure adequate transportation services will be available for the residents of affordable housing projects.

In an attempt to increase awareness of fair housing issues, the City will continue to distribute and make available various types of literature at public buildings free-of-charge. Additionally, the City will partner with the City of Mankato to provide a one-day fair housing training opportunity for interested persons during 2013.

## **XI. Monitoring**

As stated in the Consolidated Plan, recipients of Community Development Block Grant (CDBG) funds will be required to complete an agreement with the City of North Mankato. This agreement outlines the amount of funding received, the guidelines and timeliness requirements necessary for use of the funds, and the process for review and monitoring. Each payment request will be reviewed individually as the recipient submits for payment.

The Community Development and Finance Departments of the City of North Mankato are responsible for monitoring all recipients of CDBG funding. For recipients receiving over \$25,000 of CDBG funding, a year-end independent audit is required. Other monitoring includes annual record keeping, program income, fair housing standards, labor standards, and ensuring HUD's National objectives are met (benefiting low- and moderate-income persons, aiding the prevention or elimination of slums and blight, or meeting community development needs having particular urgency because existing conditions pose a serious and immediate threat). When applicable, the City will conduct on-site inspections during the program year for any third-party development. For public improvement projects, the City will monitor bonding, insurance, and related requirements. All projects will be evaluated with the City's Consolidated Plan to ensure compliance with the goals and strategies identified. Each contract will allow for on-site inspections to ensure long-term regulations and housing codes are being met.

The City of North Mankato will have an annual independent audit completed as required by HUD. There will be an annual public hearing reviewing activities and accomplishments from the previous year (CAPER).

**Application for Federal Assistance SF-424**

Version 02

\*1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\*2. Type of Application

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of North Mankato

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
41-6005432

\*c. Organizational DUNS:  
057156549

**d. Address:**

\*Street 1: 1001 Belgrade Avenue  
Street 2: \_\_\_\_\_  
\*City: North Mankato  
County: \_\_\_\_\_  
\*State: MN  
Province: \_\_\_\_\_  
\*Country: USA  
\*Zip / Postal Code 56003

**e. Organizational Unit:**

Department Name:  
Community Development

Division Name:  
NA

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_ \*First Name: Michael  
Middle Name: \_\_\_\_\_  
\*Last Name: Fischer  
Suffix: \_\_\_\_\_

Title: City Planner

Organizational Affiliation:  
City of North Mankato

\*Telephone Number: 507-625-4141

Fax Number: 507-625-4151

\*Email: michaelf@northmankato.com

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

HUD

**11. Catalog of Federal Domestic Assistance Number:**

41-218

CFDA Title:

Community Development Block Grant

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of North Mankato, MN

**\*15. Descriptive Title of Applicant's Project:**

Housing Rehabilitation and comprehensive planning

|   |                                |               |
|---|--------------------------------|---------------|
| <b>Application for Federal Assistance SF-424</b>  |                                | Version 02    |
| <b>16. Congressional Districts Of:</b>  |                                |               |
| *a. Applicant: 1  | *b. Program/Project: 1         |               |
| <b>17. Proposed Project:</b>  |                                |               |
| *a. Start Date: 7/01/13   | *b. End Date: 6/30/14          |               |
| <b>18. Estimated Funding (\$):</b>  |                                |               |
| *a. Federal   | 55,600                         |               |
| *b. Applicant   |                                |               |
| *c. State   |                                |               |
| *d. Local   |                                |               |
| *e. Other   |                                |               |
| *f. Program Income  |                                |               |
| *g. TOTAL   | 55,600                         |               |
| <b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>  |                                |               |
| <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____  |                                |               |
| <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.   |                                |               |
| <input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372  |                                |               |
| <b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>   |                                |               |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |                                |               |
| 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) |                                |               |
| <input checked="" type="checkbox"/> ** I AGREE  |                                |               |
| ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions  |                                |               |
| <b>Authorized Representative:</b>   |                                |               |
| Prefix: _____   | *First Name: <u>John</u> _____ |               |
| Middle Name: _____  |                                |               |
| *Last Name: <u>Harrenstein</u> _____  |                                |               |
| Suffix: _____   |                                |               |
| *Title: City Administrator  |                                |               |
| *Telephone Number: 507-625-4141   | Fax Number: 507-625-4151       |               |
| * Email: johnharrenstein@northmankato.com   |                                |               |
| *Signature of Authorized Representative:  |                                | *Date Signed: |

CLAIM REPORT  
 BILLS PAID AFTER THE COUNCIL MEETING OF APRIL 15, 2013  
 END OF MONTH

|       |                                       |  |             |
|-------|---------------------------------------|--|-------------|
| 74668 | Bemidji Fire Fighter 2013 Conference  | registrations for state conference-Fire Dept.        | \$1,120.00  |
| 74669 | CenterPoint Energy                    | gas bill-All Depts.                                  | \$8,328.47  |
| 74670 | Lloyd Lumber                          | supplies-All Depts.                                  | \$549.38    |
| 74671 | PowerPlan                             | equipment parts-Street & Park Depts.                 | \$887.21    |
| 74672 | Select Account                        | March participant fee-Unallocated                    | \$104.31    |
| 74673 | Verizon Wireless                      | cell phone bill-Comm Dev, Port Auth & Public Access  | \$168.16    |
| 74674 | Xcel Energy                           | electric bill-All Depts.                             | \$23,075.99 |
| 74675 | ICMA Retirement Trust - 457           | employee payroll deductions                          | \$4,193.85  |
| 74676 | ICMA Retirement Trust - Roth IRA      | employee payroll deductions                          | \$460.00    |
| 74677 | Nelson Auto Center                    | 2013 GMC Sierra 1500 truck-Sewer Dept.               | \$25,857.75 |
| 74678 | North Mankato Motor Vehicle Registrar | MVET 2005 Ford F350 & 2013 GMC Sierra 1500           | \$2,565.25  |
| 74679 | Charter Communications                | high speed data service-Pol, Fire, Contingency & P/A | \$442.96    |
| 74680 | HickoryTech                           | telephone & internet bill-All Depts.                 | \$3,333.04  |
| 74681 | Petty Cash, Clara Thorne              | starting cash funds-Caswell Park                     | \$3,170.00  |
|       | Ameripride Services                   | mats, uniform & towel service-All Depts.             | \$632.32    |
|       | American Engineering Testing, Inc.    | professional service-Street Dept.                    | \$2,390.00  |
|       | American Legal Publishing Corp.       | internet for code ordinances-Contingency             | \$203.00    |
|       | Anderson-Crane Rubber Co., Inc.       | equipment parts-Water Dept.                          | \$5.16      |
|       | Arnold's of North Mankato             | equipment parts-Street Dept.                         | \$2.92      |
|       | Audio Editions                        | audio book-Library                                   | \$8.00      |
|       | Baker & Taylor                        | books-Library & Bookmobile                           | \$45.84     |
|       | Batteries Plus                        | supplies-Fire, Park & Storm Water                    | \$319.94    |
|       | Bolton & Menk, Inc.                   | engineering fees-All Depts.                          | \$43,959.55 |
|       | Boyer Trucks                          | equipment parts-Street Dept.                         | \$90.03     |
|       | Brandt Law Office                     | legal services-Attorney                              | \$44.00     |
|       | Brick House Graphics                  | banners-Comm Dev                                     | \$681.06    |
|       | Brunton Architects, LTD               | professional service-Local Option Sales Tax Const    | \$1,550.00  |
|       | Bureau of Criminal Apprehension       | Criminal Justice Data Network quarterly bill-Police  | \$270.00    |
|       | Business on Belgrade                  | contribution Blues on Belgrade-Comm Dev              | \$3,000.00  |
|       | CCP Industries, Inc.                  | supplies-Shop  | \$56.55     |
|       | Caretakers of Mankato                 | snow removal-Public Access                           | \$88.60     |
|       | Cargill, Inc.                         | road salt-Street Dept.                               | \$3,927.79  |
|       | Carquest Auto Parts                   | equipment parts & supplies-Street Dept.              | \$899.49    |
|       | CDW-Government                        | computer equipment-Mun Bldg & Fire                   | \$884.58    |

CLAIMS CONTINUED

|                                     |  |            |
|-------------------------------------|--|------------|
| Coca-Cola Refreshments              | pop-Unallocated                                      | \$153.60   |
| Computer Technology Solutions, Inc. | equip repairs, supplies & laptops-All Depts.         | \$3,497.68 |
| Crysteel Truck Equipment            | equipment repair-Street Dept.                        | \$3,190.22 |
| Cushman Motor Co., Inc.             | equipment repair-Caswell                             | \$262.90   |
| Ditch Witch of Minnesota            | equipment parts-Park Dept.                           | \$242.83   |
| EBSCO Information System            | magazine subscriptions-Library & Bookmobile          | \$2,994.67 |
| Express Services, Inc.              | temporary crossing guards-Police Dept.               | \$334.34   |
| Fastenal Companies                  | supplies-Street Dept.                                | \$12.89    |
| Ferguson Enterprises, Inc.          | plumbing supplies-Street & Park Dept.                | \$93.93    |
| Ferrellgas                          | equipment rental-Street Dept.                        | \$12.83    |
| Flaherty & Hood                     | registration for seminar-Admin                       | \$60.00    |
| FleetPride                          | equipment parts-Caswell, Park & Bookmobile           | \$347.34   |
| Forster, Daniel                     | travel expenses-Police Dept.                         | \$23.24    |
| Free Press                          | ads-Mun Bldg, Comm Dev & 2013 Construction           | \$319.09   |
| Freyberg Petroleum Sales, Inc.      | gear oil-All Depts.                                  | \$236.91   |
| G & L Auto Supply                   | equipment parts & supplies-All Depts.                | \$643.85   |
| Gopher State One-Call               | one-call locates-Inspection                          | \$18.85    |
| Grainger                            | equipment parts-Sewer Dept.                          | \$73.42    |
| Greater Mankato Growth              | meeting fee & booth at Capitol-Mayor & Comm Dev      | \$185.00   |
| Hansen Sanitation                   | refuse pickup-Shop, Park, Sanitation & Public Access | \$276.12   |
| Hanson Tire Service                 | tires-Park Dept.                                     | \$370.16   |
| Hendrickson, Chris                  | travel expenses-Police Dept.                         | \$24.54    |
| Hillyard/Hutchinson                 | floor scrubber-Water Dept.                           | \$1,017.58 |
| Hoffman Construction Co.            | Estimate #18 CSAH Carlson Dr/Howard Dr               | \$6,872.42 |
| Horvick, Inc.                       | equipment parts-Park & Sewer Depts.                  | \$550.49   |
| Ingram Library Services             | books-Library & Bookmobile                           | \$248.49   |
| JT Services                         | street light poles-Street Lighting                   | \$2,351.51 |
| Keller, J.J. & Associates, Inc.     | drug testing-All Depts.                              | \$179.20   |
| Kennedy & Kennedy Law Office        | legal services-Attorney                              | \$8,168.95 |
| Kussmaul Electronics Co., Inc.      | equipment parts-Fire Dept.                           | \$237.82   |
| LJP Enterprises of St. Peter        | gaylords & wire baling-Sanitation                    | \$140.00   |
| LJP Waste & Recycle                 | transportation charges-Sanitation                    | \$599.40   |
| Larkstur Engineering & Supply, Inc. | equipment parts-Street, Park & Sewer Depts.          | \$225.59   |
| MacQueen Equipment, Inc.            | equipment parts-Street Dept.                         | \$2,241.70 |
| Mankato Bearing Co.                 | equipment parts-Caswell                              | \$10.42    |
| Mankato Ford, Inc.                  | equipment parts & tires-Bldg, Pol, Equip Cert & Wtr  | \$2,242.86 |
| Mankato Motor Company               | equipment parts-Park Dept.                           | \$92.96    |
| Matheson Tri-Gas, Inc.              | welding supplies-Shop                                | \$112.58   |
| Mayo Clinic Health System           | physicals-Mun Bldg & Fire                            | \$6,297.00 |
| Menards-Mankato                     | supplies-Mun Bldg, Fire, Caswell & Water Depts.      | \$371.81   |

CLAIMS CONTINUED

|  |  |             |
|--|--|-------------|
| Metro Sales, Inc.                      | copier maintenance-Mun Bldg                        | \$190.05    |
| Meyer & Sons                           | equipment parts-Mun Bldg                           | \$26.67     |
| MII Life, Inc. - VEBA                  | contribution to VEBA-Admin                         | \$400.00    |
| Minnesota City/County Management       | membership dues-Admin                              | \$135.00    |
| Minn. Fire Service Certification Board | certification exams-Fire Dept.                     | \$375.00    |
| Minnesota Iron & Metal Co.             | equipment parts & supplies-All Depts.              | \$876.90    |
| Minnesota Pipe & Equipment             | water meters & equipment parts-Water Dept.         | \$2,239.56  |
| Minnesota Valley Testing Lab           | water testing-Water Dept.                          | \$158.75    |
| Minnesota Waste Processing Co.         | processing fees-Sanitation                         | \$17,574.69 |
| MTI Distributing, Inc.                 | equipment parts-Mun Bldg & Fire                    | \$983.03    |
| Murray, Laura                          | Feb/Mar blog posts-Library                         | \$120.00    |
| Neopost USA, Inc.                      | postage meter rental-Water & Sewer Depts.          | \$315.68    |
| Nicollet County Sheriff's Office       | CODY computer system & annual support-Police Dept. | \$14,557.02 |
| Nicollet County                        | real estate taxes-Joint Economic Development Fund  | \$9,570.00  |
| North Central International            | equipment parts-Street Dept.                       | \$76.81     |
| North Kato Supply                      | sand for sandblaster-Shop                          | \$615.06    |
| Northern Sewer Equipment Co., Inc.     | sewer camera repairs-Sewer Dept.                   | \$2,444.37  |
| OverDrive, Inc.                        | downloadable audio/ebooks-Library                  | \$65.38     |
| Overhead Door Co. of Mankato, Inc.     | overhead door repairs-Police & Street Depts.       | \$250.92    |
| Paragon Printing & Mailing             | badge & newsletter-Admin & Comm Dev                | \$3,366.47  |
| Pepsi-Cola of Mankato                  | pop-Unallocated                                    | \$37.40     |
| Petty Cash, Clara Thorne               | petty cash items-All Depts.                        | \$31.47     |
| Praxair Distribution, Inc.             | equipment parts & supplies-Shop                    | \$282.24    |
| Quest Diagnostics                      | drug testing-Fire Dept.                            | \$166.00    |
| River Bend Business Products           | copier maintenance-Mun Bldg, Police & Library      | \$255.34    |
| Schwickert's                           | repair roof leak-Library                           | \$699.00    |
| Sherwin-Williams                       | paint-Water Dept.                                  | \$142.97    |
| Southern Minnesota Construction        | demo disposal-Street Dept.                         | \$423.00    |
| Southern Minnesota Inspection          | annual safety inspections-Street, Shop & Sewer     | \$640.00    |
| Southwest Chapter of ICC               | registration for continuing education-Inspections  | \$20.00     |
| SPS Companies, Inc.                    | plumbing supplies-Street & Caswell                 | \$161.44    |
| Staples Advantage                      | office supplies-Police, Insp & Library             | \$516.80    |
| Star Tribune                           | renew subscription-Admin                           | \$317.20    |
| Suburban Tire Wholesale, Inc.          | tires-Police Dept.                                 | \$505.69    |
| Tire Associates                        | tire repairs-Police & Park Dept.                   | \$104.82    |
| Treager, Eileen                        | reimbursement for professional service-Sewer Dept. | \$154.37    |
| United Rentals                         | supplies-Street Dept.                              | \$67.81     |
| US Postal Service                      | postage-All Depts.                                 | \$3,000.00  |
| Viking Electric Supply                 | electrical supplies-Fire Dept.                     | \$413.48    |
| Viking Fire & Safety                   | service fire extinguisher-Fire Dept.               | \$33.49     |

CLAIMS CONTINUED

|                               |   |                     |
|-------------------------------|---|---------------------|
| WACO Scaffolding & Supply Co. | concrete-Water Dept.                            | \$384.45            |
| Wall Street Journal           | renew subscription-Library                      | \$413.40            |
| Wayne's Auto Body             | paint equipment-Sewer Dept.                     | \$326.30            |
| Wells Fargo Bank              | interest on bond-GO Port Authority Revenue Bond | \$2,400.00          |
| Wells Fargo Bank              | paying agent fee-GO Refunding 2012              | \$525.00            |
| Werner Electric Supply        | electrical supplies-Park Dept.                  | \$201.75            |
| Whelen Engineering Co., Inc   | equipment parts-Civil Defense                   | \$87.60             |
| Zarnoth Brush Works, Inc.     | sweeper brooms-Street Dept.                     | \$470.30            |
| Total                         |   | <u>\$245,773.07</u> |

CLAIMS CONTINUED

|  |                            |
|--|----------------------------|
| General  | \$90,369.42                |
| Library  | \$4,914.38                 |
| Bookmobile   | \$145.43                   |
| Community Development                                  | \$7,565.01                 |
| Contingency  | \$331.99                   |
| Port Authority   | \$52.72                    |
| Capital Facilities & Equipment Replacement-Water       | \$5,086.05                 |
| Capital Facilities & Equipment Replacement-Sewer       | \$14,782.50                |
| Joint Economic Development Fund                        | \$9,570.00                 |
| GO Refunding Bond of 2012                              | \$525.00                   |
| GO Port Authority Revenue Bonds of 1993A, 1994A, 1998A | \$2,400.00                 |
| Equipment Certificates                                 | \$2,660.47                 |
| Local Option Sales Tax Construction                    | \$2,219.50                 |
| 2011 Construction                                      | \$9,358.42                 |
| 2013 Construction                                      | \$20,340.70                |
| Water  | \$13,401.51                |
| Sewer  | \$35,502.70                |
| Sanitary Collection                                    | \$21,686.86                |
| Storm Water  | \$4,046.73                 |
| Public Access  | \$813.68                   |
|  | <hr/>                      |
| Total  | <u><u>\$245,773.07</u></u> |

PORT AUTHORITY INVOICES  
BILLS PAID AFTER THE COUNCIL MEETING OF APRIL 15, 2013  
END OF MONTH

|                  |   |                           |
|------------------|---|---------------------------|
| Verizon Wireless | cell phone bill-Port Authority                  | \$52.72                   |
| Nicollet County  | real estate taxes-Joint Economic Dev Fund       | \$9,570.00                |
| Wells Fargo Bank | interest on bond-GO Port Authority Revenue Bond | <u>\$2,400.00</u>         |
| Total            |   | <u><u>\$12,022.72</u></u> |

List of Port Authority Bills in the Amount of \$12,022.72

Council Meeting of April 15, 2013

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Mayor Mark Dehen

---

Council Member Kim Spears

---

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 \$245,773.07

Council Meeting of April 15, 2013

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Mayor Mark Dehen

---

Council Member Kim Spears

---

Council Member Diane Norland

---

Council Member William Steiner

---

Council Member Robert Freyberg

# CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 32 -2013 SHELTER: SLP #1 FEE: 80.00

TYPE OF EVENT: Company Picnic DATE VALID: 8-17-13 HOURS: 7:00am-10:00pm

ORGANIZATION: True Value Picnic SIZE: 125

APPLICANT NAME: Beverly McCulloch

ADDRESS: 2415 3rd Ave CITY: MUKTO

ZIP: \_\_\_\_\_ DAYTIME PHONE #: 507-625-6021

TENTS: — ELECTRICITY: — ALCOHOL: —

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

AUDIO DEVICES: microphone for bingo  
Amplified music or band requires Council approval

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

PERMIT APPROVED: \_\_\_\_\_ DATE: 3-26-13

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

REFER TO COUNCIL: ✓

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

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

### PROHIBITED

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

### ALLOWED

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

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

SIGNED: Beverly McCulloch 3/26/13  
Applicant Date

|                     |                 |            |            |              |
|---------------------|-----------------|------------|------------|--------------|
| For Office Use Only | Receipt # _____ | Book _____ | Park _____ | Police _____ |
|---------------------|-----------------|------------|------------|--------------|

# CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 31 -2013 SHELTER: SLP #1 FEE: 80.00

TYPE OF EVENT: Wedding DATE VALID: 7-20-13 HOURS: 8:00a-10:00p

ORGANIZATION: Nelson Wedding SIZE: 150

APPLICANT NAME: Julia Saatzer / Delayne Nelson

ADDRESS: 152 N Morningside Dr. CITY: Le Sueur / Delayne Nelson

ZIP: 56058 DAYTIME PHONE #: 507-278-4085 / 340-4111

TENTS: \_\_\_\_\_ ELECTRICITY:  ALCOHOL: no

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

AUDIO DEVICES: mic for service & ceremony music  
Amplified music or band requires Council approval

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

PERMIT APPROVED: \_\_\_\_\_ DATE: 3-26-13

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

REFER TO COUNCIL:

Nancy DeBruk  
City Clerk

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

### PROHIBITED

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

### ALLOWED

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

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

SIGNED: Delayne Nelson 3-27-2013  
Applicant Date

|                     |                         |  |                               |                                 |
|---------------------|-------------------------|--|-------------------------------|---------------------------------|
| For Office Use Only | Receipt # <u>103698</u> | <input checked="" type="checkbox"/> Book | <input type="checkbox"/> Park | <input type="checkbox"/> Police |
|---------------------|-------------------------|--|-------------------------------|---------------------------------|

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



|                   |                     |                                |
|-------------------|---------------------|--------------------------------|
| Agenda Item # 10A | Department: Planner | Council Meeting Date: 04/15/13 |
|-------------------|---------------------|--------------------------------|

**TITLE OF ISSUE: V-2-13, Variance request to reduce ravine breakline building setback from 25 feet to 9.4 feet at 1590 Sherwood Drive, a request from Darlene Viessman**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: See report.**

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

**REQUESTED COUNCIL ACTION: Consider Planning Commission recommendation.**

**For Clerk's Use:**

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

Vote Record:      Aye      Nay

|       |       |          |
|-------|-------|----------|
| _____ | _____ | Freyberg |
| _____ | _____ | Steiner  |
| _____ | _____ | Norland  |
| _____ | _____ | Schindle |
| _____ | _____ | Dehen    |

**SUPPORTING DOCUMENTS ATTACHED**

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Resolution               | Ordinance                | Contract                 | Minutes                  | Map                      |
| <input type="checkbox"/> |

Other (specify)      V-2-13

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Workshop
- Regular Meeting
- Special Meeting

- Refer to: \_\_\_\_\_
- Table until: \_\_\_\_\_
- Other: \_\_\_\_\_

V-2-13

1590 SHERWOOD DRIVE

A REQUEST FROM DARLENE VIESSMAN

THE CITY OF NORTH MANKATO

SUBJECT: V-2-13  
APPLICANT: Darlene Viessman  
LOCATION: 1590 Sherwood Drive  
EXISTING ZONING: R-1, One-Family Dwelling  
DATE OF HEARING: April 11, 2013  
DATE OF REPORT: April 3, 2013  
REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to reduce a ravine breakline setback from 25 feet to 9.4 feet.

COMMENT

The applicant owns a house addressed as 1590 Sherwood Drive which is on a ravine lot. The location of the property is shown on Exhibit A. Attached as Exhibit B is a letter from DeMars Construction stating the proposed use of the property. In summary, the applicant is proposing to demolish the existing home on the lot and use the current foundation to rebuild a new home in the same location.

As the property is located adjacent to a ravine, it is subject to ravine breakline setbacks regulated by Section 156.035 (L). Attached as Exhibit C is the applicable regulation. In summary, permanent structures must be located a minimum of 25 feet from the ravine breakline. As shown on Exhibit D, the existing house is located 21.6 feet from the breakline and the deck is located 9.4 feet from the breakline. As a result, the property is considered a non-conforming use.

Based on the proposal of the applicant to rebuild a house on the exact location as shown on Exhibit D, the 25-foot ravine breakline setback cannot be met. Therefore, the applicant is requesting a variance to reduce the ravine breakline setback from 25 feet to 9.4 feet.

When considering variances, the City must follow the legislation regulated by Minnesota Statute 462.357, Subd. 6:

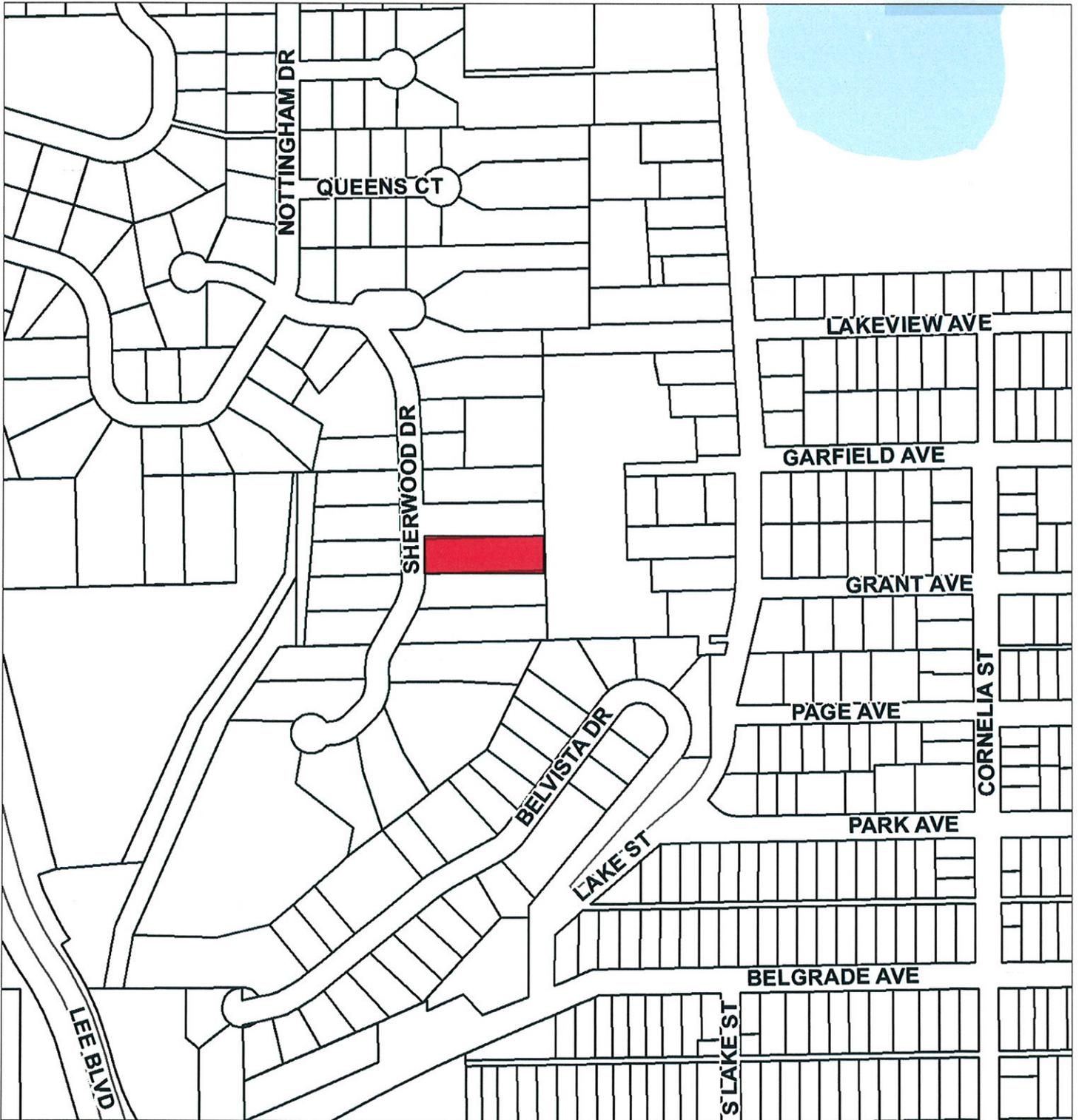
- a. Variances shall be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
- b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property

not created by the landowner and (c) the variance, if granted, will not alter the essential character of the locality.

In reference to the statutory requirements, the applicant has responded as listed on Exhibit E.

### RECOMMENDATION

Consider the variance request as it relates to the statutory requirements.



0 342 Feet



1590 Sherwood



**1590 Sherwood Drive**

**City of North Mankato:**

Darlene Viessman has requested a variance for the property located at 1590 Sherwood Drive in North Mankato.

Viessman's purchased 1590 Sherwood drive in January of this year. Upon the purchase of this property we worked with them on remodeling ideas for the home, as this home offers sweeping views of the city and parks over looking North Mankato. As we dove into remodeling ideas such as new siding, roof, windows, electrical, mechanical and structure, we propose the idea of tearing the existing Structure down to the existing foundation and placing a new structure on the existing foundation, and building a new home the is up to today's code and energy efficiency standards

After discussion's about what direction Viessman's would like to go, they opted to go with tearing down the home and rebuilding on the existing foundation. We felt that this is a premier area in North Mankato and keeping with the existing foundation and building a single story home that it would be in keeping with the harmony of the neighborhood. Our variance request to keep the existing set backs on the property as we propose to build a new home with what is the existing foundation.

Thank you for your consideration-

Max DeMars

(K) *Residential driveways.*

(1) The maximum allowable driveway width measured at the property line on residential property shall not exceed 24 feet. Beginning at the front property line, the driveway width may be enlarged at an angle not greater than 45 degrees to a point not closer than 10 feet to the side property line. There shall be a minimum of 20 feet of hard surfaced driveway located perpendicular from the face of any garage stall to the street with no greater than a 45 degree angle back to the main driveway.

(2) Circular drives. The maximum allowable driveway width measured at the property line on residential property shall not exceed 14 feet.

(3) For garages with access from the alley there shall be a minimum of 20 feet of hard-surfaced driveway, located perpendicular from the face of any garage stall to the alley or side property line, depending on the position of the garage doors. In no event shall a driveway encroach into a side yard building setback.

(L) *Ravine setbacks.* For all uses permitted there shall be a setback of no less than 25 feet, measured from the breakline of an adjacent ravine to any permanent structure, including but not limited to: dwellings, garages, decks, above-ground patios, in-ground swimming pools. Gazebos exceeding 144 square feet in size are subject to a 25-foot ravine breakline setback. The breakline shall be established by the Building or Construction Inspector prior to construction. Permitted uses in the 25-foot setback area are fences, lawn sheds, inground patios, dog kennels, playground equipment or sandboxes that are located a minimum of five feet from the ravine breakline.

(M) *Cul de sac lot provisions.*

(1) *Lot width.* The minimum lot width measured at the front property line on platted cul de sac lots shall be a minimum of 50 feet.

(2) *Driveways.* The maximum allowable driveway width measured at the property line on cul de sac lots shall not exceed 24 feet. Beginning at the front property line, the driveway width may be enlarged at an angle not greater than 45 degrees to a point not closer than 10 feet to any side property line.

(N) *Carports.* Permitted within any zoning district subject to applicable setback regulations within each zoning regulation.

(O) *Amateur radio towers.* Permitted within any zoning district subject to applicable setback and building height requirements.

(P) *Storage or utility sheds.* Permitted in any residential zoning district subject to the following:





1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Yes we believe the variance is in harmony cause the proposed set back have been in place for close to forty years

2. In your opinion, is the variance consistent with the comprehensive plan?

Not Applicable

3. In your opinion, does the proposal put property to use in a reasonable matter?

Yes, as we are using the existing foundation

4. In your opinion, are there circumstances unique to the property?

Yes this is a wonderful piece of property taking advantage of enormous view of the city and parks.

5. In your opinion, will the variance maintain the essential character of the locality?

Yes, as keeping the existing foundation it keeps the homes inline with each other as it has since these homes have been build.



March 29, 2013

Dear Resident:

The City of North Mankato has received a variance request from Darlene Viessman at 1590 Sherwood Drive to reduce a ravine breakline building setback from 25 feet to 9.4 feet. In summary, the applicant is proposing to remove the existing home at this address and rebuild a new house on the existing foundation. While the new house would be built in the same location as the current house, City Code regulations require the house be located a minimum of 25 feet from the ravine breakline. Attached is a site plan which shows the current location of the house on the lot and a drawing of the proposed front elevation of the home.

This variance request will be considered by the North Mankato Planning Commission on April 11, 2013 and by the City Council on April 15, 2013. Both meetings begin at 7 p.m. in the Municipal Building Council Chambers located at 1001 Belgrade Avenue.

As a nearby resident, you have the opportunity to comment on this request. You may either send written comments by April 11, 2013 or appear at either or both meetings.

Sincerely,

THE CITY OF NORTH MANKATO

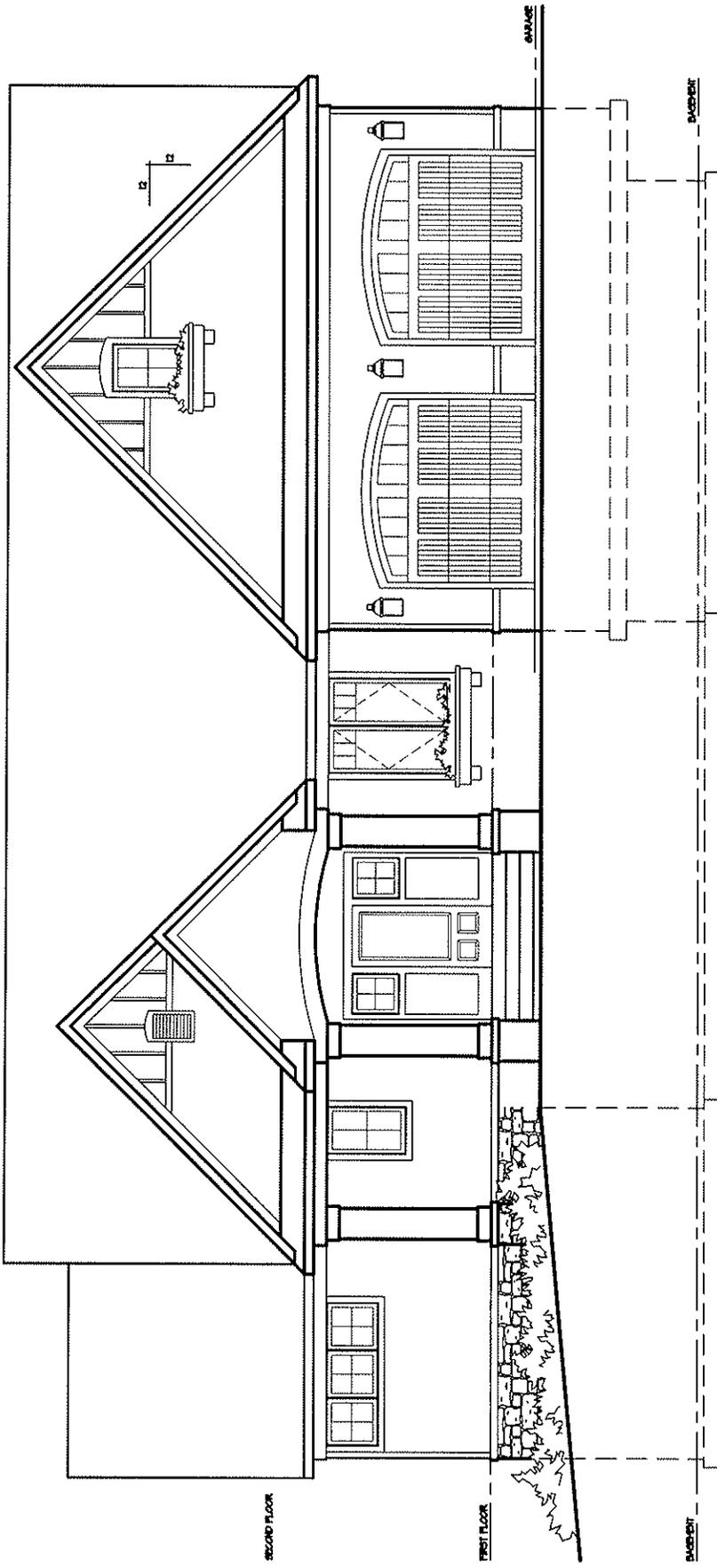
Michael Fischer  
City Planner

MF:ng

Enclosures







ELEVATION - PROPOSED  
SCALE: 1/4" = 1'-0"

Paul R & Valerie Holzhueter  
1585 Sherwood Drive  
North Mankato, MN 56003

Alma Erkel  
1586 Sherwood Drive  
North Mankato, MN 56003

Ronnie A & Victoria Sansom  
18801 Brewster Road  
Chagrin Falls, OH 44023-4903

Peter A & Julie E Pytlak  
1589 Sherwood Drive  
North Mankato, MN 56003

Gregory Abbott &  
Kathleen L. Voss  
805 Garfield Avenue  
North Mankato, MN 56003

Carol E Stevenson  
603 Lake Street  
North Mankato, MN 56003

Paul J & Shirley K Butzer  
1578 Sherwood Drive  
North Mankato, MN 56003

Thomas C Larson  
916 Belvista Drive  
North Mankato, MN 56003

Todd A & Kathryn S Perkins  
1593 Sherwood Drive  
North Mankato, MN 56003

Jacob J Sheldon &  
JoBeth K Schmiesing  
1575 Sherwood Drive  
North Mankato, MN 56003

Tamra A Braam  
1021 Madison Avenue  
Mankato, MN 56001

Richard L & Gwen A Bernardy  
601 Lake Street  
North Mankato, MN 56003

Jacob J & Cassie J Stock  
1600 Sherwood Drive  
North Mankato, MN 56003

Sandra L Peterson Trustee  
1574 Sherwood Drive  
North Mankato, MN 56003

Albert R & Mary P Weller  
707 Lake Street  
North Mankato, MN 56003

Eric S & Malinda J Else  
1543 Nottingham Drive  
North Mankato, MN 56003

Linda B Duckett Rev Trust  
1535 Nottingham Drive  
North Mankato, MN 56003

Kevin J & Kristel K Kregel  
1581 Sherwood Drive  
North Mankato, MN 56003

Jeffrey D Adams &  
Paulette R Redman  
1602 Sherwood Drive  
North Mankato, MN 56003

Charles H Jr. & Margery O Ulman  
1597 Sherwood Drive  
North Mankato, MN 56003

Douglas D & LaNay D Johnson  
904 Belvista Drive  
North Mankato, MN 56003

Allan J & Diane H Coursol  
1537 Nottingham Drive  
North Mankato, MN 56003

Robert J & Beverly L Cox  
1582 Sherwood Drive  
North Mankato, MN 56003

William B & Marlene M Nelson  
1605 Sherwood Drive  
North Mankato, MN 56003

Brock Larsen  
402 N 4<sup>th</sup> Street  
Mankato, MN 56001

A & Bernice M Paulsen  
1598 Sherwood Drive  
North Mankato, MN 56003

Richard H & Harriet Smishek  
701 Lake Street  
North Mankato, MN 56003

David Smishek & Danna Smishek  
811 Garfield Avenue  
North Mankato, MN 56003

Application for  
VARIANCE

Pursuant to Chapter 156 of the North Mankato City Code, application is hereby made for a modification in the zoning regulations described herein:

LEGAL DESCRIPTION OF PROPERTY:

Lot # 3 Block # 2  
Subdivision Kingswood Subdivision Address 1590 Sherwood Drive

APPLICANT:

Name Darlene Viessman Address 1590 Sherwood Drive Phone \_\_\_\_\_

PROPERTY OWNER (If Other Than Applicant):

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

CURRENT ZONING: R-1 CURRENT USE OF PROPERTY: Single-Family Residential

VARIANCE REQUESTED: Reduce ravine breakline setback from 25 feet to 9.4 feet.

REASON FOR VARIANCE: Rebuild existing home

ZONING REGULATION APPLIED: Section 156.035 Subdivision L

REQUIREMENT OF REGULATION: for all uses permitted there shall be a setback of no less than 25 feet measured from the breakline of an adjacent ravine to the permanent structure.

REQUEST PREVIOUSLY CONSIDERED? Yes \_\_\_\_\_ No  If Yes, date \_\_\_\_\_

ADDITIONAL COMMENTS:

SUPPORTING DOCUMENTS:

|                      | Required | Attached |                      | Required | Attached |
|----------------------|----------|----------|----------------------|----------|----------|
| Plot Plan            | _____    | _____    | Comment Letters      | _____    | _____    |
| Floor Plan           | _____    | _____    | Performance Test     | _____    | _____    |
| Landscaping Plan     | _____    | _____    | Petition             | _____    | _____    |
| Parking/Loading Plan | _____    | _____    | Development Schedule | _____    | _____    |
| Survey               | _____    | _____    | Proposed Regulations | _____    | _____    |
| Other _____          | _____    | _____    |                      |          |          |

FEES: Application Fee \$ 95.00

Notice Charge # 28 @ \$2.00 = \$ 56.00

Total Fee \$ 151.00 Receipt # \_\_\_\_\_

I hereby certify that the information both described in and attached to this application is correct and true.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



|                   |                     |                                |
|-------------------|---------------------|--------------------------------|
| Agenda Item # 10B | Department: Planner | Council Meeting Date: 04/15/13 |
|-------------------|---------------------|--------------------------------|

**TITLE OF ISSUE: Set Public Hearing to Amend HUD Consolidated Plan for 7 p.m. on Monday, May 6, 2013**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** As a Department of Housing and Urban Development (HUD) Entitlement Community, the City was required to submit a 2010-2014 Consolidated Plan. The Consolidated Plan is used as a guideline as to how the City will utilize Community Development Block Grant (CDBG) Funds. In the 2013-2014 HUD Action Plan, staff is recommending the use of CDBG Funds to assist in the development of a comprehensive plan. As the use of funds for this purpose was not originally listed in the Consolidated Plan, it would be necessary to amend the Plan to include the use of CDBG Funds for comprehensive planning purposes.

*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   |          |
|--|-------|-------|----------|
|  | _____ | _____ | Freyberg |
|  | _____ | _____ | Steiner  |
|  | _____ | _____ | Norland  |
|  | _____ | _____ | Schindle |
|  | _____ | _____ | 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 _____ |                          |                          |
| _____                    |                          |                                |                          |                          |
| _____                    |                          |                                |                          |                          |
| _____                    |                          |                                |                          |                          |

|   |  |
|---|--|
| <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 TO AMEND THE HUD CONSOLIDATED PLAN  
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 6<sup>th</sup> day of May, 2013, to hold a public hearing to amend the HUD Consolidated Plan.

Such persons as desire to be heard with reference to this issue should appear at this meeting.

Dated this 15<sup>th</sup> day of April 2013.

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



|                   |                      |                                |
|-------------------|----------------------|--------------------------------|
| Agenda Item # 10C | Department: Engineer | Council Meeting Date: 04/15/13 |
|-------------------|----------------------|--------------------------------|

**TITLE OF ISSUE: Res. Approving Plans and Specifications and Authorizing Advertisement for Bids for Project No. 07-02B, Water Tower No. 2 Interior Recoating**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** At the January 22, 2013 meeting, the Council authorized preparation of plans and specifications for interior coating and repairs on Tower No. 2, which is located along Carlson Drive. The City Engineer has prepared the plans and specifications, which are available for review upon request, but are not included in your packet due to their size. The project will consist of replacing the coating on the interior of the tank and minor structural repairs on the tank interior. The project is included on the CIP for 2013. Exterior coating and repairs on the tank are included on the CIP for 2015 and will be considered as a separate project at a later date. The estimated cost for this phase of the project is \$324,000, with funding to come from water utility enterprise funds. The work is planned to take place this fall. A copy of the project schedule is included in your packet.

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

**REQUESTED COUNCIL ACTION: Adopt Resolution**

**For Clerk's Use:**

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

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

Vote Record:

Aye      Nay

|       |       |          |
|-------|-------|----------|
| _____ | _____ | Freyberg |
| _____ | _____ | Steiner  |
| _____ | _____ | Norland  |
| _____ | _____ | Schindle |
| _____ | _____ | Dehen    |

**SUPPORTING DOCUMENTS ATTACHED**

Resolution    Ordinance    Contract    Minutes    Map

|                                     |                          |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Other (specify) \_\_\_\_\_

Project Schedule

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---



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Workshop

Regular Meeting

Special Meeting

Refer to: \_\_\_\_\_

Table until: \_\_\_\_\_

Other: \_\_\_\_\_

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND AUTHORIZING ADVERTISEMENT FOR BIDS  
FOR PROJECT NO. 07-02B  
WATER TOWER NO. 2 INTERIOR RECOATING

WHEREAS, pursuant to resolution of the Council, the City Engineer has prepared plans and specifications concerning Project No. 07-02B, Water Tower No. 2 Interior Recoating; and

WHEREAS, the City Engineer has presented said plans and specifications to the Council for approval;

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

- 1) Said plans and specifications are hereby approved.
- 2) The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 3 weeks, shall specify the work to be done, shall state that bids will be opened and considered by the City Council at 11:00 a.m. on Wednesday, May 15, 2013 in the Council Chambers of the Municipal Building, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk.

Adopted by the City Council this 15<sup>th</sup> day of April 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

# Proposed Schedule

2013 - Tower No. 2 Interior Recoating  
 City of North Mankato  
 City Project No. 07-02B  
 BMI Project No. M19.106143

H:\MMA\19106143\_Preliminary\_Design\Spreadsheets\Tower No. 2 Recoating-Project Schedule - Revised 3-11-13.xlsx|Sheet : 3/11/2013

| Steps Required  | Action Required By                            | Date              | Comments |
|---|---|-------------------|----------|
| Resolution Ordering Preparation of Plans and Specifications                       | City Council                                  | 1/22/2013         |          |
| Prepare Plans and Specifications  | City Engineer                                 | 1/23/13 - 3/17/13 |          |
| Resolution Approving Plans and Specifications and Ordering Advertisement for Bids | City Council                                  | 4/15/2013         |          |
| Advertise for Bids  | City Engineer, City Clerk                     | 4/19/2013         |          |
| Open Bids   |   | 4/26/2013         |          |
| Award Contract  |   | 5/3/2013          |          |
| Begin Construction  | City Engineer, City Administrator, City Clerk | 5/15/2013         |          |
| End Construction  | City Council                                  | 5/20/2013         |          |
|   | Contractor                                    | September 2013    |          |
|   | Contractor                                    | October 2013      |          |

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

OFFICIAL PROCEEDINGS OF THE  
BOARD OF COUNTY COMMISSIONERS OF THE  
COUNTY OF NICOLLET

April 9, 2013

The Nicollet County Board of Commissioners met in regular session on Tuesday, April 9, 2013 at 9:00 a.m. with Chair David Haack presiding. Commissioners Marie Dranttel, Dr. Bruce Beatty, James Stenson, and Jack Kolars were present. Also present were County Attorney Michelle Zehnder Fischer, County Administrator Ryan Krosch, Auditor-Treasurer Bridgette Kennedy, and Recording Secretary Margo Brown.

Upon a motion by Commissioner Stenson and seconded by Beatty, it was moved to approve the minutes of the March 26, 2013 Board meeting. The motion carried unanimously.

Under Public Appearances, the following persons spoke:

Henry Martens – who discussed issues he has regarding on-going drainage problems. He asked that the Commissioners visit his property to see what he is referring to. He also stated that he would be willing to attend a workshop to again discuss this issue. Commissioner Beatty suggested that Mr. Martens attend an upcoming Workshop – to be held on April 25<sup>th</sup> at the St. Peter Community Center.

Dan Brenke – who discussed issues regarding deputies speeding along Highway 5. He provided copies of a petition signed by 11 people noting their agreement with this issue. This issue will be discussed by Sheriff Lange at the workshop scheduled for April 25<sup>th</sup>.

Upon a motion by Commissioner Beatty 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.

Tri-County Solid Waste Director Al Christensen appeared before the Board to discuss and request approval of an amendment to a Household Hazardous Waste Contract. He provided input relating to the facilities and the participation of the three counties with this program. Upon a motion by Commissioner Stenson and seconded by Beatty, it was moved to accept the recommendation of the Tri County Solid Waste Director and approve the resolution and contract amendment between Blue Earth County and Tri-County Solid Waste for operation of a Household Hazardous Waste Management Program. The motion carried unanimously. Tri-County Solid Waste will be holding its' next full Board meeting on June 27<sup>th</sup> at the North Mankato Services Building.

RESOLUTION REGARDING CONTRACT AMENDMENT BETWEEN  
BLUE EARTH COUNTY AND TRI-COUNTY SOLID WASTE OFFICE FOR  
OPERATION OF A HOUSEHOLD HAZARDOUS WASTE MANAGEMENT PROGRAM

WHEREAS, the Minnesota Pollution Control Agency (MPCA) is required by Minn. Stat. Section 115A.96 to establish a statewide program to manage household hazardous wastes (HHW), and

WHEREAS, Minn. Stat. 115A.96, subdivision 3, provides that the statewide program may be provided directly by the MPCA or by contract with public or private entities, and

WHEREAS, the Sponsoring Organization has established a contract with the State, and

WHEREAS, the Co-Sponsoring Organization wishes to participate in the statewide HHW program in order to further the goals of protecting the environment and the public health as articulated in the Waste Management Act and the Co-Sponsoring Organization's Solid Waste Management Plan, and

WHEREAS, the Sponsoring Organization and Co-Sponsoring Organization entered into a contract on May 6, 2003 to establish and operate a HHW Management Program as authorized by Minn. Stat. 115A.96 and wish to extend the contract through December 31, 2017.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Contract Amendment No. 2, the parties agree to amend the Contract as follows:

1. Section 5.4, Term of Contract, is amended to read: This contract shall be effective upon such date as it is fully executed and shall remain in effect until December 31, 2017, unless earlier terminated as provided herein. It is the intent of the parties that termination or expiration of this contract shall not relieve the parties of the obligations assumed under this contract that occur after termination or expiration, including without limitation, the obligations to properly close the Management Facility or Facilities, to pay costs incurred during the term of this contract and to defend indemnify and hold harmless the other party pursuant to Section 5.12.
2. Except as amended herein, and previously amended, all terms of the Contract dated May 6, 2003, shall remain in full force and effect.

Social Services Director Joan Tesdahl appeared before the Board to request approval of the Social Service bills. Upon a motion by Commissioner Kolars and seconded by Dranttel, 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.

Director Tesdahl noted that she wanted to thank Attorney Michelle Zehnder Fischer and Human Resources Director Jamie Haefner for their recent presentation at SCC in North Mankato.

Human Resources Director Jamie Haefner addressed the Board to provide information about several new and replacement hirings:

Sheriff David Lange has hired Tylor Davis as a Temporary Full Time Correctional Officer. Mr. Davis began his position on March 25, 2013 at a salary of \$15.43 per hour, which represents pay step 3 of pay grade 12 (of the 2012 scale).

County Recorder Kathy Conlon has hired Jessica Becker to fill the vacant Records Administrator Position previously held by Megan Kempenich. Ms. Becker begins employment on Monday, April 8, 2013 at a salary of \$13.25 per hour, which represents Grade A12, pay step 1 of the new County pay scale. No action is requested regarding these replacement hirings.

Human Resources Director Haefner also requested approval of several end of probation requests.

Social Services Director Joan Tesdahl has requested approval of an end of probation for Kristina Guth, Social Worker, effective April 15, 2013.

Probation Director Rich Molitor has requested approval of an end of probation for Lydia Fall, Probation Agent-Truancy Liaison, effective on March 4, 2013.

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

Social Services Social Worker Kristina Guth, effective on April 15, 2013

Probation Agent-Truancy Liaison, effective on March 4, 2013.

and declare that they are regular Nicollet County employees on their effective dates. The motion carried unanimously.

Auditor-Treasurer Bridgette Kennedy addressed the Board to request approval of an application for abatement. County Assessor Doreen Pehrson was also present to answer questions regarding this issue. Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to accept the recommendation of the Auditor-Treasurer and approve the application for abatement for Drummer Development, Inc. of 30 Map Drive, Mankato MN for property located at parcels 18.726.0010 – 18.726.0280 in North Mankato, with the abatement totaling \$32,938.00 for taxes payable in 2011 and 2012, due to their being eligible for the 7-year plat law. The motion carried unanimously.

Auditor-Treasurer Kennedy also requested that the Board consider approval of a resolution regarding donations received in the first quarter of 2013. Upon a motion by Commissioner Dranttel and seconded by Beatty, it was moved to accept the recommendation of the County Auditor-Treasurer and adopt the resolution approving donations received during the first quarter of 2013 – from January 1 through March 31. The motion carried unanimously.

WHEREAS, in accordance with the Nicollet County Donation Policy, adopted September 9, 1997, a list of donations to the County will be considered for approval by the County Board of Commissioners, and

WHEREAS, the Nicollet County Auditor's Office has compiled a list of donations made to the County from January 1, 2013 through March 31, 2013.

THEREFORE, BE IT RESOLVED that the Nicollet County Board of Commissioners approve the following donations accepted by Department Heads on

behalf of the County throughout the year of 2013.

**Donations received by Nicollet County  
January 1, 2013 through March 31, 2013**

| <u>FROM WHOM</u>                | <u>AMOUNT</u> | <u>PURPOSE</u>             |
|---------------------------------|---------------|----------------------------|
| Various Donors                  | \$ 425.00     | Veteran's Van              |
| United Way of Great Mankato     | \$ 750.00     | Senior Transportation      |
| L. Joy Lutzi                    | \$ 101.70     | Senior Transportation      |
| Various Donors                  | \$ 813.10     | Senior Transportation      |
| Lafayette Area Lions Club       | \$ 500.00     | Connecting Nicollet County |
| Comm. Insurance Agy – Lafayette | \$ 100.00     | Connecting Nicollet County |
| Prairie Ecology Bus Center      | \$2,400.00    | Children's Water Festival  |
| MN Groundwater Ass'n Found.     | \$1,000.00    | Children's Water Festival  |
| Cottonwood County SWCD          | \$ 500.00     | Children's Water Festival  |
| Nic. Co. Environmental Services | \$ 500.00     | Children's Water Festival  |
| Brown Co. Planning & Zoning     | \$ 400.00     | Children's Water Festival  |

At this time, the Auditor-Treasurer provided the Board with an update on tax forfeited property. She noted that the Welco West development is now in the phase where the City has to make decisions relating to this property.

County Attorney Michelle Zehnder Fischer addressed the Board to request approval of a contract with an attorney to handle CHIPS and TPR cases. Upon a motion by Commissioner Dranttel and seconded by Beatty, it was moved to accept the recommendation of the County Attorney and approve the contract with Stephanie Menning for handling issues relating to CHIPS and/or TPR cases. The motion carried unanimously.

Public Works Director Seth Greenwood addressed the Board to request that they award the contract for CRS-2. The following bids were received:

Flint Hills Resources     \$1.6772 per gallon - \$395.82 per ton  
MEIGS Paving             \$1.70308 per gallon - \$411.93 per ton

Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to accept the recommendation of the Public Works Director and award the contract for CRS-2 to Flint Hills Resources of West Fargo North Dakota in the amount of \$1.6772 per gallon, which equals \$395.82 per ton. The motion carried unanimously.

Public Works Director Seth Greenwood also requested that the Board consider awarding the contract for gravel crushing. The following bids were received:

Central Specialties Inc. from Alexandria MN     \$115,096.56  
Hardrives, Inc. from St. Cloud MN             \$140,967.19  
Ulland Brothers of Albert Lea MN             \$131,853.13  
Hard Rock Screening LLC from Little Falls MN     \$101,711.25

B. McNamara, Inc. from Litchfield MN

\$ 97,263.75

Upon a motion by Commissioner Beatty and seconded by Dranttel, it was moved to accept the recommendation of the Public Works Director and award the contract for gravel crushing to B. McNamara, Inc. of Litchfield, MN in the amount of \$97,263.75. The motion carried unanimously.

At this time, Chair Haack recessed the County Board meeting and called the meeting of the Ditch Authority to order.

The Public Works Director requested that the Board appoint members to the joint ditch authority for the Judicial Ditch 1SN for the upcoming hearing on May 14, 2013. Upon a motion by Commissioner Kolars and seconded by Stenson, it was moved to appoint Commissioners Bruce Beatty and Marie Dranttel to serve as members of the joint ditch authority for the public hearing relating to Joint Ditch 1SN to be held May 14, 2013 at 1:00 p.m. The motion carried unanimously.

At this time, Chair Haack adjourned the meeting of the County Ditch Authority and reconvened the County Board meeting.

Director Greenwood noted that the new chip spreader has been ordered and should be delivered some time in June.

County Sheriff David Lange appeared before the Board to request that they set a public hearing date and time to consider an open burning ordinance. Upon a motion by Commissioner Beatty and seconded by Kolars, it was moved to accept the recommendation of the County Sheriff and set a public hearing date of May 14, 2013 at 10:30 a.m. to consider establishing an Open Burning Ordinance in Nicollet County. The motion carried unanimously.

At this time, Mr. Mark Bongers, representing the company Final Stretch, addressed the Board to ask for their consideration in reducing the required liability insurance for a special event application. The event is a triathlon being sponsored by his company in North Mankato and on County Roads 41 and 71. He noted that the County's recently changed insurance requirement is creating a financial burden for their organization this year. He would have more time to plan for the increased cost in future years, but asked the Board to consider his request this year. He also noted that the \$1 million of liability coverage has been approved by North Mankato for this event. Administrator Ryan Krosch stated that the County and MCIT's liability limit is \$1.5 million but also noted that there is a low risk of the County being considered negligent in an accident. Upon a motion by Commissioner Stenson and seconded by Beatty, it was moved to approve the application of Final Stretch for an upcoming triathlon event and amend the insurance requirement to \$1 million for this event only. The motion carried 3-2, with Commissioners Dranttel and Kolars voting no.

County Administrator Ryan Krosch addressed the Board to request approval of a contract with I&S Group for architectural services. He provided additional information regarding the contract, noting that this is the firm that completed the space analysis study for the proposed project. Architect fees are considered professional services that do not need a formal bidding process, so, on behalf of the Building Committee, he asked

that the Board consider approval of this proposal, at a cost of 6% of construction costs, which is very competitive and lower than most other counties have paid. Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to accept the recommendation of the Building Committee and enter into an American Institute of Architects (AIA) contract with I&S Group for architect services on the proposed Nicollet County Health and Human Services Building, contingent upon final review and approval of the contract by the County Administrator and County Attorney. The motion carried 4-1, with Commissioner Dranttel voting no.

Administrator Krosch requested that the Board approve the issuance of an RFP for construction management services. This is recommended due to the size of the proposed construction project. Whoever is selected will need to provide preconstruction, construction, and post-construction services. He also noted that interviews can be held with those companies/persons being considered prior to selection and/or approval. Upon a motion by Commissioner Stenson and seconded by Kolars, it was moved to authorize the County Administrator to issue a Request for Proposals (RFP) for construction management services relating to the construction of the proposed Nicollet County Health and Human Services Building. The motion carried unanimously.

At this time, Administrator Ryan Krosch provided information to the Board relating to the possible purchase of the movie theater property located at 621 South Minnesota Avenue in St. Peter. The owner of the property is the Nicollet County Bank. He requested that the Board consider approval of a purchase agreement for the property, also noting that the Board would need to determine at some point a final date for the building to be vacated. The current tenants require a 60 day notice prior to vacating the premises. Upon a motion by Commissioner Beatty and seconded by Dranttel, it was moved to approve a resolution approving the purchase agreement, as presented, for commercial property located at 621 South Minnesota Avenue in St. Peter, MN, at a purchase price of \$345,000.00. The motion carried unanimously. Commissioner Stenson moved and Beatty seconded to amend the resolution noting that the Nicollet County Bank in St. Peter, MN, is the current owner of the property. The motion carried unanimously.

WHEREAS, Minnesota Statute 373.01 gives counties the power to acquire and hold real property for the use of the county; and

WHEREAS, Nicollet County seeks to acquire additional property for county buildings, parking or other purposes as determined necessary; and

WHEREAS, a purchase agreement has been presented to the Nicollet County Board of Commissioners to purchase property located at 621 South Minnesota Avenue, St. Peter, MN; and

WHEREAS, said property is currently being leased as a movie theater, and

WHEREAS, the seller of said property is the Nicollet County Bank of St. Peter MN.

NOW, THEREFORE, BE IT RESOLVED, that the Nicollet County Board of Commissioners hereby approves the purchase agreement for commercial property as presented and attached hereto at a purchase price of \$345,000.00.

County Administrator Krosch requested approval to proceed with rezoning of county property and the vacation of an alley along Front and Walnut Streets in St. Peter. Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to authorize the County Administrator to proceed with the process necessary to rezone county property and vacate an alley located along Front Street and Walnut Street. The motion carried unanimously.

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

- Soil borings have been scheduled for this week on the property being planned for the new building – weather permitting

Commissioner and Chair David Haack reported on the following meetings:

- Attended MRCI meetings
- Met with officials in North Mankato regarding a sports facility.

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

Commissioner Marie Dranttel

- No report

Commissioner Bruce Beatty

- Attended the Township Officers meeting
- Policy Committee continues to meet regarding the review of the Personnel Rules and Regulations

Commissioner James Stenson

- Personnel Committee met with Probation Director Rich Molitor
- Personnel Committee met with Correctional Officer and 911 Dispatcher union
- Attended a Finance Committee meeting of Community Health members. Another meeting will be held later this week

Commissioner Jack Kolars

- No report

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

At this time, Human Resources Director Jamie Haefner and Probation Director Rich Molitor addressed the Board to discuss implementation of the Fox & Lawson pay system for Probation's employees that follow the State of MN pay plan. Probation Director Molitor proposed a plan that would place these employees at a similar level on the State pay system as they would have been placed if using the Fox & Lawson pay plan. It was discussed that Judge Allison Krehbiel was the individual authorized to

implement pay changes for these employees. Upon a motion by Commissioner Stenson and seconded by Beatty, it was moved to recommend to Judge Krehbiel implementation of the pay plan as presented by the Human Resources Director and the Probation Director for Probation employees who follow the State pay system with the phase in of the market adjustment pay increases to occur on April 1, 2013, October 1, 2013 and April 1, 2014. The motion carried unanimously.

Upon a motion by Commissioner Dranttel and seconded by Kolars, it was moved to adjourn the meeting at 11:35 a.m. The motion carried unanimously.

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