

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on May 20, 2013. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting: Mayor Dehen, Council Members Norland, Freyberg, Spears and Steiner, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Engineer Malm and Planner Fischer.

#### **Approval of Agenda**

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

#### **Approval of Minutes**

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

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

##### **Bess Tsaouse, 136 Mary Circle**

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

##### **Phil Henry, 1300 Noretta Drive**

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

#### **Consent Agenda**

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

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

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

#### **Business Items:**

##### **Preliminary and Final Plat of Northport No. 17**

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

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

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

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

#### **Development of Economic Incentive Policies**

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

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

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

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

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

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

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

**Phil Henry, 1300 Noretta Drive**

Phil Henry, 1300 Noretta Drive, appeared before the Council and thanked the City Administrator for the sales tax report.

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

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

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

**Mayor and Council Comments**

**Council Member Norland**

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

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

**Mayor Dehen**

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

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

The Mayor reported the Mayors' Bike Ride will be held beginning at 6 p.m. on Wednesday, May 22, 2013 from the Municipal Building and touring on the new bike route. He asked that everyone participating in the bike ride wear helmets.

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

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

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Mayor

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City Clerk

NOTICE OF PUBLIC HEARING  
TO AMEND NORTH MANKATO CITY CODE

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 3<sup>rd</sup> day of June, 2013, to hold a public hearing to consider amending the North Mankato City Code, Section 30.04 entitled "Council Procedure at Regular Meetings."

Such persons as desire to be heard with reference to the proposed amendment to the City Code will be heard at this meeting.

Dated this 20<sup>th</sup> day of May 2013.

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

May 20, 2013  
**NOTICE OF PUBLIC HEARING  
TO AMEND NORTH  
MANKATO CITY CODE**

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Such persons as desire to be heard with reference to the proposed amendment to the City Code will be heard at this meeting.

Dated this 20th day of May 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 \_\_\_\_\_*

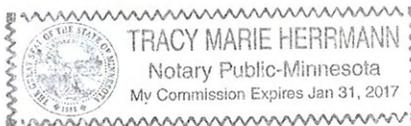
*which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Monday, the 20 day of May, 2013, and was thereafter printed and published on every Monday to and including Monday, the 20 day of May, 2013; and 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: *James P. Santori*  
Publisher

Subscribed and sworn to before me on this 20  
day of May, 2013.

*Tracy Marie Herrmann*  
Notary Public



**NOTICE OF HEARING ON  
UTILITY EASEMENTS VACATION  
NORTHPORT NO. 14**

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Monday, June 3, 2013, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider the vacation of the following described utility easements vacation in Northport No. 14:

All utility easements across Lot 1, Block 1 and Outlots A and B as dedicated on Northport No. 14, except the southerly 20 feet of Lot 1, Outlot A and Outlot B.

Dated this 20<sup>th</sup> day of May, 2013.

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

May 20, 2013  
NOTICE OF HEARING ON  
UTILITY EASEMENTS  
VACATION

**NORTHPORT NO. 14**

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Dated this 20th day of May, 2013.  
Nancy Gehrke, CMC  
City Clerk  
City of North Mankato,  
Minnesota

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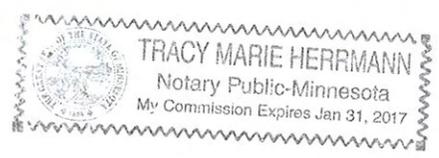
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abcdefghijklmnopqrstvwxyz

By: [Signature]  
Publisher

Subscribed and sworn to before me on this 20 day of May, 2013.

[Signature]  
Notary Public



CLAIM REPORT  
 BILLS PAID AFTER THE COUNCIL MEETING OF MAY 20, 2013  
 END OF MONTH

75040	Void	Void	\$0.00
75041	Void	Void	\$0.00
75042	Void	Void	\$0.00
75043	Void	Void	\$0.00
75044	Hy-Vee, Inc.	items for concessions-Caswell	\$279.61
75045	Nelson Auto Center	2013 GMC Sierra 1500 pickup-Inspections	\$25,857.75
75046	Nicollet County Treasurer	State Deed Tax for 12.57 acres-Jt. Economic Dev	\$2,074.05
75047	Nicollet County Treasurer	State Deed Tax for 12.57 acres-Jt. Economic Dev	\$829.62
75048	Nicollet County Recorder/Abstracter	recording fee abstract for Cemstone-Jt Economic Dev	\$467.00
75049	HickoryTech	telephone bill-All Depts.	\$339.44
75050	Mankato East	10% concession stand sales tournament 5/17	\$67.71
75051	North Mankato Motor Vehicle Registrar	MVET for 2013 GMC Sierra 1500 pickup-Inspections	\$1,726.50
75052	Sprint	PCS connection card data plan-All Depts.	\$210.85
75053	TelRite Corporation	long distance phone bill-Mun Bldg	\$245.69
75054	AVS	production equip-Public Access Equip Replacement	\$17,949.98
75055	John Deere Financial	equipment parts-Mun Bldg & Park	\$370.37
75056	Minnesota Chapter of APA	ad-Comm Dev	\$25.00
75057	Twin City Striping	line striping-Street Dept.	\$10,752.48
75058	Madison National Life Insurance	life insurance for June	\$599.96
75059	Madison National Life Insurance	voluntary life insurance for June	\$61.80
75060	ICMA Retirement Trust-457	employee payroll deductions	\$3,633.85
75061	ICMA Retirement Trust-Roth IRA	employee payroll deductions	\$660.00
	Total		<u>\$66,151.66</u>

CLAIMS CONTINUED

General	\$43,723.45
Library	\$179.26
Bookmobile	(\$17.67)
Community Development	\$137.80
Joint Economic Development Fund	\$3,370.67
2013 Construction	\$50.79
Water	\$332.16
Sewer	\$151.75
Sanitary Collection	\$101.48
Storm Water	\$8.40
Public Access	\$163.59
Public Access Equipment Replacement	<u>\$17,949.98</u>
Total	<u><u>\$66,151.66</u></u>

PORT AUTHORITY INVOICES  
BILLS PAID AFTER THE COUNCIL MEETING OF MAY 20, 2013  
END OF MONTH

Nicollet County Treasurer	State Deed Tax for 12.57 acres-Jt. Economic Dev	\$2,074.05
Nicollet County Treasurer	State Deed Tax for 12.57 acres-Jt. Economic Dev	\$829.62
Nicollet County Recorder/Abstracter	recording fee abstract for Cemstone-Jt Economic Dev	<u>\$467.00</u>
Total		<u><u>\$3,370.67</u></u>

List of Port Authority Bills in the Amount of \$3,370.67

Council Meeting of June 3, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$66,151.66

Council Meeting of June 3, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

CLAIM REPORT  
FOR REGULAR COUNCIL MEETING OF JUNE 3, 2013

Alley Auto	equipment repair-Park Dept.	\$37.50
Ameripride Services	mats, uniform & towel service-All Depts.	\$543.73
Angie's Artisan Treats	kettle corn for hospitality bags-Comm Dev	\$49.94
Auto Body Specialties	equipment parts-Street Dept.	\$14.24
Audio Editions	supplies & audio books-Library	\$489.75
Baker & Taylor	books-Library & Bookmobile	\$193.86
Blue Valley Sod	mulch & landscape fabric-Library	\$172.87
Brandt, Inc.	shirts-All Depts.	\$1,159.44
C & S Supply Co., Inc.	supplies & equipment parts-All Depts.	\$527.02
City of Mankato	wastewater fee for June-Sewer	\$65,000.00
Coca-Cola Refreshments	equipment rental-Mun Bldg	\$90.00
Computer Technology Solutions	computer repair-Inspections	\$160.00
Countryside Tree Service	tree-Caswell	\$300.00
Crop Production Services, Inc.	chemicals-Street, Park & Water Depts.	\$1,677.39
Crysteel Truck Equipment	equip parts & equipment for new vehicle-Str & Insp	\$1,019.08
Dairy Queen West	items for concessions-Caswell	\$238.00
Dalco	supplies-Mun Bldg, Police, Fire & Library	\$646.86
DEMCO, Inc.	supplies-Library	\$211.38
Drummer's Garden Center & Floral	supplies for summer reading-Library	\$346.62
Express Services, Inc.	temporary crossing guards-Police Dept.	\$785.49
First Line/Leewes Ventures	items for concessions-Caswell	\$306.35
Gale Group	books-Library & Bookmobile	\$342.09
Hansen Sanitation	refuse pickup-Sanitation	\$48,732.65
Hart's Auto Supply	equipment parts-Police Dept.	\$347.00
Hawkins, Inc.	chemicals-Swim Facility	\$822.74
Hillyard/Hutchinson	supplies-Water Dept.	\$342.74
Horvick, Inc.	equipment parts-Sewer Dept.	\$14.35
Infratech Infrastructure Technologies	equipment parts-Sewer Dept.	\$805.32
Ingram Library Services	books-Library & Bookmobile	\$1,512.80
Kennedy & Graven, Chartered	professional services-Finance	\$4,169.04
LJP Enterprises, Inc.	trailer rent-Sanitation	\$600.00
Lakes Gas Company	LP gas-Sanitation	\$195.10
Larkstur Engineering & Supply, Inc.	equipment parts-Street Dept.	\$120.56
Lawson Products, Inc.	supplies-Shop	\$321.62
Lloyd Lumber	supplies & equipment parts-All Depts.	\$1,322.96

CLAIMS CONTINUED

Mac Tools Distributor	supplies-Shop	\$13.95
Mad Science of Iowa	summer reading program-Library	\$365.00
Mankato Tent & Awning	sign repair-Street Dept.	\$10.00
Matheson Tri-Gas, Inc.	welding supplies-Shop	\$17.18
Menards-Mankato	supplies-Admin & Park Depts.	\$260.77
Minnesota Valley Testing Lab	water testing-Water Dept.	\$41.00
MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
Mobile Glass Service	equipment-Equipment Certificate	\$313.36
Morgan, Shawn	equipment part-Police Dept.	\$10.50
Minnesota State University	work study student-Library	\$106.00
OverDrive, Inc.	downloadable audio/ebooks-Library	\$821.66
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$123.62
Ramy Turf Products	grass seed-Caswell	\$101.53
Red Feather Paper Company	supplies-Library & Sanitation	\$222.66
River Bend Business Products	copier maint & folding machine-Bldg, Wtr, Swr & Sanit	\$2,781.76
Sam's Club	membership dues-Library	\$45.00
Sherwin-Williams Company	paint-Caswell	\$113.05
Sign Pro	supplies-Park Dept.	\$7.52
Southern Minnesota Construction	asphalt-Street Dept.	\$1,436.15
SPS Companies, Inc.	plumbing supply-Swim Facility	\$41.09
Staples Advantage	supplies-All Depts.	\$488.74
US Foods, Inc.	items for concessions-Caswell	\$1,047.96
Universal Truck Equipment, Inc.	equipment parts-Street Dept.	\$3,521.40
Upstart	supplies-Library	\$12.00
Viking Electric Supply	equipment parts-Park Dept.	\$41.91
Voyageur Web	annual fee for web site-Contingency	\$280.00
WW Blacktopping, Inc.	asphalt for water main break-Water Dept.	\$1,278.50
Wayne's Auto Body, Inc.	equipment parts-Sewer Dept.	\$98.03
Wenzel Auto Electric Co.	equipment parts-Water Dept.	\$17.10
Werner Electric Supply	electrical supplies-Mun Bldg & Storm Water	\$322.83
Xcel Energy	electric bills-All Depts.	\$22,156.34
Total		<u>\$172,129.12</u>

CLAIMS CONTINUED

General	\$32,072.90
Library	\$5,375.59
Bookmobile	\$420.66
Community Development	\$112.21
Parkland	\$300.00
Contingency	\$280.00
Port Authority	\$7.49
Port Authority State Revolving Loan Fund	\$2,414.02
Equipment Certificates	\$313.36
Water	\$8,255.67
Sewer	\$69,342.36
Sanitary Collection	\$51,092.44
Storm Water	\$1,687.29
Public Access	<u>\$455.13</u>
Total	<u><u>\$172,129.12</u></u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF JUNE 3, 2013

MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
Petty Cash, Clara Thorne	petty cash item-Port Authority	<u>\$7.49</u>
Total		<u><u>\$2,421.51</u></u>

List of Port Authority Bills in the Amount of \$2,421.51

Council Meeting of June 3, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$172,129.12

Council Meeting of June 3, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

Audio

CITY OF NORTH MANKATO ~~PARK~~ PERMIT

This permit does reserve space in a City Park.

PERMIT #: 57 -2013 SHELTER: \_\_\_\_\_ FEE: -

TYPE OF EVENT: Nakato's 1st Anniversary DATE VALID: June 15, 2013 HOURS: 8pm - 11pm

ORGANIZATION: Nakato Bar & Grill SIZE: \_\_\_\_\_

APPLICANT NAME: Jim Downs

ADDRESS: 253 Belgrade Ave CITY: North Mankato

ZIP: 56003 DAYTIME PHONE #: 388-8999

TENTS: — ELECTRICITY: na ALCOHOL: na

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

AUDIO DEVICES: Band - City Mouse playing by patio area  
Amplified music or band requires Council approval

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

PERMIT APPROVED: \_\_\_\_\_ DATE: 5-29-13

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

REFER TO COUNCIL:  \_\_\_\_\_  
Nancy Durbak  
City Clerk

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

PROHIBITED

ALLOWED

- \* 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.

- \* 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: Jim Downs 5-29-13  
Applicant Date

For Office Use Only  
Receipt # \_\_\_\_\_ Book \_\_\_\_\_ Park \_\_\_\_\_ Police \_\_\_\_\_

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11A	Department: City Admin.	Council Meeting Date: 06/03/13
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**TITLE OF ISSUE: Consider Adopting Ord. No. 50, 4th Series, Amending Code of Ordinances**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

Attached to this Action Item Statement is a copy of Ordinance No. 50 which will amend City Code Chapter 30 to align the preparation of the City Council agenda with current practices and proposed changes to the public comment portion of the regular meetings.

Please note that Section 1-A of the Ordinance clearly states that “the order of business at the regular meeting shall be determined by the Council.” This means that if future changes are desired by the City Council regarding the agenda format, a simple majority vote will be needed to make the desired change. The Ordinance is designed to outline general parameters of agenda preparation and allow discretion to the City Council in determining the format of the meeting agenda without requiring an ordinance change for every change to the order of business.

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

**REQUESTED COUNCIL ACTION: I recommend the City Council approve Ordinance No. 50.**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Norland
	_____	_____	Spears
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

<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: _____

ORDINANCE NO. 50, FOURTH SERIES

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,  
AMENDING NORTH MANKATO CITY CODE, TITLE III, ADMINISTRATION,  
CHAPTER 30, ENTITLED CITY GOVERNMENT

THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA,  
ORDAINS:

Section 1. North Mankato City Code, Section 30.04 Council Procedure at Regular Meetings is hereby amended to read as follows:

(A) The order of business at regular meetings shall be determined by the Council. Matters inappropriate for consideration at a meeting shall not be considered except:

- (1) With the unanimous consent of the Members of the Council; or
- (2) Scheduled public hearings or bid lettings at the time stated in the notice.

Robert's Rules of Order (Revised) shall govern all Council meetings as to procedural matters not set forth in City Code except as amended in specific instances by unanimous vote of the Council Members present.

(B) For regular meetings the City Administrator shall prepare the following items:

- (1) An agenda for the forthcoming meeting;
- (2) A compiled list of all claimants who have filed verified accounts claiming payment for goods or services rendered to the City during the preceding month; and
- (3) A copy of all minutes to be considered.

(C) The City Administrator shall forthwith cause to be mailed or delivered to each member of the Council copies of all said documents.

(D) Unless otherwise determined by the City Council in Section A of 30.04, the agenda for regular business meetings will be prepared in the following manner:

- (1) Call to Order
- (2) The Pledge of Allegiance
- (3) Roll Call
- (4) Approval of the Agenda

- (5) Approval of the Minutes
- (6) Consent Agenda
- (7) Public Comments
- (8) Business Items
- (9) City Administrator and Staff Comments
- (10) Mayor and Council Comments
- (11) Adjourn

(E) All claims for payment must be filed at or before 5:00 p.m. on the Monday preceding the regular Council meeting at which it is to be considered.

Section 2. After adoption, signing and attestation, this Ordinance shall be published once in the official newspaper of the City and shall be in effect on or after the date following such publication.

Adopted by the City Council this 3<sup>rd</sup> day of June 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11B	Department: City Admin.	Council Meeting Date: 06/03/13
------------------	-------------------------	--------------------------------

**TITLE OF ISSUE: Consider Adopting Resolution Vacating Utility Easements in Northport No. 14**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** As part of the replatting of Northport No. 14 into Northport No. 17, it is necessary to vacate certain utility easements within Northport No. 14 as shown on the attached plat. New utility easements will be rededicated on the Northport No. 17 plat. As part of the utility easement vacation process, all local utility companies were notified of the vacation request. As a result, no utility companies objected to the vacation of the proposed utility easements.

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

**REQUESTED COUNCIL ACTION: Consider adopting resolution vacating utility easements.**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Norland
	_____	_____	Spears
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

<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: _____

## PETITION FOR VACATION

The undersigned property owner hereby petitions the City Council of the City of North Mankato, Minnesota, to vacate utility easements which were dedicated within Northport No. 14, City of North Mankato, Nicollet County, Minnesota, according to the recorded plat thereof, which is bounded as follows:

- All utility easements across Lot 1, Block 1 and Outlots A and B as dedicated on Northport No. 14, except the southerly 20 feet of Lot 1, Outlot A and Outlot B.

Dated this 29th day of April, 2013.

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Michael Fischer, Executive Vice President  
North Mankato Port Authority

Received by City Clerk:

April 29, 2013  
\_\_\_\_\_  
Date

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



RESOLUTION NO.

RESOLUTION VACATING UTILITY EASEMENTS  
NORTHPORT NO. 14

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

All utility easements across Lot 1, Block 1 and Outlots A and B as dedicated on Northport No. 14, except the southerly 20 feet of Lot 1, Outlot A and Outlot B.

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

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

Adopted by the City Council this 3<sup>rd</sup> day of June 2013.

\_\_\_\_\_  
Mayor

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

# CITY OF NORTH MANKATO



## REQUEST FOR COUNCIL ACTION

Agenda Item #11C	Department: Emer. Response	Council Meeting Date: 06/03/13
------------------	----------------------------	--------------------------------

**TITLE OF ISSUE: Presentation - Gold Cross**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Kristofer Keltgen, Ground Operations Supervisor from Gold Cross will be at the meeting to present a Community Update to the Council.**

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

**REQUESTED COUNCIL ACTION: Information only.**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Norland
	_____	_____	Spears
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

<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: _____

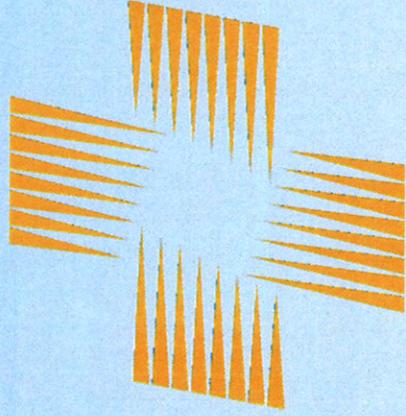
# COMMUNITY

# UPDATE

Presented by:

Kristofer Keltgen – Ground Operations Supervisor

June 3, 2013



# GoldCross

# Emergency Medical Service Roles

- Three branches of Public Safety:
  - Law Enforcement
  - Fire Protection
  - Emergency Medical Service
- Gold Cross functions in both Public Safety and Healthcare Roles.

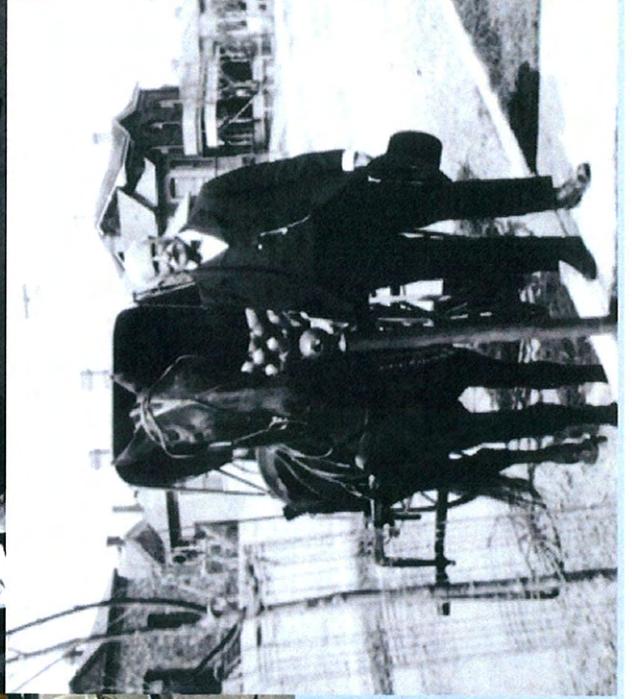
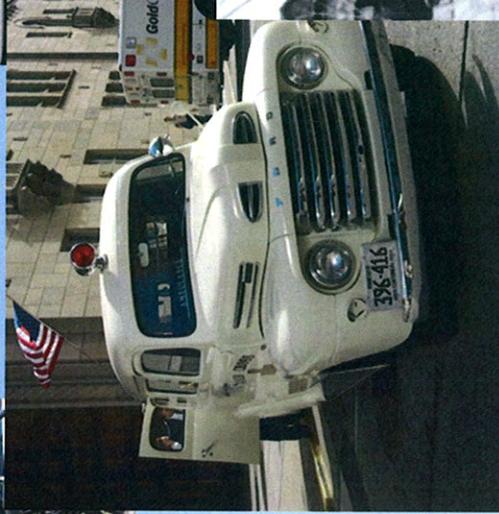
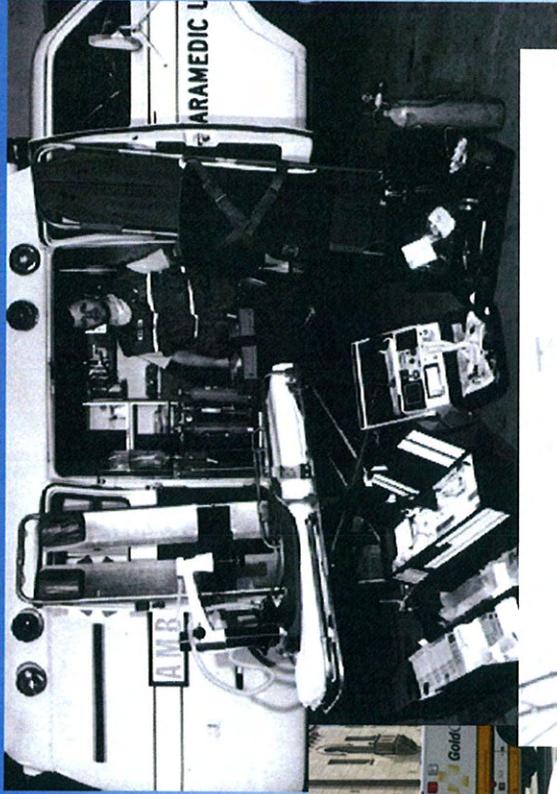


# Emergency Medical Service Roles

- **First Responder:**
  - 40 hours education.
- **Basic Life Support:**
  - EMT-B level (110 hours).
- **Advanced Life Support:**
  - Degree programs, 1500 hours.
  - Critical Care level treatments / procedures.



# Our Heritage



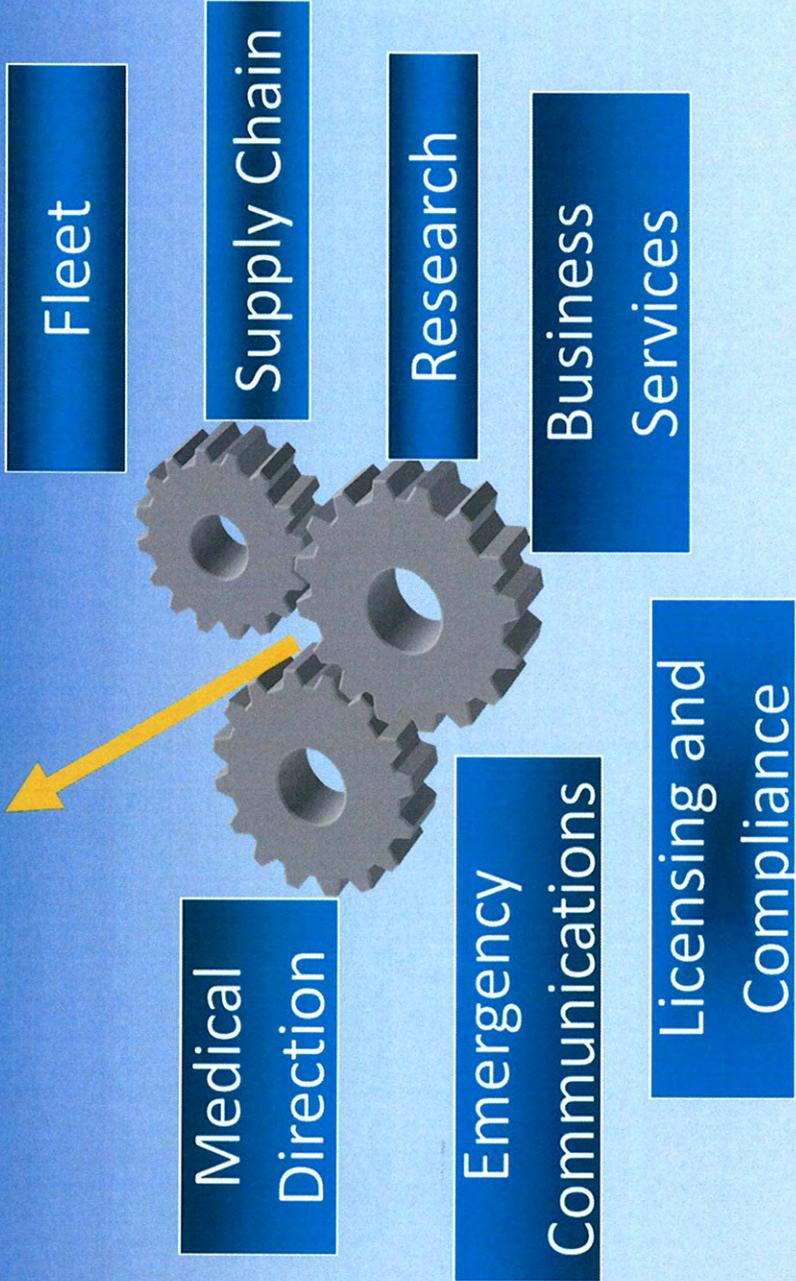
# Our Mission

“To provide superior patient care, at an affordable cost, engaging the entire team in clinical care, medical education and research.”



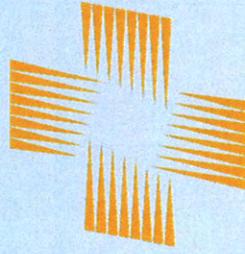
# Infrastructure

**Needs of the Patient**



# Infrastructure

- Business Office:
  - Very specialized department.
  - Monitors reimbursement trends.
  - Established relationships with payers.
  - Highly efficient.
  - Resource for smaller providers.
- Emergency Communications Center:
  - Emergency Medical Dispatcher (EMD) staffed.
  - ProQA® dispatch decisions and pre-arrival instructions.
  - Accredited.
  - AQUA™ quality improvement process.
  - Candidate Ranking.



**GoldCross**

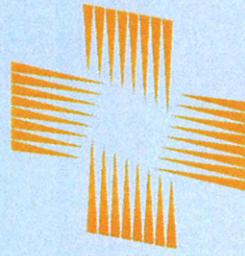
# Infrastructure

- Fleet Management:
  - Industry leading preventative repair and maintenance program.
  - Aligned with national organizations.
  - Centrally coordinated.
  - Heavy reliance on technology.
- Supply Chain Management:
  - Well developed processes and systems.
  - Closely monitor all components of cost.
  - Efforts closely aligned with Mayo Clinic.
  - Provide team members with leading edge equipment.



# Infrastructure

- Information Technology:
  - Computer Aided Dispatch.
  - In vehicle mapping and routing.
  - PCR / Monitor interface.
  - Claim processing.
- Other Departments:
  - Human Resources.
  - Risk Management.
  - Safety.
  - Compliance and Licensing.
  - Government Affairs.
  - Public Affairs.
  - Education.
  - Legal.



**GoldCross**

# Behind the Scenes...

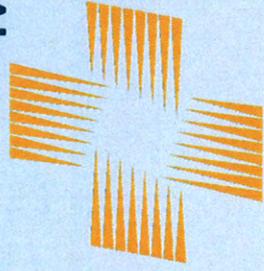
- Education Resource Center.
- Standard Platform of Care:
  - Comprehensive physician developed protocols.
  - Research and evidence based.
- Health system support:
  - Intra-facility transfers.
- Emergency Preparedness.
- Management Contracts.



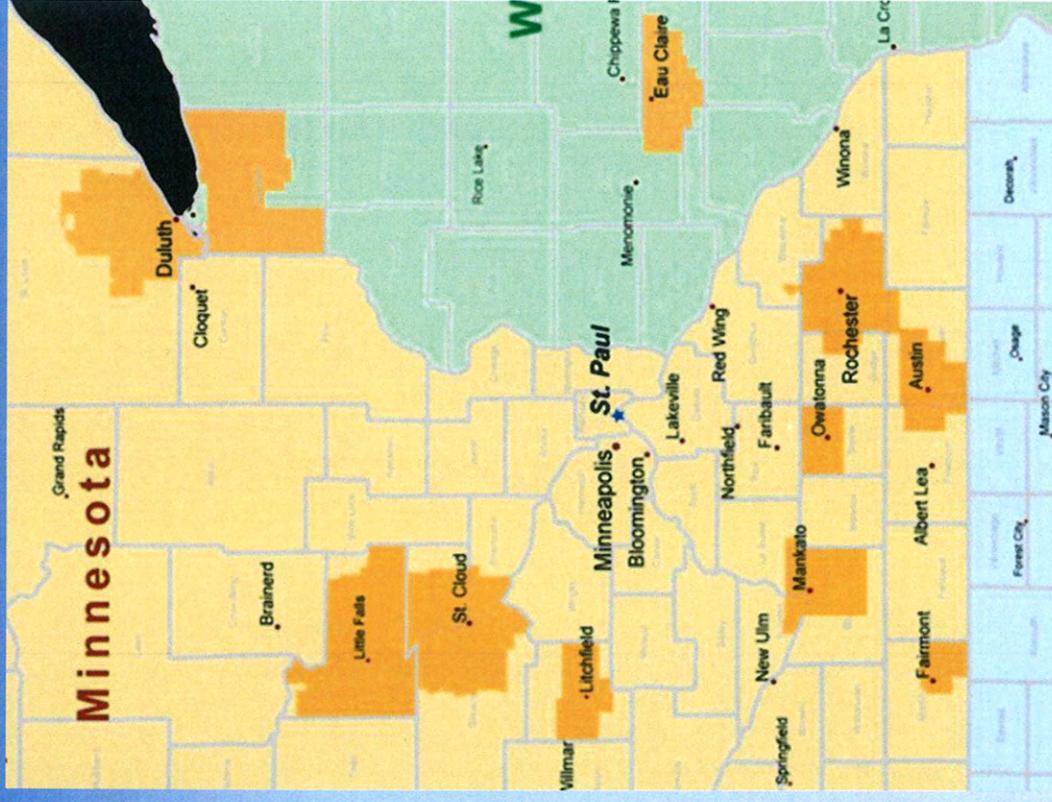
# Operational Overview

- Operations in MN & WI
- Over 60,000 calls annually.
- 58 Ambulances.
- 21 Support Vehicles.
- 400+ Team Members.
- Albert Lea Ambulance

— March 2013.



**GoldCross**



# Credentialing

- Credentialing assures top level of service is provided to our patients.
- Commission on Accreditation of Medical Transport Systems (CAMTS – Accredited).
  - Only 149 services in United States that are accredited.
- National Registry of Emergency Medical Technicians.



# Service to our Patients

- Direct patient care.
- Advanced Life Support and Critical Care level of service.
- Supported by community education and research initiatives.
- Supported by technology initiatives.
- Integrated healthcare system.

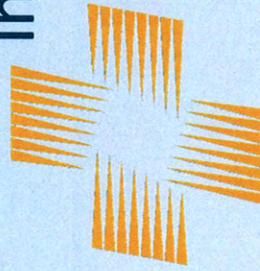


**GoldCross**

# Service to our Community



- Nonprofit status:
  - Pay real-estate taxes.
  - Focus on patient care, medical education and research.
- Supporting local business.
- Vehicle and equipment donations:
  - Equipment donated by Gold Cross since 2010, including vehicles, exceeded \$81,500.



**GoldCross**



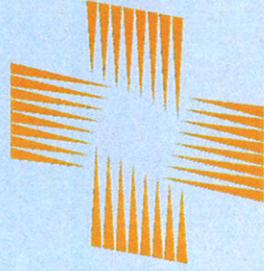
# Service to our Community

- Community Education programs.
- Stand-By Medical Services.
  - For local first responders (free of charge).
  - Verizon Wireless Center.
  - Minnesota State University.
  - Community Events.
  - Mankato Public Schools.

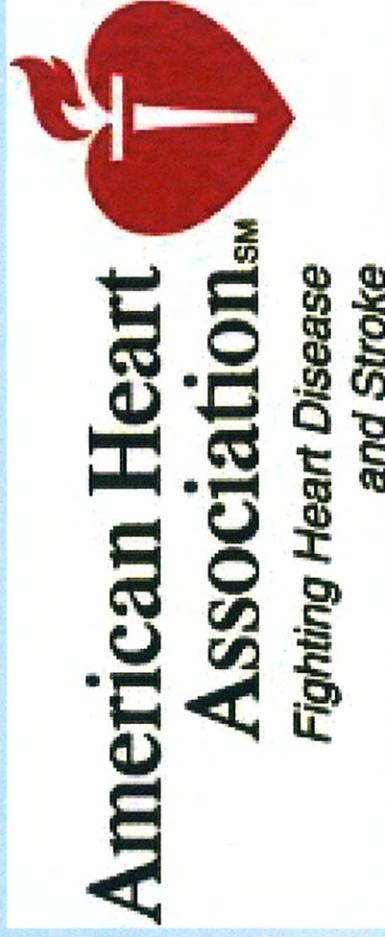


# Service to our Community

- Humanitarian Efforts.
- American Heart Association corporate sponsor.
- American Cancer Society sponsor.
- Corporate, community group, and school presentations.

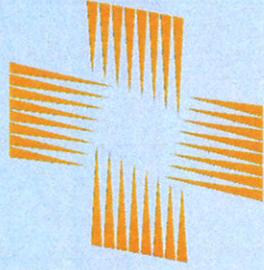


**GoldCross**



# Service to our Community

- Clinical Internship site for South Central College Paramedic Program.
- Clinical Internship site for Minnesota State University – Mankato, Athletic Training Department.

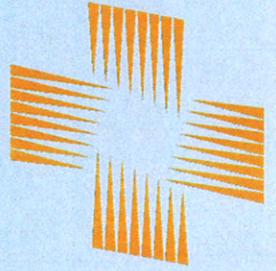


**GoldCross**

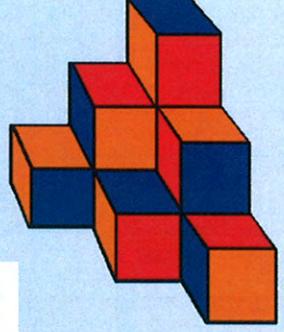


# Service to our Industry

- American Ambulance Association.
- Minnesota Ambulance Association.
- Professional Ambulance Association of Wisconsin.
- North Central EMS Cooperative.



**GoldCross**

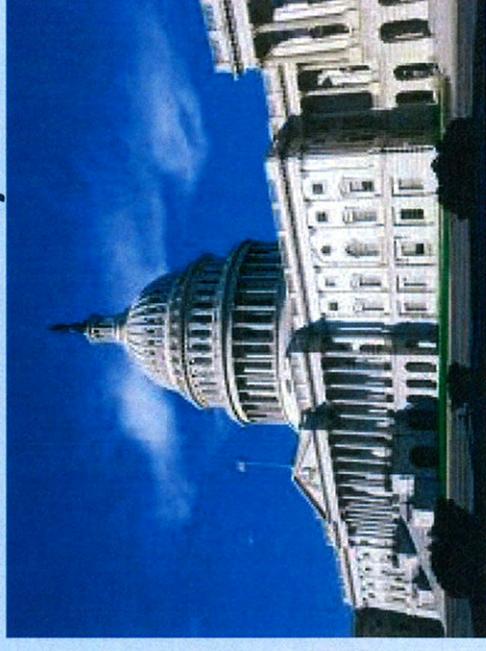


**NCEMSC**

*A Cooperative built with you!*

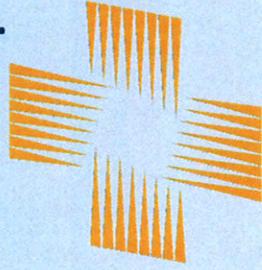
# Operational Challenges

- Reimbursement vs. Expense:
  - American Ambulance Association reports:  
“Expense Exceed Medicare Reimbursement by 8.8%.”
  - Government Accountability Office reports:  
“Expense Exceeds Medicare Reimbursement by 6%.”
  - No tax subsidy for operations.



# Our Mankato Location

- 5,518 calls for service in 2012
  - 519 Calls in North Mankato
- 5 Ambulances.
- 2 Support Vehicles.
- Main station on Bassett Drive built in 2009.
- Substation at North Mankato Fire Station # 2.
- Mayo One Helicopter located at Mankato Regional Airport.



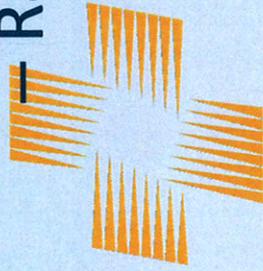
**GoldCross**





# Our Mankato Team

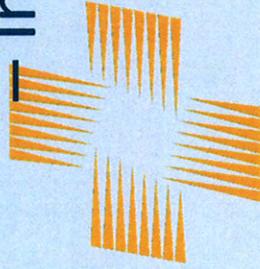
- 24 Full-Time, fully benefited, union team members; 7 part-time members.
  - 30% of team members have >8 years experience.
  - Average tenure of our Mankato staff is 6.8 years.
- Living, working, engaging in the community in Mankato
  - Schools, churches, community organizations.
  - Raising families, buying goods, paying taxes.



**GoldCross**

# Staff Education

- Comprehensive internal education program:
  - Quarterly education programs.
  - Annual skills testing, ECG testing, medical guideline review, and safety training.
- Certificate programs:
  - Basic and Advanced Cardiac Life Support.
  - Pediatric Advanced Life Support.
- International Trauma Life Support.

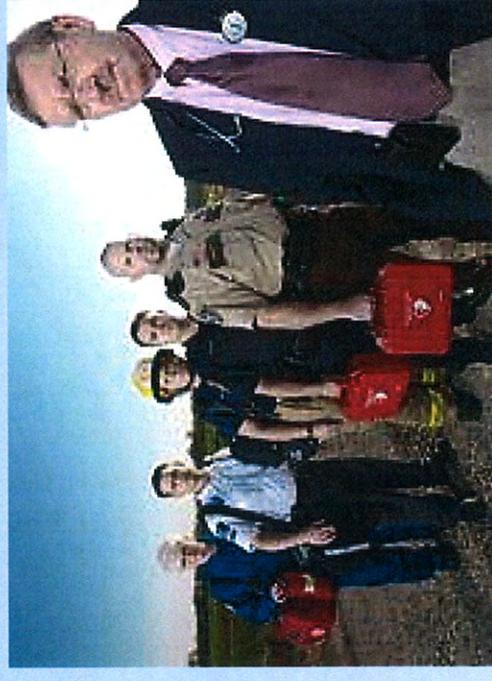


**GoldCross**



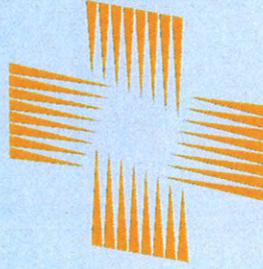
# Medical Practices

- Intimate medical direction involvement.
  - Collective of physicians from multiple specialties.
  - Monitor patient care trends.
  - Uniform protocols across the system.
  - Medical guideline development and continuous review.
- Mayo Clinic platform of care.
- ALS Intercepts
- Quality Assurance Process.



# Community Projects

- Integral part of MCHS-Mankato Trauma Program.
- Integral part of MCHS-Mankato STEMI Program.
  - Average EMS to ED times 32.8 minutes.
- ARMER Radio migration in 2012.
  - Multi-million dollar project.

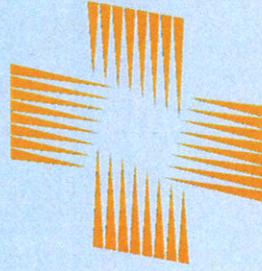


**GoldCross**



# Community Donations

- Vehicle and equipment donations since 2010 >\$81,000.00
- 196 hours of service donated to community events, groups and functions since 2010.
- \$24,696.00 donated to community events, groups, and functions since 2010.

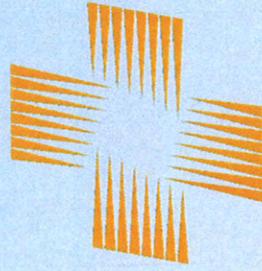
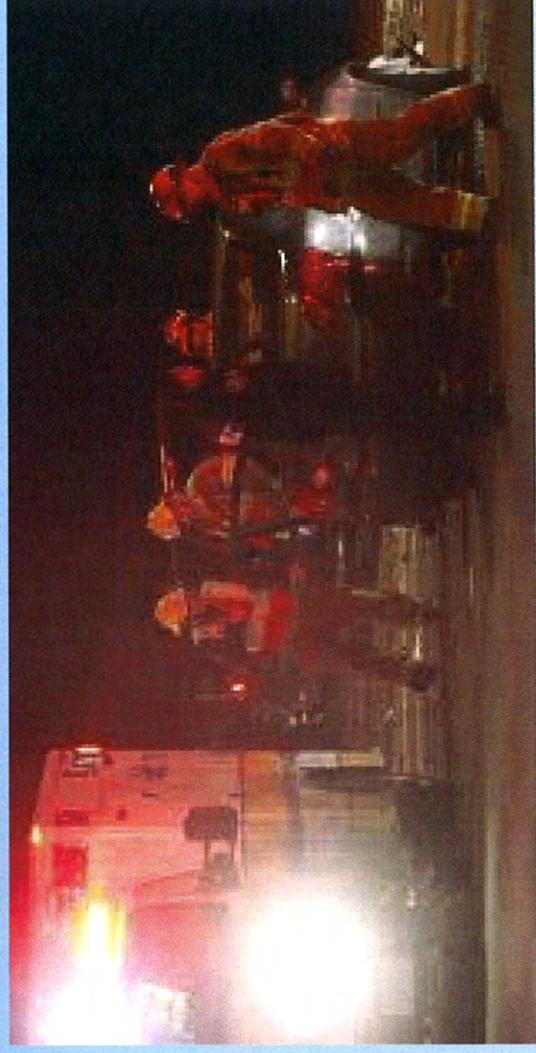


**GoldCross**



# Charity Care

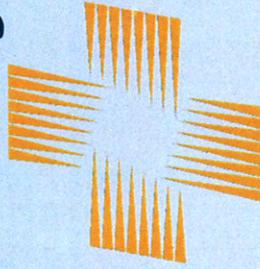
- Since 2010, Mankato Gold Cross:
  - \$16,900.00 donated in charity care.
  - \$2,662,548.00 in uncompensated care for Medicare patients.



**GoldCross**

# Patient Satisfaction Survey

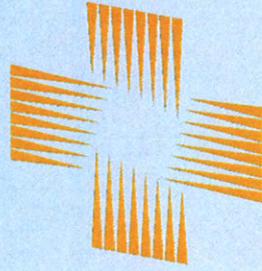
- Only 9% of 200 largest cities use 3<sup>rd</sup> party company to conduct patient surveys:
  - 98.3% rate overall quality of care as good, very good, or excellent.
  - 98.3% rate timeliness of response as good, very good, or excellent.
  - 97.5% rate teamwork between EMS personnel as good, very good, or excellent.
  - 98% would recommend the service provided.



**GoldCross**

# Patient Satisfaction Survey

- Continued...
  - 92.9% rate our billing process as good, very good, or excellent.
  - 90.5% rate the value of care provided worth the money spent as good, very good, or excellent.



**GoldCross**



Thank you for your time...

- Questions?

