

Pursuant to due call and notice thereof, a Council Workshop of the North Mankato City Council was held in the Council Chambers of the Municipal Building on October 7, 2013. Mayor Dehen called the meeting to order at 6 p.m. The following were present for the meeting: Mayor Dehen, Council Members Freyberg, Spears, Steiner and Norland, Administrator Harrenstein, Finance Director Thorne and City Clerk Gehrke.

Recommendation of Future Operation of Riverbend Recycling Center

Administrator Harrenstein introduced Dan Krivit, Senior Project Manager for Foth Infrastructure and Environment, LLC (Foth), who was retained by the City of North Mankato to conduct an independent analysis of the City's Riverbend Recycling Center (Riverbend) after the RFP process held last year. Mr. Krivit presented a report stating the City's goals for moving forward which include the following: 1) Continue to provide high-quality recycling services to North Mankato residents and Nicollet County Residents; 2) Continue to support and attain the recycling objectives of Nicollet County consistent with the County's Solid Waste Management Master Plan; 3) Utilize current state-of-the-art recycling technologies available in today's marketplace to make Riverbend more cost-effective; 4) Continue to provide the 24/7 drop-off services for North Mankato and Nicollet County residents per the existing agreement with Nicollet County; 5) Develop a complete plan and process for transitioning to single-stream recyclables collection for North Mankato residents; and 6) Optimize operations at Riverbend. He reported Foth, together with City staff, has developed four future alternatives for processing and marketing of the traditional residential recyclables (from curbside recycling and County drop-off boxes) at Riverbend which include the following: 1) No significant change but with optimization of operations to reduce costs and enhance material sales to increase revenues; 2) Direct haul of single-stream recyclables to a local, third-party recyclables transfer facility; 3) Transfer of recyclables in single-stream form, without any sorting or processing other than potential densification, from Riverbend to a third-party materials recovery facility; and 4) Contract for management and operation of Riverbend to a third-party recycling company that has been qualifications and experience to process and market residential recyclable commodities.

Mr. Krivit reported that Foth understands the City intends to reduce net operating costs at Riverbend while still maintaining the same standard of recycling service that residents and businesses have come to expect. Using this deliberate approach, Foth recommends that the City of North Mankato pursue a four-part strategy: 1) Maintain and strengthen the partnership with Nicollet County for recycling services and program design; 2) Begin to prepare for a transition to single-stream curbside recyclables collection through the development of an RFP; 3) Reaffirm the importance of Riverbend as a drop-off facility for residents and businesses assessing the peak demand times and days of the week to allow for more streamlined operations; and 4) Consider contracting with one of two local recycling vendors that have the capacity to receive and transfer the City's curbside recyclables after first consulting with County officials.

Mr. Krivit reported Foth suggests that the City may wish to consider the following decision criteria as a means to chart out the best path forward for Riverbend: 1) Continue to partner with the County; 2) Keep the change to single-stream transfer/processing/marketing as simple as possible; 3) Partner with local private company for direct haul from the curbside recycling route to the vendor's facility to avoid additional costs of sorting or transfer operations at Riverbend; and 4) Find the "best value" to the City (the least cost solution with the highest

value proposition). He reported Foth staff conducted a facility site inspection and tour of Riverbend to document the current operations and participated in several meetings throughout the day with various City personnel, recycling service providers and Nicollet County officials with the City Administrator organizing and facilitating these meetings. He reported City staff directed him to complete a cost analysis of the existing facility operations and provide a series of budget data and reports from Riverbend and also directed Foth to conduct a series of informal requests for preliminary price quotes from prospective recycling contractors that could transfer, process and/or market the City's recyclables in single-stream form. Three potential new operating scenarios were developed and communicated by Foth to the prospective vendors.

Mr. Krivit recapped Nicollet County financial assistance for Riverbend reporting Nicollet County and the City of North Mankato entered into an agreement in October 2003 for the City to own and operate a recyclables materials recovery facility. The City agreed to finance the construction of Riverbend through the sale of \$1.4 million in G.O. Utility Revenue Bonds issued in April 2004. The County agreed to support the facility with payments to the City of \$64,000 annually for ten years for a total payment of \$640,000. The City agreed to pay the balance of the bond debt and operations of Riverbend through a combination of revenue sources including: 1) Net revenues from the sale of recyclable materials; 2) Municipal solid waste and recycling collection fees charged directly to resident; and 3) General ad valorem taxes as determined by the City Council. The County also agreed to support the operations of Riverbend originally through annual payments of \$78,000 and then adjusted in 2009 to \$89,232 annually through 2014. The City and County are scheduled to meet to determine the third five-year annual payments for the period ending December 31, 2019.

In response to questions, Mr. Krivit reported that moving to single-stream could increase participation by 20-40 percent. He also stated the drop-off would continue 24/7 along with the spring and fall pickups/drop-offs. He reported the potential next steps should include immediately renewing its operating agreement with Nicollet County for Riverbend; prepare for a transition to single-stream curbside recyclables collection in North Mankato through the development of RFP; explore the option of joining the City of Mankato in drafting and releasing a joint RFP for trash and recyclable collection services (if such a two-City, joint RFP is released, the City should retain the rights to select and contract with its own collection service provider); consider contracting with one of the two local recycling vendors that have the facility capacity to receive and transfer the City's curbside recyclables after first consulting with County officials.

Administrator Harrenstein stated that in this environment he recommends pursuing a joint RFP with Mankato. In response to questions he reported drop-off at the recycling center and spring and fall pickups/drop-offs would not change. Mr. Krivit reported it may be advantageous for both communities to have a joint contract. He reviewed the trash and recyclable rates for both Mankato and North Mankato. However, he stated competitive bids were received during the last RFP process and he believes contractors are ready to do single-stream. There may also be an economy of scale purchasing recycling and trash carts.

Recent Economic Reports

Mayor Dehen provided information received at the Cities/Counties/Universities meeting giving analysis for the cities to strengthen our appeal. Some discussion was held about the MSA numbers and what area was included in the reports.

There being no other business, the Council workshop was adjourned at 6:55 p.m.

Mayor

City Clerk

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

Approval of Agenda

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

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council Workshop of September 16, 2013 and the Council meeting of September 16, 2013. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Public Hearing, 7 p.m. – Assessment Roll for Project No. 10-01ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements

Mayor Dehen opened the public hearing to consider the assessment roll for Project No. 10-01 ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements. Attorney Kennedy reported that three property owners filed objections today to the assessments and he is recommending the hearing be continued to 7 p.m. on Monday, October 21, 2013 to allow time to review the objections. **Council Member Freyberg moved, seconded by Council Member Steiner, to continue the public hearing to consider the assessment roll for Project No. 10-01ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements, to 7 p.m. on Monday, October 21, 2013. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Consent Agenda

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

1. Bills and Appropriations.
2. Res. No. 61-13 Adopting Budget Reserve Policy.
3. Res. No. 62-13 Authorizing Interfund Loans.
4. Res. No. 63-13 Approving Donations/Contributions/Grants.
5. Audio and Large Group Permit for Rasmussen/Bahlberg Wedding, Spring Lake Park, Saturday, August 23, 2014 from 8 a.m. to 6 p.m. (Ceremony 3 p.m.).
6. Res. No. 64-13 Waiving Waiting Period for Exemption from Lawful Gambling License for Holy Rosary Church, 546 Grant Avenue, to conduct a raffle on November 21, 2013.
7. Res. No. 65-13 Approving the Sale of Surplus Vehicles and Equipment.

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

Public Comments

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

Business Items**Res. No. 66-13 Approving Collective Bargaining Agreement for 2014 and 2015**

Administrator Harrenstein reported negotiations have been held and an agreement reached with Law Enforcement Labor Services, Inc., Local No. 305 representing the North Mankato Patrol Officers for a two-year contract effective January 2014 through December 31, 2015. He reported the changes from the previous contract include a 1.00 percent increase in base pay effective January 1, 2014 or equal to the average increase received by the other North Mankato municipal employees if greater than 1.00 percent and a 2.00 percent increase in base pay effective January 1, 2015 or equal to the average increase received by the other North Mankato municipal employees if greater than 2.00 percent.

Council Member Norland moved, seconded by Council Member Spears, to adopt Resolution No. 66-13 Approving the Collective Bargaining Agreement for 2014 and 2015. Vote on the Resolution: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Traffic & Safety Committee Minutes of September 27, 2013

Planner Fischer presented the minutes of the September 27, 2013 Traffic & Safety Committee meeting at which two items of business were considered. The first item was a request for additional street striping on Marie Lane and review of traffic signs near Hoover Elementary School. The Traffic & Safety Committee recommended the installation of reflective material on the existing area posts which display reduced speed limits and changing existing area "Yield" signs to "STOP" signs when the useful life of the "Yield" signs expire. **Council Member Steiner moved, seconded by Council Member Norland, to approve the recommendation of the Traffic & Safety Committee. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.** The second request was to designate a bus pickup area on Marie Lane adjacent to Hoover Elementary School by painting the curb yellow and installing a sign which identifies the area. The Traffic & Safety Committee recommended painting a 60-foot section of the Marie Lane curb yellow and the installation of a sign designating bus parking only on school days from 2:00-3:00 p.m. **Council Member Steiner moved, seconded by Council Member Norland, to approve the recommendation of the Traffic & Safety Committee. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Report from Council Members**Council Member Spears**

Council Member Spears thanked Administrator Harrenstein for his work regarding the operation of the Riverbend Recycling Center.

Council Member Norland

Council Member Norland thanked all those who donated for the purchase of the "Circle of Friends" sculpture which was placed near the North Mankato Taylor Library.

Report from Mayor**Coffee with the Council**

Mayor Dehen reported Coffee with the Council will be held at 10 a.m. on Saturday, October 12, 2013 at American Legion Post 518.

The Mayor thanked Jim Whitlock, Business on Belgrade and City staff for their work on the Bier on Belgrade festival which was held on Saturday, October 5, 2013. The Mayor reported 1,400 riders participated in the Mankato River Ramble on Sunday, October 6, 2013.

The Mayor welcomed the Dollar Tree Store which will be opening on Commerce Drive October 13, 2013.

The Mayor presented a letter he wrote to MnDOT Commissioner Zelle in support of the Corridors of Commerce program funding that was submitted on behalf of the Highway 14 Partnership for the completion of Highway 14.

The Mayor reported the ribbon-cutting ceremony for the 14/41 Interchange will be held at 1 p.m. on Friday, October 11, 2013.

Public Comments

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

There being no further business, the meeting was adjourned at 7:25 p.m.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #7	Department: City Engineer	Council Meeting Date: 10/21/13
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TITLE OF ISSUE: Continuation of Public Hearing - Assessment Roll for Project No. 10-01ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements

BACKGROUND AND SUPPLEMENTAL INFORMATION: On 9/7/10, the City Council passed a resolution ordering improvements for Project No. 10-01 A-F, CSAH 41/Carlson Drive/Howard Drive Improvements. Construction began on the project in October 2010 and was substantially completed in the Fall of 2012. The total cost of the project including construction, right-of-way, and engineering is \$8,447,438. The City share of the project cost is \$4,155,200, with Nicollet County contributing \$3,056,238 and Federal Aid funding contributing \$1,236,000. The next step in the project is to certify the Special Assessments to the benefitting properties. The proposed special assessments identified in the assessment hearing notice and assessment roll total \$4,105,532.78, with the bulk of the assessments being deferred. However, it is recommended that this total be reduced to \$3,435,491.66. The reduction results from a recommendation not to assess the privately owned parcels that would be unable to develop without further roadway and utility improvements. It is recommended rather that those parcels be assessed at the time the future roadway and utility improvements are made. The deferred assessments fall into two categories; A) Deferred Until Sold, and B)Deferred until Annexed. The basis for the total assessment amount, including existing deferred assessments, new assessments, and future assessments, is the estimated increase in property value attributable to the improvements made as a part of this project and future projects. The City has record of pre-improvement property sales and post-improvement property sales that show an increase in property value of \$30,000/acre. The proposed assessments to be certified as a part of this project in combination with the existing deferred and estimated future assessments are equivalent to that property value increase. A copy of the original Assessment Roll sent with the assessment hearing notice, as well as the recommended revised assessment roll for the project, detailing the proposed assessments for each parcel are attached. Also attached is a table and figure detailing the existing deferred, new assessments, and future assessments, and two figures showing the location of pre-improvement and post-improvement property sales highlighting the aforementioned \$30,000/acre property value increase.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Pass resolution adopting assessment for Project No. 10-01 ABCDEF CSAH 41/Carlson Drive/Howard Drive Extension

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

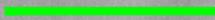
Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>				

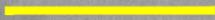
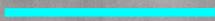
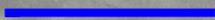
Other (specify) Proposed Assessments Figure, Assessment Roll, Revised Assessment Roll, Assessment Table
Property Sales Figures

<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: _____

LEGEND

-  CITY LIMITS
-  ASSESSABLE PARCEL BOUNDARY
-  EXISTING DEFERRED ASSESSMENTS (ED)
-  NEW (N) ASSESSABLE ACREAGE
-  NEW DEFERRED ASSESSMENT TYPE A (NDA)* ASSESSABLE ACREAGE
-  NEW DEFERRED ASSESSMENT TYPE B (NDB)** ASSESSABLE ACREAGE
-  FUTURE (F) ASSESSABLE ACREAGE

EXISTING DEFERRED ASSESSMENTS	\$293,708
CSAH 41/HOWARD DRIVE/CARLSON DRIVE	\$4,155,200
TOTAL CURRENT COSTS	\$4,448,908
 FUTURE LOOKOUT DRIVE UTILITY EXTENSION	\$482,879
 FUTURE RINGHOFFER DRIVE EXTENSION	\$1,234,897
 FUTURE CARLSON DRIVE EXTENSION	\$724,878
TOTAL FUTURE COSTS	\$2,442,654
TOTAL CURRENT AND FUTURE COSTS	\$6,891,562
TOTAL ASSESSABLE ACRES	227.920 ACRES
COST PER ASSESSABLE ACRE	\$30,000/ACRE

*NEW DEFERRED ASSESSMENT TYPE A ARE DEFERRED UNTIL SOLD .

**NEW DEFERRED ASSESSMENT TYPE B ARE DEFERRED UNTIL ANNEXED.



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF NORTH MANKATO, MINNESOTA
 C.S.A.H. 41/CARLSON DRIVE/HOWARD DRIVE EXTENSIONS
 PROPOSED ASSESSMENTS

OCTOBER, 2013

FIGURE NO. 1

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
PROJECT NO. 10-01 A-F
ASSESSMENT ROLL - ORIGINAL 10/07/13

		Total Assessment	Certified to County Auditor
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.312.0030 Lot 3, Block 1, Northport No. 15	\$304,616.87	\$304,616.87 Deferred until sold
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.312.0040 Lot 4, Block 1, Northport No. 15	\$303,626.76 Assessment prepaid at sale	\$0.00
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.312.0020 Lot 2, Block 1, Northport No. 15	\$100,928.00	\$100,928.00 Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.312.0010 Lot 1, Block 1, Northport No. 15	\$100,600.00	\$100,600.00 Deferred until sold
Timm Farms Inc 108 Emerald court North Mankato, MN 56001	01.103.0100 Section 03 Township 108 Range 027 NE 1/4 OF NW 1/4 "EX PARCEL K OF ROW PLAT 10" & "EX PCL 1E1, 1N1, 1N2, 1N3 ROW PLAT 26" = TOTAL ACRES 49.73	\$789,090.00	\$789,090.00 Deferred until annexed
Timm Farms Inc 108 Emerald court North Mankato, MN 56001	01.103.0100 Section 03 Township 108 Range 027 NE 1/4 OF NW 1/4 "EX PARCEL K OF ROW PLAT 10" & "EX PCL 1E1, 1N1, 1N2, 1N3 ROW PLAT 26" = TOTAL ACRES 49.73	\$163,745.12	\$163,745.12 Deferred until further improvements and annexed
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	01.103.0630 ROW PCL 3S1 OF NICOLLET COUNTY RIGHT OF WAY PLAT NO 26 = 3.285 AC Section 3 Township 108 Range 27	\$98,550.00	\$98,550.00 Deferred until sold
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.270.0010 Block 1 Lot 1 SubdivisionCd 18270 SubdivisionName SO CNTRL SRVCE COOP SUB NO 2	\$168,690.03 Assessment prepaid at sale	\$0.00

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
PROJECT NO. 10-01 A-F
ASSESSMENT ROLL - ORIGINAL 10/07/13

		Total Assessment	Certified to County Auditor
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.270.0020 Block 1 Lot 2 SubdivisionCd 18270 SubdivisionName SO CNTRL SRVCE COOP SUB NO 2	\$14,790.00 Assessment prepaid at sale	\$0.00
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.177.0020 Block 1 Lot 2 SubdivisionCd 18177 SubdivisionName NORTHPORT NO 13	\$167,400.00 Assessment prepaid at sale	\$0.00
Burnett Properties, LLP 16738 State Highway 66 Good Thunder, MN 56037	01.103.0615 Section 03 Township 108 Range 027 SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" "EX .76 AC" = 37.97 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL MAP # 21 03 100 009 REC# 28008; 40110; 43466; 60680; 62344-45SP; 71192SP; 73511SP; 73549ANNEX; 74637; SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" = 38.73 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL ACRES = 48.14 ACRES = 47.38	\$571,920.00	\$571,920.00 Deferred until annexed

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
PROJECT NO. 10-01 A-F
ASSESSMENT ROLL - ORIGINAL 10/07/13

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Burnett Properties, LLP 16738 State Highway 66 Good Thunder, MN 56037	01.103.0615 Section 03 Township 108 Range 027 SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" "EX .76 AC" = 37.97 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL MAP # 21 03 100 009 REC# 28008; 40110; 43466; 60680; 62344-45SP; 71192SP; 73511SP; 73549ANNEX; 74637; SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" = 38.73 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL ACRES = 48.14 ACRES = 47.38	\$226,528.00	\$226,528.00 Deferred until further improvements and annexed
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.003.0400 Section 03 Township 108 Range 027 PT OF NW 1/4 SW 1/4 LYG NELY OF PCL 7 N 2 NI CO R/W PLAT 26 = 3.22 ACRES.	\$96,600.00	\$96,600.00 Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.313.0030 Outlot B, Northport No. 17	\$100,500.00	\$100,500.00 Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.313.0020 Outlot A, Northport No. 17	\$217,500.00	\$217,500.00 Deferred until sold
Cemstone Products company 2025 Centre Pointe Blvd Mendota Heights, MN 55120	18.313.0010 Lot 1, Block 1, Northport No. 17	\$180,000.00 Assessment prepaid at sale	\$0.00

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
PROJECT NO. 10-01 A-F
ASSESSMENT ROLL - ORIGINAL 10/07/13

		Total Assessment	Certified to County Auditor
HH Partnership 23640 Trails End Lane Cleveland, MN 56017	01.103.0105 Section 03 Township 108 Range 027 W 1/2 OF NW 1/4 "EX PCL G OF ROW PLAT 10" & "EX PCLS 3N1, 3N2, 3N3, 3N4, 3N5, 3S1 ROW PLAT 26" = TOTAL ACRES 54.13	<u>\$220,680.00</u>	<u>\$220,680.00</u> Deferred until annexed
HH Partnership 23640 Trails End Lane Cleveland, MN 56017	01.103.0105 Section 03 Township 108 Range 027 W 1/2 OF NW 1/4 "EX PCL G OF ROW PLAT 10" & "EX PCLS 3N1, 3N2, 3N3, 3N4, 3N5, 3S1 ROW PLAT 26" = TOTAL ACRES 54.13	\$78,216.00	\$78,216.00 Deferred until further improvements and annexed
HH Partnership 23640 Trails End Lane Cleveland, MN 56017	01.103.0105 Section 03 Township 108 Range 027 W 1/2 OF NW 1/4 "EX PCL G OF ROW PLAT 10" & "EX PCLS 3N1, 3N2, 3N3, 3N4, 3N5, 3S1 ROW PLAT 26" = TOTAL ACRES 54.13	\$90,888.00	\$90,888.00 Deferred until further improvements and annexed
HH Partnership 23640 Trails End Lane Cleveland, MN 56017	01.103.0105 Section 03 Township 108 Range 027 W 1/2 OF NW 1/4 "EX PCL G OF ROW PLAT 10" & "EX PCLS 3N1, 3N2, 3N3, 3N4, 3N5, 3S1 ROW PLAT 26" = TOTAL ACRES 54.13	\$110,664.00	\$110,664.00 Deferred until further improvements and annexed
		<u><u>\$4,105,532.78</u></u>	<u><u>\$3,271,025.99</u></u>

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
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ASSESSMENT ROLL - REVISED 10-21-13

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South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.312.0040 Lot 4, Block 1, Northport No. 15	\$303,626.76 Assessment prepaid at sale	\$0.00
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.312.0020 Lot 2, Block 1, Northport No. 15	\$100,928.00	\$100,928.00 Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.312.0010 Lot 1, Block 1, Northport No. 15	\$100,600.00	\$100,600.00 Deferred until sold
Timm Farms Inc 108 Emerald court North Mankato, MN 56001	01.103.0100 Section 03 Township 108 Range 027 NE 1/4 OF NW 1/4 "EX PARCEL K OF ROW PLAT 10" & "EX PCL 1E1, 1N1, 1N2, 1N3 ROW PLAT 26" = TOTAL ACRES 49.73	\$789,090.00	\$789,090.00 Deferred until annexed
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	01.103.0630 ROW PCL 3S1 OF NICOLLET COUNTY RIGHT OF WAY PLAT NO 26 = 3.285 AC Section 3 Township 108 Range 27	\$98,550.00	\$98,550.00 Deferred until sold
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.270.0010 Block 1 Lot 1 SubdivisionCd 18270 SubdivisionName SO CNTRL SRVCE COOP SUB NO 2	\$168,690.03 Assessment prepaid at sale	\$0.00

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
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South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.270.0020 Block 1 Lot 2 SubdivisionCd 18270 SubdivisionName SO CNTRL SRVCE COOP SUB NO 2	\$14,790.00	\$0.00
		Assessment prepaid at sale	
South Central Service Coop 2075 Lookout Drive North Mankato, MN 56003	18.177.0020 Block 1 Lot 2 SubdivisionCd 18177 SubdivisionName NORTHPORT NO 13	\$167,400.00	\$0.00
		Assessment prepaid at sale	
Burnett Properties, LLP 16738 State Highway 66 Good Thunder, MN 56037	01.103.0615 Section 03 Township 108 Range 027 SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" "EX .76 AC"= 37.97 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL MAP # 21 03 100 009 REC# 28008; 40110; 43466; 60680; 62344-45SP; 71192SP; 73511SP; 73549ANNEX; 74637; SE 1/4 NW 1/4 "EX ROW 26 PCL 5E1 & 5N1" = 38.73 AC; PT OF E 1/2 SW 1/4 LYG NLY OF NORTHPORT # 10 "EX 10.32 AC" = 9.41 +/-, TOTAL ACRES = 48.14 ACRES = 47.38	\$571,920.00	\$571,920.00
			Deferred until annexed
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.003.0400 Section 03 Township 108 Range 027 PT OF NW 1/4 SW 1/4 LYG NELY OF PCL 7 N 2 NI CO R/W PLAT 26 = 3.22 ACRES.	\$96,600.00	\$96,600.00
			Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.313.0030 Outlot B, Northport No. 17	\$100,500.00	\$100,500.00
			Deferred until sold
North Mankato Port Authority 1001 Belgrade Avenue North Mankato, MN 56003	18.313.0020 Outlot A, Northport No. 17	\$217,500.00	\$217,500.00
			Deferred until sold

CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS
 PROJECT NO. 10-01 A-F
 ASSESSMENT ROLL - REVISED 10-21-13

		Total Assessment	Certified to County Auditor
Cemstone Products company 2025 Centre Pointe Blvd Mendota Heights, MN 55120	18.313.0010 Lot 1, Block 1, Northport No. 17	<u>\$180,000.00</u>	<u>\$0.00</u>
		Assessment prepaid at sale	
HH Partnership 23640 Trails End Lane Cleveland, MN 56017	01.103.0105 Section 03 Township 108 Range 027 W 1/2 OF NW 1/4 "EX PCL G OF ROW PLAT 10" & "EX PCLS 3N1, 3N2, 3N3, 3N4, 3N5, 3S1 ROW PLAT 26" = TOTAL ACRES 54.13	\$220,680.00	\$220,680.00
		Deferred until annexed	
		<u><u>\$3,435,491.66</u></u>	<u><u>\$2,600,984.87</u></u>



LEGEND

-  CITY LIMITS
-  PARCEL BOUNDARY
- SP = PRE-IMPROVEMENT SALE PRICE
- PRE = PRE-IMPROVEMENT COST PER ACRE

50.40 ACRES
 SP=\$1,008,000
 PRE=\$20,000/ACRE

3.22 ACRES
 SP=\$64,400
 PRE=\$20,000/ACRE

10.32 ACRES
 SP=\$206,400
 PRE=\$20,000/ACRE

99.5 ACRES
 SP=\$1,000,000
 PRE=\$10,050/ACRE

30.13 ACRES
 SP=\$602,600
 PRE=\$20,000/ACRE



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF NORTH MANKATO, MINNESOTA
 C.S.A.H. 41/CARLSON DRIVE/HOWARD DRIVE EXTENSIONS
 PRE-IMPROVEMENT PROPERTY SALES
 OCTOBER, 2013 FIGURE NO. 2

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 H:\MMAN\11237970\CAD\37970 Property Purchased.dwg



LEGEND

- CITY LIMITS
- PARCEL BOUNDARY
- SP = POST-IMPROVEMENT SALE PRICE
- PRE = PRE-IMPROVEMENT COST/ACRE
- POST = POST-IMPROVEMENT COST/ACRE
- LVI = LAND VALUE INCREASE (POST-PRE)

C.S.A.H. NO. 6

TIMM ROAD

LOOKOUT DRIVE (C.S.A.H. NO. 13)

C.S.A.H. NO. 41

CARLSON DRIVE

RINGHOFFER DRIVE

US T.H. 14

HOWARD DRIVE

12.57 ACRES
 SP=\$628,500
 POST=\$50,000/AC
 PRE=\$20,000/AC
LVI=\$30,000/AC

5.58 ACRES
 SP=\$223,200
 POST=\$40,000/AC
 PRE=\$10,050/AC
LVI=\$29,950/AC

9.37 ACRES
 SP=\$374,800
 POST=\$40,000/AC
 PRE=\$10,050/AC
LVI=\$29,950/AC

9.04 ACRES
 SP=\$452,000
 POST=\$50,000/AC
 PRE=\$10,050/AC
LVI=\$39,950/AC

3.00 ACRES
 SP=\$120,000
 POST=\$40,000/AC
 PRE=\$10,050/AC
LVI=\$29,950/AC

5.196 ACRES
 SP=\$260,500
 POST=\$50,135/AC
 PRE=\$20,000/AC
LVI=\$30,135/AC

11.59 ACRES
 SP=\$579,500
 POST=\$50,000/AC
 PRE=\$20,000/AC
LVI=\$30,000/AC

8.32 ACRES
 SP=\$332,800
 POST=\$40,000/AC
 PRE=\$10,050/AC
LVI=\$29,950/AC



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF NORTH MANKATO, MINNESOTA
 C.S.A.H. 41/CARLSON DRIVE/HOWARD DRIVE EXTENSIONS
 POST-IMPROVEMENT PROPERTY SALES
 OCTOBER, 2013 FIGURE NO. 3

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 H:\NMAN\M1237970\CAD\37970 Property Sold.dwg

CLAIM REPORT
FOR REGULAR COUNCIL MEETING OF OCTOBER 21, 2013

76067	ICMA Retirement Trust - 457	employee payroll deductions	\$3,118.85
76068	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$660.00
76069	Taylor Employee Purchases	business cards-Police Dept.	\$163.12
76070	Charter Communications	high speed data service-Pol, Fire, Contingency & P/A	\$463.96
76071	HickoryTech	telephone & internet bill-All Depts.	\$3,503.16
76072	MMFL	10% concession stand sales for tournament 9/28	\$181.20
76073	PowerPlan	equipment parts-Street & Sanitation	\$2,421.68
76074	Verizon Wireless	equipment, cell phone & internet bill-All Depts.	\$1,176.96
76075	Cardmember Service	charge card items-All Depts.	\$6,529.66
76076	AT&T Mobility	cell phone bill-Library	\$24.74
76077	ICMA Retirement Trust - 457	employee payroll deductions	\$3,118.85
76078	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$660.00
76079	Law Enforcement Labor Service	employee payroll deductions	\$450.00
76080	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$192.00
76081	United Way	employee payroll deductions	\$205.97
	Alex Air Apparatus, Inc.	turnout gear-Fire Dept.	\$3,489.40
	Ameripride Services	mats, uniform & towel service-Street, Shop & Library	\$519.23
	American Pest Control	professional service-Sanitation	\$69.80
	AmLawn, Inc.	mowing-Park Dept.	\$279.18
	Apt Machining & Fabricating, Inc.	equipment parts-Street Dept.	\$75.16
	Audio Editions	audio books & supplies-Library	\$383.39
	Baker & Taylor	books-Library & Bookmobile	\$25.04
	Batteries + Bulbs	supplies-Street Dept.	\$62.71
	Boyer Trucks	equipment parts-Street Dept.	\$226.54
	Bureau of Criminal Apprehension	criminal justice data network quarterly bill-Police	\$270.00
	Carquest Auto Parts Stores	equipment parts & supplies-All Depts.	\$761.78
	City of Mankato	water bill-Public Access	\$24.33
	City of Mankato	2013 All Seasons Arena debt service-Park Dept.	\$14,375.00
	Computer Technology Solutions, Inc.	equipment parts-Shop & Public Access	\$123.96
	Crysteel Truck Equipment	equipment parts-Street & Water Dept.	\$987.22
	Dalco	supplies-Mun Bldg, Fire, Park & Library	\$171.71
	DEMCO, Inc.	supplies-Library	\$202.66
	Diamond Vogel Paints	paint & additive-Street & Water Depts.	\$1,125.93
	EPA Audio Visual, Inc.	production equipment-P/A Equipment Replacement	\$1,828.06
	Express Services, Inc.	crossing guards-Police Dept.	\$792.18

CLAIMS CONTINUED

Ferguson Enterprises, Inc.	plumbing supplies & furnace-All Depts.	\$1,567.80
Flags USA, Inc.	flags-Mun Bldg	\$1,084.60
FleetPride	equipment parts-Fire, Street & Water	\$3,080.35
Foth Infrastructure & Environment	professional service-Sanitation	\$5,377.50
Free Press	ads-Adm, Street, Comm Dev & 2011 Construction	\$555.32
Freyberg Petroleum Sales, Inc.	oil-Park Dept.	\$55.72
G & L Auto Supply	equipment parts & supplies-All Depts.	\$445.20
Gopher State One-Call	one-call locates-Inspection	\$245.25
Hansen Sanitation	refuse pickup-Shop, Park, Sanitation & Public Access	\$276.12
Hawkins, Inc.	chemicals-Water Dept.	\$3,308.41
Hayes Instrument Co., Inc.	supplies-Inspection	\$274.50
Hiniker Sawmill	equipment parts-Street Dept.	\$384.75
Ingram Library Services	books-Library & Bookmobile	\$2,008.71
Jackson-Hirsh, Inc.	laminating supplies-All Depts.	\$63.58
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$172.80
Kennedy & Kennedy Law Office	legal services-Attorney	\$9,290.95
Kunkel Electric, Inc.	electrical parts for soccer fields-Sales Tax	\$517.58
LGT Hydraulic Service Co., Inc.	equipment parts-Street Dept.	\$1,390.65
LJP Enterprises of St. Peter	gaylords & wire baling-Sanitation	\$190.00
LJP Waste & Recycle	transportation charges-Sanitation	\$588.60
Lawson Products, Inc.	supplies-Shop	\$669.00
Lewis, Chad	special program-Library	\$300.00
Mankato Bearing Company	equipment parts-Caswell	\$10.76
Mankato Family YMCA	Jul-Sept Spring Lake Swim Facility Mgmt expenses	\$38,507.27
Mankato Ford, Inc.	equipment parts & tires-Police & Street Depts.	\$1,492.58
Mantronics Mailing Systems, Inc.	postage machine service contract-Water & Sewer	\$1,280.29
Matheson Tri-Gas, Inc.	welding supplies-Shop	\$133.36
Mayo Clinic Health System	physical-Fire Dept.	\$428.00
Metro Sales, Inc.	copier maintenance-Mun Bldg	\$195.42
Menards-Mankato	supplies-Park & Sanitation	\$308.18
Meyer, Cara	refund water bill credit	\$47.92
Minnesota Iron & Metal Co.	equipment parts & supplies-Fire, Street & Sales Tax	\$450.16
Minnesota Dept. of Labor & Industry	annual elevator operating license-Library	\$100.00
Minnesota Pipe & Equipment	supplies & water meters-Water Dept.	\$2,692.92
Minnesota Valley Testing Lab	water & sample testing-Water & Sewer Depts.	\$214.75
Minnesota Waste Processing Co.	processing fees-Sanitation	\$20,637.87
Morin Enterprises, Inc.	refund of soft drink & cigarette license fee	\$175.00
Minnesota State University	work study student-Library	\$192.50
MTI Distributing, Inc.	equipment parts-Park Dept.	\$33.24
Neopost USA, Inc.	postage meter rental-Water & Sewer Depts.	\$315.68

CLAIMS CONTINUED

North Central International, Inc.	equipment parts-Street & Bookmobile	\$198.10
OverDrive, Inc.	downloadable audio/ebooks-Bookmobile	\$903.40
Paragon Printing, Mailing & Specialties	newsletter-Comm Dev	\$2,238.98
Pet Expo Distributors	aquatic service-Library	\$149.97
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$109.99
Praxair Distribution, Inc.	supplies-Shop	\$27.07
Quality Tree Service	stump grinding-Park Dept.	\$2,021.87
Radio Mankato	ads for sale of equipment-Street Dept.	\$200.00
Reliance Electric of Southern Minnesota	equipment parts-Water Dept.	\$103.45
Retrofit Companies, Inc.	recycle light bulbs, barrels & boxes-Sanitation	\$308.15
River Bend Business Products	copier maintenance-Police & Library	\$160.56
Select Account	October participant fee-Unallocated	\$106.14
Southern Minnesota Construction	rock & sand-Park & Water Depts.	\$120.78
Staples Advantage	supplies-Admin & Library	\$608.55
Suburban Tire Wholesale, Inc.	tires-Police Dept.	\$459.35
Texas Refinery	fuel additive-All Depts.	\$1,809.78
Tire Associates	tires-All Depts.	\$1,791.43
Titan Machinery	equipment parts-Street Dept.	\$754.06
Tri-County Communications	equipment parts & professional service-Street Dept.	\$122.01
Uniforms Unlimited, Inc.	Gator Hawk vest-Police Dept.	\$712.95
US Postal Service	postage-All Depts.	\$3,000.00
Viking Electric Supply	electrical supplies-Street, Street Lights, Park & Sewer	\$397.39
WW Blacktopping, Inc.	asphalt for water main break-Water Dept.	\$994.86
Werner Electric Supply	electrical supplies-Street Lighting & Water Depts.	\$241.51
Westman Freightliner	equipment parts-Street Dept.	\$182.53
Total		<u>\$165,449.60</u>

CLAIMS CONTINUED

General	\$108,526.92
Library	\$5,102.53
Bookmobile	\$1,595.77
Community Development	\$2,864.78
Contingency	\$149.99
Port Authority	\$52.70
Local Option Sales Tax Construction	\$589.40
2011 Construction	\$73.78
2013 Construction	\$10.51
Water	\$13,331.02
Sewer	\$2,136.94
Sanitary Collection	\$28,348.42
Storm Water	\$43.18
Public Access	\$795.60
Public Access Equipment Replacement	<u>\$1,828.06</u>
Total	<u><u>\$165,449.60</u></u>

PORT AUTHORITY INVOICES
FOR REGULAR COUNCIL MEETING OF OCTOBER 21, 2013

Verizon Wireless	cell phone bill-Port Authority	<u>\$52.70</u>
Total		<u><u>\$52.70</u></u>

List of Port Authority Bills in the Amount of \$52.70

Council Meeting of October 21, 2013

Mayor Mark Dehen

Council Member Kim Spears

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg

List of Bills in the Amount of \$165,449.60

Council Meeting of October 21, 2013

Mayor Mark Dehen

Council Member Kim Spears

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minn. Stat. 465.03 and 465.04 allows the governing body of any city, county, school district or town to accept gifts for the benefit of its citizens in accordance with terms prescribed by the donor;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following donations/contributions/grants are approved as follows:

Donor of Gift	Restriction on Gift	Amount
Jo Marie Robbins	Library - Audiobooks	\$75.00
North Mankato Civic & Commerce	Library -- Cement base under sculpture	\$964.76

Adopted by the City Council this 21st day of October 2013.

Mayor

City Clerk

LICENSE AGREEMENT

THIS LICENSE AGREEMENT IS MADE THIS 18th day of October, 2013, between CITY OF NORTH MANKATO, a municipal corporation (hereinafter referred to as "Grantor") and ARNOLD'S SOUTH, LLC (a Minnesota Limited Liability Company hereinafter referred to as "Grantee").

1. Consideration and description. In consideration of the sum of \$200.00 and other good and valuable consideration, receipt of which is acknowledged, GRANTOR hereby grants, sells and conveys to GRANTEE, its successors and assigns, the following LICENSE in and over land controlled by the GRANTOR in the County of Nicollet, State of Minnesota and described as follows, to-wit:

Use of land described in attached Exhibit A for the purpose of constructing and maintaining a storm water pond including all related infrastructure. GRANTEE shall be responsible for compliance with all state and federal storm water regulations.

2. GRANTEE shall be entitled to construct and maintain a storm water pond at its own cost. There shall be no cost to the GRANTOR relating to the construction or maintenance of the storm water pond. Any compliance issues including any order from any government authority shall be the sole responsibility of the GRANTEE. Should GRANTOR be required to expend any public funds in responding to any compliance issues such funds shall be reimbursed to GRANTOR by GRANTEE within thirty (30) days of receiving written notification of such disbursements.

3. All obligations of GRANTEE undertaken pursuant to the License Agreement shall be personally guaranteed by the members of GRANTEE and their successors in interest.

4. GRANTEE is the owner of property benefited by this agreement including the following:

Lot 1, Block 1, C&H Industrial Plat
Lot 1, Block 1, Arnold's Subdivision No. 2.
Lot 1, Block 1, Arnold's Subdivision No. 3

All of said property being in the City of North Mankato, County of Nicollet.

5. The initial term of this License shall be twenty (20) years commencing October 18, 2013 and terminating on October 18, 2033. GRANTOR shall have the right to terminate this License at any time during the initial term by proving six (6) months written notice to GRANTEE. In the event the License is terminated in such manner the GRANTEE shall remove the storm water pond and restore the property to its previous condition. Any costs associated with removing the storm water pond including, but not limited, to costs imposed by any regulatory body shall be 100% the responsibility of the GRANTEE or its successors in interest.

6. GRANTEE shall have the right to renew this lease for an additional twenty (20) years subject to the same terms and conditions with the exception of the License payment. Such

payment shall be the original License payment increased by the cost of living (COLA) over the previous twenty (20) years).

7. GRANTEE will obtain liability insurance in the minimum amount of \$500,000.00 per person and \$1,000,000.00 per incident covering any occurrence connected with the storm water pond. The City of North Mankato shall be named as an additional payee.

8. This License shall not be assignable by GRANTEE without written permission of the GRANTOR.

Dated this 18th day of October, 2013.

GRANTOR

City of North Mankato

By: Meredith Fink
Its: City Planner

GRANTEE

Arnold's South, LLC

By: John Z. Grodz
Its: Man Partner

RESOLUTION NO.

RESOLUTION ADOPTING ASSESSMENT FOR
PROJECT NO. 10-01ABCDEF
CSAH 41/CARLSON DRIVE/HOWARD DRIVE EXTENSION

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for Project No. 10-01 ABCDEF, CSAH 41/Carlson Drive/Howard Drive Extension;

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein. Each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years and the first of the installments shall be payable on or before the first Monday in January, 2014, and shall bear interest at the rate of 5.55 percent per annum from January 1, 2014. To the first installment shall be added interest on the entire assessment from October 21, 2013 until December 31 of the year in which the first installment is payable, and to each subsequent installment shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer; except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and the owner may, at any time thereafter, pay to the County Treasurer, the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. When payment of an assessment is deferred, interest thereon for the period of deferment to December 31 of the year before the first installment is payable will be forgiven.
5. The Clerk shall transmit a certified duplicate of this assessment to the County Auditor to be extended on the tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council this 21st day of October 2013.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10B	Department: City Planner	Council Meeting Date: 10/21/13
------------------	--------------------------	--------------------------------

TITLE OF ISSUE: CU-1-13, Conditional Use Permit Request to Install a Wireless Communication Tower at 1119 Center Street

BACKGROUND AND SUPPLEMENTAL INFORMATION: See attached report.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Consider recommendation of the Planning Commission.

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

Other (specify) CU-1-13

<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: _____

Minutes
of the
NORTH MANKATO PLANNING COMMISSION MEETING
North Mankato, Minnesota
October 10, 2013

A regular meeting of the North Mankato Planning Commission was held at 7 p.m., October 10, 2013, in the Council Chambers of the Municipal Building.

Planning Commission Members present: Chair Stephanie Stoffel, Nick Meyer, Mike Smith, Corey Brunton and Rick Haman. Staff members present: Council Liaison Bob Freyberg and City Planner Michael Fischer.

A motion was made by Commissioner Smith, seconded by Commissioner Meyer, to approve the minutes of the September 12, 2013 regular meeting of the Planning Commission. Vote on the motion: all ayes, 0 nays; motion carried.

CU-1-13, Conditional Use Permit Request to Install a Wireless Communication Tower at 1119 Center Street

Planner Fischer presented a request from Mankato Brewery and Verizon Wireless to construct a 120-foot high monopole wireless communications tower at 1119 Center Street. Staff indicated that cellular towers are listed as conditional uses in M-1, Light Industrial districts. According to the applicants, the tower and supporting equipment would be enclosed within a security fence and there is potential to co-locate an additional wireless provider on the tower. Staff summarized setback and height regulations including past conditional use permits granted for cellular towers. Steve Fester, agent for Verizon, indicated that other area Verizon towers are near or at capacity requiring additional towers for coverage purposes. Regarding staff's proposed conditions, Chair Stoffel questioned if a timeline to remove the tower if it is no longer operational should be included. Council Liaison Freyberg questioned if a 6-foot high fence is tall enough for security purposes. After continued discussions regarding liability, setbacks, safety and tower ownership, it was moved by Commissioner Brunton, seconded by Commissioner Smith, to approve CU-1-13, subject to the following conditions:

1. At the discretion of the City, the owner shall maintain the appearance of the tower.
2. Within 90 days, remove tower and supporting equipment if no longer in use.

Vote on the motion: all ayes; 0 nays; motion carried.

In other business, staff summarized the Comprehensive Plan process and future Planning Commission involvement.

There being no further business, it was moved by Commissioner Meyer, seconded by Commissioner Haman to adjourn. Vote on the motion: all ayes, 0 nays; motion carried. The meeting was adjourned at 7:25 p.m.

Chair

Secretary

CU-1-13

1119 CENTER STREET

A REQUEST FROM MANKATO BREWERY, VERIZON WIRELESS

THE CITY OF NORTH MANKATO

SUBJECT: CU-1-13
APPLICANT: Mankato Brewery, Verizon Wireless
LOCATION: 1119 Center Street
EXISTING ZONING: M-1, Light Industrial
DATE OF REPORT: October 10, 2013
REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Conditional Use Permit request to construct a 120-foot high wireless communication tower.

COMMENT

Attached as Exhibit A is a request from Verizon Wireless to construct a 120-foot high monopole wireless communications tower on property owned by the Mankato Brewery at 1119 Center Street. The location of the proposed tower and the area is shown on Exhibit B. As shown on Exhibit C, the zoning of the property is M-1, Light Industrial. In the M-1 section of the City Code (156.047), cellular towers are listed as a conditional use. Therefore, to accommodate the proposal, the applicants are requesting a Conditional Use Permit (CUP) to construct the communications tower including an equipment building. As proposed, the tower and equipment building would be securely enclosed with a 30'X40' fence to prevent unauthorized access to the tower. According to the applicant, while the location serves their coverage needs, the facility would offer Verizon at least one additional wireless provider the opportunity to co-locate on the tower.

As proposed, the tower and supporting equipment meet the applicable setbacks in an M-1 zoning district. According to Section 156.035(F) Height Exceptions, radio towers are exempt from district height requirements. Staff considers cellular towers to be similar in nature to radio towers. Past CUP requests for cellular towers have been granted at the following locations:

- Arnold's Implement
- North end of Lake Street
- Northport Industrial Park

Attached as Exhibit D is a set of construction plans as submitted by the applicant.

RECOMMENDATION

Staff recommends approval of CU-1-13 subject to the following conditions:

1. At the discretion of the City, the owner shall maintain the appearance of the tower.
2. Remove tower and supporting equipment if no longer in use.



September 24, 2013

Via Hand Delivery

Michael Fischer
City Planner
City of North Mankato
1001 Belgrade Avenue
North Mankato, MN 56003

Re: Application for a Conditional Use Permit, Verizon Wireless, 1119 Center Street, North Mankato, MN 56003

Dear Mr. Fischer:

Please see the enclosed application for a Conditional Use Permit to construct a monopole-design wireless communications tower on the Mankato Brewery property at 1119 Center Street, as more particularly described in the application. I am submitting this application as agent for Verizon Wireless ("Verizon").

I. PROJECT OVERVIEW

This letter and the accompanying attachments describe the wireless communication facility proposed by Verizon, a one hundred twenty foot (120') above ground level monopole tower. The facility will offer Verizon and at least one additional wireless service provider the opportunity to provide wireless communication services to the City of North Mankato.

A. Technical Need for Site

This location was chosen after a Search Area Request Form (SARF) was developed and issued by Verizon's radio frequency (RF) engineering team. The SARF indicates a search area in which the wireless communication facility should be located. Locating the facility within the search area provides the maximum amount of continuous coverage where current service is nearing capacity, poor, or non-existent. The search area concerning this proposed site is shown in Attachment A. Since no available properties that would meet the City of North Mankato's zoning requirements could be located within the search area, the proposed facility is being located just north of the search area boundary.

Typical considerations in locating communication facilities are the ground elevation and clearance above ground clutter, such as buildings and trees, and the proximity of adjacent network sites. Typically, potential colocation sites on existing structures (towers, buildings, etc.) are examined within the SARF search area first, in order to minimize the cost of new construction of wireless facilities, and also to meet the spirit and intent of local regulations that encourage colocation to minimize the number of towers. Since there are no towers or other existing structures within the search area that would provide coverage at a height necessary to function within Verizon's network, no existing structures could be considered for colocation.

An existing monopole tower located at the southeast corner of the junction of Highways 169 and 14 was presented to Verizon's radio frequency engineer for consideration. Verizon's

engineer determined this tower is too close to the Mankato 3rd Ave site shown in Attachment A. Locating antennas on this tower would actually divert network traffic from the Mankato 3rd Avenue site, and would not serve the intended goal of improving coverage in and near the targeted search area.

B. Site Configuration

Verizon intends to place its antennas at a centerline height of one hundred sixteen feet (116') above ground level as shown on sheet A-3 of the enclosed construction plans. One additional antenna centerline remains open and available for use by another carrier at one hundred feet (100') or lower. The tower and equipment shelter will be securely enclosed within a 30' x 40' fenced compound to prevent unauthorized access to the tower.

II. SUPPORTING DOCUMENTATION AND CONCLUSION

The following documents are enclosed:

- Completed application form
- Map of search area and nearby Verizon Wireless tower sites (Attachment A)
- One 8.5" x 11" copy of plans

With the filing of this application, I would appreciate your support for this project at an upcoming meeting of the City of North Mankato's Planning Commission.

Please contact me at 952-831-0131 or sfester@ssc.us.com with any questions as you review this application.

Sincerely,

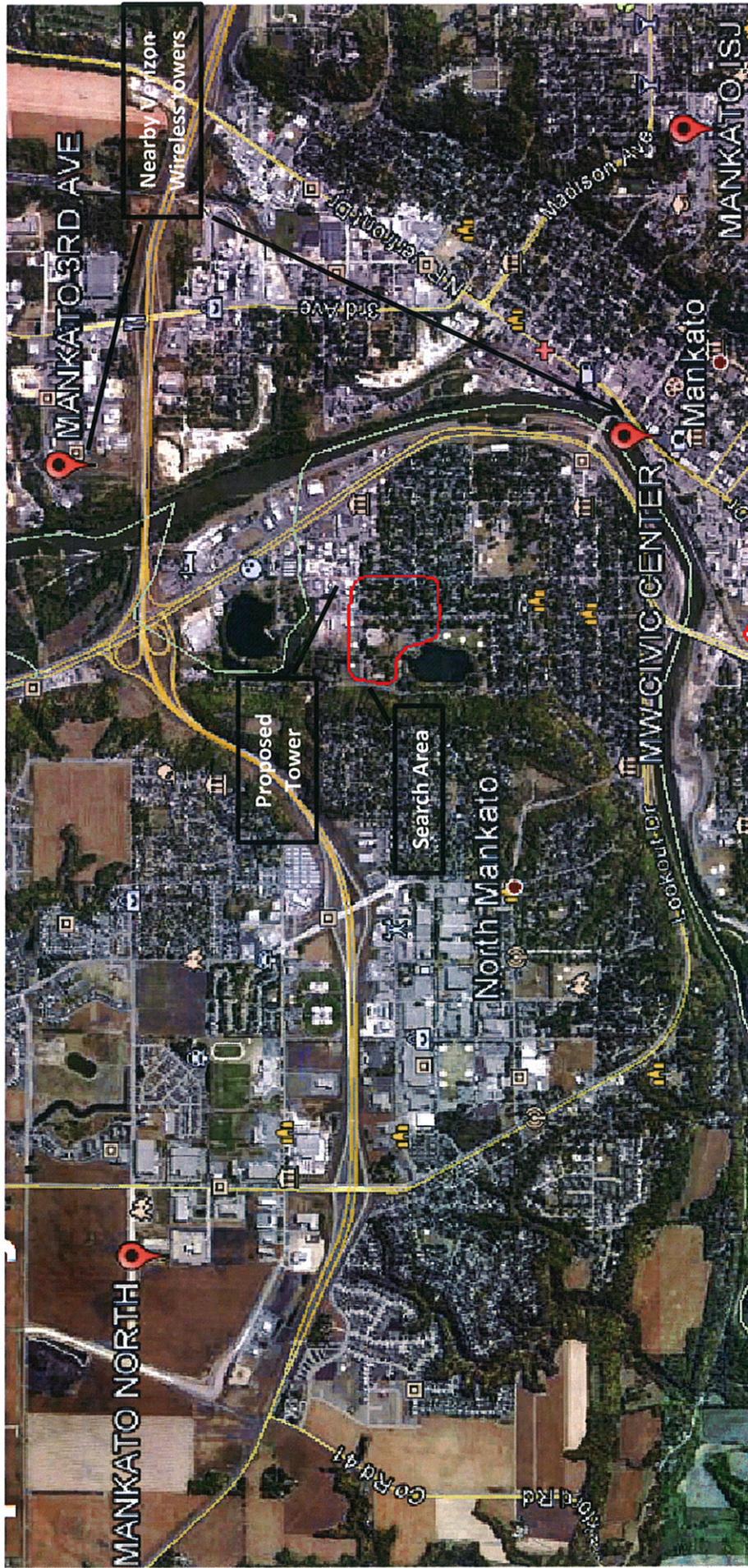


Steve Fester
Agent for Verizon Wireless

Attachments

cc: Tim Tupy, Mankato Brewery
Christopher Coughlin, Verizon Wireless

Attachment A





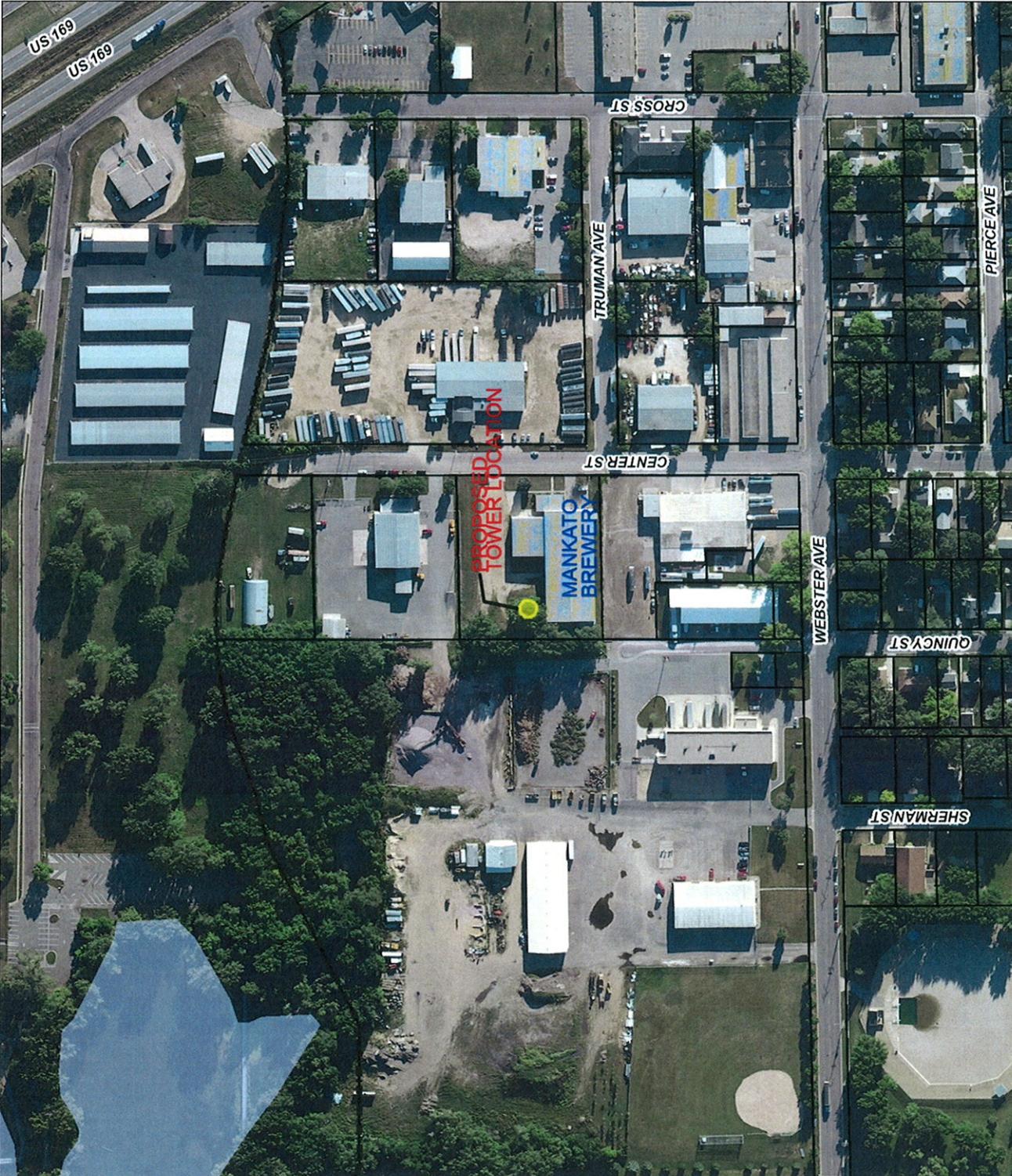
- Legend**
- City Limits
 - Parcels (8-6-2013)
 - Lakes & Ponds
 - Minnesota River



test

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of North Mankato is not responsible for any inaccuracies herein contained.



0 254 Feet

PLANS PREPARED FOR
verizon wireless
 1800 BAY LAKE ROAD
 800 WASHINGTON AVENUE
 (PHONE) (252) 434-1000

PLANS PREPARED BY
SSC
 1801 Center Road, Suite 102
 Bloomington, Minnesota 55408
 Phone 952.831.0331
 Fax 952.831.0331

STRUCTURAL ENGINEERING LICENSE
 The State of Minnesota requires that all structural engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer. The State of Minnesota requires that all structural engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer. The State of Minnesota requires that all structural engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer.

PRELIMINARY ISSUE

ELECTRICAL ENGINEERING LICENSE
 The State of Minnesota requires that all electrical engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer. The State of Minnesota requires that all electrical engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer. The State of Minnesota requires that all electrical engineering work be performed by a Professional Engineer under the supervision of a Licensed Professional Engineer.

DATE: 10/20/11
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT: [Name]

REVISION	DATE	BY	DESCRIPTION
1	10/20/11	AM	ISSUED FOR PERMIT
2	10/20/11	AM	ISSUED FOR PERMIT
3	10/20/11	AM	ISSUED FOR PERMIT

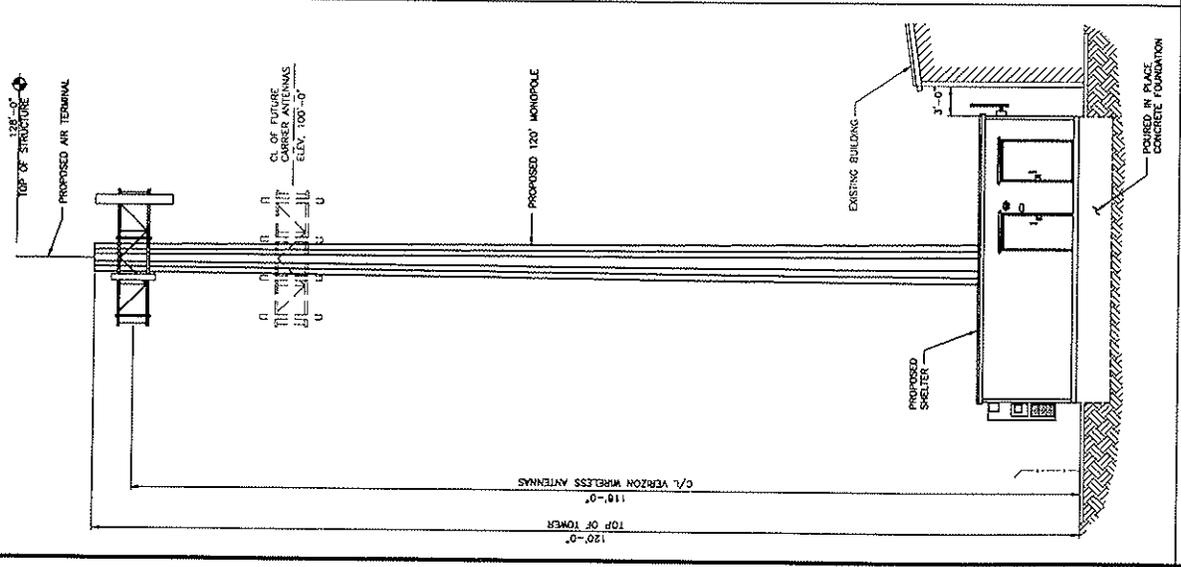
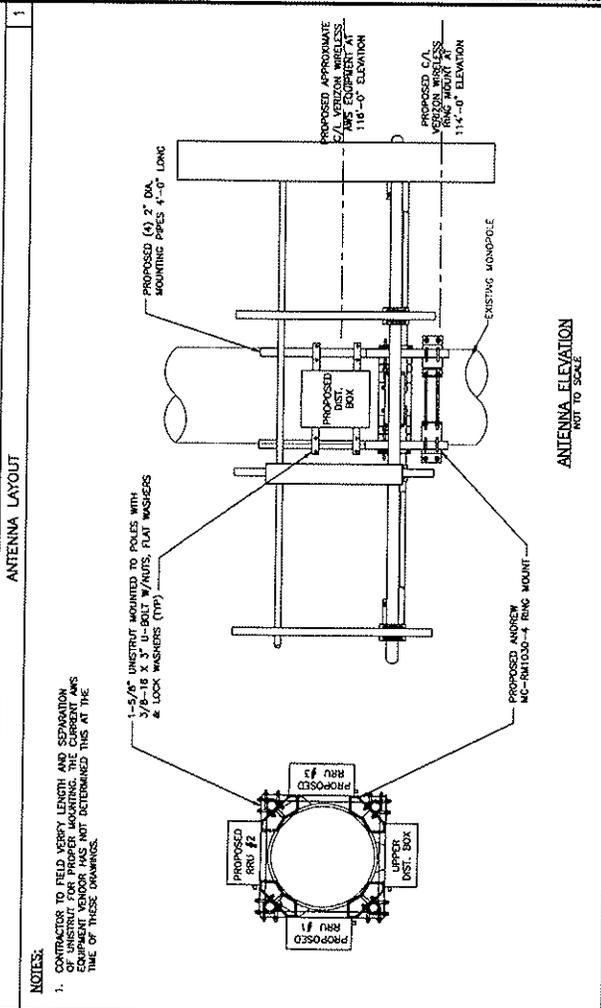
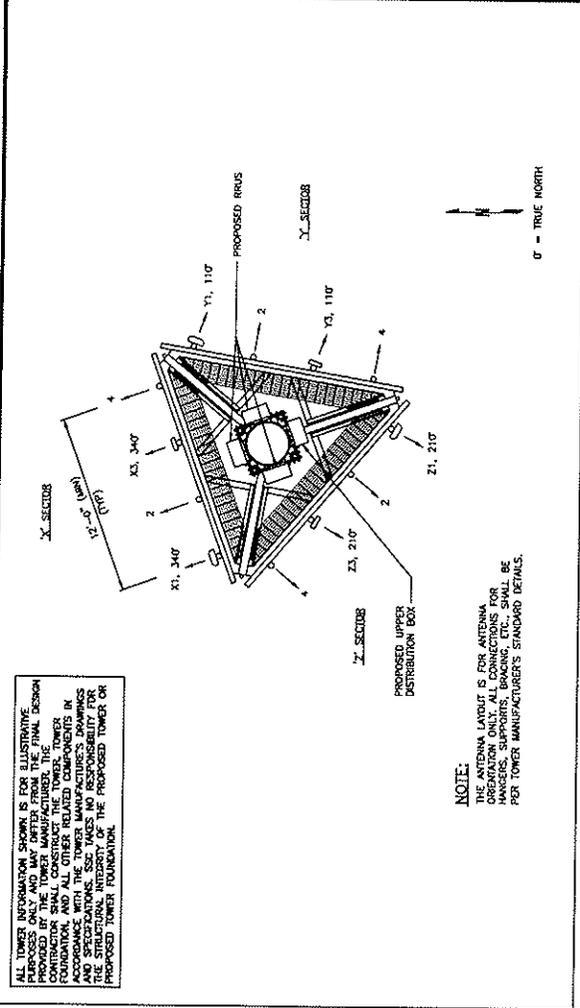
SITE NAME
MIN10 THE MELBORN

SITE NUMBER
 265807

SITE ADDRESS
 1119 CENTER STREET
 N. MANKATO, MINNESOTA
 56003

SHEET DESCRIPTION
TOWER ELEVATION & ANTENNA LAYOUT

SHEET NUMBER
A-3



2
ANTENNA ELEVATION
 AWS EQUIPMENT MOUNTING DETAILS

3
TOWER ELEVATION



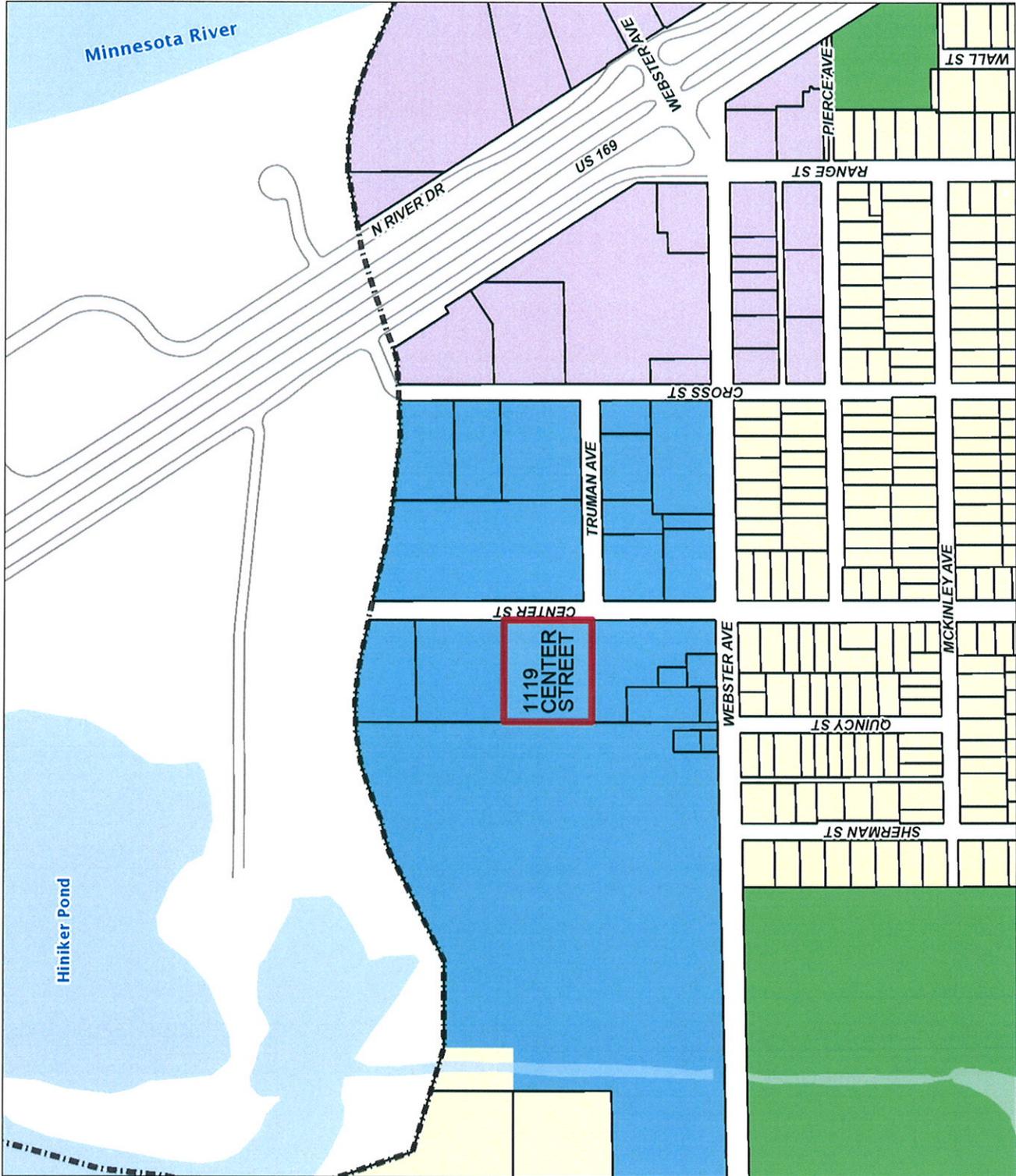
Legend

- City Limits
- Road Edge
- Parcels (8-6-2013)
- Lakes & Ponds
- Minnesota River
- Zoning**
- R-A Residential Agricultural
- R-1 One Family Living
- R-1S One Family Dwelling Small
- R-2 One and Two Family Dwelling
- R-3 Limited Multiple Dwelling
- R-4 Multiple Dwelling
- OR-1 Office Residential
- CBD Central Business
- B-1 Neighborhood Business
- B-3 General Commercial
- B-2 Community Business
- M-2 Heavy Industrial
- M-1 Light Industrial
- I-1 Planned Industrial
- TUD Transitional Unzoned District
- P-1 Public Park



Disclaimer:

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0 405 Feet

PLANS PREPARED FOR
verizon wireless
 10801 BUSH LAKE ROAD
 BLOOMINGTON, MN 55438
 PHONE: (612) 746-4700

PLANS PREPARED BY

 7863 Glenroy Road, Suite 102
 Bloomington, MN 55438
 PHONE: (612) 746-4700
 FAX: 813-438-7777

STRUCTURAL ENGINEERING LICENSE
 I hereby certify that plan, specifications or report was prepared by
 a duly licensed Professional Engineer under the laws of the state of Minnesota.
 PROFESSIONAL ENGINEER: _____
 DATE: _____

ELECTRICAL ENGINEERING LICENSE
 I hereby certify that plan, specifications or report was prepared by
 a duly licensed Professional Engineer under the laws of the state of Minnesota.
 PROFESSIONAL ENGINEER: _____
 DATE: _____

DRAWING NOTICE
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 OF THE PROFESSIONAL ENGINEER. IT IS THE PROPERTY OF
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 AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE
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 MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY
 ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, FOR
 ANY PURPOSE OTHER THAN THAT FOR WHICH IT IS FURNISHED.
 SUBJECTS: _____
 DATE FOR REVIEW: _____
 DATE FOR LAUNCH REVIEW: _____

SITE NAME
MN10 THE MELBORN

SITE NUMBER
 265807

SITE ADDRESS
 1119 CENTER STREET
 N. MANKATO, MINNESOTA
 56003

SHEET DESCRIPTION
TITLE SHEET

SHEET NUMBER
T-1

verizon wireless
MN10 THE MELBORN
NEW SITE BUILD

VERIZON WIRELESS DEPT. APPROVALS

TITLE	NAME	DATE
RF ENGINEER		
OPERATIONS MANAGER		
CONSTRUCTION ENGINEER		
CONSTRUCTION MANAGER		
REAL ESTATE MANAGER		
LANDLORD		

DRIVING DIRECTIONS

FROM: VERIZON WIRELESS - OWATONNA SWITCH
 FROM US-14 WESTBOUND, TAKE MR-60 W/US-169 S SOUTH (1.2 MI) TO WEBSTER
 FROM WEBSTER, TAKE I-94 WEST (0.3 MI) TO CENTER STREET, NORTH ON
 CENTER STREET (0.3 MI) TO THE CORNER OF CENTER STREET AND THE
 EXISTING BUILDING. TOWER SITE IS LOCATED AT NORTHWEST CORNER OF EXISTING
 BUILDING.

THE UTILITIES AS SHOWN ON THIS SET OF DRAWINGS WERE
 DEVELOPED FROM THE INFORMATION AVAILABLE. THE INFORMATION
 PROVIDED IS NOT INTENDED NOR INTENDED TO BE THE COMPLETE
 RESPONSIBILITY TO VERIFY THE LOCATION OF ALL UTILITIES
 (WHETHER SHOWN OR NOT) AND PROTECT SAID UTILITIES FROM
 ANY DAMAGE CAUSED BY CONTRACTOR'S ACTIVITIES.

SHEET INDEX

SHEET NUMBER	SHEET DESCRIPTION	RESPONSIBLE DISCIPLINE
T-1	TITLE SHEET	SC/E
A-1	TOPOGRAPHIC SURVEY (BY OTHERS)	SC
A-2	OVERALL SITE PLAN	SC
A-3	ENLARGED SITE PLAN	SC
A-4	TOWER ELEVATION & ANTENNA LAYOUT	SC
A-5	ANTENNA KEY & GENERAL NOTES	SC
A-6	FOUNDATION PLAN & DETAILS	SC
A-7	SHELTER ELEVATIONS	SC
A-8	DETAILS (1 OF 2)	SC
C-1	GRADING PLAN	SC
E-1	ELECTRIC GENERAL	E
E-2	ELECTRICAL DETAILS	E
E-3	METER RACK DETAILS	E
G-1	GROUNDING PLAN	E
G-2	GROUNDING RISER DIAGRAM	E
G-3	GROUNDING DETAILS (1 OF 2)	E
G-4	GROUNDING DETAILS (2 OF 2)	E
SP1	SPECIFICATIONS (1 OF 7)	SC
SP2	SPECIFICATIONS (2 OF 7)	SC
SP3	SPECIFICATIONS (3 OF 7)	SC
SP4	SPECIFICATIONS (4 OF 7)	SC
SP5	SPECIFICATIONS (5 OF 7)	SC
SP6	SPECIFICATIONS (6 OF 7)	SC
SP7	SPECIFICATIONS (7 OF 7)	SC

PROJECT INFORMATION

SITE NAME: MN10 THE MELBORN
ADDRESS: 1119 CENTER STREET, N. MANKATO, MINNESOTA 56003
CONTACT: CHRISTOPHER COUGHLIN
PHONE: (612) 220-6470
FAX: (612) 946-2118
DATE: 09/17/03
SCALE: AS SHOWN
DATE FOR REVIEW: 09/17/03
DATE FOR LAUNCH REVIEW: 09/17/03

ISSUES:
 VERIZON WIRELESS
 10801 BUSH LAKE ROAD
 BLOOMINGTON, MINNESOTA 55438
CONTACT: CHRISTOPHER COUGHLIN
PHONE: (612) 220-6470
FAX: (612) 946-2118

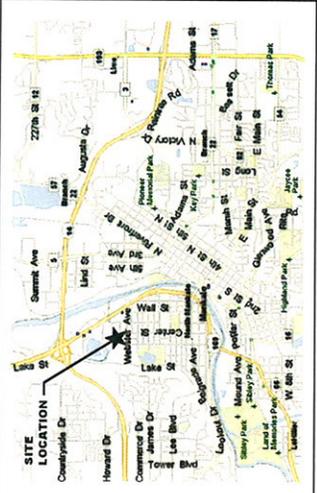
SITE ACQUISITION:
 10801 BUSH LAKE ROAD
 BLOOMINGTON, MINNESOTA 55438
CONTACT: STEVE COLLINS
PHONE: (612) 946-4700
FAX: (612) 946-2118

CONSTRUCTION ENGINEER:
 VERIZON WIRELESS
 10801 BUSH LAKE ROAD
 BLOOMINGTON, MINNESOTA 55438
CONTACT: STEVE COLLINS
PHONE: (612) 946-4700

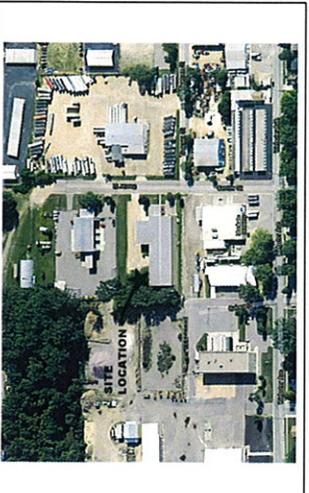
CONSULTING ENGINEER:
 OVERLAND PARK, KANSAS 66210
CONTACT: T.M. SUPER - ELECTRICAL ENGINEER
PHONE: (913) 438-7770
FAX: (913) 438-7777

CODE COMPLIANCE:
 UNINHABITED SHELTER BUILDING CODE
 2008 NATIONAL BUILDING CODE
 2008 NATIONAL ELECTRIC CODE
 2008 NATIONAL FIRE ALARM & SIGNALING CODE
 2008 NATIONAL ELECTRICAL SAFETY CODE
 2008 NATIONAL COMMUNICATIONS CODE
 2008 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 704
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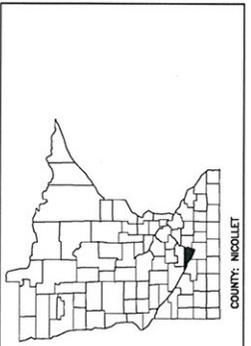
VICINITY MAP



AERIAL VIEW



GENERAL LOCATION MAP



WILSON SMITH
 Architecture
 Surveying
 Environmental

DATE: _____
 DRAWN BY: _____
 CHECKED BY: _____
 SCALE: _____
 SHEET NO: _____

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EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
CENTER LINE	FENCE CHAIN LINK PROPOSED
EDGE OF WOODS	FENCE WOOD PROPOSED
FENCE BARB WIRE	FENCE BARB WIRE PROPOSED
FENCE CHAIN LINK	FORCEMAIN PROPOSED
FENCE WOOD	SANITARY SEWER PROPOSED
FORCEMAIN	SANITARY SERVICE PROPOSED
OVERHEAD CABLE TV	STORM SEWER PROPOSED
OVERHEAD ELECTRIC	STORM SEWER DRAIN TILE PROPOSED
OVERHEAD TELE	WATERMAIN PROPOSED
RAILROAD	WATERMAIN SERVICE PROPOSED
RETAINING WALL	
SANITARY SEWER	
SANITARY SEWER SERVICE	
STORM SEWER	
STORM SEWER DRAIN TILE	
UNDERGROUND CABLE TV	
UNDERGROUND ELECTRIC	
UNDERGROUND FIBER OPTIC	
UNDERGROUND GAS	
UNDERGROUND TELE	
WATERMAIN	
WATERMAIN SERVICE	
WETLAND EDGE	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
BALE CHECK	
BIO ROLL	
SILT FENCE	
SILT FENCE TYPE HEAVY DUTY	
SILT FENCE TYPE MACHINE SLEUCED	
SILT FENCE TYPE PHEASSEMBLED	
FLOTATION SILT CURTAIN	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
HATCH PATTERN AND SHADING LEGEND	
RANDOM RIPRAP	
SOD	
SEED	
HYDRAULIC STABILIZER	
EROSION CONTROL BLANKET	
TEMP. ROCK CONSTRUCTION ENTRANCE	
BUILDING WALL HATCH	
BITUMINOUS SURFACE	
CONCRETE SURFACE	
GRAVEL SURFACE	
EASEMENT PATTERN	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
ROW LOT & EASEMENTS LINES	
BUILDING SETBACK LINE	
LOT LINE PROPOSED	
EASEMENT LINE	
EASEMENT LINE PROPOSED	
LOT LINE	
MINIOT CONTROLLED ACCESS LINE	
RIGHT OF WAY EXISTING	
RIGHT OF WAY PROPOSED	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
SECTION ARROW - TOP	
SECTION ARROW - BOTTOM	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
DOCUMENTATION SYMBOLS	
SECTION ARROW - TOP	
SECTION ARROW - BOTTOM	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
APRON PROPOSED	
SANITARY CLEANOUT PROPOSED	
SANITARY LIFT STATION PROPOSED	
SANITARY LIFT STATION VALVE MANHOLE PROPOSED	
SANITARY MANHOLE PROPOSED	
SANITARY PLUG PROPOSED	
STORM CATCH BASIN PROPOSED	
STORM MANHOLE PROPOSED	
WATER 11" 1/4" BEND PROPOSED	
WATER 22" 1/2" BEND PROPOSED	
WATER 45" BEND PROPOSED	
WATER 90" BEND PROPOSED	
WATER CAP PROPOSED	
WATER CROSS PROPOSED	
WATER CURB STOP PROPOSED	
WATER HYDRANT PROPOSED	
WATER REDUCER PROPOSED	
WATER SLEEVE PROPOSED	
WATER TEE PROPOSED	
WATER VALVE PROPOSED	
PROPOSED UTILITY PRIVATE SYMBOLS	
ELEC LIGHT POLE PROPOSED	
EROSION CONTROL SYMBOLS	
SURFACE DRAINAGE ARROW	
STORM DRAIN INLET PROTECTION	
TRAFFIC CONTROL DEVICES & SYMBOLS	
TRAFFIC CONTROL SIGN (1 POST)	
TRAFFIC CONTROL SIGN (2 POST)	
TYPE III BARRICADE	
DRUM CHANNELIZER	
FLASHING ARROW OR MESSAGE BOARD	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
SOIL BORING SYMBOLS	
LASER-INDUCED FLUORESCENCE BORING	
LYSIMETER	
MONITOR WELL	
PERC TEST	
PIEZOMETER	
RECOVERY WELL	
SOIL BORING	
SOIL VAPOR POINT	
VAPOR SURVEY POINT	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
EXISTING TOPO SYMBOLS	
AC UNIT	
FENCE POST	
FLAG POLE	
GUARD POST	
GUY ANCHOR	
GUY POLE	
HANDICAP SYMBOL	
MAILBOX	
SHRUB	
SIGN DOUBLE POST	
SIGN SINGLE POST	
TREE CONIFER	
TREE DECIDUOUS	
TREE STUMP	
TV DISH	
WETLAND SYMBOL	
YARD LIGHT	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
EXISTING UTILITY MUNICIPAL SYMBOLS	
APRON	
LIFT STATION	
SANITARY CLEANOUT	
SANITARY MANHOLE	
STORM CATCH BASIN	
STORM INLET	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
SURVEY MONUMENTS	
BENCH MARK	
FOUND CIM	
FOUND CPMT	
FOUND JLM	
FOUND LATH	
FOUND PIPE	
FOUND READING	
STAKED CIM	
STAKED CPMT	
STAKED JLM	
STAKED PIPE	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)	
APRON PROPOSED	
SANITARY CLEANOUT PROPOSED	
SANITARY LIFT STATION PROPOSED	
SANITARY LIFT STATION VALVE MANHOLE PROPOSED	
SANITARY MANHOLE PROPOSED	
SANITARY PLUG PROPOSED	
STORM CATCH BASIN PROPOSED	
STORM MANHOLE PROPOSED	
WATER 11" 1/4" BEND PROPOSED	
WATER 22" 1/2" BEND PROPOSED	
WATER 45" BEND PROPOSED	
WATER 90" BEND PROPOSED	
WATER CAP PROPOSED	
WATER CROSS PROPOSED	
WATER CURB STOP PROPOSED	
WATER HYDRANT PROPOSED	
WATER REDUCER PROPOSED	
WATER SLEEVE PROPOSED	
WATER TEE PROPOSED	
WATER VALVE PROPOSED	
PROPOSED UTILITY PRIVATE SYMBOLS	
ELEC LIGHT POLE PROPOSED	
EROSION CONTROL SYMBOLS	
SURFACE DRAINAGE ARROW	
STORM DRAIN INLET PROTECTION	
TRAFFIC CONTROL DEVICES & SYMBOLS	
TRAFFIC CONTROL SIGN (1 POST)	
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TYPE III BARRICADE	
DRUM CHANNELIZER	
FLASHING ARROW OR MESSAGE BOARD	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
SOIL BORING SYMBOLS	
LASER-INDUCED FLUORESCENCE BORING	
LYSIMETER	
MONITOR WELL	
PERC TEST	
PIEZOMETER	
RECOVERY WELL	
SOIL BORING	
SOIL VAPOR POINT	
VAPOR SURVEY POINT	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
EXISTING UTILITY MUNICIPAL SYMBOLS	
APRON	
LIFT STATION	
SANITARY CLEANOUT	
SANITARY MANHOLE	
STORM CATCH BASIN	
STORM INLET	

EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
SURVEY MONUMENTS	
BENCH MARK	
FOUND CIM	
FOUND CPMT	
FOUND JLM	
FOUND LATH	
FOUND PIPE	
FOUND READING	
STAKED CIM	
STAKED CPMT	
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EXISTING TOPOGRAPHIC LINES	PROPOSED CONSTRUCTION LINES
EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)	
APRON PROPOSED	
SANITARY CLEANOUT PROPOSED	
SANITARY LIFT STATION PROPOSED	
SANITARY LIFT STATION VALVE MANHOLE PROPOSED	
SANITARY MANHOLE PROPOSED	
SANITARY PLUG PROPOSED	
STORM CATCH BASIN PROPOSED	
STORM MANHOLE PROPOSED	
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WATER 22" 1/2" BEND PROPOSED	
WATER 45" BEND PROPOSED	
WATER 90" BEND PROPOSED	
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WATER CROSS PROPOSED	
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WATER HYDRANT PROPOSED	
WATER REDUCER PROPOSED	
WATER SLEEVE PROPOSED	
WATER TEE PROPOSED	
WATER VALVE PROPOSED	
PROPOSED UTILITY PRIVATE SYMBOLS	
ELEC LIGHT POLE PROPOSED	
EROSION CONTROL SYMBOLS	
SURFACE DRAINAGE ARROW	
STORM DRAIN INLET PROTECTION	
TRAFFIC CONTROL DEVICES & SYMBOLS	
TRAFFIC CONTROL SIGN (1 POST)	
TRAFFIC CONTROL SIGN (2 POST)	
TYPE III BARRICADE	
DRUM CHANNELIZER	
FLASHING ARROW OR MESSAGE BOARD	

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LASER-INDUCED FLUORESCENCE BORING	
LYSIMETER	
MONITOR WELL	
PERC TEST	
PIEZOMETER	
RECOVERY WELL	
SOIL BORING	
SOIL VAPOR POINT	
VAPOR SURVEY POINT	

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WATER CAP PROPOSED	
WATER CROSS PROPOSED	
W	

PLANS SHEET FOR

1087 BUSH LAKE ROAD
ROCKSPRING, GA 30087
PHONE: (770) 964-4789

7803 Glenroy Road, Suite 102
Birmingham, Mississippi 38203
Phone: (662) 852-9100
Fax: 813-438-7171

STRATEGIC SIGNAL ENGINEERING LICENSE

STATE OF MISSISSIPPI
Professional Engineer
Professional No. 10000
Professional Seal No. 10000

STATE OF MISSISSIPPI
Professional Engineer
Professional No. 10000
Professional Seal No. 10000

PRELIMINARY ISSUE

STATE OF MISSISSIPPI
Professional Engineer
Professional No. 10000
Professional Seal No. 10000

DATE: 10/1/10
DRAWN BY: J. A. [Name]
CHECKED BY: J. A. [Name]

DESCRIPTION: [Blank]

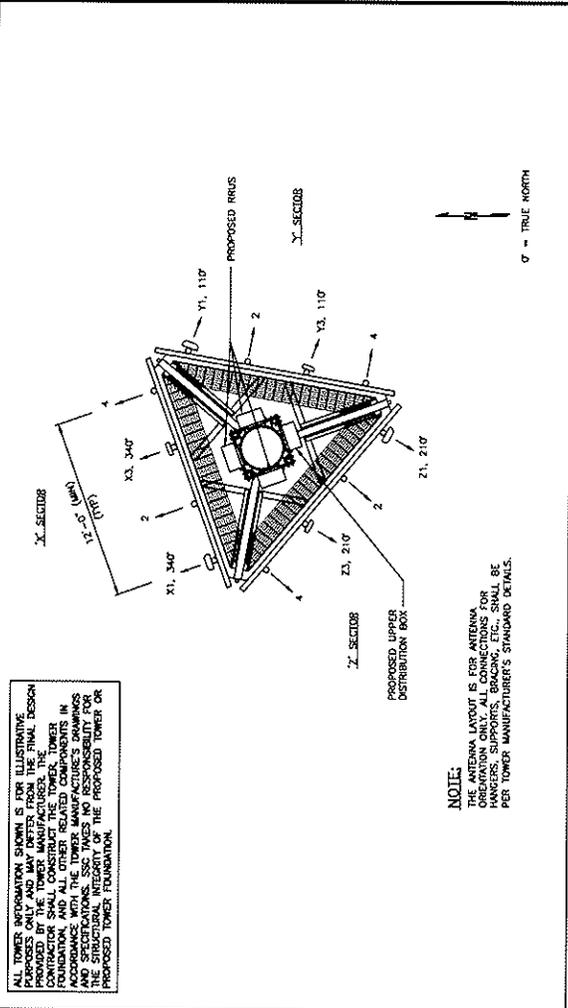
PROJECT NAME
MN10 THE MELBORN

PROJECT NUMBER
265807

SITE ADDRESS
**1119 CENTER STREET
N. MANKATO, MINNESOTA
56003**

SHEET DESCRIPTION
**TOWER ELEVATION
& ANTENNA LAYOUT**

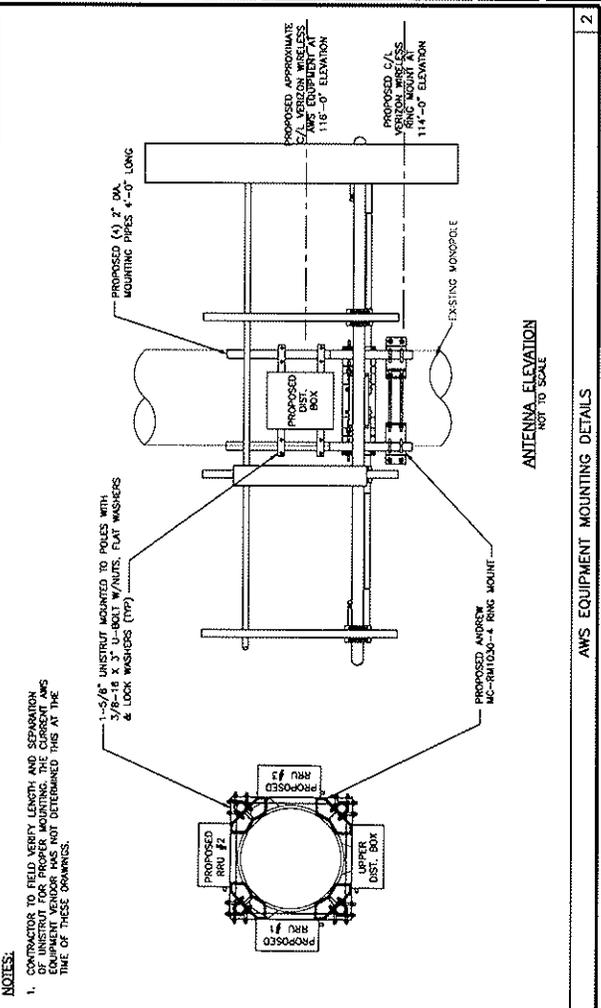
SHEET NUMBER
A-3



ANTENNA LAYOUT

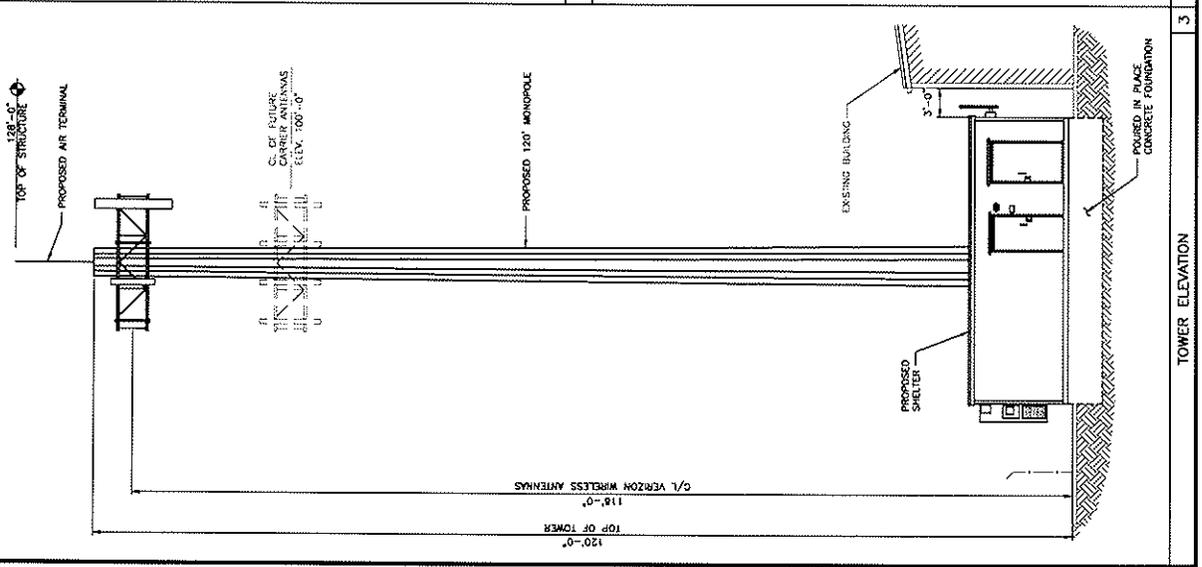
ALL TOWER INFORMATION SHOWN IS FOR ILLUSTRATIVE PURPOSES ONLY AND MAY DIFFER FROM THE FINAL DESIGN PROVIDED BY THE TOWER MANUFACTURER. THE CONTRACTOR SHALL VERIFY THE TOWER MANUFACTURER'S FOUNDATION, AND ALL OTHER RELATED COMPONENTS IN ACCORDANCE WITH THE TOWER MANUFACTURER'S DRAWINGS AND SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE STRUCTURAL INTEGRITY OF THE PROPOSED TOWER OR PROPOSED TOWER FOUNDATION.

NOTE:
THE ANTENNA LAYOUT IS FOR ANTENNA MANUFACTURER'S STANDARD DETAILS. HANGERS, SUPPORTS, BRACING, ETC. SHALL BE PER TOWER MANUFACTURER'S STANDARD DETAILS.



**ANTENNA ELEVATION
NOT TO SCALE**

NOTES:
1. CONTRACTOR TO FIELD VERIFY LENGTH AND SEPARATION BETWEEN ANTENNAS. THE CURRENT JMG EQUIPMENT MOUNTS HAS NOT DETERMINED THIS AT THE TIME OF THESE DRAWINGS.



TOWER ELEVATION



STRUCTURAL ENGINEERING LICENSE
 I hereby certify that the construction of the tower and antenna system is in accordance with the Minnesota Engineering Code and the Minnesota Code of Ordinances.

PRELIMINARY ISSUE

PROPOSED ANTENNA JUMPER KEY

PROPOSED RRI EQUIPMENT KEY

PROPOSED COAX KEY

PROPOSED TIA KEY

PROPOSED ANTENNA KEY				PROPOSED COAX KEY				PROPOSED TIA KEY												
QTY.	AZIMUTH POSITION	FUNCTION	MANUFACTURER	MODEL	MOD TYPE	ANTENNA HEIGHT	WIND TIP	ANTENNA CENTER	ELC	MECH	STATUS	QTY.	MANUFACTURER	MODEL	DIAMETER (INCH)	RAIL (FEET)	STATUS	QTY.	MODEL	STATUS
1	340	1.1 TX/RX	CSS	XCT-FR0-860-Y	700	96"	120"	116"	6"	-	PROPOSED	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	-	1.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	340	3.1 TX/RX	CSS	XAP-660-Y	AMS	69"	118"-10"	116"	5"	-	FUTURE	1	COMSCOPE	RFM412-2529-15 (DST. BOX TO RRI)	(1) P, (2) F	-	FUTURE	1	ERICSSON/RRG12	FUTURE
1	-	3.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	110	1.1 TX/RX	CSS	XCT-FR0-860-Y	700	96"	120"	116"	5"	-	PROPOSED	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	-	1.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	110	3.1 TX/RX	CSS	XAP-660-Y	AMS	69"	118"-10"	116"	4"	-	FUTURE	1	COMSCOPE	RFM412-2529-15 (DST. BOX TO RRI)	(1) P, (2) F	-	FUTURE	1	ERICSSON/RRG12	FUTURE
1	-	3.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	210	1.1 TX/RX	CSS	XCT-FR0-840-Y	700	96"	120"	115"	4"	-	PROPOSED	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	-	1.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-
1	210	3.1 TX/RX	COMSCOPE	HR-451705-VFM	AMS	57.5"	118"-5"	116"	4"	-	FUTURE	1	COMSCOPE	RFM412-2529-15 (DST. BOX TO RRI)	(1) P, (2) F	-	FUTURE	1	ERICSSON/RRG12	FUTURE
1	-	3.2 TX/RX	-	-	-	-	-	-	-	-	-	1	ANDREW	AW7-50	1.5/8"	1.35'	PROPOSED	-	-	-

PROPOSED ANTENNA JUMPER KEY							
QTY.	EQUIPMENT TYPE	MANUFACTURER	MODEL	STATUS	RAIN (FEET)	DIAMETER (INCH)	STATUS
8	JUMBERS	ANDREW	UP4-50A	FOAM	1/2"	10"	PROPOSED
8	JUMBERS	ANDREW	UP4-50A	FOAM	1/2"	10"	PROPOSED

ADDITIONAL EQUIPMENT TO BE INSTALLED:
 (1) SHIELD POWER CABLE #15 (DC POWER PLANT TO RRI)
 (2) SHIELD POWER CABLE #15 (DC POWER PLANT TO RRI)
 (3) FIBER CABLE #15' (ONS TO DISTRIBUTION BOX)

EQUIPMENT FURNISHED AND/OR INSTALLED BY:			
DESCRIPTION	FURNISHED	INSTALLED	CONTRACTOR
SHIELD	VERIZON	CONTRACTOR	CONTRACTOR
ANTENNAS	VERIZON	CONTRACTOR	CONTRACTOR
ANTENNA MOUNTING BRACKETS	VERIZON	CONTRACTOR	CONTRACTOR
ANTENNA PLATFORM	VERIZON	CONTRACTOR	CONTRACTOR
GENERATOR EXHAUST & LOGS	VERIZON	CONTRACTOR	CONTRACTOR
LIGHTING ROD	VERIZON	CONTRACTOR	CONTRACTOR
TOWER & ANCHOR BOLTS	VERIZON	CONTRACTOR	CONTRACTOR
ICE BRIDGE	VERIZON	CONTRACTOR	CONTRACTOR
SURGE PROTECTION UNIT	VERIZON	CONTRACTOR	CONTRACTOR
JUMBERS	CONTRACTOR	CONTRACTOR	CONTRACTOR
CONDUIT, WIRING, & GROUNDING	CONTRACTOR	CONTRACTOR	CONTRACTOR
FENCING, GATES, & LATCH	CONTRACTOR	CONTRACTOR	CONTRACTOR
CRUSHED ROCK	CONTRACTOR	CONTRACTOR	CONTRACTOR
CONCRETE FILLED STEEL BOLLARDS	CONTRACTOR	CONTRACTOR	CONTRACTOR
EROSION CONTROL FABRIC	CONTRACTOR	CONTRACTOR	CONTRACTOR

ANTENNA KEY AND GENERAL NOTES

GENERAL NOTES:
 1. ANTENNAS SHALL BE DESIGNATED FROM RIGHT TO LEFT, FACING THE ASSEMBLY FROM THE GROUND. LEFT TO RIGHT FACING THE BACK OF THE ANTENNA.
 2. THE OUTER MOST ANTENNAS ON EACH FACE SHALL BE DESIGNATED AS THE TRANSMIT ANTENNAS.
 3. EACH TRANSMISSION LINE SHALL BE LABELED WITH BRASS "TIE TAGS", STAMPS, OR NUMBER TAGS. THE LABELS SHALL BE ATTACHED WITH A SEWING MACHINERY METHOD (I.E. BLACK NY RESISTANT THREAD). THE TAGS SHALL BE PLACED SO AS NOT TO COME IN CONTACT WITH THE ANTENNAS OR THE TOWER. THE TOWER LABELS SHALL BE LABELED AT THE TOP, BOTTOM, AT ENTRY POINT, AND AT THE POINT OF ENTRY TO THE TOWER.
 4. EACH LINE SHALL ALSO BE LABELED AT THE USE-FRANK'S SURGE PROTECTOR MOUNTING PLATE WITH A PRINTABLE LABEL WAXER TO INDICATE LINE NUMBER AND FUNCTION, THE SAME AS THE TIE TAG.
 5. THE TAG LABELING SHALL BE AS DESIGNATED IN THE ANTENNA KEY. FOR LUCENT USE A-ALPHA 9-BETA, G-GAMMA, FOR MOTOROLA REPLACE A WITH X, B WITH Y AND G WITH Z. SEE DETAIL 2 ON SHEET E-2.
 6. IN TWO-ANTENNA CONFIGURATION WHERE ONE ANTENNA WILL BE DUPLICATED, THE DUPLICATED ANTENNA SHALL BE LABELED AS RECEIVE.
 7. CONTRACTOR SHALL VERIFY THE EXACT TAGS (IF THEY ARE REQUIRED) PER THE OPERATIONS MANUAL.
 8. CABLE FEEDER LENGTHS INDICATED ABOVE ARE APPROXIMATE. CONTRACTOR TO VERIFY ACTUAL LENGTH BEFORE ORDERING.
 9. CONTRACTOR SHALL INSTALL PLATFORM OR MOUNTING BRACKETS AND STANDARD FOR ALL ANTENNAS AND SHALL BE PER THE TOWER MANUFACTURER'S SPECIFICATIONS AND APPROVED EQUAL.
 10. CONTRACTOR TO FURNISH AND INSTALL AN EXIT PORT (IF ONE IS NOT EXISTING) IN ACCORDANCE WITH THE TOWER MANUFACTURER'S SPECIFICATIONS AND UPON THE TOWER OWNER'S APPROVAL (TYP. AT PLATFORM AND AT BOTTOM).

PLEASE PRINT OR
verizon wireless
 1000 BUSH LAKE ROAD
 WASHINGTON, MN 55389
 PHONE: (763) 642-4200

PLANS PROVIDED BY
 7803 George Road, Suite 102
 Bloomington, Minnesota 55439
 Phone: 952-831-0131
 Fax: 952-838-1777
SSC

STRUCTURAL ENGINEERING LICENSE
 State of Minnesota
 License No. 0000000000
 Professional Engineer in the State of Minnesota
 License No. 0000000000
 State of Minnesota
 License No. 0000000000

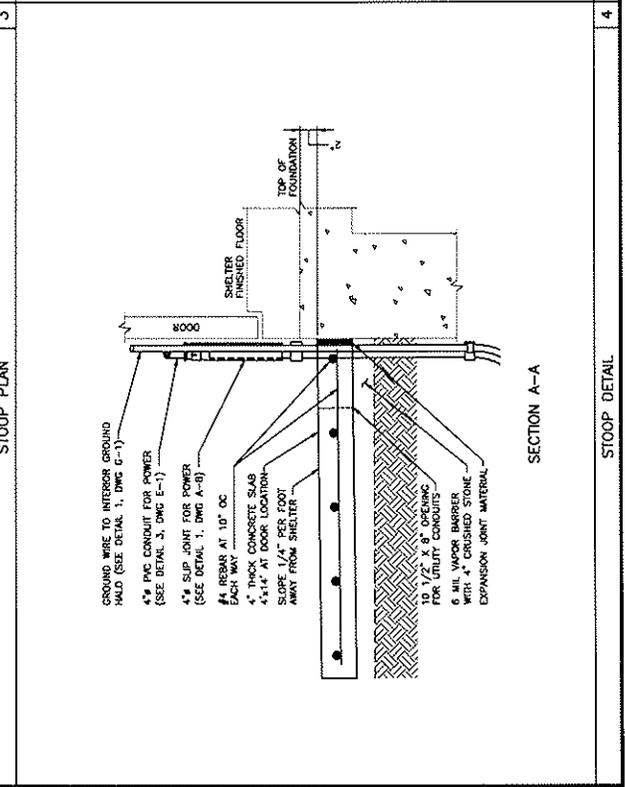
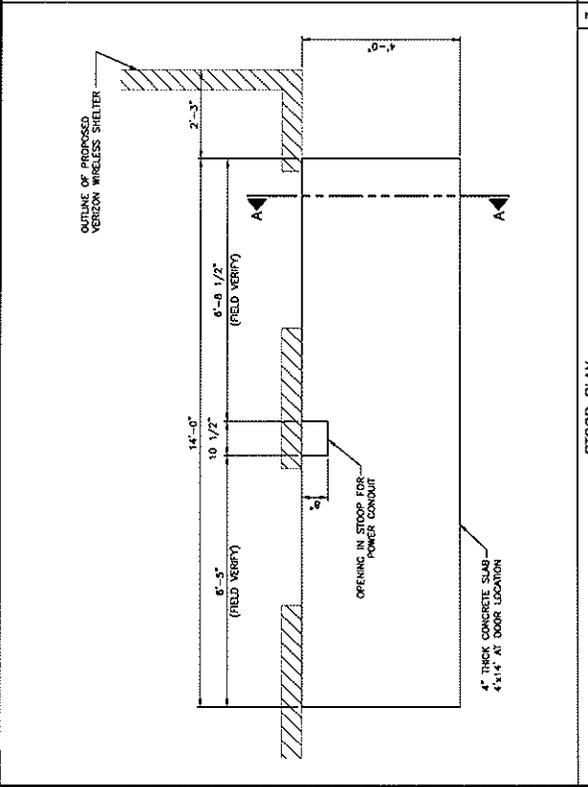
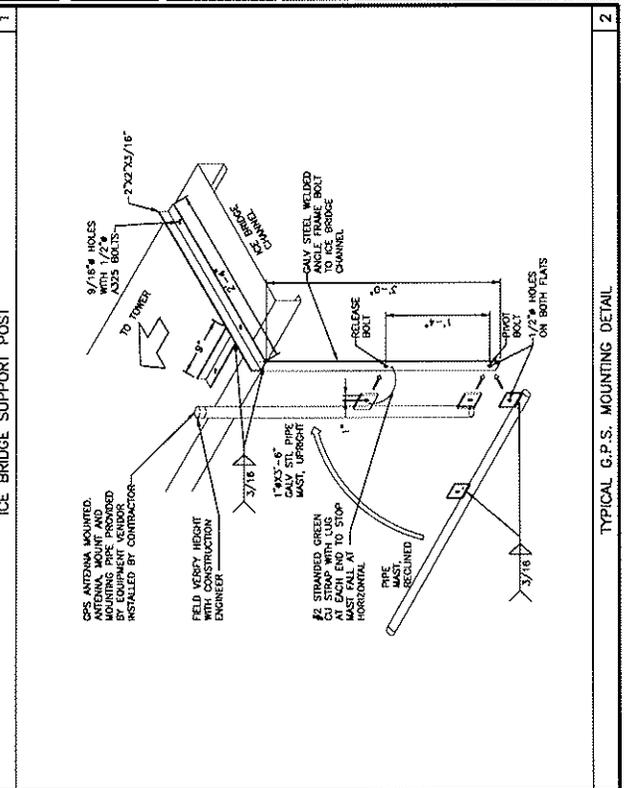
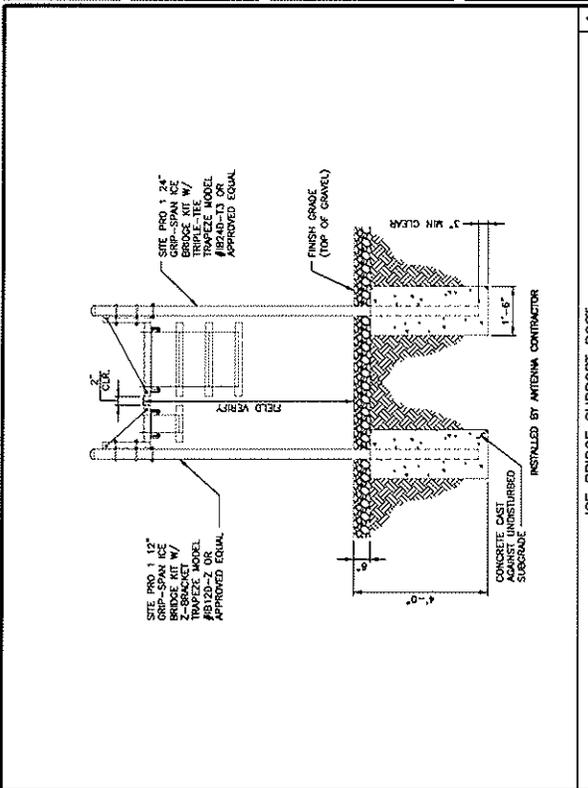
ELECTRICAL ENGINEERING LICENSE
 State of Minnesota
 License No. 0000000000
 Professional Engineer in the State of Minnesota
 License No. 0000000000
 State of Minnesota
 License No. 0000000000

PRELIMINARY ISSUE

DRAWING NOTES
 THIS DRAWING HAS BEEN REVIEWED FOR CONFORMANCE WITH THE MINNESOTA ELECTRICAL CODE AND THE MINNESOTA STRUCTURAL CODE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR OBTAINING ALL NECESSARY APPROVALS FROM THE LOCAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS FROM THE LOCAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS FROM THE LOCAL AGENCIES.

NO.	DESCRIPTION	DATE	BY	REV.
1	ISSUED FOR PERMITS	08/20/13	SSC	1
2	ISSUED FOR PERMITS	08/20/13	SSC	2

SITE NAME MN10 THE MELBORN	
SITE NUMBER 265807	
SITE ADDRESS 1119 CENTER STREET N. MANKATO, MINNESOTA 56003	
SHEET DESCRIPTION DETAILS (1 of 2)	
SHEET #	SHEET NUMBER A-7





September 27, 2013

Dear Property Owner:

The City of North Mankato has received a Conditional Use Permit request from the Mankato Brewery and Verizon Wireless to install a 120 foot high wireless communication tower at 1119 Center Street. Attached is a map showing the location of the proposed tower and a drawing of the tower.

This request will be considered by the North Mankato Planning Commission on Thursday, October 10, 2013 and by the City Council on Monday, October 21, 2013. Both meetings begin at 7:00 p.m. in the Municipal Building Council Chambers located at 1001 Belgrade Avenue.

As a nearby property owner, you have the opportunity to comment on the Conditional Use Permit request. You can either send written comments by October 10, 2013 or appear at either or both meetings.

Sincerely,

THE CITY OF NORTH MANKATO

Michael Fischer
City Planner

Enclosures



Appel Holdings, LLC
520 Webster Avenue
North Mankato, MN 56003

John R Hiniker
48999 471st Avenue
Nicollet, MN 56074

Wayne's Auto Body Inc.
1118 Center Street
North Mankato, MN 56003

John R Stevenson
38417 498th Street
North Mankato, MN 56003-9030

Four Seasons Truck Wash
P.O. Box 2013
Mankato, MN 56002-2013

Stock Enterprises
18517 588th Lane
Mankato, MN 56001-8667

Application for
CONDITIONAL USE PERMIT

Pursuant to Section 156.055 of the North Mankato City Code, application is hereby made to allow the use of land as described herein.

LEGAL DESCRIPTION OF PROPERTY:

Lot # South 1/2 of the North 530'
of the South 897' Block # 32
Subdivision Wendel Hodapp's Addition Address 1119 Center Street

APPLICANT:

Name Steve Fester, SSC Agent
for Verizon Wireless Address 7803 Glenroy Rd; Ste.250 Phone 952-831-0130
Bloomington, MN 55439

PROPERTY OWNER (If Other Than Applicant):

Name Mankato Brewery, LLC Address 1119 Center Street Phone 507-386-2337
North Mankato, MN 56003

CURRENT ZONING: M-1 CURRENT USE OF PROPERTY: Brewery

LAND USE PROPOSED: Construct a 120' monopole-design wireless communications tower and related ground equipment

CONFORMING USE? Yes No

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 \$ 335.00

Notice Charge # 6 @ \$ 2.00 = \$ 12.00

Total Fee \$ 347.00 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 #10C	Department: City Planner	Council Meeting Date: 10/21/13
------------------	--------------------------	--------------------------------

TITLE OF ISSUE: Set Public Hearing for 7 p.m. on Monday, November 18, 2013 to Consider Amendment to 2012-2013 HUD Action Plan

BACKGROUND AND SUPPLEMENTAL INFORMATION: In May of 2012, the 2012-2013 HUD Action Plan was approved by the City Council and HUD. The Plan allocated CDBG funds in the amount of \$95,000 to relocate the home addressed as 238 Nicollet Avenue to Christensen Street and rehabilitate it. The Nicollet lot would then be used for downtown parking purposes. Over the past year, staff has been working with the owner of 238 Nicollet in preparation of an agreement to use CDBG funds to relocate and rehabilitate the home. However, the owner has not shown enough recent interest in the project. Due to the fact the owner has shown limited interest in the project and that HUD requires the timely use of CDBG funds, staff believes it is in the best interest of the CDBG program to use funds for a different project. Specifically, staff has been approached by the owners of 710 Range Street regarding the purchase of their home. The home is next to a lot previously purchased with CDBG funds. Due to the poor condition of the home, it would be demolished and replaced with a new single-family dwelling. Due to the use of CDBG funds at both properties, any new home owners would need to be income eligible.

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	
	_____	_____	Norland
	_____	_____	Spears
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	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) <u>Notice of Public Hearing, 2012-2013 HUD Action Plan</u>				

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

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

NOTICE OF PUBLIC HEARING TO AMEND THE 2012-2013 HUD 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 18th day of November, 2013, to hold a public hearing to amend the 2012-2013 HUD Action Plan.

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

Dated this 21st day of October 2013.

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

City of North Mankato



Community Development Block Grant Program Action Plan 2012-2013

*Submitted to the Department of Housing and Urban Development (HUD)
May 7th, 2012
Amended November 18, 2013*

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Community Development Block Grant (CDBG) Program

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**Funding Sources
CDBG Final Statement**

July 1, 2012 – June 30, 2013
City of North Mankato

2012 CDBG Allocation

\$58,591

I. Executive Summary

The City of North Mankato's 2012 Action Plan is in the third 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 2012 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. 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. The City of North Mankato has one potential objective for the FY 2012 Action Plan.

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 activity would be located in a targeted redevelopment area and have future benefit to low- and moderate-income persons.

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.

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 2012-2013 Action Plan, on March 20, 2012 the City published the Notice of Public Hearing for a public hearing to be held on April 2, 2012. After the public hearing, a thirty (30) day comment period was available. Copies of the 2012 Action Plan were available at the North Mankato Municipal Building and the North Mankato Taylor Library.

At the public hearing on April 2, 2012, North Mankato City staff presented two proposed projects to be funded with CDBG funds in 2012-2013. With the limited CDBG funds available, staff indicated that the Council should give approval to one of the projects. As there was citizen and City Council concern for the use of CDBG funds for rental income property, the City Council requested that CDBG funds should also be made available to owners of owner-occupied single-family homes for rehabilitation purposes. As a result, the 2012-2013 Action Plan originally included the following projects and funding sources:

1. Move home at 238 Nicollet Avenue to 202 Christensen Street including rehabilitation - \$95,000.
2. Rental rehabilitation project for second story rental units within the 200 and 300 Block of Belgrade Avenue - \$50,000 (funds from program income).
3. Rehabilitation for single-family owner-occupied housing City-wide - \$50,000 (funds from program income).

After submittal of the 2012 Action Plan to HUD, it was determined that program income funds could not be used for housing rehabilitation projects. As a result, the housing rehabilitation projects as proposed have been eliminated for 2012-2013.

Due to the fact that the City has not been able to come to terms with the owner of 238 Nicollet Avenue, in order to expend CDBG funds in a timely manner, that project will not be implemented. Instead, the City would acquire a home addressed as 710 Range Street. This property is next to property previously acquired with CDBG funds. Using CDBG funds, the home at 710 Range would be purchased and demolished. The City would then work with agencies or developers who specialize in creating affordable housing opportunities for income-qualified persons.

As part of the amendment to this Plan, a public hearing was held on November 18, 2013 and a thirty (30) day comment period was available.

III. Resources

The HUD Federal Resources available for projects and programs identified in the 2012 Action Plan is \$58,591. An additional \$46,714 of unused CDBG funds originally allocated in 2010 and 2011 will be used in 2012 as well. Specifically, in the 2010 and 2011 Action Plans, funding in the amount of \$46,714 was allocated for the demolition or rehabilitation of a commercial business addressed as 238 Belgrade Avenue. Due to the fact that the new owner of 238 Belgrade Avenue has declined the funds, these funds will be used within 2012. The reallocation of program funds from 2010 and 2011 for utilization in 2012 will be an amendment within the 2012 Action Plan. The City does have program income in the amount of \$222,530 from previously funded State or Federal projects and originally proposed to use \$100,000 toward rental and owner-occupied housing rehabilitation. However, program income funds cannot be used for this purpose. The following is the proposed use of CBDG funds in 2012-2013:

2012 CBDG Grant =	\$58,596
Unused CDBG =	<u>\$41,714</u>
	\$100,305

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"/>	Objective Category: Decent Housing	<input checked="" type="checkbox"/>	Objective Category: Expanded Economic Opportunities	<input type="checkbox"/>	Objective Category: Expanded Economic Opportunities
	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 checked="" 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 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

City of North Mankato 2012-2013 Action Plan North Mankato 2012-2013 Action Plan

Summary of Specific Annual Objectives

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing Objectives					
2A-2	Purchase and Demolish 710 Range Street	CDBG	Housing	1	1	DH-3
	Owner Housing Objectives					
	Homeless Objectives					
	Special Needs Objectives					
	Community Development Objectives					
	Infrastructure Objectives					
	Public Facilities Objectives					
	Public Services Objectives					
	Economic Development Objectives					
	Other Objectives					

*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 is an amended project to fulfill the use of CDBG funds:

- Acquire and demolish a single-family dwelling adjacent to a lot acquired using CDBG funds. The re-use of the property will include the construction of a new single-family dwelling to benefit a LMI person or family.

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. Therefore, program income generated from past CDBG will be used. The goals and activities for the CDBG program should be able to be completed based upon the projected available funds.

Table 3C illustrates the activities the City will use its entitlement funds for. The table lists 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: Acquisition/demolition/redevelopment

Project Description:

CDBG funds will be used to acquire and demolish a substandard single-family dwelling. In the near future, construction of a new single-family dwelling will occur on the property to benefit low- to moderate-income person or family

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location: 238 Nicollet Avenue

Specific Objective Number 2A-2	Project Id N/A	Funding Sources: CDBG.....\$80,000 ESG HOME HOPWA Total Formula Prior Years Funding Assisted Housing PHA Other Funding Total.....\$80,000
HUD Matrix Code 1	CDBG Citation 570.201(a)	
Type of Recipient LMI	CDBG National Objective LMH 570.208(a)(1)	
Start Date 12/1/2013	Completion Date 5/1/2014	
Performance Indicator Housing	Annual Units 1	
Local ID N/A	Units Upon Completion 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 2012, \$5,305 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

Specific Objective Number	Project Id	Funding Sources: CDBG\$5,305 ESG HOME HOPWA Total Formula Prior Years Funding Assisted Housing PHA Other Funding Total: \$5,305
HUD Matrix Code 21-A	CDBG Citation 570.206(a)(1)	
Type of Recipient Municipal Corporation	CDBG National Objective	
Start Date 07/01/2012	Completion Date 05/01/2014	
Performance Indicator	Annual Units	
Local ID	Units Upon Completion	

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

VI. Geographic Distribution/Allocation Priorities

The potential project is in an area previously targeted by the City for redevelopment. In 2011, CDBG funds were used to acquire and demolish an adjacent home. The purchase of 710 Range would provide an opportunity to begin redevelopment in this area.

VII. Annual Affordable Housing Goals

The proposed project would remove a substandard home and provide the opportunity to construct a new single-family dwelling for LMI persons.

Table 3B
Annual Housing Completion Goals

Grantee Name: City of North Mankato Program Year: FY 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
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"/>
Total Sec. 215 Beneficiaries*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
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"/>
Total Sec. 215 Affordable Rental			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
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"/>
Combined Total Sec. 215 Goals*	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
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"/>
Total Overall Housing Goal	1		<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 2012 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. Homeless and Special Needs

The FY 2012 Action Plan does not include homeless and/or special needs activities at this time. This is based upon the funding available and the identified need. The identified need is such that no action is necessary.

XI. 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 2012.

XII. 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. 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.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10E	Department: City Administrator	Council Meeting Date: 10/21/13
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TITLE OF ISSUE: Economic Development Policies, Structures and Approach

BACKGROUND AND SUPPLEMENTAL INFORMATION: See attached.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Discussion 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) Economic Development Policies

<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: _____



City of North Mankato, Minnesota

To: Mayor Dehen & City Council Members
From: John D. Harrenstein, City Administrator
Date: October 7, 2013
Re: Economic Development Policies

Background

In July of this year city staff and Springsted Inc., held two sessions regarding economic development to engage citizens and stakeholders regarding their opinions on North Mankato's economic development activities. This memo is arranged into three sections and reviews the top three "issues or challenges" survey participants identified regarding the city's economic development activity as well as staff's recommendations for proceeding. Attachment A to this memo is a compilation of the survey results. Please note the results of the survey are unscientific.

Reviewers of this memo should be aware that the recommendations included herein represent a strategic shift in the policy, structural, and relational aspects of the North Mankato Economic Development approach. Depending on each reviewer's opinion of the current state of economic development in the city, support for action on the recommendations should range from nothing if the status quo satisfies your policy objectives to everything if the status quo does not satisfy your policy objectives.

I. Lack of clear Plan or Policies:

Summary of Survey Results: A lack of a comprehensive land use plan and *clearly articulated guidelines for awarding incentives to businesses* was cited as a weakness for the city.

Background: It should be noted that the city currently has policies and procedures for the awarding of economic development incentives. However, participants described their concern with the policies in relation to the benefit received for the money invested, the process used to award the benefit, and suggested new policies be adopted.

Staff Recommendation: Attachment B to this memo are the economic development policies developed jointly by Springsted Inc., City staff, and the City's Bond Counsel. They are proposed for adoption by the City Council and Port Authority and clearly articulate the guidelines for awarding incentives to businesses.

II. Port Authority.

Summary of Survey Results: Desire exists among survey participants to understand what role the Port Authority will play in future economic development activities and the transparency of its actions.

Background: Action on this series of recommendations will depend on each Councilors opinion of the Port Authority. For some the Port Authority represents the only stable and progressive entity continuing forward movement of the city. Others believe the entity has not been transparent about its actions and negotiated business incentives not favorable to the city's financial position.

Staff recommendation: To resolve the perceived lack of public trust in the Port Authority a series of actions may be considered by the City Council.

1. Increase the number of City Council members serving on the Port Authority:

There are currently two vacancies on the Port Authority and another member's term will expire on December 31st. Appointing the remaining three city council members who do not currently serve on the Port Authority in addition to the two city council members who already serve on the Port Authority will vest the entire City Council and the two remaining Port Authority members with complete responsibility for awarding business incentives.

2. Amend the City Code & Port Authority By-Laws to automatically appoint City Council members to the Port Authority for the length of the term they are elected to serve:

See attachment C for recommendations on language that should be modified if an increased number of city council members are appointed to the Port Authority. If the goal is to increase the accountability and transparency of the Port Authority to directly elected officials, then the terms of office must be amended or members of the city council who do not seek re-election or who are replaced may continue serving on the Port Authority following the end of their term.

III. Lack of Regional Involvement

Summary of Survey Results: Responders perceived North Mankato as unassociated with several regional groups as a challenge to future economic development efforts.

Background: These findings are undoubtedly linked to North Mankato withdrawing from organizations like Greater Mankato Growth (GMG) and Visit Mankato (CVB). Earlier this year the city council deferred action on joining the Regional Economic Development Alliance (REDA), a service of GMG, until a new City Administrator was named. This issue ranks among the most divisive among the City Council.

It is undisputed that North Mankato plays a significant role in maintaining the metropolitan statistical area's quality of life, employment base, continued opportunity for job growth, and tax base. The opening of the CSAH 14/41 interchange, prepared land available in North Port for industrial expansion, and a comprehensive planning process only furthers or positions North Mankato's significance in the region. As a result, the region will be weaker without our involvement and will be unable to realize all of the benefits North Mankato offers. Realizing North Mankato also benefits from regional amenities and activities outside of its borders, participating in regional entities will also benefit the community. At a very specific level, rejoining an entity such as GMG increases North Mankato's access to research and analysis to support North Mankato businesses.

Option #1: If the City Council determines to restore North Mankato's relationship with GMG, an agreement should be adopted that restores North Mankato into the GMG organization with all of associated benefits it had upon leaving the organization in 2008. This would include:

1. A designated seat on GMG, Inc. Board of Directors reserved for the Mayor, City Council member, or City Administrator as selected by the North Mankato City Council
2. Full inclusion in the Greater Mankato Growth and the Regional Economic Development Alliance, including all "staff" interactions, business support, development and attraction services, positioning activity, material and presentation, and on-demand support services to staff as desired in providing economic development services.
3. Quarterly updates from GMG and/or REDA staff on the organization's activities to promote the North Port Industrial Park which includes attending 4 meetings of the City Council or Port Authority each year.

4. Agreement to issue joint statements on any successful recruitment or business openings within the City of North Mankato.
5. A cost of approximately \$2.19 per capita in 2014 and growth would be linked to population growth in the community over time.

Option #2: Status quo:

1. Government member of GMG including unlimited representatives receiving communications and able to participate in a broad array of programs and work (young professionals, Leadership Institute, Business before & after Hours.) \$696 per year.
2. City Center Partnership (ex officio with full voting rights, reserves for Mayor, City Administrator, or other designee. Full participation in all City Center Partnerships programs and services, including City Art and advocacy. \$5,000 per year.

Conclusion

These recommendations present changes in policy, structure, and approach in economic development by the City of North Mankato. They are presented after identifying issues and challenges from a survey given to participants in economic development work sessions held in July. Adoption of these recommendations is intended to resolve those issues.

ATTACHMENT A

In the first section of the survey, participants were asked to describe the strengths, issues, challenges, and short to mid-term objectives of economic development in North Mankato. Here are the results:

I. Strengths

Quality of Life: Participants overwhelmingly cited North Mankato's quality of life as a strength for economic development efforts. This included housing, parks, schools, healthcare, and other regional amenities that are expected to attract businesses and individuals to the region.

Land & Location: Participants recognize North Port Industrial Park is an asset because of available land and excellent transportation access.

Flexible Process: North Mankato is recognized as an easy place to do business with competent staff willing to help businesses solve problems.

Pro-Development: North Mankato is viewed as a pro-business community that embraces development.

II. Issues & Challenges

Finances & Budget: Due to the city's credit downgrade earlier this year, participants cited financial pressures as a challenge

Lack of clear plan or policies: A lack of a comprehensive land use plan and clearly articulated guidelines for awarding incentives was cited as a weakness for the city.

Lack of regional involvement: Responders perceived North Mankato as unassociated with several regional groups and as having a poor relationship with the city of Mankato as a challenge to future economic development efforts.

Cannibalism: Participants believe past actions cannibalized existing businesses from area municipalities increasing the cost of incentives.

Port Authority: Desire exists among survey participants to understand what role the Port Authority will play in future economic development activities and the transparency of its actions

III. Short & Mid Term Objectives

Business Recruitment & Expansion: Overwhelmingly, participants determined the city should grow businesses activity in North Mankato by retaining, expanding, and attracting commercial and industrial development to increase the tax base.

Quality of Life: Participants were clear in the importance of protecting and increasing the quality of life for existing and future residents.

Planning & Policy: Adopting of plans and policy regarding finances, land use, and economic development are clearly desired by survey participants

Downtown: Participants identify downtown revitalization as an economic development effort that should be pursued.

Regional Involvement: Participants believe that North Mankato should take advantage of regional opportunities that include partnering with existing economic development organizations and working with the city of Mankato to further strengthen the region.

Transportation: Continued support for highway 14 expansion and completion of highway 60, as well as awareness of highway 169 developments.

VI. Long Term Outcomes & Overall Priorities

Survey respondents grouped long term outcomes among several groups that broadly included transportation, development, downtown revitalization, finance, quality of life, and regionalism. The following statements reflect a majority position of each area:

Quality of Life: North Mankato will be recognized as a community that prioritizes delivery of basic city services, recreational opportunities, business expansion, and will support local institutions that enhance the well-being of residents.

Economic Development: North Mankato will grow its tax base by attracting businesses to the community that create jobs.

Planning: North Mankato will adopt clear and consistent policies and plans to guide and prioritize future actions of the city.

Regionalism: North Mankato will work with area entities to maximize the benefit of being located in a strong regional center and achieve results for citizens that it cannot achieve without collaboration.

Transportation: North Mankato will support continue expansion of area highways.

Finance: North Mankato will have a have a stable budget philosophy and a consistently strong financial position.

Downtown Revitalization: North Mankato will support revitalization of the downtown area.

Attachment B

Proposed economic development policies with executive summary cover memo

*Economic Development Policies
of the
City of North Mankato, Minnesota
and the
North Mankato Port Authority Commission
Adopted: _____*

Table of Contents

- I. CITY OF NORTH MANKATO BUSINESS SUBSIDY POLICY
- II. GUIDELINES FOR THE USE OF TAX ABATEMENT AND TAX INCREMENT FINANCING FOR THE CITY OF NORTH MANKATO
- III. SUBSIDY AGREEMENT & REPORTING REQUIREMENTS
- IV. APPLICATION PROCESS
- V. ECONOMIC DEVELOPMENT FEDERAL REVOLVING LOAN GUIDELINES
- VI. STRATEGIC INVESTMENT FUND

I. CITY OF NORTH MANKATO AND NORTH MANKATO PORT AUTHORITY BUSINESS SUBSIDY POLICY

[The business subsidy act requires that the business subsidy policy be adopted only after a duly noticed public hearing by the City and any other authority providing business subsidies (e.g. Port). It can be incorporated into this document but also should be a stand alone document – the City/Port must send the amended business subsidy policy to the state upon adoption.]

1. This policy is adopted for the purposes of the Minnesota Statutes Sections 116J.993 through 116J.995, as amended (the Business Subsidy Act), as well as the Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the TIF Act) and Minnesota Statutes, Sections 469.1812 through 469.1816, as amended (the Abatement Act). Terms used in this policy are intended to have the same meaning as used in the Business Subsidy Act. This policy shall be applied as required by the Business Subsidy Act, the TIF Act and the Abatement Act..
2. It is recognized that governmental units, at all levels, routinely provide subsidies of various form and structure to various recipient entities. This is done with the expectation that the subsidy will result in the creation or enhancement of a public benefit. This principle will be the underlying criteria used by the City of North Mankato and its Port Authority in evaluating subsidy requests.
3. Because projects vary greatly in structure and public benefit derived, each project will be considered on its own merits. Consideration will be given to projects providing public benefits in one or more of the following categories:
 - a) To retain and/or expand existing businesses located in the City
 - b) To increase the tax base
 - c) To diversify the local economy, encourage economic and commercial activity, including the range of goods and services available
 - d) To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits
 - e) To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development or attracting other businesses, jobs, and investments in the area
 - f) To facilitate the development process and to achieve development on sites which would not otherwise be developed or that would be underdeveloped without assistance
 - g) To remove blight and/or encourage redevelopment of commercial and industrial areas in the city that result in quality redevelopment and private reinvestment

- h) To provide significant economic impact by attracting other businesses, jobs, or investment
- i) To offset increased costs of development or redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development
- j) To fully utilize existing or planned infrastructure improvements
- k) To encourage fast-growing businesses
- l) To encourage businesses that provide basic goods and services
- m) To create opportunities for affordable housing
- n) To contribute to the implementation of other identifiable goals of the City

4. It is the intent of the City of North Mankato and the Port Authority to avoid participating in "bidding wars" between cities located within the Mankato-North Mankato MSA competing for the relocation of an existing business through attempts to offer the largest tax incentive or other public inducement, which is detrimental to the local economy and public interest. This policy does not preclude providing information to companies that inquire about North Mankato or are seeking an expansion rather than relocation. It also does not preclude the granting of an incentive in those situations where the business has already made a decision to relocate or expand in another city, or is seriously considering moving out of the Mankato-North Mankato MSA.

5. The governing body retains the right to review and approve subsidies that result in public benefit but vary from the principles and criteria of this policy. The burden will be on the applicant to demonstrate, to the satisfaction of the City of North Mankato and the Port Authority, that the public benefit justifies the requested subsidy.

6. In all cases of business subsidy (as that term is defined in the Business Subsidy Act), a subsidy agreement will be entered into between the funding entity and the recipient. This agreement will delineate the subsidy structure and amount, as well as the expected public benefit. The agreement will include provisions for repayment and other penalties if the expected public benefit is not achieved. All business subsidies will be subject to the criteria outlined in the Business Subsidy Act, except those subsidies as exempted by same.

7. Every business subsidy recipient must create and retain the maximum number of jobs feasible for the proposed project and site, and these jobs must pay at least 110% of the federal poverty level for a family of four, as determined annually by the U.S. Department of Health and Human Services. The jobs created may include jobs to be retained, but only if job loss is specific and demonstrable. The goals may also specify wage goals for any jobs to be enhanced through increased wages. The minimum number of jobs to be created by a project is one (1) jobs. The City or Port Authority may deviate from these criteria by documenting in writing the reason(s) for the deviation. The

documentation related to any deviation shall be submitted to the Minnesota Department of Employment and Economic Development (DEED) with the City's next annual report. Please note that wage requirements for business subsidies are not required if the project does not meet the definition of a of a business subsidy according to Minnesota State Statutes.

II. GUIDELINES FOR THE USE OF TAX ABATEMENT AND TAX INCREMENT FINANCING FOR THE CITY OF NORTH MANKATO AND THE NORTH MANKATO PORT AUTHORITY

1. The purpose of this section is to establish the City of North Mankato and the Port Authority's position relating to the use of Tax Abatement and Tax Increment Financing (TIF) hereafter referred to as *incentives* for private development above and beyond the requirements and limitations set forth by State Law. This policy shall be used as a guide in the processing and review of applications requesting tax abatement and tax increment assistance. The purpose of *incentives* in the City of North Mankato is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through TIF or Tax Abatement.
2. The City of North Mankato is granted the power to utilize incentives by the TIF Act and the Abatement Act. The Port Authority Commission, in addition to economic development powers also has the powers of a housing and redevelopment agency, which can grant incentives under the TIF Act.
3. It is the intent of the City and the Port Authority to provide the minimum amount of incentive at the shortest term required for the project to proceed.
4. The City and the Port Authority reserve the right to approve or reject projects on a case by case basis, taking into consideration established policies, economic development policy criteria, and demand on city services in relation to the potential benefits from the project.
5. Meeting economic development policy criteria does not guarantee the award of business assistance to the project.
6. Approval or denial of one project is not intended to set precedent for approval or denial of another project.
7. The City Council or the Port Authority Commission may deviate from this policy for projects that supersede the objectives identified herein.
8. When possible, incentives shall be used to finance public improvements associated with the project in the following priority:
 - a. Public improvements, legal, administrative, and engineering costs.
 - b. Site preparation, site improvement, land purchase, demolition, and environmental remediation.
 - c. Capitalized interest, bonding costs.

9. Incentive assistance shall typically be provided to the developer upon receipt of the increment by the City or the Port Authority, otherwise referred to as the *pay-as-you-go* method. Requests for up front financing will be considered on a case by case basis and consideration will be given to the project's alignment with the public benefits listed in section one of this policy.
10. Any developer receiving incentives shall provide equity in the amount normally needed to invest in a project financed without public assistance.
11. Tax abatement assistance will be considered for up to a maximum of 20 years using an agreed-upon formula. It is the preference of the City and the Port Authority to not extend tax abatements over 10 years using a phased approach.
12. Tax Increment Financing assistance will be considered for a range of nine (9) to twenty six (26) years depending on the type of district requested (economic development, redevelopment, housing, renewal and renovation). Only projects which significantly enhance the objectives identified herein will be provided TIF assistance in excess of 15 years.
13. Assistance shall not be provided for reimbursement of land and/or property price that is in excess of fair market value. An appraisal by a third party, agreed upon by the City and Developer, will determine the fair market value of the land. In the discretion of the City or the Port Authority, the assessed value of the land determined by the County assessor may also be accepted as fair market value.
14. Developer shall be able to demonstrate a market demand for a proposed project. Assistance shall not be granted to support purely speculative projects.
15. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letters of credit, personal guaranties, etc.
16. The developer shall adequately demonstrate, to the City and Port Authority's satisfaction, an ability to complete the proposed project based on past development experience, general reputation, or credit history, among other factors.
17. For the purposes of underwriting the proposal, the developer shall provide any requested market, financial, environmental, or other data requested by the City, the Port Authority or their consultants.
18. The developer shall demonstrate that the project is not financially feasible *but-for* the use of the requested business incentives.
19. The project must be consistent with the City's Comprehensive Plan or another identifiable goal of the City Council.
20. If Tax Abatement is requested by the developer, the developer must comply with all of the provisions of the Abatement Act.

21. If TIF is requested by the developer, the developer must comply with all of the provisions of the TIF Act.

III. SUBSIDY AGREEMENT & REPORTING REQUIREMENTS

1. If the incentives requested meet the definition of "business subsidy" in the Business Subsidy Act, the developer must comply with all provisions of the Business Subsidy Act.
2. All developers/businesses receiving incentive assistance shall enter into a *subsidy agreement* with the City of North Mankato that identifies: the reason for the subsidy, the public purpose served by the subsidy, and the goals for the subsidy, as well as other criteria set forth in the City and Port Authority's business subsidy policy.
3. The developer/business shall file a report annually until all goals set forth in the business subsidy agreement have been met. Projects that do not satisfy the requirements of the business subsidy agreement will be required to repay the assistance provided based on a pro rata formula. Reports shall be completed using the format drafted by the State of Minnesota and shall be filed with the City of North Mankato no later than March 1 of each year for the previous calendar year. Businesses fulfilling job creation requirements must file a report to that effect with the city within 30 days of meeting the requirements.
4. If granted a tax abatement, the developer/business owner shall maintain and operate its facility at the site where tax abatement assistance is used for the entire term of the tax abatement.
5. Developers/Businesses failing to comply with the above provisions will be subject to fines, repayment requirements, and may be deemed ineligible by the State of Minnesota to receive any loans or grants from public entities for a period of five years.

IV. APPLICATION PROCESS

1. Applicant submits the completed application along with a nonrefundable initial application fee of \$1,500.
2. City/Port Authority staff reviews the application.
3. If preliminary approval is granted, the applicant submits the final application fee of \$5,000. Any other costs associated with processing the application will be reimbursed by the developer or owner of the project.
4. The process for creating an Incentive project area, including all necessary notices, resolutions and certificates prepared by City/Port Authority staff and/or consultants is begun.
 - a. Development Agreement and Business Subsidy Agreement is drafted and negotiated.
 - b. Public hearing notices are published.
 - c. Public hearing(s) on the proposed project are held.
 - d. The City Council and/or Port Authority Commission grants final approval or denial of the proposal.

V. ECONOMIC DEVELOPMENT FEDERAL REVOLVING LOAN GUIDELINES

A. PURPOSE.

The purpose of these guidelines is to establish policies and procedures to regulate, coordinate, and facilitate the workflow for underwriting new financing request, servicing loans, and ensuring borrower compliance with loan terms and conditions.

B. AUTHORIZATION AND FUNDING SOURCES

Chapter 469 of the Minnesota State Statutes, as amended, authorizes the Port Authority to make loans to private businesses. The revolving loan fund was capitalized in part through federal funds made available by the Minnesota Department of Trade and Economic Development and the U.S. Department of Housing and Urban Development (HUD).

In addition to these guidelines, loan funds are subject to the rules and regulations established by the Department of Housing and Urban Development (HUD) for the State of Minnesota's Community Development Block Grant (CDBG) program.

C. MISSION

The mission of the revolving loan fund is to increase the City's tax base, create and retain permanent private sector jobs, promote redevelopment of blighted areas and improve economic opportunity and living standards for the citizens of North Mankato by promoting local business development and expansion, by attracting out-of-state business expansion, leveraging private sector funds, and assisting the development of new technologies.

D. PROGRAM OBJECTIVE

The objective of the revolving loan fund is to fill the financing gap between project costs and private debt financing and private equity by making direct low-interest loans for certain approved activities to businesses within the North Mankato city limits.

E. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

1. Non-discrimination. No one shall be denied assistance based upon race, color, creed, religion, national origin, sex, marital status, age, familial status or disability.
2. All loan recipients, developers, contractors, and subcontractors must agree:
 - a. Not to discriminate in any manner against an employee or applicants because of race, color, creed, religion, sex, marital status, age, familial status, or disability.
 - b. To post and to cause subcontractors to post in conspicuous places available to employees and on applications for employment, notices setting forth the substance of this clause.

F. ELIGIBLE ACTIVITIES

Certain projects, applicants, activities and cost are eligible for revolving loan funds.

1. Eligible applicants. Applicants may be a small business or developer who are organized as proprietorships, partnerships, or a corporation. Moreover, the successful applicant must also demonstrate proof of the following:

- a. Ownership or lease agreements of the subject property;
 - b. Property insurance;
 - c. Property taxes paid and current;
 - d. Freedom from all judgments, liens, agreements, consent decrees, stipulations for settlements, or other such actions which would prevent the application for participation in any program administered by the City of North Mankato; and
 - e. Compliance with all applicable City of North Mankato ordinances and plans.
 - f. Creation of a business plan and/or pro forma
2. Eligible Activities. Loan funds may be used to assist small business primarily by providing financial assistance for the following types of activities: retention, growth and expansion, rehabilitation, redevelopment to prevent or eliminate blight, code compliance, employee recruitment and retention through housing initiatives, and façade enhancement
3. Eligible costs. Eligible costs may include the following:
- a. Land improvements. Improvements to the land which are a portion of the project cost including but not limited to: grading, new streets or street improvements, parking lots, utilities, and landscaping.
 - b. Purchase of land for development. Purchase and, if necessary, renovation and/or removal of an existing industrial or commercial facility is permitted.
 - c. Purchase machinery or equipment. Purchase of major items of machinery and equipment independent of land and buildings. These items must be defined to have a useful life of at least 5 years and the term of the loan shall not exceed the useful life of the equipment purchased.
 - d. Building construction. Construction of a new building and/or a major addition to an existing building.
 - e. Leasehold improvements. Revolving loan funds may be used for certain leasehold improvements provided the lease is equal to or greater than the term of the loan and the City secures a lien on the land or building, and improvements.
 - f. Affordable housing. Because affordable housing development is tied to business needs, revolving loan funds may be used to:
 - i. Leverage the public and private funds and shall not be used as a primary funding sources; and
 - ii. Purchase residential property for development and redevelopment of affordable housing.
 - g. Micro-enterprise. Micro-enterprise activities are eligible for revolving loan funds.
 - i. Definition. A micro-enterprise is defined as a commercial enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise.
 - ii. Exemption. Micro-enterprise loan applications may be exempt from certain requirements of these guidelines on a case-by-case basis.

G. INELIGIBLE ACTIVITIES

Certain applicants, project, activities, and cost are ineligible for revolving loan funds.

1. Ineligible applicants. Any applicants not meeting the eligibility requirements outlined in Section F, subsection 1 shall be ineligible to receive revolving loan funds.
2. Ineligible activities. Funds may not be used for retail business, non-profit institutions, gambling organizations, lending or investment organizations, land speculation, or any activity deemed illegal by federal, state, or local law ordinance.
3. Ineligible costs. Ineligible costs includes but is not limited to: management fees, financing costs, franchise fees, debt repayment or consolidation, moving costs, refinancing, and operating cost or working capital.

H. **LOAN TERM AND CONDITIONS**

The Port Authority shall make available eligible applicants direct low-interest loans for the purpose of encouraging economic development, redevelopment, job creation and job retention, housing development to meet business needs, and preservation of business districts in the City.

1. Loan amount. There are maximum and minimum loan amounts for eligible projects.
 - a. Maximum loan amount. The maximum loan available from the revolving loan fund for each eligible project is limited to \$300,000.00 or 40% of total project cost, whichever is less.
 - b. Minimum loan amount. The minimum loan amount available from the revolving loan fund for each eligible project is \$10,000.00.
 - c. Micro-enterprise loan. The maximum amount of a micro-enterprise loan shall be \$5,000.00 and the minimum loan amount shall be \$2,000.00.
2. Interest rate. The interest rate shall be a fixed-rate established at 70% of the prime rate at the date of application but shall not be less than 3.0%.
3. Term. The term of the loan will be tied to the useful life of the assets being financed. The following general terms apply:
 - a. Machinery/equipment. The term of the loan for machinery/equipment shall not exceed 7 years
 - b. Land/building acquisitions. The term of the loan for land/building shall not exceed 15 years
 - c. New construction/renovation. The term of the loan for new construction/renovation shall not exceed 15 years.
 - d. Balance due. All balances will be due and payable if and when the loan recipients sell or otherwise transfer any or part of his/her interest in the property or fails to meet any of the guidelines established within this document before the maturity date of the loan or relocates any part of the business outside the City.

4. Job creation. A minimum of 51% of all jobs created or retained must be held by or made available to individuals determined to be of low-or-moderate income in accordance with the rules and regulations established by the U.S. Department of Housing and Urban Development (HUD) for the Port Authority Block Grant (CDBG) program.
 - a. One permanent full-time job must be created or saved within two years of the loan closing for each \$50,000.00 borrowed from the revolving fund;
 - b. Businesses receiving revolving loan fund must pay each employee total compensation, including benefits not mandated by law, that on an annual basis is equal to at least 115% of the federal poverty level for a family of four; and
 - c. A business that receives revolving loan funds must agree to list any vacant or new position with the job services of the Minnesota Department of Employment and Economic Development.
5. Slum and Blight. Funds may be expended for economic development or redevelopment activities, such as acquisition/demolition and/or commercial rehab, which aid in the elimination of slum or blight in an area designated by the Port Authority. Designated areas must meet the definition of slum or blight under state or local law. If proceeds are used for these purposes, the Port Authority may elect to forgive repayment of the loan.
6. Equity participation. There shall be a minimum of 10% equity investment of total project cost required of all applicants.
7. Collateral requirements. All loan agreements will be secured by one or more of the following: promissory notes, mortgage, or security agreement as required by the Port Authority; and
 - a. The revolving fund may take a subordinate position to the primary lender on the assets financed; and
 - b. Surety deposits shall be required for certain construction contracts as set forth in Minnesota Statutes 290.9705.
8. Letters of commitment. Letters of commitment from all funding sources must be submitted for the application to be deemed complete.
9. Personal guaranty. Personal guaranty of person(s) with ownership interest of 20% or greater are required by the Port Authority but are discretionary.
10. Loan repayments. Repayments of the loan must begin within one month of completion of construction or taking possession of machinery and equipment purchased with loan funds. The Port Authority may make exceptions to this rule on a case by case basis.
11. Loan prepayments. Prepayments are permitted where the Borrower makes the Port Authority whole for any losses or costs associated with the prepayment.

12. Notice of award or denial. Applicants will be notified in writing not more than fourteen (14) days after final action has been taken on their revolving loan fund application by the Port Authority.
13. Loan closing documents. The Port Authority will close the loan within sixty (60) days of final approval of the loan application. At that time, the Port Authority will deliver to the Borrower all closing documents and final debt service schedule. In exchange, the Borrower must execute evidence of its obligation for repayment of the loan.
14. Post closing amendments and modifications. Request for amendments and modifications following award, closing or disbursement of funds to the underwriting of the original request require Port Authority approval and shall be present at the next scheduled meeting of the Port Authority Commission.
15. Loan declination. The Port Authority will not make a loan if it determines that the loan amount would place an undue burden on the financial resources of the Borrower or the Borrower cannot demonstrate adequate financial capacity to repay the loan or the Port Authority otherwise determines that making the loan is not in its best interest.
16. Appeal. There will be complaint appeal procedure for aggrieved applicants:
 - a. Written notes. Applications will receive written notice of the denial of the loan and the reason(s) for the determination within fourteen (14) days of the determination.
 - b. Petition. The aggrieved applicant may petition the Port Authority Commission in writing for reconsideration within fourteen (14) days from the date of the written notice of denial. Any request to appear before the Port Authority Commission must be in writing and must be submitted at least seven (7) days prior to the next scheduled meeting and the Port Authority shall advise the petitioner in writing of its decision within (14) days of that meeting. The Port Authority's decision will be final.
 - c. Re-application. Applicants aggrieved by the Port Authority's final decision may re-apply for revolving loan funds after ninety (90) days if the concerns set out in the denial of the preceding application are adequately and appropriately addressed.

I. ADMINISTRATION

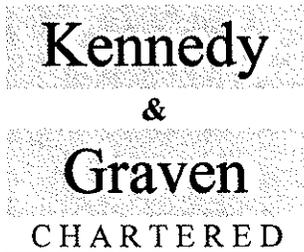
1. Loan review committee. The Port Authority will serve as the loan review committee. The final determination on all revolving loan applications rest with the Port Authority.
2. Conflict of Interest. All City and Port Authority officials and employees shall comply with the applicable state and federal regulations relating to conflicts of interest.
3. Staff responsibility. City/Port Authority staff shall have the general responsibility for coordinating the application process, reviewing loan application pro forma and business plan, preparing applications and recommendations for review by the Port Authority, and coordination the loan approval and service process.

VI. STRATEGIC INVESTMENT FUND

The purpose of the strategic investment fund is to allow for other economic development incentives as deemed necessary by the City Council to advance the interests of the community. The fund also replaces the Central Business District grant and loan program previously funded by sales tax dollars. Processing applications for the Strategic Investment Fund will follow the guidelines authorized by City Council resolution 05-09, although access to strategic investment funds will not be limited to businesses only located within the Central Business District and all awards will be subject to City Council approval as recommended by the Port Authority.

Attachment C

Legal Opinion with drafts of ordinance and by-law changes.



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MEMORANDUM

TO: John Harrenstein
City Administrator, City of North Mankato

FROM: Julie Eddington

DATE: October 14, 2013

RE: Port Authority Board

Request

Our firm has been asked whether more than two (2) City Council members may be appointed to the North Mankato Port Authority Commission. Our response is below.

Background

The North Mankato Port Authority Commission was established in 1987 pursuant to Minn. Stat. Section 469.079 (the "Enabling Act"), which is attached as Exhibit A. Pursuant to the Enabling Act, the Port Authority Commission must have 7 members, 2 of which must be City Council members.

Section 32.30 of the City Code also provides requirements for the Port Authority Commission, including that the Port Authority Commission must consist of seven members with two members being City Council members and five members appointed by the Council. Commissioners may be removed by a 4/5 vote of the Council. Section 32.30 of the City Code is attached as Exhibit B.

Currently, there are two vacancies on the Port Authority Commission and another vacancy will occur after December 31, 2013. Of the Port Authority Commission members who will remain after December 31, 2013, two are City Council members. The other two Port Authority Commission members have terms that expire in 2015 and 2017.

Response to Question

There is no prohibition regarding the City Council's ability to appoint more than two members of the City Council for service on the Port Authority Commission.

If the City Council's intent is to increase the number of City Council members appointed to the Port Authority Commission, then consideration should be given to aligning the appointments with their terms in office. This will require amendments to the Section 32.30 City Code (attached as Exhibit B) and the Port Authority Commission By-Laws (attached as Exhibit C). The changes to Section 32.30 of the City Code needed to implement the changes being considered are attached as Exhibit D.

Please contact me at your convenience with any questions regarding the foregoing.

KENNEDY & GRAVEN, CHARTERED

Julie Eddington

EXHIBIT A

NORTH MANKATO PORT AUTHORITY ACT

469.079 NORTH MANKATO.

Subdivision 1. Establishment.

The city of North Mankato may establish a port authority commission that has the same powers as a port authority established under section 469.049 or other law. If the city establishes a port authority commission, the city shall exercise all the powers relating to the port authority granted to a city by sections 469.048 to 469.068 or other law. Notwithstanding any law to the contrary, the city may choose the name of the commission and may appoint a seven-member commission.

Subd. 2. Municipal housing and redevelopment authority.

If the city of North Mankato establishes a port authority commission under subdivision 1, the commission may exercise the same powers as a municipal housing and redevelopment authority established under sections 469.001 to 469.047 or other law.

EXHIBIT B

CITY CODE SECTION 32.30

§ 32.30 PORT AUTHORITY COMMISSION.

(A) *Establishment.* A Port Authority Commission is hereby established.

(B) *Membership.* The Port Authority Commission shall consist of 7 members. Two members of the Commission shall be City Council Members and 5 members shall be appointed by the Council and may be removed by a 4/5 vote of the Council. Appointed members of the Commission shall serve 6 year overlapping terms as defined by the applicable state statute. The Commission shall appoint an Executive Vice President, a Secretary and an Assistant Treasurer and such other positions as it may deem appropriate in the circumstance. The City Attorney shall serve in an advisory capacity to the Commission without voting privileges.

(C) *Organization and meetings.* The Commission shall elect a President, Vice President and Treasurer from among its members for terms of 1 year or until their successors are elected and seated. The Commission shall hold an annual meeting in July of each year and shall hold such other meetings as it deems appropriate for the transaction of its business. The Secretary of the Commission shall keep a record of its resolutions, transactions and its minutes, which record shall be a public record.

(D) *Powers of the Commission.* The Commission shall serve as the economic development arm of the City of North Mankato and shall have all the powers of a Port Authority as established under applicable Minnesota Statute and may exercise the same powers as a Municipal Housing and Redevelopment Authority established under M.S. § 462.425 or other law.

EXHIBIT C

BY-LAWS AND RULES OF PROCEDURE OF PORT AUTHORITY COMMISSION OF THE CITY OF NORTH MANKATO

ARTICLE I.

THE COMMISSION

Section 1. Name of Commission. The name of the Commission shall be the North Mankato Port Authority Commission.

Section 2. Seal of Commission. The official seal of the Commission shall be in the form affixed hereto.

Section 3. Office of Commission: Place of Meetings. The office of the Commission shall be at the Municipal Building in North Mankato, Minnesota. Regular and special meetings of the Commission shall be open to the public and shall be held at the office of the Commission; provided, however, that upon five days written notice to the commissioners of the place of such meeting, any regular or special meeting may be held at such other place as the notice shall designate.

ARTICLE II.

OFFICERS

Section 1. Officers. The officers of the Commission shall be a president, a vice president, a treasurer, a secretary, and an assistant treasurer, and such other officers as from time-to-time are provided by official action of the Commission. The president, vice president and treasurer shall be elected from among the commissioners. A commissioner may not serve as president and vice president at the same time. The other offices may be held by one commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 2. President. The president shall have the duties and powers usually attendant upon the office of president, and such other duties and powers as may be prescribed by statute and as may be provided from time-to-time by the Commission. He/she shall preside at all meetings of the Commission if he/she is present. At each meeting he/she shall make such reports to the Commission as he/she may deem necessary or as may be required of him/her and perform such other duties as are incident to his office or as are required of him/her by the Commission.

Section 3. Vice President. The vice president shall perform the duties of the president in his/her absence or incapacity and/or because of death or resignation of the president, until a new president is elected.

Section 4. Secretary. The secretary shall perform the duties of the office of secretary of the Commission and shall preside at all meetings of the Commission in the absence of the president and vice president.

Section 5. Treasurer and Assistant Treasurer. The treasurer shall receive and be responsible for all moneys of the Commission. He/she shall also be responsible for the acts of the assistant treasurer. The Finance Director of the City of North Mankato shall serve as the assistant treasurer. All checks are to be signed by the assistant treasurer. Each check shall state the name of the payee and the nature of the claim for which the same is issued. The assistant treasurer shall generate a detailed trial balance and make it available to the commissioners at times to be determined by the Commission but not less than once a year. The annual report of the Commission shall be part of the City's General Purpose Financial Statements (GPFS). All financial statements shall be prepared in conformance with Generally Accepted Accounting Principles (GAAP). The assistant treasurer shall present the Port Authority section of the city's budget for commissioner's approval. The assistant treasurer shall have the powers and perform

the duties of the treasurer as directed by the Commission. The City of North Mankato shall be designated the fiscal agent for the Commission.

Section 6. Execution of Instruments. All deeds, contracts, promissory notes, warrants and other instruments, excepting bonds issued by the Commission and excepting checks authorized by the Commission shall be signed by the president or vice president and secretary of the Commission, or in the event the action approving execution of the instrument shall so provide, the same may be signed by other officers duly authorized thereto by such action. Checks may be signed by the assistant treasurer or by one other officer named by the Commission in a resolution. Except where otherwise provided by law, the Bonds of the Commission shall be signed by the person or persons designated in the resolution authorizing the issuance of said Bonds.

ARTICLE III.

TERMS OF OFFICERS

All officers of the Commission shall be elected at each annual meeting of the Commission and shall serve in whatever capacity they are chosen, for a term of one year and until their successors are elected and qualify. In the event the annual meeting is continued and the election held at such continued meeting, all officers elected shall serve until the next annual meeting and until their successors are elected and qualify.

ARTICLE IV.

VACANCIES

Should the office of the president, vice president, secretary or treasurer become vacant, the Commission shall elect a successor at a regular meeting or a special meeting called for such purpose, and such election shall be for the unexpired term of said office.

ARTICLE V.

EXECUTIVE DIRECTOR AND ADDITIONAL PERSONNEL

An executive director shall be appointed by the Commission who shall have the title of executive vice president, at such compensation, for such term and with duties as the Authority shall determine by resolution. The Commission may from time-to-time employ such additional personnel, as it deems necessary to exercise its power, duties and functions as prescribed by Chapter 458 of the Law of Minnesota and all other laws applicable thereto. The compensation of such personnel shall be determined by the Commission upon recommendation of the executive vice president.

ARTICLE VI.

ANNUAL MEETING

The annual meeting of the Authority shall be held on the second Monday of July of each year at 7:00 p.m.; provided, however, that the date of the annual meeting may be postponed to a date on or before July 31st of each year upon the vote of a majority of the commissioners in office at any time taken at any regular or special meeting of the Commission.

ARTICLE VII.

REGULAR MEETINGS

The commissioners of the Commission shall meet at 7:30 a.m. on the second Monday of March, September and December of each year, unless the same shall be a legal holiday in which event the meeting shall be held on the next succeeding day. The meetings shall be held at the principal office of the Commission unless a different location of said meeting is specified in the notice as provided in Section 3 of Article I.

ARTICLE VIII.

SPECIAL MEETINGS

Special meetings of the commissioners may be called by the president, the executive vice president, or any two commissioners by a writing filed with the executive vice president or secretary who shall then mail or personally deliver to all members notice of the time and place of such meeting at least one day before the meeting. The notice shall state the time, place and purpose of the meeting and no other business shall be considered than shall have been specified in the notice. Upon unanimous consent of all members present, any of the provisions of this Article may be waived.

ARTICLE IX.

REPORTS TO COUNCIL

City Council members of the Commission shall make regular monthly reports to the City Council concerning activities of the Commission. The executive vice president and assistant treasurer will submit a written annual report no later than April 15 of each year.

ARTICLE X.

ADJOURNED MEETING

Any meeting of the Commission may be adjourned from time-to-time to a specific time and place without additional notice published or otherwise.

ARTICLE XI.

QUORUM

The powers of the Commission shall be vested in the commissioners thereof in office at any one time; a majority of who shall constitute a quorum for all purposes, but a lesser number may adjourn a meeting from time-to-time until a quorum is obtained. When a quorum is in

attendance, action may be taken by the Authority upon a vote of a majority of the commissioners present, except as otherwise provided for by law or in these by-laws.

ARTICLE XII.

ORDER OF BUSINESS

At the regular meetings of the Commission the following shall be the order of business:

- 1) Roll Call
- 2) Approval of the Minutes of the previous meeting
- 3) Financial report
- 4) Old business
- 5) New business
- 6) Open meeting to the public
- 7) Adjournment

ARTICLE XIII.

MANNER OF VOTING

The voting on all questions coming before the Commission shall be by the president calling for a roll call vote on the question and the result shall be entered upon the minutes of each meeting. The president and all members of the Commission at every meeting of the Commission shall be entitled to vote. Real property owned by the Commission must not be sold, be exchanged, or have its title transferred without approval of two-thirds of Commission members voting following notice to all members. The resolution authorizing the real estate transaction is not effective unless a quorum is present. A commissioner need not vote on all questions, but may abstain from voting on a question. An abstention shall be considered neither an affirmative or negative vote on the matter.

ARTICLE XIV.

COMMITTEES

The president of the Commission shall appoint such committees and subcommittees as he determines are necessary. These committees shall report all recommendations to the Commission for further action.

ARTICLE XV.

AMENDMENTS

The By-Laws and Rules of Procedure of the Commission shall be amended by vote of a five-sevenths majority of the Commissioners only when said proposed amendment has been submitted in writing to the Commissioners a reasonable period of time prior to the meeting at which said amendment is to be considered.

ARTICLE XVI.

ANNUAL AUDIT

The Commission shall provide for an annual audit of the financial affairs of the Port Authority to be performed by a Certified Public Accountant.

ARTICLE XVII.

FISCAL YEAR

The fiscal year of the North Mankato Port Authority Commission shall be from January 1 through December 31.

EXHIBIT D

CITY CODE SECTION 32.30 (REVISED)

§ 32.30 PORT AUTHORITY COMMISSION.

(A) *Establishment.* A Port Authority Commission is hereby established.

(B) *Membership.* The Port Authority Commission shall consist of 7 members. ~~Two~~Five members of the Commission shall be ~~comprised of the Mayor and City Council Members and~~ 52 members shall be appointed by the Council and may be removed by a 4/5 vote of the Council. ~~The term of the appointment to the Port Authority for both the Mayor and City Council members shall be the term of office they were elected to by the voters of North Mankato.~~ Appointed members of the Commission shall serve 6 year overlapping terms as defined by the applicable state statute. The Commission shall appoint an Executive Vice President, a Secretary and an Assistant Treasurer and such other positions as it may deem appropriate in the circumstance. The City Attorney shall serve in an advisory capacity to the Commission without voting privileges.

(C) *Organization and meetings.* The Commission shall elect a President, Vice President and Treasurer from among its members for terms of 1 year or until their successors are elected and seated. The Commission shall hold an annual meeting in July of each year and shall hold such other meetings as it deems appropriate for the transaction of its business. The Secretary of the Commission shall keep a record of its resolutions, transactions and its minutes, which record shall be a public record.

(D) *Powers of the Commission.* The Commission shall serve as the economic development arm of the City of North Mankato and shall have all the powers of a Port Authority as established under applicable Minnesota Statute and may exercise the same powers as a Municipal Housing and Redevelopment Authority established under M.S. § 462.425 or other law.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #14	Department: Admin.	Council Meeting Date: 10/21/13
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TITLE OF ISSUE: Sheri Allen, ISD 77 Superintendent - Presentation of Referendum Bond

BACKGROUND AND SUPPLEMENTAL INFORMATION: Superintendent Allen will be at the meeting to present a PowerPoint presentation on the 2013 School Referendum Bond. Additional information including a video regarding the referendum can be found at the following link: <http://www.isd77.org/page/4497>.

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) Mankato Area Public Schools Referendum Bond FAQ Sheet

<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: _____

MANKATO AREA PUBLIC SCHOOLS

www.isd77.org

Answers to frequently asked questions about the bond referendum.

WHY HAS THE SCHOOL BOARD CALLED FOR A BOND REFERENDUM?

Since 2007, Mankato Area Public Schools enrollment has increased by 530 students. By 2017, it is projected that enrollment will grow by an additional 757 students. Additional space and renovations will be required to accommodate these additional students. The projects listed below will allow Mankato Area Public Schools to provide adequate space and learning environments for all students.

Since these needs cannot be met with limited annual capital funds provided by current state facility funding formulas, the option provided by Minnesota state law for all Minnesota school districts to construct new facilities or to make major renovations to existing facilities is a bond referendum. By law, a bond referendum is "referring to the voters the question of raising taxes to finance the construction of or the renovation of school district facilities."

WHY A NEW MIDDLE SCHOOL ON THE EAST SIDE?

The present East Junior/Senior high school has the capacity to accommodate 1,555 students. By 2016, the present East High School facility will need to serve 1,794 students and the site will exceed its student capacity by 239 students. Although potential sites have been identified, no site location has been chosen for the proposed new East side middle school.

WHY AN ADDITION TO DAKOTA MEADOWS MIDDLE SCHOOL?

Dakota Meadows was built with an option to expand and respond to our growth. The addition aligns the sixth- through eighth-grade structure to standards and available curricular programs. It also reduces the transition for students by providing continuity for three years.

WHY THE GARFIELD ELEMENTARY SCHOOL RENOVATION?

The renovation will allow Garfield Elementary School to accommodate a kindergarten through sixth-grade program. Bridges Community School would move to Garfield Elementary, providing expansion options which can help alleviate overcrowding at other elementary schools.

WHY THE WEST HIGH SCHOOL CAFETERIA RENOVATION?

The renovation will create a larger cafeteria to accommodate the student growth at West High School and streamline food service serving options and create flexible learning space.

WHAT WOULD THE TAX EFFECT BE FOR THE FIRST YEAR OF THE PROPOSED REFERENDUM?

\$69.5 million tax impact

	annually	monthly	daily
Residential homesteads			
\$150,000	\$94	\$7.83	\$0.26
\$200,000	\$134	\$11.17	\$0.37
\$225,000	\$154	\$12.83	\$0.42
Commercial			
\$500,000	\$685	\$57.08	\$1.88
\$1,000,000	\$1,649	\$137.42	\$4.52
Agriculture and building			
\$630,000	\$274	\$22.83	\$0.75
\$1,110,000	\$452	\$37.67	\$1.24

WHY THE EAST SENIOR HIGH SCHOOL RENOVATIONS?

Renovation of the vacated East Junior High School space will provide room to serve the growing high school population and gives the option to move district-wide programs.

HOW IS THIS BOND REFERENDUM DIFFERENT FROM AN OPERATING REFERENDUM?

Proceeds from this bond referendum can only be used to build new facilities and to renovate existing facilities. Funds provided by an operating referendum are used to hire employees to provide services to students and for textbooks, library books, supplies, utility costs, and other daily operational expenses.



Public meetings to answer questions about the bond referendum will be held:

- ◆ Thursday, October 3, from 6:30 p.m. to 8 p.m., in the media center at East High School, 2600 Hoffman Road, Mankato.
- ◆ Tuesday, October 8, from 6:30 p.m. to 8 p.m., in the media center at Dakota Meadows Middle School, 1900 West Howard Drive, North Mankato.

BALLOT QUESTION

Shall the school board of Independent School District No. 77 (Mankato Area Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$69,500,000 to provide funds for the acquisition and betterment of school sites and facilities, including the acquisition of land for and the construction and equipping of a new middle school facility; the construction and equipping of a sixth grade addition to the Dakota Meadows Middle School facility; the renovation of the Garfield Elementary School and the Mankato East Senior High School facilities; and the renovation of the cafeteria at the Mankato West Senior High School facility?

MAKE INFORMED **DECISIONS** AND VOTE



MISSION

Assuring learning excellence and readiness for a changing world.

VALUES

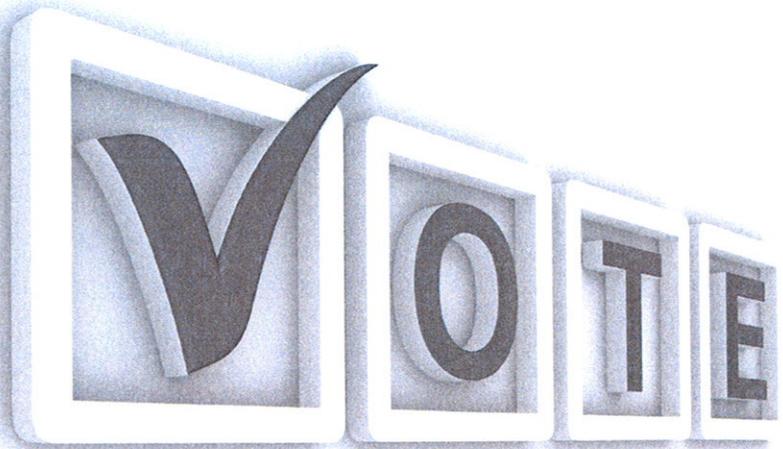
Integrity
Respect
Excellence
Adaptability
Responsibility
Engagement
Collaboration

INFORMATION ABOUT BOND REFERENDUM PROJECTS

Projects	Cost
Middle school	\$50,147,625
Dakota Meadows addition	\$ 8,400,000
East High School renovation	\$ 5,616,000
Garfield renovation	\$ 1,806,075
West High School cafeteria	\$ 1,980,300
Construction management	\$ 600,000
Bond issuance costs	\$ 950,000
Total referendum	\$69,500,000

WHEN WILL THE
REFERENDUM
VOTE
take place?

Voting will take place on election day: Tuesday, November 5, 2013. Mankato Area Public Schools' residents will vote at their polling places. Polls are open from 7 a.m. to 8 p.m. For information about polling place locations, call 507-387-1868 or enter your address into a polling place finder online at: pollfinder.sos.state.mn.us.



www.isd77.org maps@isd77.org 507-387-1868