

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 September 16, 2013. Mayor Dehen called the meeting to order at 5:30 p.m. The following were present for the meeting: Mayor Dehen, Council Members Norland, Freyberg, Schindle and Steiner, Administrator Harrenstein, Finance Director Thorne, Engineer Malm and City Clerk Gehrke.

### **Special Assessment Roll for CSAH 41/Carlson Drive/Howard Drive**

Engineer Malm presented a map and summary of current, deferred and future assessments for CSAH 41/Carlson Drive/Howard Drive Improvements which is complete and reported the next step is to certify the assessments. He reviewed the map outlining the sections which were improved and the parcels benefiting from the improvements. He reported the existing deferred assessments from previous projects which this area benefited have already been certified to Nicollet County. He presented the new deferred assessments and reviewed the amounts the City, County and Federal Aid contributed for this project. He explained that some parcels are immediately developable as a result of the improvements, while some parcels would require additional improvement to become fully developable. He reviewed the parcels which are not fully developable at this time along with the additional utility and roadway projects required to make them developable, which include future Lookout Drive utility extension, future Ringhofer Drive street and utility extension, and future Carlson Drive street and utility extension. Those projects would be done in the future as dictated by the proposed development of those parcels, and the parcels would be subject to future assessments associated with those projects. He reported that parcels to be assessed, including those which require future street and utility extensions to become fully developable, receive direct benefit from the extension of CSAH 41 and its connection to the TH 14/41 interchange. The parcels that are immediately developable receive benefit from the CSAH 41 extension in addition to the Carlson Drive and Howard Drive extensions. Engineer Malm reported that 227.92 acres benefit from the CSAH 41/Howard Drive/Carlson Drive project. Engineer Malm presented a copy of the Current, Deferred and Future Assessments for the project detailing the proposed assessments for each parcel. He reported that based on past land purchases and land sales in this area, property values have increased by \$30,000 per acre following construction of public improvements. For example, land has been purchased for \$20,000 per acre prior to the installation of public improvements and later sold at a price of \$50,000 per acre after public improvements have been installed. This supports an assessment of \$30,000 per acre for the proposed project since the law states that the assessment must not be greater than the increase in property value resulting from the improvements. He responded to questions from Council Members explaining that in this case deferred assessments mean that future improvements would need to be completed before the parcels are developable. He also explained that any properties outside the City limits will be deferred until annexed into the City. Engineer Malm also reviewed those properties that have prepaid the assessments. Council Member Freyberg asked what all is included in the assessment. Engineer Malm reported street, infrastructure, engineering and City costs associated with the right-of-way acquisition are included in the amount of the assessment. Council Member Freyberg asked if an Orderly Annexation Agreement is in place with Belgrade Township. An agreement is in place with Belgrade Township whereby the City pays the Belgrade Township taxes for a number of years after annexation. Engineer Malm reported that those costs cannot be included in the assessment as they are not related to the project. Council Member Freyberg spoke of policy regarding the sale of property to SCSC and asked if the City has a reversionary

clause since SCSC purchased the best 12 acres and is getting the property at net cost and the City, County and School District do not receive any taxes from this sale. He asked what is to prevent anyone from buying land for \$50,000 per acre and selling for \$75,000-80,000 per acre. He stated there should be criteria for employment numbers as part of the sale of property. Administrator Harrenstein stated a price differentiation could be used for non-primary buyers or if the buyer does not meet certain qualifications. Council Member Freyberg suggested that criteria be incorporated into the Economic Development Guidelines. Council Member Freyberg reported the reversionary clause should be included in any Development Agreement and that several municipalities do have reversionary clauses. He stated that qualifying businesses should be part of the sale of property and a Reversionary Clause should be part of the sale. The criteria for selling the property should be discussed in greater detail as part of the Economic Development Policy. Engineer Malm reported the necessary action is for the Council to approve preparing an Assessment Roll and setting an assessment hearing for 7 p.m. on Monday, October 7, 2013 for Project No. 10-01 ABCDEF. Mayor Dehen asked if the reversionary clause should be included as part of the assessment hearing; however, it was agreed that it would not be part of the assessment hearing.

### **Interfund Loan Resolution**

Administrator Harrenstein presented a draft resolution and reported this item was mentioned as part of the Introductory Letter of the 2014 Budget. It memorializes the debt service study and staff's recommendation for repayment. He reported the draft resolution authorizes interfund loans for costs of capital projects in connection with public projects. He also presented the payment plan for 1) Interfund Loans Outstanding Payable from the Debt Service Funds to the General Fund; 2) Interfund Loans Outstanding Payable from the Debt Service Funds to the Water Fund. He reported that payments will not be made in a lessor amount, but may be made in a greater amount if funds are available; and 3) Interfund Loans Outstanding Payable from the Debt Service Funds to the Sewer Fund. After review by the Council, it was agreed this draft resolution will be placed on the October 7, 2013 Council agenda for consideration.

### **Budget Reserve Policy**

Administrator Harrenstein reported this item was mentioned in the Introductory Letter to the 2014 Budget. It is presented tonight for Council feedback. He reported Section One: Objectives outline the policy to maintain prudent reserve amounts in City funds in order to maintain working capital, fund capital asset replacement and fund debt retirements; Section Two: Scope covers reserves to maintain working capital, fund capital asset replacement and debt retirement for the following City funds: General Fund, Debt Service Fund, Water Fund and Wastewater Fund; Section Three: Definitions describe the funds and reserve target; Section Four: Provisions outline the reserve categories and policy calculations for each reserve category; and Section Five: Procedures outline the preparation of status reports and submission of a recovery plan if funds should fall below the minimum Reserve Target. The Administrator noted that General Fund reserve amounts in excess of 30% of the budgeted annual General Fund expenditures are one-time revenue only for capital purchases and studies, capital projects through transfers to the Capital Improvement Fund and other City funds, increasing reserve amounts to the appropriate level for that fund, to offset the impact of economic downturns on a short-term basis (1-2 fiscal years), and to accomplish community priorities deemed necessary by

the Governing Body. Mayor Dehen congratulated the City Administrator and Finance Director for addressing the issues that were listed in the CAFR. This policy will allow the City to maintain a reserve in the City's Bond & Interest Fund between 5-10 percent of the annual principal and interest amounts due on outstanding bonds and temporary notes. In response to Council questions, the Administrator reported that several funds currently have the required reserve fund balance. He reported the S&P will credit the balance in the Equipment Reserve Fund to cash reserves and that the interior recoating of the water tower would be funded with cash. The Administrator reported that rate increases would not be used for a new well but would require an additional rate increase for this project. The Council agreed this item should be placed on the October 7, 2013 Council agenda for consideration.

### **Bookmobile**

The Administrator reported the library has received a \$15,000 grant from the Carl and Verna Schmidt Foundation to be used toward replacement of the bookmobile. The anticipated cost of a new/used bookmobile would range from \$45,000-\$60,000. He presented this information since there are varying opinions on the Council about funding the bookmobile, whether there would be other technical ways to provide these services and whether these dollars should be used for other items such as replacing squad cars, other capital improvements or improving Benson Park and trails. He asked for Council direction prior to sending the Library out fundraising for the balance of the cost of a replacement bookmobile if the Council doesn't plan to fund the \$70,000-80,000 to operate the bookmobile annually. The question for the Council is would you like the Library to fundraise for a bookmobile or would you like to transition and use the dollars elsewhere. The Mayor thanked the Library Director for obtaining the grant.

Council Member Norland reported that the use of the funds could be extended for another year. Lucy reported it is possible to get funding for a one-time expense but it is nearly impossible to get funding for annual expenses. The Administrator reported that annually the cost is \$71,000 in 2013 and anticipated to raise to \$80,000 within the next five years. The Administrator reported the likelihood of Nicollet County funding above the current amount is not good. Council Member Steiner reported the grant fund states the money should be expended within one year which would be May 16, 2014. In response to a question from Council Member Spears, the Administrator reported he is not proposing to spend any money on a bookmobile.

Mayor Dehen asked about the Council's tolerance of spending \$70,000-\$80,000 each year for operation of the bookmobile when those dollars could be spent on other items. The Mayor reported his concern is that given the current technology, is \$70,000-\$80,000 spent each year on the operation of a bookmobile a good use of dollars. The Library Director reported the bookmobile serves senior centers, those with no other way of getting out, kids in daycares who are reading picture books, providing additional materials for daycares which are home daycares with the exception of Golden Heart. Council Member Norland expressed her support of the bookmobile and the number of residents that she hears from in support of it stating it is a service we should be proud of. Council Member Norland reported she has been doing research on technology and the first research shows that we learn much differently from a book than a screen and that you don't learn as deeply from the screen. The Library Director stated there is a mishmash with several different uses of the library, with people on the technology end and others

that the bookmobile is their only opportunity. Council Member Spears stated that for the number of people served, the bookmobile is a feel-good thing, people find ways to meet their needs, there are other ways to get books, he thinks in this age for the number of people served it is not a legitimate use. He stated the City should be doing Tier I activities such as the basic – streets and then Tier 2 activities – parks and there are things the City should not be involved in. If government does this stuff no one else steps forward. Council Member Freyberg stated that the bookmobile is an investment in the next generation of kids. Council Member Steiner stated it is also paying back seniors for what they have done. Mayor Dehen stated this is not an action item. In response to the question regarding the Library fundraising for the balance of the dollars needed for a new/used bookmobile, Mayor Dehen stated his support for fundraising but only in the form of grants. Staff should report back to Council when we need to consider buying a bookmobile. Mayor Dehen suggested this item be referred to the 2015 Budget discussions.

Administrator Harrenstein presented a schedule for the Comprehensive Plan.

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

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Mayor

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City Clerk

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on September 16, 2013. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting: Mayor Dehen, Council Members Norland, Freyberg, Spears and Steiner, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Planner Fischer, Public Works Director Swanson and Engineers Malm and Sarff.

**Approval of Agenda**

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

**Approval of Minutes**

**Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of September 3, 2013. Vote on the motion: Norland, Spears, Steiner and Dehen, aye; Freyberg abstained, no nays. Motion carried.**

**Consent Agenda**

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

- A. Bills and Appropriations.
- B. Resolution No. 56-13 Approving Donations/Contributions/Grants.
- C. Resolution No. 57-13 Approving Donations/Contributions/Grants.
- D. Audio Permit for NaKato Bar & Grill, Range Street to Alley, Friday, September 27, 2013 from 4-10 p.m.
- E. Res. No. 58-13 Declaring Surplus Vehicles and Equipment.

**Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.** Mayor Dehen noted the grant awarded from the Carl and Verna Schmidt Foundation in the amount of \$15,000 for the bookmobile. He thanked everyone who made donations.

**Public Comments**

**Scott Madigan, 1546 Tower Boulevard**

Scott Madigan, 1546 Tower Boulevard, appeared before the Council and expressed his concern the proposed apartment building at the corner of Tower Boulevard and Marie Lane would create more traffic and lower property values in the area.

**Richard Makela, 1911 Marie Lane**

Richard Makela, 1911 Marie Lane, appeared before the Council and expressed his concern about the proposed apartment building and the increase in traffic considering the number of children who walk home from Hoover School in this area.

**Business Items:**

**Preliminary and Final Plat of Oak Terrace Assisted Living of North Mankato**

Planner Fischer presented a request from Oak Terrace Assisted Living of North Mankato to replat part of Section 11-108-27 as Lot 1, Block 1, Oak Terrace Assisted Living of North Mankato, for the purpose of constructing a 3-story, 46-unit apartment complex at the intersection of Marie Lane and Tower Boulevard. He reported Mick Montag, representing Oak Terrace Assisted Living of North

Mankato, was in attendance at the meeting to answer questions. The Planner summarized the platting requirement in the R-4, Multiple Dwelling district whereby platting would be subject to Section 156.041 of the City Code. He reported the proposed 46-unit apartment complex meets or exceeds all requirements in an R-4, Multiple Dwelling zoning district. The Planning Commission reviewed and recommended approval of the preliminary and final plat of Oak Terrace Assisted Living of North Mankato. Council Member Spears asked if any variances would be necessary for this project and Planner Fischer reported no variances would be required. Attorney Kennedy reported that the applicant currently operates an assisted living facility in this area and an assisted living facility is allowable in an R-4 zoning district. The applicant is completing a market study which will dictate the exact market he will pursue for the project. **Council Member Norland moved, seconded by Council Member Steiner, to approve the preliminary and final plat of Oak Terrace Assisted Living of North Mankato. Vote on the motion: Norland, Spears, Steiner and Dehen, aye; Freyberg abstained; no nays. Motion carried.**

**Z-4-13, Request to Rezone Lot 1, Block 1, Oak Terrace Assisted Living of North Mankato from I-1, Planned Industrial to R-4, Multiple Dwelling**

Planner Fischer presented a request from Oak Terrace Assisted Living of North Mankato to rezone Lot 1, Block 1, Oak Terrace Assisted Living from I-1, Planned Industrial, to R-4, Multiple Dwelling, to accommodate the construction of a 3-story, 46-unit apartment complex. The Planning Commission reviewed and recommended approval of Z-4-13.

**Ord. No. 52, Fourth Series, Rezoning of Oak Terrace Assisted Living of North Mankato**

**Council Member Norland moved, seconded by Council Member Steiner, to adopt Ord. No. 52, Fourth Series, Rezoning Lot 1, Block 1, Oak Terrace Assisted Living of North Mankato, from I-1, Planned Industrial, to R-4, Multiple Dwelling. Vote on the Ordinance: Norland, Spears, Steiner and Dehen, aye; Freyberg abstained; no nays. Motion carried.**

**Res. No. 59-13 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment Roll for Project No. 10-01A-F, CSAH 41/Carlson Drive/Howard Drive Improvements**

Engineer Malm gave background information for Project No. 10-01A-F, CSAH 41/Carlson Drive/Howard Drive Improvements. He reported the City Council adopted a resolution ordering the improvements on September 7, 2010, 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 with the City share of the project cost \$4,155,200, Nicollet County contributing \$3,056,238 and Federal Aid funding contributing \$1,236,000. Engineer Malm reported the next step in the project is to certify the Special Assessments to the benefiting properties. The proposed special assessments total \$4,105,532.79, with \$871,569.12 of that amount being deferred. The deferred amount of the special assessments is related to parcels that received benefit as a result of the connection of CSAH 41 to the new TH 14/CSAH 41 interchange, yet require additional roadway and City utility extensions to become developable. The assessments for those parcels will be deferred until the necessary roadway and utility extensions are completed and the parcels become developable. In addition to the deferred assessments to be certified as a part of this project, those parcels requiring additional roadway and City utility extensions to become fully developable would also be subject to future assessments related to those future projects. Engineer Malm presented a copy of the Assessment Roll for the project detailing the proposed assessments for each parcel. He reported that based on past land purchases and land sales in this area, property values have increased by \$30,000 per acre following construction of public improvements. For example, land has been

purchased at \$20,000 per acre prior to the installation of public improvements and later sold at a price of \$50,000 per acre after public improvements have been installed. This supports an assessment of \$30,000 per acre for the proposed project since the law states that the assessment must not be greater than the increase in property value resulting from the improvements. **Council Member Steiner moved, seconded by Council Member Norland, to adopt Resolution No. 59-12 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment Roll for Project No. 10-01A-F, CSAH 41/Carlson Drive/ Howard Drive Improvements. Vote on the Resolution: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.**

**Res. No. 60-13 Ordering Hearing for 7 p.m. on Monday, October 7, 2013 on Assessment for Project No. 10-01A-F, CSAH 41/Carlson Drive/Howard Drive Improvements**

Engineer Malm presented Resolution No. 60-13 ordering the assessment hearing for 7 p.m. on Monday, October 7, 2013 and directing the City Clerk to cause a Notice of Hearing on the proposed assessment to be published in the official newspaper and also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 60-13 Ordering Hearing on Proposed Assessment for Project No. 10-01ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements for 7 p.m. on Monday, October 7, 2013. Vote on the Resolution: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.**

**City Administrator and Staff Comments**

**Set Council Workshop for 6 p.m. on Monday, October 7, 2013**

Administrator Harrenstein requested the Council schedule a Council Workshop for 6 p.m. on Monday, October 7, 2013 to discuss the recommendation of future operation of the Riverbend Recycling Center and other items. **Council Member Steiner moved, seconded by Council Member Norland, to set a Council Workshop for 6 p.m. on Monday, October 7, 2013. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen, aye; no nays. Motion carried.**

**Mayor and Council Comments**

**Mayor**

The Mayor reported the next "Coffee with the Council" will be held from 10-11 a.m. on Saturday, September 21, 2013 at the North Mankato Taylor Library. A bike ride through lower North Mankato will begin at 11 a.m. for anyone interested.

**Council Member Freyberg**

Council Member Freyberg expressed his surprise at the number of paver bricks for sale on the surplus equipment list. Public Works Director Swanson reported that a large amount of the paver bricks were salvaged from the Caswell Park complex. Administrator Harrenstein reported that all funds from the sale of surplus vehicles and equipment would go into the Capital Equipment and Facilities Fund.

**Public Comments**

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

There being no further business, on a motion by Council Member Norland, seconded by Council Member Spears, the meeting was adjourned at 7:25 p.m.

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Mayor

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City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #7	Department: City Engineer	Council Meeting Date: 09/16/13
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**TITLE OF ISSUE: 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 total \$4,105,532.78, with the bulk of the assessments being deferred. The deferred assessments fall into three categories; A) Deferred Until Sold, B)Deferred until Annexed, and C)Deferred until Annexed and Future Improvements are Constructed. In addition to the assessments to be certified as a part of this project, those parcels requiring additional roadway and City utility extensions to become fully developable would also be subject to future assessments related to those future projects. 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 Assessment Roll for the project detailing the proposed assessments for each parcel is attached. Also attached is a table and figure detailing the existing deferred, new assessments, and future assessments associated with all of the improvements necessary to complete full development of this area of the industrial park.

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

Other (specify) Notice of Public Hearing, Proposed Assessments Figure, Assessment Roll, Existing Assessments, new assessments, and future assessments table

\_\_\_\_\_

\_\_\_\_\_

<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: _____

September 20, 2013

**NOTICE OF HEARING ON PROPOSED ASSESSMENT FOR PROJECT NO. 10-01ABCDEF**

**CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS**

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 7th day of October, 2013, to consider the proposed assessment for Project No. 10-01ABCDEF; improving CSAH 41 from CSAH 6 to Howard Drive, Carlson Drive from Lookout Drive to CSAH 41, and Howard Drive from CSAH 41 to a point 2,600 feet west of Lookout Drive.

Complete copies of the assessment roll are available for public inspection upon request in the Office of the City Clerk. The area proposed to be assessed is the property abutting said improvements. Written or oral objections to these assessments will be considered at the hearing. The total cost of the improvement is \$8,447,438.00. The amount to be assessed is \$4,105,532.78.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment and by filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.

The City Council may defer the payment of special assessments pursuant to Minnesota Statutes 435.193 through 435.195 for homestead property owned by a person 65 years of age or older or permanently and totally disabled for whom it would be a hardship to make the payments. In order to qualify, such a person must have limited income. If you feel you may qualify, contact the City Clerk for more specific information.

Dated this 20th day of September, 2013.

Nancy Gehrke, CMC  
City Clerk  
City of North Mankato

# AFFIDAVIT OF PUBLICATION

**State of Minnesota, ss.  
County of Blue Earth**

*James P. Santori, being duly sworn, on oath says that he is the publisher or authorized agent and employee of the publisher of the newspaper known as The Free Press and The Land, and has full knowledge of the facts which are stated below:*

*(A) The newspaper has complied with all of the requirements constituting qualification as a legal newspaper, as provided by Minnesota Statute 331.02, 331.06, and other applicable laws, as amended.*

*(B) The printed \_\_\_\_\_ Notice \_\_\_\_\_*

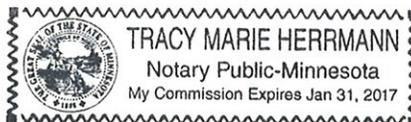
*which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on \_\_\_\_\_ Friday \_\_\_\_\_, the 20 day of \_\_\_\_\_ September \_\_\_\_\_, 20 13, and was thereafter printed and published on every \_\_\_\_\_ Friday \_\_\_\_\_ to and including \_\_\_\_\_ Friday \_\_\_\_\_, the 20 day of \_\_\_\_\_ September \_\_\_\_\_, 20 13; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:*

abcdefghijklmnopqrstuvwxyz

By: *James P. Santori*  
Publisher

*Subscribed and sworn to before me on this 20 day of \_\_\_\_\_ September \_\_\_\_\_, 20 13.*

*Tracy Marie Herrmann*  
Notary Public



NOTICE OF HEARING ON PROPOSED ASSESSMENT  
FOR PROJECT NO. 10-01ABCDEF  
CSAH 41/CARLSON DRIVE/HOWARD DRIVE IMPROVEMENTS

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 7<sup>th</sup> day of October, 2013, to consider the proposed assessment for Project No. 10-01ABCDEF; improving CSAH 41 from CSAH 6 to Howard Drive, Carlson Drive from Lookout Drive to CSAH 41, and Howard Drive from CSAH 41 to a point 2,600 feet west of Lookout Drive.

Complete copies of the assessment roll are available for public inspection upon request in the Office of the City Clerk. The area proposed to be assessed is the property abutting said improvements. Written or oral objections to these assessments will be considered at the hearing. The total cost of the improvement is \$8,447,438.00. The amount to be assessed is \$4,105,532.78.

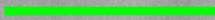
An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment and by filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.

The City Council may defer the payment of special assessments pursuant to Minnesota Statutes 435.193 through 435.195 for homestead property owned by a person 65 years of age or older or permanently and totally disabled for whom it would be a hardship to make the payments. In order to qualify, such a person must have limited income. If you feel you may qualify, contact the City Clerk for more specific information.

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

Nancy Gehrke, CMC  
City Clerk  
City of North Mankato

**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
	NEW DEFERRED ASSESSMENT TYPE C (NDC)** * & FUTURE (F) ASSESSABLE ACREAGE
EXISTING DEFERRED ASSESSMENTS	\$293,708
CSAH 41/HOWARD DRIVE/CARLSON DRIVE	\$4,155,200
<b>TOTAL CURRENT COSTS</b>	<b>\$4,448,908</b>
FUTURE LOOKOUT DRIVE UTILITY EXTENSION	\$482,879
FUTURE RINGHOFFER DRIVE EXTENSION	\$1,234,897
FUTURE CARLSON DRIVE EXTENSION	\$724,878
<b>TOTAL FUTURE COSTS</b>	<b>\$2,442,654</b>
<b>TOTAL CURRENT AND FUTURE COSTS</b>	<b>\$6,891,562</b>
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.  
 \*\*\*NEW DEFERRED ASSESSMENT TYPE C ARE DEFERRED UNTIL ANNEXED AND FUTURE PROJECT CONSTRUCTED.



**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

		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

		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

		Total Assessment	Certified to County Auditor
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

		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	\$220,680.00	\$220,680.00  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>\$4,105,532.78</u>	<u>\$3,271,025.99</u>



CLAIM REPORT  
 BILLS PAID AFTER THE COUNCIL MEETING OF SEPTEMBER 16, 2013  
 END OF MONTH

75954	Hy-Vee, Inc.	items for concessions-Caswell	\$228.47
75955	ICMA Retirement Trust - 457	employee payroll deductions	\$3,118.85
75956	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$660.00
75957	Law Enforcement Labor Service	employee payroll deductions	\$450.00
75958	Minnesota Department of Health	registration fees for schooling-Water Dept.	\$60.00
75959	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$192.00
75960	Telrite Corporation	long distance phone bill-Mun Bldg	\$272.42
75961	United Way	employee payroll deductions	\$205.97
75962	Select Account	September participant fee-Unallocated	\$106.14
75963	US Postmaster	postage for newsletter-Comm Dev	\$1,595.00
75964	North Mankato Motor Vehicle Registrar	license tabs-Police Dept.	\$12.00
75965	Sprint	PCS connection card data plan-Pol, 2013 Const & P/A	\$234.26
75966	State of Minnesota	inspection stickers-Shop	\$16.00
75967	HickoryTech	telephone bill-All Depts.	\$384.15
75968	John Deere Financial	equipment parts-Mun Bldg & Street Depts.	\$193.39
75969	National Insurance Services	life insurance for October	\$588.62
75970	National Insurance Services	long term disability insurance for October	\$1,239.41
75971	National Insurance Services	voluntary life insurance for October	\$63.25
75972	Spieker, Kevin	cellular phone allowance Sept-Dec-Police Dept.	\$172.00
75973	Riegert, Steve & Thai Quoc Tran	purchase mobile home-Unallocated	\$1,800.00
	Total		<u>\$11,591.93</u>

CLAIMS CONTINUED

General	\$8,344.93
Library	\$256.74
Bookmobile	\$18.64
Community Development	\$1,732.98
2013 Construction	\$76.25
Water	\$562.38
Sewer	\$227.89
Sanitary Collection	\$117.32
Storm Water	\$29.01
Public Access	<u>\$225.79</u>
Total	<u><u>\$11,591.93</u></u>

PORT AUTHORITY INVOICES  
BILLS PAID AFTER THE COUNCIL MEETING OF SEPTEMBER 16, 2013  
END OF MONTH

None to report

List of Port Authority Bills in the Amount of \$0.00

Council Meeting of October 7, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$11,591.93

Council Meeting of October 7, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

CLAIM REPORT  
FOR REGULAR COUNCIL MEETING OF OCTOBER 7, 2013

A+ Security, Inc.	monitoring of alarm system-Public Access	\$63.96
Albright, James	lawn maintenance-Public Access	\$96.19
Alex Air Apparatus, Inc.	batteries for thermal imaging cameras-Fire Dept.	\$576.40
Alley Auto	equipment repair-Street Dept.	\$367.50
Alpha Wireless Communications	radio parts-Fire Dept.	\$62.23
Ameripride Services	mats, gloves, uniform & towel service-All Depts.	\$847.49
American Payment Centers	utility drop box rental-Sewer Dept.	\$93.00
Apt Machining & Fabricating, Inc.	equipment parts-Fire & Street Depts.	\$397.29
Arnold's of North Mankato, Inc.	equipment parts-Street Dept.	\$45.23
Baker & Taylor	books-Library & Bookmobile	\$31.98
Beck's Radiator Warehouse	equipment parts-Street Dept.	\$168.58
Benco Electric Cooperative	electric bill-All Depts.	\$32,294.75
Blue Valley Sod	sod-Mun Bldg & Library	\$45.10
Bolton & Menk, Inc.	engineering fees-Fin, Comm Dev, Cap Fac & Const	\$2,830.50
Brandt Law Office	legal service-Attorney	\$55.00
Business on Belgrade	City sponsorship-Comm Dev	\$3,000.00
C & S Supply Co., Inc.	equipment parts & supplies-All Depts.	\$766.46
CMI, Inc.	supply-Police Dept.	\$123.45
Cemstone Concrete Materials	concrete-Library	\$539.72
CenterPoint Energy	gas bill-All Depts.	\$987.68
City of Mankato	wastewater fee for October-Sewer Dept.	\$65,000.00
Computer Technology Solutions	equipment parts & printers-Adm, Fin, Fire & P/A	\$1,136.51
Crop Protection Services, Inc.	chemicals-Parkland	\$793.50
Crysteel Truck Equipment	equipment parts-Street & Water Depts.	\$2,662.10
Dalco	supplies-All Depts.	\$684.30
DEMCO, Inc.	supplies-Library	\$117.73
Electric Pump	pump inspections-Sewer Dept.	\$600.00
Express Services, Inc.	crossing guards-Police Dept.	\$969.37
Fastenal Company	supplies-Library	\$88.96
Ferguson Enterprises, Inc.	equipment parts & supplies-Street, Shop & Swim Fac	\$145.24
Flagship Recreation	equipment parts for playground equipment-Park Dept.	\$760.95
Force America Distributing	equipment parts-Street Dept.	\$458.43
Forrey Septic Systems & Excavating	sand-Park Dept.	\$32.03
Freyberg Petroleum Sales, Inc.	oil-All Depts.	\$2,278.60
G & H Ready Mix	concrete-Street, Park & Storm Water	\$1,904.83

CLAIMS CONTINUED

Gale/Cengage Learning	books-Library & Bookmobile	\$497.33
Grainger	supplies-Mun Bldg, Police & Sanitation	\$85.72
Greater Mankato Growth	membership dues-Comm Dev	\$696.00
Green, Inc. H.R.	levee certification-Flood Control	\$875.55
Hansen Sanitation	refuse pickup-Sanitation	\$49,107.05
Hawkins, Inc.	chemicals-Water Dept.	\$1,836.74
Heartland Homes	refund water bill credit	\$25.39
Hendrickson, Christopher	membership dues & travel expenses/training-Police	\$107.17
Horvick, Inc.	supplies-Park Dept.	\$71.58
Industrial Fabrication Services, Inc.	equipment repair-Park Dept.	\$106.88
Ingram Library Services	books-Library & Bookmobile	\$2,436.11
Inman, Rich	advance for conference expenses-Fire Dept.	\$75.00
J M Promotions	supplies-Library	\$179.92
Kaye Corporation	equipment parts-Caswell	\$31.57
Kennedy & Graven, Chartered	legal services-Finance & Comm Dev	\$1,698.50
Kleist, Randy	travel expenses for conference-Water Dept.	\$295.02
LJP Enterprises, Inc.	trailer rent-Sanitation	\$600.00
Lakes Gas Company	LP gas-Sanitation	\$197.25
Larkstur Engineering	equipment parts-Sanitation	\$77.26
League of Minnesota Cities	2013-2014 membership dues-Mayor/Council	\$10,912.00
League of Minnesota Cities	membership dues-Mayor	\$30.00
Leon's Custom Backhoe, Inc.	curb box repair-Water Dept.	\$403.96
Little Falls Machine, Inc.	equipment parts-Street Dept.	\$16.70
Lloyd Lumber	supplies-All Depts.	\$1,230.26
Mac Tools Distributor	supplies-Shop	\$21.34
Mankato Public Schools	transportation for special program-Library	\$64.12
Menards-Mankato	supplies & dehumidifier-All Depts.	\$1,092.37
Minnesota Truck & Tractor, Inc.	equipment parts-Street Dept.	\$77.74
Minnesota Valley Testing Lab	water & sample testing-Water & Sewer Depts.	\$214.75
MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
MRCI	wages for MRCI employees-Sanitation	\$11,818.40
Nicollet County Auditor-Treasurer	refund TCSW recycling December 2012 dupl. pmt.	\$7,436.00
Nicollet County Recorder/Abstracter	recording fee-Comm Dev	\$46.00
Nicollet County	2nd half real estate taxes	\$13,227.00
OverDrive, Inc.	downloadable audio/ebooks-Library & Bookmobile	\$1,711.03
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$161.99
Pine Products, Inc.	wood chips for playground Benson Park-Parkland	\$2,319.30
Pohlman, Timothy	advance for conference expenses-Fire Dept.	\$100.00
Ramy Turf Products	grass seed & fertilizer-Street, Park & Sales Tax	\$2,508.90
River Bend Business Products	copier maintenance-Mun Bldg & Library	\$553.63

CLAIMS CONTINUED

Rivershore Reading Store	materials for special programs-Library	\$34.00
Sawatzky, Richard	refund water bill credit	\$128.80
Schwicker's	HVAC repairs & roof repair-Fire & Library	\$10,442.80
Skarpohl Pressure Washer Sales	equipment parts-Shop	\$22.61
Southern Minnesota Construction	asphalt & emulsion oil-Street Dept.	\$2,410.15
SPS Companies, Inc.	supply-Mun Bldg	\$92.20
Staples Advantage	supplies-All Depts.	\$1,626.39
Teledyne Instruments, Inc.	equipment parts-Sewer Dept.	\$127.56
Thorne, Clara	MGFOA conference-Finance	\$233.62
USA Today	subscription renewal-Library	\$290.89
Ulrich Acres Excavating	Final Estimate #6 Caswell North Soccer Fields	\$4,420.74
WW Blacktopping, Inc.	Estimate #2 Caswell North Soccer Fields	\$56,928.80
WW Blacktopping, Inc.	Estimate #2 2013 Wearing Course Improvements	\$8,774.20
Waco Scaffolding & Supply, Co.	supplies-Mun Bldg, Street & Library	\$774.88
Wayne's Auto Body, Inc.	equipment parts-Park Dept.	\$795.02
Wells Fargo Bank	principal & interest-GO Port Auth Rev Bond	\$82,400.00
Wenzel Auto Electric	equipment parts-Street & Sanitation	\$331.79
Xcel Energy	electric bill-All Depts.	\$26,457.10
Total		<u>\$432,676.16</u>

CLAIMS CONTINUED

General	\$76,982.06
Library	\$8,287.78
Bookmobile	\$1,412.04
Community Development	\$6,447.50
Parkland	\$3,695.30
Flood Control	\$875.55
Port Authority	\$431.00
Capital Facilities & Equipment Replacement-Water	\$130.00
Port Authority State Revolving Loan Fund	\$2,414.02
TIF Dist. 8 Marigold	\$2,654.00
TIF Dist. 2 Webster Avenue	\$873.00
Joint Economic Development Fund	\$8,052.00
GO Port Authority Revenue Bonds of 1993A, 1994A, 1998A	\$82,400.00
Local Option Sales Tax Construction	\$63,313.37
2013 Construction	\$10,383.70
Water	\$22,206.63
Sewer	\$68,782.85
Sanitary Collection	\$70,638.44
Storm Water	\$1,699.60
Public Access	\$997.32
	<hr/>
Total	<u>\$432,676.16</u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF OCTOBER 7, 2013

MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
Nicollet County	2nd half real estate taxes	\$12,010.00
Wells Fargo Bank	principal & interest-GO Port Auth Rev Bond	<u>\$82,400.00</u>
Total		<u><u>\$96,824.02</u></u>

List of Port Authority Bills in the Amount of \$96,824.02

Council Meeting of October 7, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$432,676.16

Council Meeting of October 7, 2013

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #8B	Department: Finance Director	Council Meeting Date: 10/07/13
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**TITLE OF ISSUE: Consider Resolution Adopting Budget Reserve Policy**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Council reviewed the Budget Reserve Policy at the September 16, 2013 workshop and supported it as presented. Staff recommends approval of this policy.

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

**REQUESTED COUNCIL ACTION: Adopt Budget Reserve Policy**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

Other (specify) Budget Reserve Policy

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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: _____

RESOLUTION NO.

RESOLUTION ADOPTING  
BUDGET RESERVE POLICY

WHEREAS, it is appropriate that a Budget Reserve Policy be established;

WHEREAS, this policy outlines specific guidelines for the maintenance of reserve funds to provide for working capital requirements and contingency needs; and

WHEREAS, a Budget Reserve Policy has been prepared and is attached as part of this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, the Budget Reserve Policy is hereby adopted.

Adopted by the City Council this 7<sup>th</sup> day of October 2013.

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Mayor

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City Clerk



# Budget Reserve Policy

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## **Section One: Objectives**

It is the policy of the Governing Body to maintain prudent reserve amounts in City funds in order to maintain working capital, fund capital asset replacement, and fund debt retirement. The appropriate amount of reserves for a given fund will vary due to differences in cash flow, revenue and expenditure volatility, services provided, and statutory considerations.

The Governing Body believes it is important to maintain prudent reserves to mitigate current and future risks (such as revenue shortfalls and unanticipated expenditures), ensure stable tax rates, and protect the city's creditworthiness.

## **Section Two: Scope**

The Calculation of prudent reserve targets shall include consideration of the following factors:

### **A. Maintain Working Capital:**

1. Maintain reserves to meet cash flow requirements
2. Maintain reserves to provide contingencies for unpredictable revenue sources
3. Maintain reserves to provide contingencies for unpredictable expenditures and emergencies (such as natural disasters)

### **B. Fund Capital Asset Replacement and Debt Retirement**

1. Accumulate reserves to provide funding for capital asset replacement
2. Maintain reserves to meet debt reserve covenants/requirements
3. Accumulate reserves to prepay outstanding debt

### **C. This policy shall apply to the following City Funds:**

1. General Fund
2. Debt Service Fund
3. Water Fund
4. Wastewater Fund



# Budget Reserve Policy

## Section Three: Definitions

**DEBT SERVICE FUND:** Describes the fund(s) used to account for the city's payment of principal and interest on the city's outstanding debt obligations, excluding those associated with any utilities operated by the city.

**GENERAL FUND:** The primary operating fund of the City for general government services.

**WATER FUND:** Describes the fund used to account for the city's operation of the North Mankato Water Utility

**WASTEWATER FUND:** Describes the fund used to account for the city's operation of the North Mankato Wastewater Utility

**RESERVE TARGET:** The difference between the assets and the liabilities of a city fund also commonly referred to as Fund Balance in the city's comprehensive annual financial report (CAFR).

## Section Four: Provisions

A. General Fund: The General Fund reserve target amount shall be calculated according to the following guidelines:

<b>Reserve Category</b>	<b>Policy Calculations</b>
Meet Cash flow Requirements (maintain working capital)	Maintain 35% of current year budgeted Ad Valorem Revenue
Meet Cash flow Requirements (maintain working capital)	Maintain 25% of Local Government Aid for the current budgeted year
Provide contingencies for unpredictable revenue sources (maintain working capital)	Maintain minimum reserve equal to 1% of current year budgeted Franchise Tax revenue in the General fund
Provide contingencies for unpredictable revenue sources	Maintain minimum reserve equal to 5% of current year budgeted Hotel Tax revenue in the General Fund



# Budget Reserve Policy

Provide contingencies for unpredictable revenue sources (maintain working capital)	Maintain minimum reserve equal to 20% of current year budgeted of Business License & Permit revenue in the general fund.
Provide contingencies for unpredictable revenue sources (maintain working capital)	Maintain minimum reserve equal to 35% of current year budgeted of Building Permit revenue in the general fund.
Provide contingencies for unpredictable revenue sources (maintain working capital)	Maintain minimum reserve equal to 15% of the current year budgeted of Charges for Service in the general fund.
Provide contingencies for unpredictable revenue sources (maintain working capital)	Maintain minimum reserve equal to 20% of the current year budgeted of Fines & Forfeitures revenue in the general fund.
Provide contingencies for unpredictable expenditures (maintain working capital)	Maintain minimum reserve equal to \$250,000 for potential new expenditures to address growth of the community or fiscal emergencies

The total dollar amount of the reserve target for the General Fund (which is the sum of the calculations listed in the preceding table) will vary each year according to the policy calculations. As a general guideline, the policy calculations are expected to generate total reserve amount that ranges between 25% - 35% (3 – 4 months) of budgeted annual expenditures.

1. Any General Fund reserve amounts in excess of 30% of the budgeted annual General Fund expenditures are one-time revenues only for the following purposes:
  - For one-time expenditures such as capital purchases and studies
  - For capital projects through transfers to the Capital Improvement Fund and other City funds
  - For increasing reserve amounts to the appropriate level for that fund

## Budget Reserve Policy

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- To offset the impact of economic downturns on a short-term basis (1 to 2 fiscal years)
- To accomplish community priorities deemed necessary by the Governing Body

**C. Water Fund:** The Water Fund reserve target amount shall be calculated according to the following guidelines:

1. 33% of yearly budgeted on-going revenues or 120 days of operating expenditures, whichever is the greatest.

The total dollar amount of the reserve target for the Water Fund will vary each year according to the policy calculations. As a general guideline, the policy calculations are expected to generate total reserve amount that ranges between 30% - 35% of budgeted annual expenditures.

1. Any Water Fund reserve amounts in excess of 33% of the budgeted annual Water Fund expenditures are one-time revenues only for the following purposes:
  - For one-time expenditures such as capital purchases and studies
  - For transfers to the Capital Improvement Fund or General Fund
  - For increasing reserve amounts to the appropriate level for that fund
  - To offset the impact of economic downturns on a short-term basis (1 to 2 fiscal years)
  - To accomplish community priorities deemed necessary by the Governing Body

**D. Wastewater Fund:** The Wastewater Fund reserve target amount shall be calculated according to the following guidelines:

1. 33% of yearly budgeted on-going revenues or 120 days of operating expenditures, whichever is the greatest.

The total dollar amount of the reserve target for the Wastewater Fund will vary each year according to the policy calculations. As a general guideline, the policy calculations are expected to generate total reserve amount that ranges between 30% - 35% of budgeted annual expenditures.

1. Any Wastewater Fund reserve amounts in excess of 33% of the budgeted annual Wastewater Fund expenditures are one-time revenues only for the following purposes:
  - For one-time expenditures such as capital purchases and studies
  - For transfers to the Capital Improvement Fund or General Fund
  - For increasing reserve amounts to the appropriate level for that fund



## Budget Reserve Policy

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- To offset the impact of economic downturns on a short-term basis (1 to 2 fiscal years)
- To accomplish community priorities deemed necessary by the Governing Body

**E. Bond & Interest Fund:** The city will maintain a reserve in the city's Bond & Interest Fund between 5% and 10% of the annual principal and interest amounts due on outstanding bonds and temporary notes.

Any debt service fund reserve amounts in excess of 10% can only be used to reduce the amount of outstanding debt or to reduce the Bond & Interest property tax levy.

### Section Five: PROCEDURES

A. The Finance Director shall annually prepare the status of Reserve Targets in relation to this policy and present to the city council in conjunction with the development of the annual budget.

B. If the Reserve Target amount for any fund or funds should fall below the minimum Reserve Target, the Finance Director shall submit a recovery plan for the fund or funds to the Governing Body as part of development of the annual budget.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #8C	Department: Finance Director	Council Meeting Date: 10/07/13
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**TITLE OF ISSUE: Consider Resolution Authorizing Interfund Loans**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Council reviewed the Interfund Loan Resolution at the September 16, 2013 workshop and supported it as presented. Staff recommends approval of this resolution.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Adoption of Interfund Loan Resolution**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

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

CITY OF NORTH MANKATO, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

AUTHORIZING INTERFUND LOANS FOR COSTS OF  
CAPITAL PROJECTS IN CONNECTION WITH PUBLIC PROJECTS

BE IT RESOLVED By the City Council of the City of North Mankato, Minnesota (the “City”), as follows:

Section 1. Background.

1.01. The City has incurred debt service costs related to capital projects.

1.02. The City advanced funds from various sources between 2007 Year to 2012 year to pay the cost of debt service costs related to capital projects described above, and now proposes to designate such advances as an interfund loan in accordance with the terms of this resolution.

Section 2. Repayment of Interfund Loans.

2.01. The City’s Bond Reserve Fund (Fund No. 316) borrowed from the City’s General Fund (Fund No. 101) moneys to pay debt service costs related to the projects described above, in a principal amount of up to \$1,733,208. The City’s Bond Reserve Fund (Fund No. 316) will reimburse the City’s General Fund (Fund No. 101) for such loan according to the repayment schedule listed in Attachment One of this resolution

2.02. The City’s Bond Reserve Fund (Fund No. 316) borrowed from the City’s Water Fund (Fund No. 601) moneys to pay debt service costs related to the projects described above, in a principal amount of up to \$1,083,000. The City’s Bond Reserve Fund (Fund No. 316) will reimburse the City’s Water Fund (Fund No. 601) for such loan according to the repayment schedule listed in Attachment Two of this resolution

2.03. The City’s Bond Reserve Fund (Fund No. 316) borrowed from the City’s Sewer Fund (Fund No. 602) moneys to pay debt service costs related to the projects described above, in a principal amount of up to \$353,000. The City’s Bond Reserve Fund (Fund No. 316) will reimburse the City’s Sewer Fund (Fund No. 602) for such loan according to the repayment schedule listed in Attachment Three of this resolution.

2.04. The Interfund Loan is payable from (i) revenues received from property tax and special assessments; and (iv) from any other revenues available to the City.

2.03. Principal (the “Payments”) on the Interfund Loan shall be made in yearly increments. Payments will be credited to the respective City fund from which the Interfund Loan was drawn. All Payments shall be applied to unpaid principal of the Interfund Loan and no interest will be applied to the Interfund Loan.

2.04. Principal payments may be made in larger amounts than proposed in Attachment

1, 2, and 3 of this resolution if additional revenue becomes available to repay the Interfund Loans upon the discretion of the City Administrator.

2.05. Principal payments may not be made in a lesser amount than proposed by this resolution without authorization by the City Council as part of the annual budget process or an amendment is made to this resolution by the City Council.

2.06. The City may from time to time amend the terms of this Resolution to the extent permitted by law, including without limitation, amendment to the payment schedule.

Section 3. Effective Date. This resolution is effective upon approval.

Approved by the City Council of the City of North Mankato on the 7th day of October, 2013.

---

Mayor

Attest:

---

City Clerk

Attachment 1

Interfund Loans Outstanding Payable from the Debt Service Funds to the General Fund

<u>Year</u>	<u>Payment</u>	<u>Balance</u>
2012		\$1,733,208
2013	\$396,584	\$1,336,624
2014	\$169,320	\$1,167,304
2015	\$169,320	\$997,984
2016	\$169,320	\$828,664
2017	\$169,320	\$659,344
2018	\$169,320	\$490,024
2019	\$169,320	\$320,704
2020	\$169,320	\$151,384
2021	\$151,384	\$0

Attachment 2

Interfund Loans Outstanding Payable from the Debt Service Funds to the Water Fund

<u>Year</u>	<u>Payment</u>	<u>Balance</u>
2012		\$1,083,000
2013	\$0	\$1,083,000
2014	\$108,300	\$974,700
2015	\$108,300	\$866,400
2016	\$108,300	\$758,100
2017	\$108,300	\$649,800
2018	\$108,300	\$541,500
2019	\$108,300	\$433,200
2020	\$108,300	\$324,900
2021	\$108,300	\$216,600
2022	\$108,300	\$108,300
2023	\$108,300	\$0

Attachment 3

Interfund Loans Outstanding Payable from the Debt Service Funds to the Sewer Fund

<u>Year</u>	<u>Payment</u>	<u>Balance</u>
2012		\$353,000
2013	\$0	\$353,000
2014	\$35,300	\$317,700
2015	\$35,300	\$282,400
2016	\$35,300	\$247,100
2017	\$35,300	\$211,800
2018	\$35,300	\$176,500
2019	\$35,300	\$141,200
2020	\$35,300	\$105,900
2021	\$35,300	\$70,600
2022	\$35,300	\$35,300
2023	\$35,300	\$0

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	\$100.00
Friends of the Deep Valley Libraries	Library – Community Read	\$2,000.00
Barbara Barrie	Library – Book Club Bag	\$50.00
North Mankato Civic and Commerce Association	Sculpture and base - Circle of Friends	\$32,000.00 Fair Market Value

Adopted by the City Council this 7th day of October 2013.

\_\_\_\_\_  
Mayor

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

# CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 15 -2014 SHELTER: SLP #2 + Gazebo FEE: 80.00

TYPE OF EVENT: Wedding DATE VALID: 8-23-14 HOURS: 8am - 6pm  
3pm Ceremony

ORGANIZATION: Rasmussen / Bahlberg SIZE: 100-150

APPLICANT NAME: Aaron Rasmussen

ADDRESS: 35949 305th St. CITY: Redwood Falls

ZIP: 56283 DAYTIME PHONE #: 507-430-1345

TENTS: ? ELECTRICITY: yes ALCOHOL: NO

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

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

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

PERMIT APPROVED: \_\_\_\_\_ DATE: 8-30-13

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

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

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

## PROHIBITED

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

## ALLOWED

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

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

SIGNED: \_\_\_\_\_ 9-12-2013  
Applicant Date

For Office Use Only

Receipt # 1051164 Book \_\_\_\_\_ Park \_\_\_\_\_ Police \_\_\_\_\_

RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD  
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR  
HOLY ROSARY CHURCH

WHEREAS, Holy Rosary Church has made application for exemption from a charitable gambling license to conduct a raffle on November 21, 2013 at Holy Rosary Church located at 546 Grant Avenue within the City of North Mankato, Minnesota, which application was received by the City on September 30, 2013;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the City waives the mandatory waiting period concerning the issuance of an exemption from lawful gambling license concerning the above-identified organization.

Adopted by the City Council this 7<sup>th</sup> day of October 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

# Minnesota Lawful Gambling LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

## ORGANIZATION INFORMATION

Check # \_\_\_\_\_ \$ \_\_\_\_\_

Organization name

Church of the Holy Rosary

Previous gambling permit number

Type of nonprofit organization. Check one.

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address

546 Grant Avenue

City

North Mankato

State

MN

Zip Code

56003

County

Nicollet

Name of chief executive officer (CEO)

Rev. Peter Nosbush

Daytime phone number

507-387-6501

Email address

hros2@hickorytech.net

Attach a copy of **ONE** of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803
- IRS Income tax exemption [501(c)] letter in your organization's name.  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)  
 If your organization falls under a parent organization, attach copies of both of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.
- IRS - proof previously submitted to Gambling Control Board  
 If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

## GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Holy Rosary Church

Address (do not use PO box)

Sherman & Grant

City

North Mankato

Zip Code

MN

County

Nicollet

Date(s) of activity (for raffles, indicate the date of the drawing)

November 21, 2013

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo\*  Raffles  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

\* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

Also complete  
Page 2 of this form.

Print Form

Reset Form

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4076.

# LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT	
<p><b>If the gambling premises is within city limits,</b> a city official must check the action that the city is taking on this application and sign the application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.  <input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).  <input type="checkbox"/> The application is denied.</p> <p>Print city name <u>North Mankato</u>  <i>On behalf of the city, I acknowledge this application.</i></p> <p>Signature of city official receiving application  <u><i>M. Mary Dehn</i></u></p> <p>Title <u>City Clerk</u> Date <u>9, 30, 13</u></p>	<p><b>If the gambling premises is located in a township,</b> a county official must check the action that the county is taking on this application and sign the application.  <b>A township official is not required to sign the application.</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.  <input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.  <input type="checkbox"/> The application is denied.</p> <p>Print county name _____  <i>On behalf of the county, I acknowledge this application.</i>            Signature of county official receiving application _____</p> <p>Title _____ Date ____/____/____</p> <p><b>(Optional) TOWNSHIP:</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]</p> <p>Print township name _____</p> <p>Signature of township official acknowledging application _____</p> <p>Title _____ Date ____/____/____</p>

## CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature *[Signature]* Date 9/19/13

### Complete a separate application for each gambling activity:

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

### Send application with:

- a copy of your proof of nonprofit status, and
  - application fee for each event.
- Make check payable to "State of Minnesota."

To: Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Print Form

Reset Form

Data privacy. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

RESOLUTION NO.

RESOLUTION APPROVING THE SALE OF SURPLUS  
VEHICLES AND EQUIPMENT

WHEREAS, the City Council has authorized the sale of surplus vehicles and equipment;  
and

WHEREAS, the City of North Mankato has accepted bids and compiled the bids as listed  
on Attachment A to this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
NORTH MANKATO, MINNESOTA, that the Mayor and City Clerk are hereby authorized to  
execute the necessary documents to complete the sale of said surplus vehicles and equipment as  
listed on Attachment A.

Adopted by the City Council this 7th day of October 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

2013 Surplus Vehicles and Equipment

Successful Bidders

<b>1986 Chevy C30 1 ton 4x4 with Box and Hoist Bidder</b>	<b>Bid Amount</b>
W. J. Block	\$4,128.00

<b>1987 GMC 7000 Single Axle with 1200 Gal Tank Bidder</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$1,513.00

<b>1996 GMC Jimmy 4 x 4 Bidder</b>	<b>Bid Amount</b>
Paul G. Wichtendahl	\$1,280.00

<b>1997 Dodge Intrepid Bidder</b>	<b>Bid Amount</b>
Bo Nash	\$2,001.00

<b>1987 Chev C10 2 Wheel Drive Short Box Bidder</b>	<b>Bid Amount</b>
Peter Noll	\$2,777.00

<b>1998 Chev 3500 1 ton 4 x 4 w/Box, Hoist &amp; Tommy Lift Bidder</b>	<b>Bid Amount</b>
Chad Pasbrig	\$4,800.00

<b>1980 FWD Cab &amp; Chassis-Cummins Engine Bidder</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$1,517.00

<b>Standby Generator - 750 kw Kato Engineering Bidder</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$2,311.00

<b>25,000 Paver Bricks Bidder</b>	<b># of Bricks</b>	<b>Bid Amount</b>	<b>Price Each</b>
Thomas Wanta	200	\$100.00	\$.50 Each
Dennis Jackson	8,000	\$900.00	\$.1125 Each
Brett Bode	5,000	\$525.00	\$.105 Each
Thomas Hagen	11,800	\$1,062.00	\$.09 Each

<b>Electric Horizontal Band Saw Bidder</b>	<b>Bid Amount</b>
Aaron Bosse	\$75.00

<b>Water Heater - Natural Gas, 40 Gallon Bidder</b>	<b>Bid Amount</b>
Jim Sullivan	\$136.00

<b>REM - Can Crusher with Conveyor Bidder</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$334.00

<b>Evinrude Outboard Motor 9.5 Horse Sportwin Bidder</b>	<b>Bid Amount</b>
Dean Halverson	\$333.00

2013 Surplus Vehicles and Equipment  
Successful Bidders

<b>2 Pioneer 6 Foot Adjustable Loading Docks</b>	<b>Bid Amount</b>
Wayne Knewton	\$1,275.00

<b>Electronic Scale - OHAUS 5' x 5' Platform</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$278.00

<b>10 H.P. Motor &amp; Air Compressor Head</b>	<b>Bid Amount</b>
Wayne Knewton	\$210.00

<b>11 Foot 2 Way Snow Plow</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$237.00

<b>3 Point 8' Alamo Flail Mower</b>	<b>Bid Amount</b>
Tom Depuydt	\$487.00

<b>Gossen Honda Powered Vacuum on Trailer</b>	<b>Bid Amount</b>
Tom Depuydt	\$573.00

<b>2 - 9 Foot Western Unimount Snow Plows &amp; Hitches</b>	<b>Bid Amount</b>
True Value Co.	\$1,500.00
Denny Culbertson	\$1,100.00

<b>3 Point Box Scraper with Hydraulic Scarifier</b>	<b>Bid Amount</b>
Misgen Auto Parts	\$278.00

<b>Walk Behind Bobcat Snowblower</b>	<b>Bid Amount</b>
Steve Engelhardt	\$252.00

<b>Red Toolbox for Pickup</b>	<b>Bid Amount</b>
Denny Culbertson	\$35.00

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10A	Department: City Engineer	Council Meeting Date: 09/16/13
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**TITLE OF ISSUE: Res. Adopting Assessments for Project No. 10-01ABCDEF, CSAH 41/Carlson Drive/Howard Drive Improvements**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: A Public Hearing was conducted earlier this meeting and comments received and considered.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Consider adoption of resolution.**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

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. Assessments shall bear interest at the rate of 5.55 percent per annum. To the first installment shall be added interest on the entire assessment from October 7 until December 31, 2013, to each subsequent installment when due, 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 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; and 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. For deferred assessments on property outside of the City limits, 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 7<sup>th</sup> day of October 2013.

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Mayor

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City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10B	Department: City Administrator	Council Meeting Date: 10/07/13
------------------	--------------------------------	--------------------------------

**TITLE OF ISSUE: Res. Approving Collective Bargaining Agreement for 2014 and 2015**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** 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. The only changes from the previous contract include a 1.00 percent salary increase effective January 1, 2014 and a 2.00 percent salary increase effective January 1, 2015. In the event the City Council approves salary adjustments that result in an average increase of greater than 1.00 percent for 2014 and greater than 2.00 percent for 2015 for the other municipal employees, the Patrol Officer's percentage increase would be equal to, but not greater than the average annual percentage increase received by the other North Mankato municipal employees.

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

**REQUESTED COUNCIL ACTION: Adopt Resolution and Authorize Execution of the LELS Agreement.**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

Resolution No.

RESOLUTION APPROVING  
COLLECTIVE BARGAINING AGREEMENT  
FOR 2014 AND 2015

WHEREAS, negotiations have been conducted with Law Enforcement Labor Services, Inc. (LELS) Local No. 305 representing North Mankato Police Patrol Officers; and

WHEREAS, a proposed settlement has been negotiated covering the period from January 1, 2014 through December 31, 2015; and

WHEREAS, it is necessary for the City Council to approve said agreement;

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

The contract settlement is agreed to with adjustments as follows: 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.

Adopted this 7<sup>th</sup> day of October 2013.

\_\_\_\_\_  
Mayor

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

# **LABOR AGREEMENT**

**BETWEEN**

**THE CITY OF NORTH MANKATO**

**AND**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL NO. 305**



**REPRESENTING  
POLICE OFFICERS**

**EFFECTIVE JANUARY 1, 2014 THROUGH DECEMBER 31, 2015**

**LABOR AGREEMENT  
BETWEEN  
THE CITY OF NORTH MANKATO  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. (LOCAL NO. 305)**

**ARTICLE 1. PURPOSE OF AGREEMENT**

This Agreement is entered into as of January 1, 2014, between the City of North Mankato, hereinafter called the EMPLOYER, and Law Enforcement Labor Services, Inc., hereinafter called the UNION. It is the intent and purpose of the Agreement to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and application; and
- 1.2 Place in written form the parties agreement upon terms and conditions of employment for the duration of this Agreement.

**ARTICLE 2. RECOGNITION**

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative for all essential licensed employees employed by the City of North Mankato Police Department, North Mankato, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisory, confidential, and all other employees.
- 2.2 In the event the EMPLOYER and UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

**ARTICLE 3. DEFINITIONS**

For the purpose of this Agreement, the following terms shall have the meanings stated:

- UNION: Law Enforcement Labor Services, Inc. (Local No. 305).
- EMPLOYEE: A member of the exclusively recognized bargaining unit.
- DEPARTMENT: The North Mankato Police Department.
- EMPLOYER: The City of North Mankato.

#### **ARTICLE 4. EMPLOYER SECURITY**

The UNION agrees that during the life of this Agreement that the UNION will not cause, encourage, participate in, or support any strike, slow-down, or other interruption of or interference with the normal function of the EMPLOYER.

A strike is defined as concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slow-down, or abstinence in whole or in part from the full, faithful, and proper performance of the duties of the employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

#### **ARTICLE 5. EMPLOYER AUTHORITY**

- 5.1 It is recognized by both parties that except as expressly stated herein, the EMPLOYER shall retain whatever rights and authority necessary to operate and direct the affairs of the Department in all of its various aspects, including but not limited to, the right to direct the working forces; to plan, direct, and control all the operations and services of the Department; to determine the methods, means, organization, and number of personnel by which such operations and services are to be conducted; to contract, subcontract, sell, merge, or discontinue any function of the Department; to assign and transfer employees; to decide whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge, or relieve employees due to lack of work or other legitimate reasons; to make and enforce rules and regulations; and to change or eliminate existing methods, equipment, or facilities.
- 5.2 The parties hereto recognize that this Agreement is not intended to limit the present and future exercises of discretionary authority vested in the EMPLOYER by the statutes of the State of Minnesota.
- 5.3 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish or eliminate.

#### **ARTICLE 6. UNION SECURITY**

- 6.1 The EMPLOYER shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly UNION dues, or fair share amount authorized by law. Such monies shall be remitted as directed by the UNION.
- 6.2 The UNION may designate employees from the bargaining unit to act as a steward and alternate and shall inform the EMPLOYER in writing of such choice and changes in the position of steward or alternate within two weeks of signing the contract, or any changes in designated personnel.

- 6.3 The EMPLOYER shall make space available on the employee bulletin board for posting official UNION notices and announcements.
- 6.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.

## **ARTICLE 7. GRIEVANCE PROCEDURE**

- 7.1 Definition. A grievance is a dispute or disagreement as to the application of the specific terms and conditions of this Agreement.
- 7.2 UNION Representatives: The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION will notify the EMPLOYER in writing of the names of such UNION Representatives and of their successors.
- 7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances is limited by the job duties and responsibilities of the employees and will therefore be accomplished during normal working hours when consistent with such employees' duties and responsibilities. The aggrieved employee and the UNION Representative will be released from work, without loss in pay, to investigate a grievance and to attend meetings or hearings pursuant to this Article provided the employee and the UNION Representative have notified and received the approval of the EMPLOYER who has determined such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.
- 7.4 The grievance procedure shall be as follows:

### Step 1.

The UNION shall have fifteen (15) working days to submit the grievance to the Chief of Police. The written grievance shall contain:

- a) The nature of the grievance and a summary of the facts upon which it is based;
- b) The Agreement provisions relied on or claimed to be violated;
- c) The remedy or relief requested.

If the grievance is settled, the settlement shall be reduced to writing and signed by the EMPLOYER representative and the UNION representative. If no settlement is reached, the Police Chief or designee will give a written answer within ten (10) calendar days after receipt. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days will be considered waived.

Step 2.

If appealed, the written grievance shall be presented by the UNION and discussed with the City Administrator. If settled, it shall be reduced to writing and signed by the EMPLOYER and the UNION representatives. If not settled, the City Administrator will answer the Step 2 grievance in writing within ten (10) calendar days after receipt of such Step 2 grievance. If not settled, the grievance may be submitted to arbitration.

- 7.5 Arbitration. If the grievance is unresolved at Step 2 and the UNION elects to appeal the grievance to arbitration, the UNION within ten (10) days following the issuance of the Step 2 answer shall submit a written request for arbitration to the Bureau of Mediation Services requesting a list of arbitrators in accordance with the "Rules governing the arbitration of grievances" as enacted by the Bureau of Mediation Services. The UNION shall submit a copy of such request to the City Administrator. The parties shall then choose the arbitrator by the UNION and the EMPLOYER alternately striking a name from the list until one remains as the Arbitrator to hear and decide the dispute.
- 7.6 Arbitrator's Authority. The arbitrator shall rule only on the issue submitted and shall have no power to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. His/her decision shall be in writing and furnished within thirty (30) days following the close of any hearing or submission of briefs by the parties. His/her decision shall be subject to law and regulations having the effect of law. His/her decision shall be binding upon the parties only insofar as the Public Employees Labor Relations Act of 1971, as amended, requires it to be binding.
- 7.7 The fees and expenses of the Arbitrator shall be divided equally between the EMPLOYER and the UNION. Each party shall be responsible for its own expenses and compensating its own witnesses. The EMPLOYER may initiate grievances at Step 2. Discharge grievances may be initiated at Step 2. Time limitations of this Article apply to both parties and may be extended by mutual consent. Unless so extended, time limitations shall be strictly complied with and expiration of the time to appeal the grievance shall be a waiver of the grievance. Failure of the EMPLOYER to reply within the time limits at any step shall be deemed denial of the grievance.
- 7.8 Choice of Remedy. If, as a result of the written response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Article 7.5 or a procedure such as Civil Service, Veteran's Preference, or the Human Rights Department. In any event, the aggrieved employee or his/her UNION representative shall elect in writing which procedure shall be used and, thereafter the employee's right to pursue any other procedure terminates and is waived. *An employee pursuing a remedy pursuant to a statute under the jurisdiction of the United States Equal Employment Opportunity Commission is not precluded from also pursuing an appeal under the grievance procedure of this Agreement. If a court of competent jurisdiction rules contrary to the ruling in EEOC v. Board of Governors of State Colleges and Universities, 957 F.2d 424 (7<sup>th</sup> Cir.), cert. denied, 506 U.S. 906, 113 S. Ct. 299 (1992), or if Board of*

*Governors is judicially or legislatively overruled, the italicized portion of this section shall be null and void.*

## **ARTICLE 8. SAVINGS CLAUSE**

This Agreement is subject to the laws of the United States, the State of Minnesota and the City of North Mankato. In the event any provision of this Agreement shall be held to be contrary to the law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect.

## **ARTICLE 9. PROBATION**

- 9.1 All new employees will serve a twelve (12) month probationary period. Said probation may be extended up to six (6) months for a total of eighteen (18) months at the EMPLOYER'S discretion. The EMPLOYER shall provide notice to the UNION of any such extension.
- 9.2 During the probationary period a new or promoted employee may be terminated or returned to former position at the sole discretion of the EMPLOYER.
- 9.3 A new employee shall earn vacation and sick leave from the date of hire, however, such credits shall not be used until the employee has completed the first six (6) month period.
- 9.4 A promoted employee shall serve a six (6) month probationary period.

## **ARTICLE 10. SENIORITY**

- 10.1 Seniority shall be determined by the employee's length of continuous employment with the Department and be available upon request.
- 10.2 A reduction in the work force will be accomplished on the basis of seniority. Employees shall be recalled from layoff on the basis of seniority. An employee on layoff shall have opportunity to return to work within one (1) year of the time of his/her layoff before any new employee is hired. The EMPLOYER shall send the notice of recall by certified letter to the employee's last known address. Upon receipt of notice of recall, the employee shall have fourteen (14) days to return to work. It is the employee's obligation to maintain a current address and telephone number with the EMPLOYER during layoff.

## **ARTICLE 11. DISCIPLINE**

- 11.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

- a) Oral reprimand;
  - b) Written reprimand;
  - c) Suspension;
  - d) Demotion; or
  - e) Discharge.
- 11.2 Suspensions, demotions, or discharges will be in written form.
- 11.3 Written reprimands, notices of suspensions, and notices of discharge to become part of the employee's personnel file shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands or notices.
- 11.4 Discharges shall be preceded by five (5) days of suspension without pay.
- 11.5 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 11.6 Grievances relating to this Article shall be initiated by the UNION in Step 2 in the grievance procedure under Article 7 of this Agreement.

## **ARTICLE 12. OVERTIME**

- 12.1 Employees shall receive overtime compensation for hours worked in excess of the regularly scheduled shift. Such compensation shall be in the form of cash payment at the rate of one and one half (1 1/2) times the employee's regular hourly rate of pay, or in the form of compensatory time. Employees may accumulate compensatory time up to a maximum of one hundred twenty (120) hours. Under no circumstances will compensatory time under this Section be allowed which would require the payment of overtime to another employee. When an Officer's scheduled shift is changed, with less than 24 hours notice prior to the start of the shift, the Officer will be entitled to the standard callback fee. If the change is simply hours added to the start or the end of the shift, those hours will be paid as regular overtime.
- 12.2 For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.3 Overtime will be calculated to the nearest fifteen (15) minutes.
- 12.4 Employees have the obligation to work overtime or call backs if directed by the EMPLOYER.
- 12.5 When an employee is called to duty or required to make a duty related court appearance in which a unit of government is a party during his/her off duty time, he/she shall receive a minimum of three (3) hours of compensation at the overtime rate. For the purposes of interpretation of this paragraph, the term "court appearance" shall mean all time during which the court may be in session and during which the employee's presence is

required and all times during which the court may be in recess during which times the employee is required to remain at or about the courthouse pursuant to the reconvening of such court provided that such recesses shall not include any normal luncheon recess. Court appearances occurring within one (1) hour of the end of duty shift will be considered an extension of duty and not subject to the three (3) hour minimum. The employee shall be entitled to the three (3) hour minimum compensation when a regularly scheduled court appearance is canceled without twenty-four (24) hour advance notice to the employee.

- 12.6 Duty-related conferences shall take place whenever feasible during duty hours. Such conferences occurring during off duty hours shall be compensated at the overtime rate for actual time spent, except that a minimum of one (1) hour at time and one-half (1 1/2) shall apply.
- 12.7 For hours actually worked between 12:01 a.m. and 11:59 p.m. on officially designated holidays, pursuant to Article 20, Section 20.1, the employee will receive two times the employee's regular hourly rate of pay. For purposes of this Section, the employee's birthday is not included.

### **ARTICLE 13. WORK SCHEDULE AND HOURS OF WORK**

- 13.1 The normal work year is two thousand and eighty (2,080) hours to be accounted for by each employee through:
- a) Hours worked on assigned shifts;
  - b) Holidays;
  - c) Assigned training;
  - d) Authorized leave time.
- 13.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.
- 13.3 The standard work week is forty (40) hours (2,080 hours divided by 52 weeks) with the understanding that shift assignments are made without reference to the standard seven (7) day period.
- 13.4 The EMPLOYER reserves the absolute right at its sole discretion to establish work schedules without regard to usual or traditional practices.
- 13.5 Work schedules showing the employee's shift, work days, and hours shall be maintained by the EMPLOYER. Once such work schedules are established and until they are changed by the EMPLOYER, such schedules shall be the regular work schedule.

**ARTICLE 14. VACATION**

14.1 All regular full-time employees shall earn vacation on the following schedule provided that the first month of regular full time employment shall be counted only if the employee started work on or before the fifteenth (15th) day of the month:

<u>Period of Continuous Employment</u>	<u>Earned Vacation</u>
1st through 7th year	6.66 hours per month
8th through 14th year	10 hours per month
15th through 21st year	13.33 hours per month
22 years and over	16.66 hours per month

14.2 Employees shall be allowed to take vacation leave each year within the limits of the Article. Vacation time shall be seniority based during two phases:

Phase 1: Vacation request must be turned in prior to November 1<sup>st</sup> for January 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

Phase 2: Vacation requests must be turned in prior to May 1<sup>st</sup> for July 1<sup>st</sup> through December 31<sup>st</sup> of the same year.

All other vacation requests will be “first come, first serve” and shall be approved within 96 hours. If not denied by the EMPLOYER within ninety-six (96) hours, said request shall be considered approved. The EMPLOYER shall schedule vacations at his/her own discretion so that the normal operation of the Department will not be interrupted. Once granted, such vacation shall not be revoked except in the case of emergency. If a previous request for vacation has been received for that period of time or any portion thereof, the employee may be allowed a conditional approval, which approval may be revoked by the EMPLOYER if in his/her opinion it would require the payment of overtime or affect the operational ability of the Department.

14.3 No employee may take more than twelve (12) consecutive working days of vacation leave per year during the first five (5) years of employment, and from years six (6) through ten (10) may, where earned, take no more than fifteen (15) consecutive days of vacation leave per year. From years eleven (11) through twenty (20) the employee may, where earned, take no more than twenty (20) consecutive days of vacation leave. Upon completing twenty (20) years of employment, employees may, where earned and subject to the approval of the EMPLOYER and upon thirty (30) days advance notice, take thirty (30) consecutive days of vacation leave.

14.4 Vacation will be granted in increments of no less than four hours, which is to mean that any time less than four (4) hours will be charged as four hours of vacation, with prior approval from administration. A minimum of 40 consecutive hours of vacation must be used per year.

14.5 Employees will be notified of the status of their vacation leave accumulation at the beginning of each calendar year. After such notification, the amount of accumulated vacation leave exceeding the maximum amount allowable under the following schedule will be forfeited by the employee.

<u>Period of Continuous Employment</u>	<u>Maximum Number of Days of Accumulated Vacation</u>
Through 10 years	160 hours
11 through 15 years	200 hours
16-20 years	280 hours
Over 20 years	360 hours

14.6 Employees whose employment has been terminated either through resignation, retirement or layoff shall be entitled to cash payment for all vacation leave accumulated as of the date of said termination. In cases of voluntary separation by the employee, not less than two (2) weeks notice of separation shall be given the EMPLOYER to be eligible for payment of accumulated vacation pay. Upon failure thereof, such time shall be forfeited.

#### **ARTICLE 15. INSURANCE**

15.1 Employees subject to this Agreement shall be covered under the City's Group Hospitalization and Major Medical, Life, Accidental Death and Disability, and Long Term Disability insurance policies in the same respect as other City employees.

#### **ARTICLE 16. SICK LEAVE**

16.1 Sick leave shall be accumulated at the rate of one (1) working day for each calendar month worked. During the probationary period, full-time employees may draw in advance on the days of sick leave credits earned during the probationary period. If the employee does not successfully complete the probationary period, such unearned leave shall be repaid to the City.

Employees will be granted sick leave for the following reasons:

- 1) Physical examinations.
- 2) Dental care.
- 3) Ocular appointments.
- 4) Serious illness in the immediate family. The term "immediate family" means mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, or any relative of the employee who is a legal dependent and lives in the household of the employee.

- 5) Death in the family. The term "family" means parents (in-law), sister (in-law), brother (in-law), spouse, children, grandparents, aunts, and uncles (including those of spouse).
- 6) Injuries during work.
- 7) Personal illness.
- 8) Contagious disease.
- 9) Maternity leave.

Sick leave shall not be taken in increments of less than four hours. When taking sick leave, the employee shall notify his/her department head of this fact prior to the beginning of the scheduled workday. Failure to supply the department head with adequate notice may be cause for denial of sick leave pay or other disciplinary action. Any employee who uses three (3) or more consecutive days of sick leave must notify his/her department head as to an estimated date of return to work. The employee shall keep the department head informed of any changes in these plans. The City reserves the right to require any employee who uses three (3) or more consecutive days of sick leave to provide a doctor's certificate of illness. The certificate shall state the reason the employee is ill and the extent to which he/she cannot safely perform his/her work duties.

Employees entering duty or terminating their services during a calendar month shall be credited with a full month's service if they work sixteen (16) days or more during the month in question. Unused sick leave may be accumulated. Accumulated unused sick leave exceeding sixty (60) days may be traded in at the end of each calendar year at the following rates:

- 1) Full-time employees with five (5) through nine (9) years may trade in any excess at twenty-five percent (25%) of their regular daily wage.
- 2) Full-time employees with ten (10) through nineteen (19) years may trade in any excess at forty percent (40%) of their regular daily wage.
- 3) Full-time employees with twenty (20) or more years may trade in any excess at seventy-five percent (75%) of their regular daily wage.

Employees have the option of retaining these excess days and continuing to accumulate them. Employees also have the option of trading in excess days for vacation days. Employees with five (5) through nine (9) years of service may trade in vacation days at the rate of four (4) unused sick days for one (1) vacation day. Employees with ten (10) through nineteen (19) years may trade in at the rate of three (3) unused sick days for one (1) vacation day. Employees with twenty (20) or more years may trade in at the rate of two (2) unused sick days for one (1) vacation day. Upon severance in good faith, all unused accumulated sick leave shall be compensated using the same criteria as for the excess sick leave, the only difference being that all days, including the minimally required sixty (60) days shall be compensated for. In no event shall severance pay (from accumulate sick leave and vacation leave) provided for an employee leaving employment exceed an amount equivalent to one (1) year of salary.

For the purposes of accumulating additional vacation or sick leave, an employee using an earned sick-leave day is considered to be working.

An employee receiving sick leave with pay who simultaneously receives workmen's compensation insurance benefits, shall receive only that portion of his/her sick-leave payment which will, together with the workmen's compensation benefits and for the duration of said benefits, equal his/her regular salary.

An employee on vacation who becomes ill or injured may, upon proper identification, change his/her status to sick leave. Claiming leave under false pretenses shall be cause for disciplinary action including transfer, suspension, demotion, or dismissal.

Effective January 1, 2003 the City of North Mankato established Voluntary Employees' Beneficiary Association ("VEBA") and Health Care Expense Accounts for Active Employees. Effective January 1, 2008, 100% of the sick leave benefit normally received at termination will be placed in a post retirement health care savings plan pursuant to Council Resolution No. 60-03.

- 16.2 Personal Leave - Any employee eligible for sick leave benefits may use up to three (3) sick leave days per year for personal reasons. Personal leave may be taken for any purpose. An employee must request and receive authorization for the use of personal leave from his/her department head prior to the date of the leave. Personal leave shall not be taken in increments of less than four hours.

#### **ARTICLE 17. UNIFORM ALLOWANCE**

- 17.1 The EMPLOYER shall provide each newly hired employee with one (1) complete set of uniform in accordance with policy set by the EMPLOYER.
- 17.2 The employee shall be reimbursed for the cost of uniforms upon the presentation of paid receipts to the EMPLOYER. The employee shall be reimbursed at the rate of \$32.00 per month not to exceed a total of \$384.00 per year. In 2010, the uniform allowance shall increase to \$34.00 per month not to exceed a total of \$408.00 per year. In 2011, the uniform allowance shall remain unchanged. Eliminated January 1, 2013.
- 17.3 The purchase money may be advanced at any time, provided that if the employee leaves the Department, any money advanced for months not worked shall be withheld from the employee's final paycheck. Paid receipts shall also be provided for such advances. Eliminated January 1, 2013.
- 17.4 Each employee shall be reimbursed at the rate of \$32.00 per month for maintenance of required uniforms and protective clothing. In 2010, the uniform maintenance shall increase to \$34.00 per month not to exceed a total of \$408.00 per year. For 2011, the uniform maintenance allowance shall remain unchanged. Eliminated January 1, 2013.
- 17.5 The employee shall be reimbursed one-half (1/2) the cost of a new bulletproof vest every five (5) years. Evidence of the time elapsed since the last purchase of said equipment will be the sole responsibility of the employee.
- 17.6 Employees covered under the Agreement are required to keep a full set of uniform dress in good condition and to wear, maintain and replace the uniform in accordance with policy set by the EMPLOYER.

**ARTICLE 18. LONGEVITY** – Eliminated January 1, 2011.

**ARTICLE 19. RESIDENCE**

All employees who elect to reside outside the corporate limits of the City of North Mankato shall be at the North Mankato Police Annex at 1001 Belgrade Avenue in North Mankato at the start of each regularly scheduled shift. Failure to appear or tardiness resulting in charged overtime will result in progressive discipline as per Article 11.

**ARTICLE 20. HOLIDAYS**

20.1 The following shall be included as paid holidays for employees subject to this Agreement:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Thanksgiving Friday  
Day before Christmas  
Christmas Day  
"Floating Holiday" - Employee's birthday or day off of his/her choice.

20.2 Employees shall receive a compensatory day off for each of the above holidays. A compensatory day off for a holiday may be taken at the employee's discretion subject to approval by the EMPLOYER.

20.3 Employees shall be entitled to compensation for holidays pursuant to this Article provided they were on pay status their last scheduled day preceding the holiday and their first scheduled day following the holiday.

20.4 At the end of each calendar year, employees shall receive cash payment for all earned, unused holidays. Payment will be based on the employee's regular daily rate of pay.

20.5 Holidays which occur within an employee's approved and compensated vacation or sick leave period will not be charged to the employee's vacation or sick leave time.

20.6 Any other designated holiday granted to other City employees in increments of four (4) or more hours shall be granted to employees subject to this Agreement as compensatory time.

## ARTICLE 21. LEAVES OF ABSENCE

Any employee, upon satisfactory completion of the probationary period, shall be eligible for authorized leave as follows:

- 21.1 Military Leave: Any regular employee who is a member of a reserve force of the United States or of this State, and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State which would prevent him from performing his/her regular work, shall be granted a leave with pay upon request not to exceed fifteen (15) days, provided, however, that no employee shall be granted paid leave for training purposes beyond that required by the current selective service draft program at the time of the request. The EMPLOYER shall pay only that amount when added to the military pay equals the employee's regular pay for the absence.

Notice shall be given the EMPLOYER at least five (5) working days after the receipt of said orders and no less than twenty four (24) hours prior to the date of leave, except that when said orders are received at a time which would make the compliance with provision impossible, the employee shall give notice at the earliest practical time.

Any employee who enters into active service shall be granted a leave without pay for the period of military service, pursuant to applicable law.

- 21.2 Employees required to serve on a jury may receive a leave of absence: Employee compensation for such shall be equal to the difference between the compensation received for such duty and the employee's regular pay. For jury duty not occurring during an employee's regularly scheduled duty shift, the employee shall receive compensatory time equivalent to the actual amount of time spent on jury duty.
- 21.3 Unpaid Leave of Absence: Leaves of absence without pay for reasonable periods of time not to exceed one (1) year will be granted to all employees who have successfully completed probation without loss of seniority for physical or mental illness.

Leaves of absence shall be granted one employee at a time and only on the condition that in the EMPLOYER'S judgment such leave will not reduce the quality or level of service to the public.

Requests for unpaid leave of absence will be made in writing and will include the following information: (1) Reason for requesting the leave; (2) Date the leave of absence would commence; (3) Date of return to work. Such requests must be made at least thirty (30) days prior to the date the leave would commence. The disposition of such requests shall be at the sole discretion of the EMPLOYER. An employee failing to return to duty upon the designated date to return to work shall be considered to have resigned.

Unpaid leaves of absence may be extended by the EMPLOYER based upon a written request for an extension from the employee.

Nothing in this Article shall be construed as limiting the right of the EMPLOYER to grant leaves of absence which in the opinion of the EMPLOYER will benefit the EMPLOYER or the employee.

- 21.4 Any currently licensed employee who fails the proper maintenance of the license shall be placed on an involuntary unpaid leave of absence not to exceed six (6) months. Should an employee fail to complete licensure requirements within that six (6) month period, he/she shall be immediately discharged.

## **ARTICLE 22. TUITION REIMBURSEMENT**

The EMPLOYER will reimburse any full-time permanent employee the tuition cost for any successfully completed, approved, directly job related class in any college, vocational school, or correspondence school curriculum. Prior written approval of the course must be given by the EMPLOYER. Successful completion means the employee receives a mark or score which the college or school classified as passing. Special fees, activity fees, book fees, and the cost of supplies will not be reimbursed by the EMPLOYER. No more than six (6) credit hours or two (2) courses will be approved at any one time. The EMPLOYER will make every effort to arrange work schedules around class schedules where this will cause no disruption of service, however, employees are required to take courses outside of their work schedule whenever they are offered. All work schedule adjustments shall be reported to the EMPLOYER.

## **ARTICLE 23. NON DISCRIMINATION**

- 23.1 The EMPLOYER and the UNION agree not to discriminate in accordance with the law.
- 23.2 The use of masculine or feminine pronouns in this Agreement shall refer to employees of either sex unless the context in which these are used clearly indicates limitation to one gender.

## **ARTICLE 24. WAIVER OF BARGAINING**

During the life of this Agreement, the EMPLOYER and the UNION voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or any other matter, unless done by mutual consent of the EMPLOYER and the individual bargaining unit involved.

**ARTICLE 25. PAY PLAN**

25.1

Effective January 1, 2014:

Senior Patrol Officer	-	\$5,262 per month
Patrol Officer First Class	-	\$5,109 per month
Patrol Officer Second Class	-	\$4,854 per month
Patrol Officer Third Class	-	\$4,618 per month
Probationary Patrol Officer	-	\$4,164 per month

Effective January 1, 2015:

Senior Patrol Officer	-	\$5,367 per month
Patrol Officer First Class	-	\$5,211 per month
Patrol Officer Second Class	-	\$4,951 per month
Patrol Officer Third Class	-	\$4,710 per month
Probationary Patrol Officer	-	\$4,247 per month

25.2 Senior Patrol Officer - Effective January 1, 2013, Patrol Officers who have reached their nine (9) year anniversary with the North Mankato Police Department will be a Senior Police Officer. The Senior Police Officer is not applicable to those employees hired under lateral entry until they have reached nine (9) years of service with the City of North Mankato. The Senior Officer step reflects a three (3%) percent increase over the Patrol Officer First Class rate of pay.

25.3 In the event the City Council approves salary adjustments that result in an average increase of greater than 1% for 2014 and 2% for 2015, the Patrol Officer's percentage increase would be equal to, but not greater than, the average annual percentage increase received by the other North Mankato municipal employees. This adjustment does not include increases due to comparable worth adjustments and/or promotions.

**ARTICLE 26. EDUCATION**

26.1 The EMPLOYER agrees to pay the cost of sixteen (16) hours of P.O.S.T. Board eligible continuing education.

**ARTICLE 27. PHYSICAL FITNESS**

27.1 Patrol Officers will be granted an exemption from physical fitness activities for periods up to seven (7) days due to illness or injury. Beyond seven (7) days, a doctor's evaluation of illness or injury is required.

27.2 Fitness: Effective April 1, 2005, a physical fitness requirement shall be implemented. The fitness requirement shall be coordinated with the Blue Cross/Blue Shield plan fitness

membership such that employees shall work out a minimum of 12 sessions per month at an approved facility or on their own. A log of the workouts should be turned in to the Police Lieutenant on a monthly basis. The Employer and employee shall share in the cost of membership in an approved facility or in the purchase of workout equipment on a 50/50 basis. The maximum amount of the reimbursement shall be based on the City of North Mankato's corporate rate for a single membership with towel and kit locker at the Mankato YMCA less the \$20 reimbursement under the Blue Cross/Blue Shield plan fitness membership divided by two. The \$20 deduction shall apply even if the employee does not carry the City's Blue Cross/Blue Shield health insurance plan.

- 27.3 For individuals working out on their own, a fitness log will be turned in to the Police Chief on a monthly basis effective May 1, 2005. Individual workout plans will be subject to a review periodically.
- 27.4 Patrol Officers conducting an individual exercise program may be reimbursed for certain exercise or weight training equipment subject to employer's prior approval of the purchase. The reimbursement is limited to an employer's out-of-pocket expense for an officer attending an approved facility.
- 27.5 Physical Schedule: Employees under the age of 40 shall be required to obtain a general physical examination every three years; employees age 41 to 49 shall be required to obtain a general physical examination every two years; and employees age 50 or more shall be required to obtain a general physical examination every year. The general physical examination shall be paid for by the City and the employee will be compensated at the regular hourly rate of pay for actual time in attendance at the general physical examination not to exceed four hours. Documentation of the physical examination must be filed with the Police Department and a copy submitted to the City.

## **ARTICLE 28. PERFORMANCE EVALUATION**

- 28.1 All employees of the Department shall be subject to semi-annual performance review by the EMPLOYER. Members of the bargaining unit will be afforded the opportunity to participate in the development of evaluation forms and procedures for the Department. Performance evaluations will be done on a semi-annual basis and the employee will be afforded the opportunity to discuss his/her evaluation with his/her supervisor. Each employee will be provided with a copy of each completed evaluation form. Failure to participate in the performance evaluation process or failure to address operational deficiencies noted in performance evaluations shall be subject to disciplinary proceedings under Article 11 of this Agreement. Disputes or disagreements arising under this Article shall be subject to the grievance procedure under Article 7 of this Agreement.

## **ARTICLE 29. DURATION**

This Agreement shall be effective as of the first day of January of the year 2014, and shall remain in full force and effect until the thirty-first day of December, 2015.

IN WITNESS WHEREOF the undersigned have caused this Agreement to be executed this \_\_\_\_ day of September 2013.

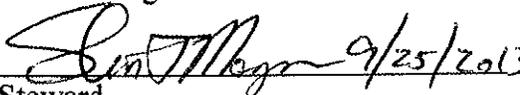
FOR THE CITY OF NORTH MANKATO

FOR LAW ENFORCEMENT LABOR SERVICES, INC.

\_\_\_\_\_  
Mayor

 9/25/2013  
\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
City Administrator

 9/25/2013  
\_\_\_\_\_  
Steward

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

\_\_\_\_\_

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10C	Department: City Planner	Council Meeting Date: 10/07/13
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**TITLE OF ISSUE:** Traffic & Safety Committee Minutes of September 27, 2013

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** See Attached Minutes and Traffic & Safety Packet Information.

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION:** Consider recommendations from the Traffic & Safety Committee.

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Norland
	_____	_____	Spars
	_____	_____	Freyberg
	_____	_____	Steiner
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

Other (specify) Traffic & Safety Committee Minutes, Traffic & Safety Packet Information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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: _____

## *MEMORANDUM*

TO: Honorable Mayor and City Council  
FROM: Michael Fischer, City Planner  
DATE: September 27, 2013  
SUBJECT: September Traffic & Safety Committee Meeting

On Friday, September 27, 2013, the Traffic & Safety Committee met to discuss items of business. Traffic & Safety Committee Members present: Community Member Bill Borchardt, Police Chief Chris Boyer, Public Works Director Brad Swanson and City Planner Michael Fischer.

The following is a summary of the meeting:

### **1. Request for Additional Street Striping on Marie Lane and Review of Traffic Signs near Hoover Elementary**

Staff presented a request from Paul Lauer, 1821 Marie Lane, to add striping to Marie Lane, draw greater attention to reduced speed signs and replace “Yield” signs with “STOP” signs in the Hoover Elementary School area. Paul Lauer was present and stated the issues he observes in the Hoover School area when school is in session.

Regarding the existing traffic signs in the area, staff indicated the area “Yield” signs should be changed to “STOP” signs in the future. Additionally, staff would propose to install reflective material to the sign posts which display the reduced speed limit signs in the area. Staff spoke about the potential to install electronic speed signs in the area which display the speeds of traffic. Regarding the striping, staff expressed concerns for consistency throughout the City and the effectiveness of the proposed striping request.

#### Recommendation

The Traffic & Safety Committee recommends the installation of reflective material on the existing area posts which display reduced speed limits, change existing area “Yield” signs to “STOP” signs when the useful life of the “Yield” signs expire and research the cost of electronic speed signs for the area.

### **2. Request to Designate a Bus Pickup Area on Marie Lane adjacent to Hoover Elementary School**

Staff presented a request from Mankato Area Public Schools to designate a bus pick up on Marie Lane near the intersection of Hoover Drive by painting the curb yellow and installing a

sign which identifies the area. While the request was to paint a 40-foot long section of the curb yellow, the Traffic & Safety Committee questioned if a longer area is needed to accommodate buses.

Recommendation

The Traffic & Safety Committee recommends 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.

## ***MEMORANDUM***

TO: Traffic & Safety Committee  
FROM: Michael Fischer, City Planner  
DATE: September 20, 2013  
SUBJECT: September Traffic & Safety Committee Meeting

The next meeting of the Traffic & Safety Committee has been scheduled for Friday, September 27, 2013 at 9 a.m. in the Municipal Building Conference Room. Below is the meeting agenda:

### AGENDA

1. Requests for additional street striping on Marie Lane and review of traffic signs near Hoover Elementary.
2. Request to designate a bus pickup area on Marie Lane adjacent to Hoover Elementary School.

1. **Requests for additional street striping on Marie Lane and review of traffic signs near Hoover Elementary**

Attached is a request from Paul Lauer, 1821 Marie Lane, to consider addition striping on Marie Lane from Lookout Drive to Roe Crest Drive for safety purposes near Hoover Elementary School. Additionally, requests are presented to draw greater attention to area School Zone signs and to review existing Yield signs in the area. Attached is an aerial map of the area in general and a map showing the existing area Yield and STOP signs.

Recommendation

Change existing Yield signs at the intersections of Shady Oak Drive/Marie Lane and Oak Terrace Drive/Marie Lane to STOP signs. No additional street striping is recommended.

**Michael Fischer**

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**From:** Rev. Paul Lauer [lauer@osicmankato.org]  
**Sent:** Tuesday, August 27, 2013 11:28 AM  
**To:** michael@northmankato.com  
**Subject:** Hoover Elementary street striping

Dear Mr. Fischer,

My name is Paul Lauer and I live at 1821 Marie Lane in North Mankato, across from Hoover Elementary at the intersection of Hoover Drive.

I am writing to suggest and request that the city consider adding white striping to the street to mark the shoulder/parking area on Marie Lane from Lookout Drive to Roe Crest St.

Since this section of Marie Lane is pleasantly wide to allow for parking on both sides even during winter months, in the Fall, when children return to school, I frequently observe drivers passing on the right to get around vehicles Eastbound waiting to make a left turn onto Tower Blvd, Hoover Drive, or the parking lot at Hoover school. This presents a serious danger to children, including mine, trying to cross Marie Lane since there are no marked pedestrian crossings from homes on the South side of Marie Lane. I believe that this would be the least costly remedy to this problem. It may also be useful in the school zone on Hoover Drive.

Additionally, if there would be some way to draw greater attention to the reduced speed signs, that would be very much appreciated in our school zone.

Finally, Stop signs rather than Yield signs for cross streets in this zone might be helpful as well.

Thank you for your time and attention.

Paul Lauer  
1821 Marie Lane  
North Mankato  
507-304-2402 (cell)

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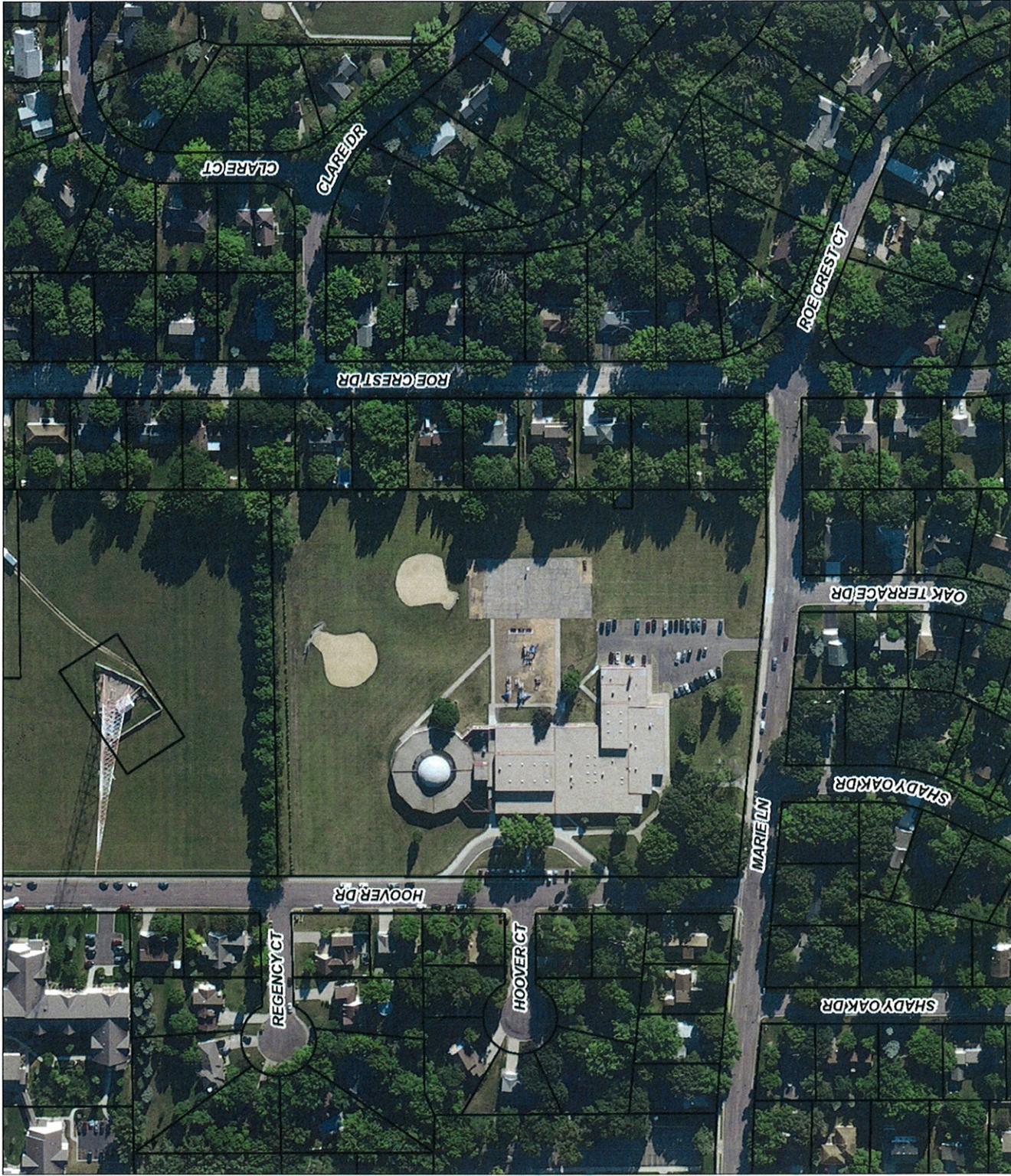
Sent from my Android phone with K-9 Mail. Please excuse my brevity.



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



**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 it is to be used for reference purposes only. The City of North Mankato is not responsible for any inaccuracies herein contained.



0 222 Feet

© Bolton & Menk, Inc. - Web GIS 9/19/2013 3:37 PM



2. **Request to designate a bus pickup area on Marie Lane adjacent to Hoover Elementary School**

Attached is a request from Mankato Area Public Schools to designate a bus pickup area on Marie Lane adjacent to Hoover Elementary School. Specifically, the request is to paint the curb yellow as shown on the attached map and install a Bus Parking Only sign.

Recommendation

Approval of the request as proposed.

**Michael Fischer**

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**From:** Meixl, Joe [jmeixl1@isd77.k12.mn.us]  
**Sent:** Thursday, September 19, 2013 2:23 PM  
**To:** Michael Fischer  
**Subject:** Re: Hoover

Meixl, Joe <jmeixl1@isd77.k12.mn.us>

Sep 16 (3 days ago)

to MICHAEL, Chad, Dan, Shane

Hi Mr; Fischer,

Thank you for meeting with Mr. Yeager and I today.

As Discussed and reviewed on your map -

The School District is asking the City of North Mankato  
please consider -

Designating a Bus Pick-up area for Hoover -

40' on the north curb of Marie Lane  
15 ' from the intersection of Marie Lane and Hoover Drive -

*Requesting:* 1. yellow paint on the curb  
2. Signage posted to read-

Bus Parking Only  
2:20 - 3:00 pm  
School Days  
M-F

Thank you for considering this request -

If you have any questions I can be reached at 345-5311

joe



- Legend**
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  - Parcels (8-6-2013)
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