

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 December 7, 2015. Mayor Dehen requested a moment of silence in remembrance of Pearl Harbor and to honor all who have served and serve in the United States Military. 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 roll call: Mayor Dehen, Council Members Freyberg, Spears, Steiner, and Norland, City Administrator Harrenstein, Finance Director Thorne, Attorney Kennedy, City Planner Fischer, City Clerk Van Genderen, and Public Works Director Swanson.

**Approval of Agenda**

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

**Approval of Minutes**

**Council Member Steiner moved, seconded by Council Member Freyberg to approve the minutes of the Council meeting of November 16, 2015. Vote on the motion: Freyberg, Spears, Steiner and Dehen aye; no nays. Abstain: Norland. Motion carried.**

**Public Hearing-7 p.m., 2016 Budget and 2016-2020 Five-Year Capital Improvement Plan.**

Mayor Dehen opened the meeting to the public. Barb Church, 102 Wheeler Avenue, appeared before Council and indicated she appreciated the work completed on the proposed 2016 Budget. Ms. Church requested information on the deferred income from special assessments and an update on the Sales Tax Collection. Ms. Church stated her concerns about City staff receiving an across the board 3% raise if the raise is considered a merit raise.

Finance Director Thorne presented a PowerPoint presentation to review the proposed 2016 Budget and 2016-2020 Capital Improvement Plan. Finance Director Thorne reported City staff projects the maximum levy proposed on September 21, 2015 of \$5,794,404 will be the final levy. Finance Director Thorne indicated the 2016 Final Budget increased \$319,131 over the 2015 Adopted Budget while the overall revenue increased \$85,986 over the 2015 Adopted Budget. Finance Director Thorne reviewed the Five-Year Capital Improvement plan.

Council Member Spears requested clarification on the \$22,500 donated for the North Mankato Fun Days fireworks that was moved to the endowment fund. Finance Director Thorne indicated there was a tracking note that was on the wrong line of the budget and the money was not moved to the endowment fund. Council Member Spears requested clarification on the revenue from Carl Mulder. Council Member Steiner indicated Carl Mulder received a loan to rehabilitate an historical home. Council Member Spears questioned the increase from \$39,000 to \$59,488 for Health Insurance. Administrator Harrenstein reported the increase reflected an anticipated increase in premiums. Administrator Harrenstein stated Health Insurance premiums did not increase but the numbers were not adjusted to reflect the savings in order to maintain a financial cushion. Council Member Spears requested clarification on why the amount of anticipated overtime increased from \$10,000 to \$14,000 between 2014 and 2015 and was not decreased in 2016. Finance Director Thorne indicated there was a lot of overtime in 2015 due to the computer software upgrade and she anticipated continued overtime due to managing the Affordable Care Act reporting. Council Member Spears stated Agency disbursement still included \$10,000 donated to Business on Belgrade and he opposes the distribution. Council Member Spears requested an update on the Recycling Fund. Administrator Harrenstein reported City staff was executing a lease and an updated worksheet would be provided. Council Member Spears requested clarification on the work completed with the Storm Water Fund.

Administrator Harrenstein indicated work continued on analyzing the Storm Water Fund. Mayor Dehen reported the Minnesota Pollution Control Agency (MPCA) may force changes to the management of storm water due to increased regulations. Council Member Spears requested clarification on why the Port Authority Economic Development Fund is negative in 2018. Administrator Harrenstein stated the balance of the fund is based on assumptions and the problem will probably be resolved. With no-one appearing before Council Mayor Dehen closed this portion of the meeting.

### Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 92-15 Approving Donations/Contributions/Grants.
- C. Approved License Renewals for 2016.
- D. Res. No. 93-15 Declaring Costs to be Assessed for Municipal Charges.
- E. Authorized the Signing of the Labor Agreement Between the City of North Mankato and Law Enforcement Labor Services, Inc. (Local No. 305).
- F. Approved Parade Permit for Monroe Elementary Color Run, Spring Lake Park on Saturday, May 21, 2016 from 8 a.m. to Noon.
- G. Res. No. 94-15 Waiving Waiting Period for Exemption from Lawful Gambling Licenses for LEEP (Leisure Education for Exceptional People).
- H. Bicycle Commission Minutes.

**Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen aye; no nays. Motion carried.** Mayor Dehen stated the Bicycle Commission recommends the City of North Mankato pursue a Complete Streets Project & Plan with the assistance of the Transportation Planner for Mankato/North Mankato Area Planning Organization (MAPO). Council Member Spears requested clarification on the recommendation. Mayor Dehen stated there would be no financial obligation from the City and it would allow consistency with Mankato.

### Public Comments

Barb Church, 102 Wheeler, appeared before Council and stated Full Circle Organics is offering the public complementary organics recycling on Saturdays in December. Organics drop-off is at 221 Lamm Street in Mankato from 9 am to Noon.

### Business Items

**Discuss Boulevard Tree Program and Refer to Greenway Conservation Advisory Committee for Review.**

Administrator Harrenstein City stated City staff would like to re-introduce the Boulevard Tree Program. The program application was included in the packet and would be referred to the Greenway Conservation Advisory Committee for further review. Administrator Harrenstein indicated the City planned on making 60 trees available for residents to purchase at a discounted rate. Residents may purchase one tree per year at a reduced rate. Each tree would have a one year warranty provided by the contracted company who will plant, mulch and stake the trees as necessary. Council Member Freyberg indicated one of the trees selected for the program, the Hackberry, has been devastated in Southern Minnesota by disease. Council Member Steiner inquired as to the status of the emerald ash borer. Public Works Director Swanson indicated the pest was not in the area but was moving towards North Mankato. Administrator Harrenstein indicated the program would continue the beautification of North Mankato.

**City Administrator and Staff Comments**

Administrator Harrenstein thanked Business on Belgrade for the Bells on Belgrade event celebrated on December 5, 2015. Mayor Dehen announced the winners for the Bells on Belgrade event: Medallion Hunt Winner was Aidan Reemer, Fire Pit Giveaway was Lynette Cline, Residential Lighting Contest Winners; First Place was 341 Belgrade Avenue, Second Place was 439 Belgrade Avenue, Third Place was 811 Belgrade Avenue, and the Business Lighting Contest Winners; First Place the Nakato Bar and Grill and Second Place was Spinners Bar and Grill.

Administrator Harrenstein stated staff has been in discussion with Minnesota Bicycle Festivals Inc. who runs the North Star Bicycle Festival about bringing the Festival to North Mankato. The North Star Bicycle Festival is a professional bicycling event that promotes cycling and benefits the Special Olympics. Council Member Freyberg indicated the North Star Bicycle Festival would be a worthwhile event to bring to North Mankato. Mayor Dehen stated the Bicycle Commission would willingly help to bring the event to North Mankato.

**Mayor and Council Comments**

Council Member Freyberg thanked City Planner Mike Fischer and City Engineer Dan Sarff for their work on the MAPO 2015 project.

Council Member Norland stated she attended the Community Education Advisory Committee and encouraged citizens to review the programs available through Community Education.

Mayor Dehen thanked staff for the work on the proposed 2016 Budget.

**Public Comments**

None.

There being no further business, on a motion by Council Member Freyberg, seconded by Council Member Steiner, the meeting adjourned at 8:05 p.m.

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Mayor

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City Clerk



# Claims List - Regular

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	**Void**	12/09/2015	Regular	0	0.00	83542
	**Void**	12/17/2015	Regular	0	0.00	83548
	**Void**	12/17/2015	Regular	0	0.00	83549
	**Void**	12/21/2015	Regular	0	0.00	83586
00029	AG SPRAY EQUIPMENT	12/21/2015	Regular	0	129.50	83553
00047	ALLSTATE PETERBILT LLC	12/21/2015	Regular	0	12625.63	83554
00101	AT&T MOBILITY	12/17/2015	Regular	0	25.61	83546
00102	AUDIO EDITIONS	12/21/2015	Regular	0	152.06	83555
00137	BENCO ELECTRIC COOPERATIVE	12/09/2015	Regular	0	26024.07	83541
00188	BRANDT LAW OFFICE, P.A.	12/21/2015	Regular	0	62.00	83556
00202	BROWN-NICOLLET ENVIRONMENTAL HEALTH	12/21/2015	Regular	0	273.00	83557
00216	C & S SUPPLY CO, INC.	12/21/2015	Regular	0	1072.18	83558
00219	CARDMEMBER SERVICE	12/17/2015	Regular	0	3673.67	83547
00227	CARQUEST AUTO PARTS STORE	12/21/2015	Regular	0	273.50	83559
00232	CEMSTONE CONCRETE MATERIALS, LLC	12/21/2015	Regular	0	340.00	83560
00241	CHARTER COMMUNICATIONS	12/09/2015	Regular	0	373.97	83543
00255	CITY OF MANKATO	12/21/2015	Regular	0	291004.00	83561
00258	CITY OF MANKATO-WATER BILL	12/21/2015	Regular	0	22.20	83562
02058	CONSOLIDATED COMMUNICATIONS	12/09/2015	Regular	0	3467.59	83544
00310	CRYSTEEL TRUCK EQUIPMENT, INC	12/21/2015	Regular	0	972.63	83563
00322	DALCO	12/21/2015	Regular	0	758.72	83564
00337	DEMCO, INC.	12/21/2015	Regular	0	436.70	83565
02227	DIAMANDA PUBLISHING	12/21/2015	Regular	0	6.50	83566
00364	DRUMMER'S GARDEN CENTER & FLORAL	12/21/2015	Regular	0	80.00	83567
00387	EMERGENCY AUTOMOTIVE TECHNOLOGY, INC	12/21/2015	Regular	0	142.68	83568
00390	EMPLOYEE DATA FORMS, INC.	12/21/2015	Regular	0	36.75	83569
00401	EXPRESS SERVICES, INC.	12/21/2015	Regular	0	904.20	83570
00432	FLEETPRIDE	12/21/2015	Regular	0	738.30	83571
00439	FORSTER, DANIEL	12/21/2015	Regular	0	43.00	83572
00447	FREE PRESS	12/21/2015	Regular	0	677.85	83573
00462	G & K SERVICES	12/21/2015	Regular	0	225.42	83574
00463	G & L AUTO SUPPLY, LLC	12/21/2015	Regular	0	224.00	83575
00465	GALE/CENGAGE LEARNING	12/21/2015	Regular	0	27.19	83576
00506	GREATER MANKATO GROWTH, INC.	12/21/2015	Regular	0	30328.10	83577
02228	GREATER MINNESOTA PARKS & TRAILS	12/21/2015	Regular	0	225.00	83578
00517	H & L MESABI	12/21/2015	Regular	0	743.00	83579
00544	HENDRICKSON, CHRISTOPHER	12/21/2015	Regular	0	30.78	83580
02233	HI-LINE INC.	12/21/2015	Regular	0	57.90	83581
02214	HOFFMAN, WAYNE	12/21/2015	Regular	0	3.00	83582
00584	HOWARD DRIVE LLC	12/21/2015	Regular	0	13436.43	83583
02154	I STATE TRUCK CENTER	12/21/2015	Regular	0	100414.95	83584
00600	ICMA RETIREMENT TRUST ROTH IRA	12/08/2015	Regular	0	450.00	83538
00601	ICMA RETIREMENT TRUST-457	12/08/2015	Regular	0	2835.00	83539
00608	INGRAM LIBRARY SERVICES	12/21/2015	Regular	0	4800.16	83585
00680	J.J. KELLER & ASSOCIATES, INC.	12/21/2015	Regular	0	567.50	83587
00657	JT SERVICES	12/21/2015	Regular	0	2864.00	83588
00691	KENNEDY & KENNEDY LAW OFFICE	12/21/2015	Regular	0	8429.90	83589
00719	KUSSMAUL ELECTRONICS CO., INC.	12/21/2015	Regular	0	122.82	83590
00733	LAKES GAS CO #10	12/21/2015	Regular	0	389.72	83591
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	12/21/2015	Regular	0	81.74	83592
00749	LAWSON PRODUCTS, INC	12/21/2015	Regular	0	896.49	83593
00769	LINDSAY WINDOW & DOOR, LLC	12/21/2015	Regular	0	7629.19	83594
00772	LITTLE FALLS MACHINE, INC.	12/21/2015	Regular	0	882.34	83595
00723	LJP ENTERPRISES, INC	12/21/2015	Regular	0	35755.78	83596
00775	LJP WASTE & RECYCLE, LLC	12/21/2015	Regular	0	480.00	83597
00776	LLOYD LUMBER CO.	12/21/2015	Regular	0	145.44	83598
00783	LONG-TERM CARE	12/21/2015	Regular	0	163.64	83599

00812	MANKATO BEARING COMPANY	12/21/2015	Regular	0	960.12	83600
00818	MANKATO FAMILY YMCA	12/09/2015	Regular	0	11446.60	83545
00819	MANKATO FORD, INC.	12/21/2015	Regular	0	1053.81	83601
00829	MANKATO PUBLIC SCHOOLS	12/21/2015	Regular	0	141.00	83602
00832	MANKATO TENT & AWNING CO.	12/21/2015	Regular	0	5042.00	83603
00837	MANTRONICS MAILING SYSTEMS, INC.	12/21/2015	Regular	0	315.00	83604
00842	MARTIN LUTHER COLLEGE LIBRARY	12/21/2015	Regular	0	45.00	83605
00847	MATHESON TRI-GAS, INC.	12/21/2015	Regular	0	77.01	83606
00851	MAYO CLINIC HEALTH SYSTEM - MANKATO	12/21/2015	Regular	0	899.00	83607
00874	MENARDS-MANKATO	12/21/2015	Regular	0	542.87	83608
00920	MINNESOTA DEPARTMENT OF HEALTH	12/21/2015	Regular	0	23.00	83609
00902	MINNESOTA IRON & METAL CO	12/21/2015	Regular	0	297.65	83610
00935	MINNESOTA PIPE & EQUIPMENT	12/21/2015	Regular	0	232.61	83611
02234	MINNESOTA RIVER VALLEY SCENIC BYWAY ALLI	12/21/2015	Regular	0	150.00	83612
00954	MINNESOTA VALLEY ACTION COUNCIL	12/21/2015	Regular	0	4821.26	83613
00910	MINNESOTA VALLEY TESTING LAB, INC.	12/21/2015	Regular	0	383.00	83614
00956	MINNESOTA WASTE PROCESSING CO.	12/21/2015	Regular	0	21972.20	83615
00993	MRCI	12/21/2015	Regular	0	11648.61	83616
00997	MTI DISTRIBUTING CO	12/21/2015	Regular	0	1553.01	83617
01003	MUNICIPAL BUILDERS, INC.	12/21/2015	Regular	0	164458.16	83618
01036	NICOLLET COUNTY RECORDER/ABTRACTER	12/21/2015	Regular	0	138.00	83619
01052	NORTH CENTRAL INTERNATIONAL	12/21/2015	Regular	0	781.31	83620
01056	NORTH MANKATO FIREMEN'S RELIEF ASSOCIA	12/21/2015	Regular	0	6760.00	83621
01064	NORTHERN STATES SUPPLY, INC.	12/21/2015	Regular	0	6.90	83622
01071	NUSS TRUCK & EQUIPMENT, INC.	12/21/2015	Regular	0	2811.28	83623
01083	OVERDRIVE, INC.	12/21/2015	Regular	0	1527.79	83624
02005	PANTHEON COMPUTERS	12/21/2015	Regular	0	7500.00	83625
01106	PETTY CASH	12/21/2015	Regular	0	56.50	83626
01117	PLUNKETT'S PEST CONTROL, INC.	12/17/2015	Regular	0	113.60	83550
01133	POWERPLAN	12/21/2015	Regular	0	521.78	83627
01160	QUALITY OVERHEAD DOOR CO, INC	12/21/2015	Regular	0	712.00	83628
01161	QUALITY TREE SERVICE	12/21/2015	Regular	0	1251.00	83629
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOT	12/21/2015	Regular	0	51.00	83630
01211	RIVER BEND BUSINESS PRODUCTS	12/21/2015	Regular	0	430.58	83631
01286	SKARPOHL PRESSURE WASHER SALES	12/21/2015	Regular	0	14.00	83632
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	12/21/2015	Regular	0	78368.33	83633
01315	SPIEKER, KEVIN	12/21/2015	Regular	0	155.00	83634
01323	SPS COMPANIES, INC.	12/21/2015	Regular	0	33.85	83635
01335	STAPLES ADVANTAGE	12/21/2015	Regular	0	498.97	83636
01336	STAPLES OIL CO., INC.	12/21/2015	Regular	0	741.19	83637
01470	VERIZON WIRELESS	12/17/2015	Regular	0	446.20	83551
01477	VIKING ELECTRIC SUPPLY, INC.	12/21/2015	Regular	0	814.95	83638
01486	VON BERGE, DAVID	12/21/2015	Regular	0	74.99	83639
02178	WASTE MANAGEMENT OF WI-MN	12/21/2015	Regular	0	964.80	83640
01515	WELLS FARGO BANK, N.A.	12/21/2015	Regular	0	1850.00	83641
01524	WERNER ELECTRIC SUPPLY	12/21/2015	Regular	0	69.36	83642
01525	WEST CENTRAL SANITATION, INC.	12/21/2015	Regular	0	24640.48	83643
	WHITNEY, STUART	12/08/2015	Regular	0	19.21	83540
01557	XCEL ENERGY	12/17/2015	Regular	0	117.20	83552
01568	ZIEGLER, INC.	12/21/2015	Regular	0	43129.74	83644

**Bank Code APBNK Summary**

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	346	103	0.00	957,187.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>346</b>	<b>107</b>	<b>0.00</b>	<b>957,187.72</b>

## Authorization Signatures

### All Council

The above manual and regular claims lists are approved by:

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MARK DEHEN- MAYOR

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KIM SPEARS- COUNCIL MEMBER

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DIANE NORLAND- COUNCIL MEMBER

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WILLIAM STEINER- COUNCIL MEMBER

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ROBERT FREYBERG- COUNCIL MEMBER

Pd.



CITY OF NORTH MANKATO  
APPLICATION FOR PARADE PERMIT

This application, accompanied by a map of the parade route and the required application fee, shall be submitted to our office at least thirty (30) days in advance of the parade date. This parade permit is pending until approval by the City Council and Chief of Police.

Applicant Information

Name: Joslyn Manske

Address: 241 Pinehurst DR

City: Mankato State: MN Zip: 56001

Telephone: 507-~~236~~ 848-5029

Sponsoring Organization: MS WALK - MS Society

Address: \_\_\_\_\_

City: Minneapolis State: MN Zip: \_\_\_\_\_

Telephone: 319-290-7720

Occasion for Parade: MS WALK

Date of Parade: 4/30/16 Estimated Length of Parade: 3 miles

Estimated Starting Time: 9:00am Estimated Finish Time: 12:00

Estimated Number of Participants: 400

General Composition of Parade: walkers

Spring Lake Park Start & finish

As a duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute the parade according to this permit and subject to the provisions and conditions which may be necessary to provide for the safety of parade participants and the orderly and safe movement of public traffic.

Joslyn Manske  
Applicant

12/9/16  
Date

Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

#701  
Chief of Police

12-17-2015  
Date

COMMENTS/ADDITIONAL STIPULATIONS:

RESOLUTION NO.

RESOLUTION SETTING COUNCIL MEETING DATES  
FOR YEAR 2016

WHEREAS, the City Council of the City of North Mankato meets on the first and third Monday of each month; and

WHEREAS, since certain federal holidays fall on these appointed meeting dates;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following meetings will be held on the dates listed:

Second January meeting -	Tuesday, January 19, 2016
Second February meeting -	Tuesday, February 16, 2016
First July meeting -	Tuesday, July 5, 2016
First September meeting-	Tuesday, September 6, 2016

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

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Mayor

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City Clerk

RESOLUTION NO.

RESOLUTION DECLARING COSTS TO BE ASSESSED  
FOR MUNICIPAL CHARGES

WHEREAS, the City of North Mankato has incurred municipal charges for services rendered in accordance with the following information; and

WHEREAS, all such costs are to be assessed against the property affected thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following costs shall be specifically assessed against such property in the amount specified:

Type: 18203  
Parcel No.: 18.702.00020  
Legal: Lot N ½ Lot 1 Page's Sub/OutlotC  
Address: 512 Range Street

Owners: Mark Bardusch  
512 Range Street  
North Mankato, MN

Mowing: \$75.00

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

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Mayor

ATTEST:

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City Clerk



CITY OF NORTH MANKATO  
P.O. Box 2055  
North Mankato, MN 56002-2055  
507-625-4141

# Invoice

Date	Invoice #
9/4/2015	6151

Bill To
Eric Bardusch 512 Range Street North Mankato, MN 56003

*18, 702. 0020*

		Terms	Project
Quantity	Description	Rate	Amount
	Lawn mowing fees - (1 hour) for the property at 512 Range Street.	75.00	75.00
	2nd Notice 10/7/15. PLEASE PAY IMMEDIATELY!		
	3rd Notice 11/13/15. See enclosed letter.		
		<b>Total</b>	\$75.00
		<b>Payments/Credits</b>	\$0.00
<b>Prompt payment is appreciated.</b> <b>Please include Invoice # with payment.</b>		<b>Balance Due</b>	<b>\$75.00</b>

City of North Mankato  
 Delinquent Invoice  
 Certification to Assessment Roll for One Year at 7%

Exhibit A

CC Date 12/21/2015  
 Collection Year 2016

Location	Description	Owner	PID	Legal Description	Amount
306 Nicollet	Plumbing Permit #4284	Charles Gearity & Jennifer Blanshan	18.685.0890	Lot E45" of Lot 15 & W25" of Lot 16	26.00
512 Range Street	Lawn Mowing	Mark Bardusch	18.702.0020	Lot N 1/2 Lot 1 Page's Sub/ Outlot C	75.00
					101.00

RESOLUTION NO.

RESOLUTION DECLARING COSTS TO BE ASSESSED  
FOR MUNICIPAL CHARGES

WHEREAS, the City of North Mankato has incurred municipal charges for services rendered in accordance with the following information; and

WHEREAS, all such costs are to be assessed against the property affected thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following costs shall be specifically assessed against such property in the amount specified:

Type: 18203  
Parcel No.: 18.685.0890  
Legal: Lot E45' of Lot 15 & W25' of Lot 16  
Address: 306 Nicollet Avenue

Owners: Charles Gearity  
Jennifer Blanshan  
306 Nicollet Avenue  
North Mankato, MN

Plumbing Permit #4284: \$26.00

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

\_\_\_\_\_  
Mayor

ATTEST:

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



CITY OF NORTH MANKATO  
 P.O. Box 2055  
 North Mankato, MN 56002-2055  
 507-625-4141

# Invoice

Date	Invoice #
9/18/2015	6165

Bill To
Charles & Jennifer Gearity 306 Nicollet Ave North Mankato, MN 56003

*18.685-0890*

		Terms	Project
Quantity	Description	Rate	Amount
	Plumbing Permit #4284	26.00	26.00
	Bathroom & Kitchen remodel at 306 Nicollet Avenue.		
	2nd Notice 10/20/15.		
	3rd Notice 11/13/15. Please see enclosed letter.		
		<b>Total</b>	\$26.00
		<b>Payments/Credits</b>	\$0.00
<b>Prompt payment is appreciated.          Please include Invoice # with payment.</b>		<b>Balance Due</b>	<b>\$26.00</b>

City of North Mankato  
 Delinquent Invoice  
 Certification to Assessment Roll for One Year at 7%

Exhibit A

CC Date 12/21/2015  
 Collection Year 2016

Location	Description	Owner	PID	Legal Description	Amount
306 Nicollet	Plumbing Permit #4284	Charles Gearity & Jennifer Blanshan	18.685.0890	Lot E45" of Lot 15 & W25" of Lot 16 B 5	26.00
512 Range Street	Lawn Mowing	Mark Bardusch	18.702.0020	Lot N 1/2 Lot 1 Page's Sub/ Outlot C B 3	75.00
					101.00

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item: 9A	Department: Finance Director	Council Meeting Date: 12/21/15
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**TITLE OF ISSUE:** Approval of Proposed 2016 Budget and Tax Levy and the 2016-2020 Capital Improvement Plan

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The public hearing for the 2016 Proposed Budget and the 2016-2020 Capital Improvement Plan was held December 7, 2015. The attached resolutions are for Council to adopt the 2016 Budget, the 2015 Tax Levy Collectible in 2016 and the 2016-2020 Capital Improvement Plan.

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

**REQUESTED COUNCIL ACTION:** Adopt Resolutions Approving the General Fund Budget and Auxiliary Fund Budget for Fiscal Year 2016, Resolution Approving 2015 Tax Levy Collectible in 2016, and Resolution Approving the Capital Improvement Plan 2016-2020.

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Spears
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	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) Exhibit A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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 APPROVING THE GENERAL FUND BUDGET  
AND AUXILIARY FUND BUDGET  
FOR FISCAL YEAR 2016

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the City Council approved the General Fund and Auxiliary Fund Budgets for the 2016 Fiscal Year as follows:

1.	General Fund		
	A.	General Government	\$798,299
	B.	Public Safety	\$2,214,814
	C.	Public Works	\$2,124,416
	D.	Culture-Recreation	\$1,654,800
	E.	Other Functions	\$918,754
		TOTAL GENERAL FUND EXPENDITURES	\$7,711,083
2.	Auxiliary Fund		
	A.	Special Revenue Funds	\$1,089,746
	B.	Port Authority Funds	\$559,941
	C.	Debt Service Funds	\$2,928,964
	D.	Capital Project Funds	\$771,054
	E.	Enterprise Funds	\$6,079,739
	F.	Trust and Agency Funds	\$70,770
		TOTAL AUXILIARY FUND EXPENDITURES	\$11,500,214
		TOTAL BUDGET ALL FUNDS	\$19,211,297

BE IT FURTHER RESOLVED, that the City Council approved the Capital Improvement Plan as included in the 2016 Budget documents.

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

\_\_\_\_\_  
Mayor

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

RESOLUTION APPROVING 2015 TAX LEVY, COLLECTIBLE IN 2016

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the following sums of money be levied for the current year collectible in 2016, upon the taxable property in said City of North Mankato, for the following purposes:

General Fund	\$4,794,404
Port Authority Fund	\$75,000
Bonded Indebtedness	\$1,541,475
Total Budgeted Levy	\$5,794,404

Pursuant to M.S. 475.61, Subd. 3, the City Council and City Clerk do hereby certify and state to the County Auditor that the foregoing levy for "bonded indebtedness", when taken together with excess funds on hand in existing debt service accounts, aggregates more than sufficient monies to service all irrevocable levies previously made by the City for debt service and the Auditor therefore may reduce the amount of any additional irrevocable levies accordingly.

"Provision has been made by the City for payment of \$343,658 as the City's contributory share to the Public Employees' Retirement Fund as provided for in Minnesota Statutes Annotated, Sections 353.01 et seq." No further levy is required for this purpose.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Nicollet County, Minnesota.

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

\_\_\_\_\_  
Mayor

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

RESOLUTION APPROVING THE  
CAPITAL IMPROVEMENT PLAN COVERING PERIOD OF 2016-2020

WHEREAS, the City of North Mankato has prepared a Capital Improvement Plan covering the period of 2016 through 2020 (Exhibit A); and

WHEREAS, during the preparation of the Capital Improvement Plan the City Council considered the following:

1. Condition of the City's existing infrastructure, including the projected need for repair or replacement,
2. Likely demand for the improvement,
3. Estimated cost of the improvement,
4. Available public resources,
5. Level of overlapping debt in the City,
6. Relative benefits and costs of alternative uses of the funds,
7. Operating costs of the proposed improvements,
8. Alternatives for providing services more efficiently through shared facilities with counties and other local governmental units; and

WHEREAS, the North Mankato City Council duly held a public hearing on the Capital Improvement Plan at 7 p.m. on December 7, 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the Capital Improvement Plan for the period of 2016 through 2020 is hereby approved.

Adopted by the City Council this 21<sup>st</sup> day of December 2015.

\_\_\_\_\_  
Mayor

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

**Five-Year Capital Improvement Schedule  
For Years 2016 - 2020**

Project or Activity	2016	2017	2018	2019	2020	Estimated 5 year costs	Funding Source
Street Sweeper	190,000					190,000	Cash / Capital Facilities & Equipment Replacement
Tar Distributor (Used: 1/2 Nicollet County)	90,000					90,000	Cash / Capital Facilities & Equipment Replacement
General Equipment - Trucks, Skid loaders, Mowers, etc.	60,000	60,000	60,000	60,000	60,000	300,000	Cash / Capital Facilities & Equipment Replacement
Police Cruiser	37,000	37,000	37,000	37,000	37,000	185,000	Cash / Capital Facilities & Equipment Replacement
Pool - upgrade filter	90,000					90,000	Cash / Capital Facilities & Equipment Replacement
Police Taser	20,000					20,000	Cash / Capital Facilities & Equipment Replacement
Street Department Roof	20,000					20,000	Cash / Capital Facilities & Equipment Replacement
Loader		150,000				150,000	Cash / Capital Facilities & Equipment Replacement
SCBA Air Packs (Plus a \$40,000 Contribution from Relief Assn.)	60,000					60,000	Cash / Capital Facilities & Equipment Replacement
Sirens - Upgrade (from 2012), Plant #2, Expansion, City Shop	-	28,000	-	28,000		56,000	Cash / Capital Facilities & Equipment Replacement
Tandem Dump Truck with Plow, Wing and Sander			200,000	200,000	140,000	540,000	Cash / Capital Facilities & Equipment Replacement
Roller			30,000	30,000	30,000	60,000	Cash / Capital Facilities & Equipment Replacement
Pavement Management Plan	350,000	350,000	350,000	315,000	250,000	1,615,000	Cash / General Fund
Park Improvements	200,000	200,000	165,000	165,000	100,000	830,000	Cash / General Fund
Jetter						-	Cash / Sewer Fund
250 KW Portable Generator	145,000					145,000	Cash / Sewer Fund
Marvin Lift Station Rehab (Control, gravity line, force main) [Installed in 1978]	65,000		110,000		65,000	110,000	Cash / Sewer Fund
Pull & Repair Well Pump #6, #7, #8, #9, #5		350,000				350,000	Cash / Water Fund
Rehabilitation of Filter at Plant 1					150,000	150,000	Cash / Water Fund
Recoat 500K Water Tower Exterior	400,000					400,000	G.O. Bonds
75' Ladder Fire Truck	1,385,000					1,385,000	G.O. Improvement Bonds / Property Tax & Special Assessments
Roe Crest - Lee Blvd to Marie Lane			1,500,000			1,500,000	G.O. Improvement Bonds / Property Tax & Special Assessments
Yearly Capital Improvement Costs				1,500,000	1,500,000	1,500,000	G.O. Improvement Bonds / Property Tax & Special Assessments
Yearly Capital Improvement Costs						1,500,000	G.O. Improvement Bonds / Property Tax & Special Assessments
Yearly Capital Improvement Costs						2,500,000	G.O. Sales Tax Bonds
Caswell Park Expansion		2,500,000				2,500,000	G.O. Sales Tax Bonds
<b>Total</b>	<b>3,112,000</b>	<b>3,675,000</b>	<b>2,487,000</b>	<b>2,400,000</b>	<b>2,332,000</b>	<b>14,006,000</b>	

	2016	2017	2018	2019	2020	Estimated 5 year costs	Strategic Program Area
	517,000	65,000	37,000	65,000	37,000	721,000	Public Safety
	290,000	2,700,000	165,000	165,000	100,000	3,420,000	Recreation
	2,305,000	910,000	2,285,000	2,170,000	2,195,000	9,865,000	Infrastructure
	-	-	-	-	-	-	Vibrant Business / Industrial / Neighborhoods
	-	-	-	-	-	-	Excellent Quality of Life
<b>Total</b>	<b>3,112,000</b>	<b>3,675,000</b>	<b>2,487,000</b>	<b>2,400,000</b>	<b>2,332,000</b>	<b>14,006,000</b>	

	2016	2017	2018	2019	2020	Estimated 5 year costs	Funding Source
	550,000	550,000	515,000	480,000	350,000	2,445,000	Cash / General Fund
	567,000	275,000	297,000	355,000	267,000	1,761,000	Cash / Capital Facilities & Equipment Replacement
	65,000	350,000	65,000	65,000	215,000	760,000	Cash / Water Fund
	145,000	-	110,000	-	-	255,000	Cash / Sewer Fund
	400,000	-	-	-	-	400,000	G.O. Bonds
	1,385,000	-	1,500,000	1,500,000	1,500,000	5,885,000	G.O. Improvement Bonds / Property Tax & Special Assessments
<b>Total</b>	<b>3,112,000</b>	<b>3,675,000</b>	<b>2,487,000</b>	<b>2,400,000</b>	<b>2,332,000</b>	<b>14,006,000</b>	

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item: 9B	Department: City Engineer	Council Meeting Date: 12/21/15
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**TITLE OF ISSUE:** Consider Safe Routes to School Funding Applications for Dakota Meadows Middle School and Garfield/Monroe Elementary Schools.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Please review attached memo.

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION:** Approve Resolution Authorizing Transportation Alternatives Program Funding Application for the Dakota Meadows Safe Routes to School Project. Resolution Authorizing Safe Routes to School Funding Application for the Dakota Meadows Safe Routes to School Project. Resolution Authorizing Transportation Alternatives Program Funding Application for the Monroe Elementary/Garfield Elementary Safe Routes to School Project.

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Spears
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	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) Memo, Maps, Application

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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: _____



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • Fax (507) 625-4177  
www.bolton-menk.com

### MEMORANDUM

**Date:** December 17, 2015  
**To:** Mayor Dehen and City Council Members  
**From:** Daniel R. Sarff, P.E., City Engineer  
**CC:** John Harrenstein, City Administrator  
Brad Swanson, Public Works Director  
Michael Fischer, City Planner  
**Subject:** Funding Applications for Safe Routes to School Improvements  
Dakota Meadows Middle School and Garfield/Monroe Elementary Schools

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As most of you are probably aware, a Safe Routes to School (SRTS) Planning Study for the elementary schools located in North Mankato was prepared 2014 and 2015. The preparation of the planning study was led by Region 9 Transportation Planners in conjunction with North Mankato SRTS Planning Team, which included representatives from the City of North Mankato, the Mankato School District (ISD 77), MnDOT, bicycle advocate groups, and parents of children attending North Mankato elementary schools.

Safe Routes to School (SRTS) is a national program which assists communities and school districts in enabling and encouraging children to walk and bike to school and making it a safer, healthier, and more appealing transportation option. The program facilitates the planning, development, and implementation of projects and activities that improve safety, and reduce traffic, fuel consumption, and air pollution near schools. The federal SRTS program outlines five core areas of strategies called the Five E's of SRTS. The core areas are: Evaluation, Engineering, Education, Enforcement, and Encouragement.

The SRTS Planning Study is a necessary first step when pursuing the infrastructure (Engineering) improvements identified in the plan. Two primary funding programs are available for SRTS infrastructure improvements:

- **MnDOT SRTS Grant Program:** This is a competitive statewide solicitation with set-aside federal funds to support the SRTS Program. Selected projects will receive 80 percent of the eligible project costs reimbursed with federal funds. Selected projects from the current solicitation will be funded in 2016.
- **MnDOT Transportation Alternatives Program (TAP):** This is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, Safe Routes to School infrastructure improvements, and other projects. Selected projects from the current solicitation will be placed on the Statewide Transportation Improvement Program (STIP) and funded in Fiscal year 2020. Up to 80 percent of the eligible project costs will be reimbursed with federal funds.

Through discussions with City staff and ISD 77 staff, it was determined that funding applications for improvements at Dakota Meadows and at the Garfield/Monroe Elementary School campus will be submitted for funding under the current solicitations. Funding applications for the improvements at Hoover Elementary School will be submitted in future years.

The following is a brief description of the infrastructure improvements at each locations.

**Dakota Meadows Middle School:**

Funding Application(s) to be submitted: SRTS grant application and TAP funding application;

Brief Description of Infrastructure Improvements (see attached drawings):

- Stop signs at driveway exits from the school.
- A mid-block crossing with pedestrian flashing beacon along with ADA improvements to the sidewalk east of the parking lot entrance on Howard Drive.
- Construction of a trail along the east school property line to the mid-block crossing.
- Construction of a trail heading north from the school to Carlson Drive providing a connection to the future elementary school and Benson Park.
- Construction of an 8-foot-wide multipurpose trail along the south side of Howard Drive between Lookout Drive and Lor Ray Drive. The existing sidewalk is 5-feet-wide and is in poor condition.

Summary and Breakdown of Estimated Project Costs:

- Estimated SRTS Infrastructure Funding (80% of Construction Cost) = \$248,768
- Estimated Local Share, City and ISD 77 (20% of Construction Cost + Engineering) = \$124,384

**Garfield Elementary/Monroe Elementary:**

Funding Application(s) to be submitted: TAP funding application only

Brief Description of Infrastructure Improvements (see attached drawings):

- Construction of curb extensions/bump outs in intersection areas to shorten crossing distance and provide traffic calming. Improvements to visibility of crosswalks in the intersections will also be provided by using block striping in crosswalks.
- Construction of curb extensions/bump-outs are proposed in the following intersections: Monroe Avenue/Cross Street, Monroe Avenue/Center Street, Monroe Avenue/Range Street, Garfield Avenue/Center Street, Garfield Avenue/Range Street
- Construction of parent drop-off/pick-up area. Areas that will be considered for this improvement include:
  - Off of Center Street between Garfield Avenue and Monroe Avenue
  - Utilizing a portion of the Garfield Elementary parking lot on the north side of the school
- Construction of a sidewalk link on the south side of Garfield Avenue between Center Street and Range Street
- Construction of a paved trail across Wheeler Park to connect Page Avenue and Garfield Avenue, including trail lighting.

Summary and Breakdown of Estimated Project Costs:

- Estimated TAP Federal Fund (80% of Construction Cost) = \$257,692
- Estimated Local Share, City and ISD 77 (20% of Construction Cost + Engineering) = \$128,846

Resolutions authorizing the application for funding of these project are included in the City Council packet for your consideration. I will be available at the December 21 council meeting to answer any questions you may have.

## 2015 SRTS Letter of Intent Worksheet

### Review Process

Please read the infrastructure grant guidance on the [SRTS grants webpage](#) before starting the Letter of Intent (LOI). Interested applicants must then complete and submit this LOI for their SRTS project to be eligible to participate in the SRTS project selection. Upon completion, the LOIs will be also distributed to the appropriate [Regional Development Organization \(RDO\)](#), [Metropolitan Planning Organization \(MPO\)](#) or MnDOT District for review. A reviewer will discuss the project with the applicant before an applicant proceeds to the full SRTS application. The goal of the initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application.

### Worksheet

Complete the worksheet by filling in the requested information below. Submit this completed LOI worksheet to [saferoutes.dot@state.mn.us](mailto:saferoutes.dot@state.mn.us) by **October 30, 2015** to be considered for SRTS infrastructure funding.

Name of the Applicant Organization: City of North Mankato			
Title of Project: Dakota Meadows Safe Routes to School Project			
Full Name of Contact: Michael Fischer, City Planner			
Address: 1001 Belgrade Avenue			
City: North Mankato	State: MN	County: 52 Nicollet	Zip: 56003
Phone: 507-625-4141		Email: michael.f@northmankato.com	
<p>1. One sentence description of the work for which you are seeking support:</p> <p>Implementation of infrastructure improvements in the areas surrounding Dakota Meadows Middle School as outlined in the North Mankato Safe Routes to School Plan that will provide traffic calming and trail connections aimed at facilitating the ability of children to walk and bike to school safely.</p>			
2. Amount of request from SRTS: \$ 248,768.00			
<p>3. Total project budget. Briefly explain the total estimated amount of financing needed. Include the SRTS request and other sources of financing. Specify how you will obtain the 20% local match for the SRTS funds.</p> <p>Estimated Construction Cost = \$310,960            Estimated Design and Construction Engineering Cost = \$62,192            Total Estimated Project Cost = \$373,152</p> <p>Estimated SRTS Infrastructure Fund (80% of Construction Cost) = \$248,768            Estimated Local Share (20% of Construction Cost + Engineering) = \$124,384</p>			
4. This project request is for capital improvements.			

**5. Describe the SRTS infrastructure work you are seeking federal funds for. Describe project development activities completed for this project to date.**

The City of North Mankato is working to improve the infrastructure surrounding the Dakota Meadows Middle School as well as provide trail connections to a planned nearby future elementary school and residential areas as outlined in the North Mankato Safe Routes to School Plan. The incorporation of this project will increase the safety of children choosing to walk and bike to school. The project will include:

- Stop signs at driveway exits from the school.
- A mid-block crossing with pedestrian flashing beacon along with ADA improvements to the sidewalk east of the parking lot entrance on Howard Drive.
- Construction of a trail along the east school property line to the mid-block crossing.
- Construction of a trail heading north from the school to Carlson Drive providing a connection to the future elementary school and Benson Park.
- Construction of an 8-foot-wide multipurpose trail along the south side of Howard Drive between Lookout Drive and Lor Ray Drive. The existing sidewalk is 5-foot-wide and is in poor condition.

**6. Describe the objective of the project and explain how your project meets a transportation purpose:**

Observations have identified heavy traffic volumes contributing to issues between vehicular and pedestrian traffic at student arrival and departure times. Vehicles exiting were observed not yielding to walkers and bicyclists crossing the driveway exits and buses have been seen maneuvering around student and vehicle traffic to park.

Parent's top concerns in allowing their children to walk or bike to school are the speed and volume of traffic along the route and safety at intersections and crossings. Data suggests parents would allow children to walk and bike to school more if these conditions were improved and if improvements to sidewalks and paths were implemented.

This application of trails, sidewalks, stop signs and pedestrian crossing enhancements will work collectively to create a safer walking and biking environment for children by encouraging sidewalk and trail use while increasing access to the school and providing a more controlled driving environment for vehicles.

**7. List any adopted plans that your project has been identified in (statewide, regional, SRTS, comprehensive, etc.).**

2015 North Mankato Safe Routes to School Plan

**8. Describe your organization and/or the sponsoring agency's history with developing and delivering local transportation projects with federal funds. Include federal projects completed or background work with federal funds by the organization or sponsoring agency. Identify the organization or agency that will complete the environmental document, construction plan, engineer's estimate, and specification on this project.**

The City of North Mankato has undertaken several Federally funded transportation projects in recent years, including:

- CSAH 41/Carlson Drive/Howard Drive Project – Federally Funded STP project constructed in 1998; cooperative project between the City of North Mankato and Nicollet County
- CSAH 41 Bituminous Trail - Federally Funded Transportation Enhancement project constructed in 2010; cooperative project between the City of North Mankato and Nicollet County
- TH 14/CSAH 41 Interchange – Federally Funded STP project constructed in 2013; cooperative project between the City of North Mankato, Nicollet County, and MnDOT
- Lookout Drive Reconstruction and Roundabout Project - – Federally Funded STP project currently under construction
- TH 14 Trail Project – Federally Funded Transportation Enhancement project currently under construction

The City was responsible for the environmental documentation and design of each of these projects in their entirety or significant portions thereof. The City was also responsible for the inspection, contract administration, testing and documentation of the Lookout Drive Reconstruction and Roundabout Project and the TH 14 Trail Project through the Delegated Control Process (DCP). As such, the City is familiar with the special requirements associated with the planning, design and construction of federally funded projects.

9. Identify key partners and their roles on the project (sponsoring agency, elected officials, governing bodies, county engineers, etc.). Have they been contacted? Indicate how committed each partner is to the project at this time (verbal, letter, resolution, etc.).

The North Mankato City Staff and the Independent School District No. 77 Staff were involved in the preparation of the North Mankato Safe Routes to School Plan, including the proposed infrastructure improvements included in this Letter of Interest. The North Mankato City Council and the ISD 77 School Board are supportive of the SRTS Plan and the proposed improvements. Attached are letters of support from the City of North Mankato and the ISD 77 supporting the pursuit of funding for this project. Resolutions from the North Mankato City Council and the ISD 77 School Board will be included with the full application if this project is selected.

Save a Copy

Submit LOI

For questions or problems with this form, contact Mao Yang at 651-366-3827 or [mao.yang@state.mn.us](mailto:mao.yang@state.mn.us).



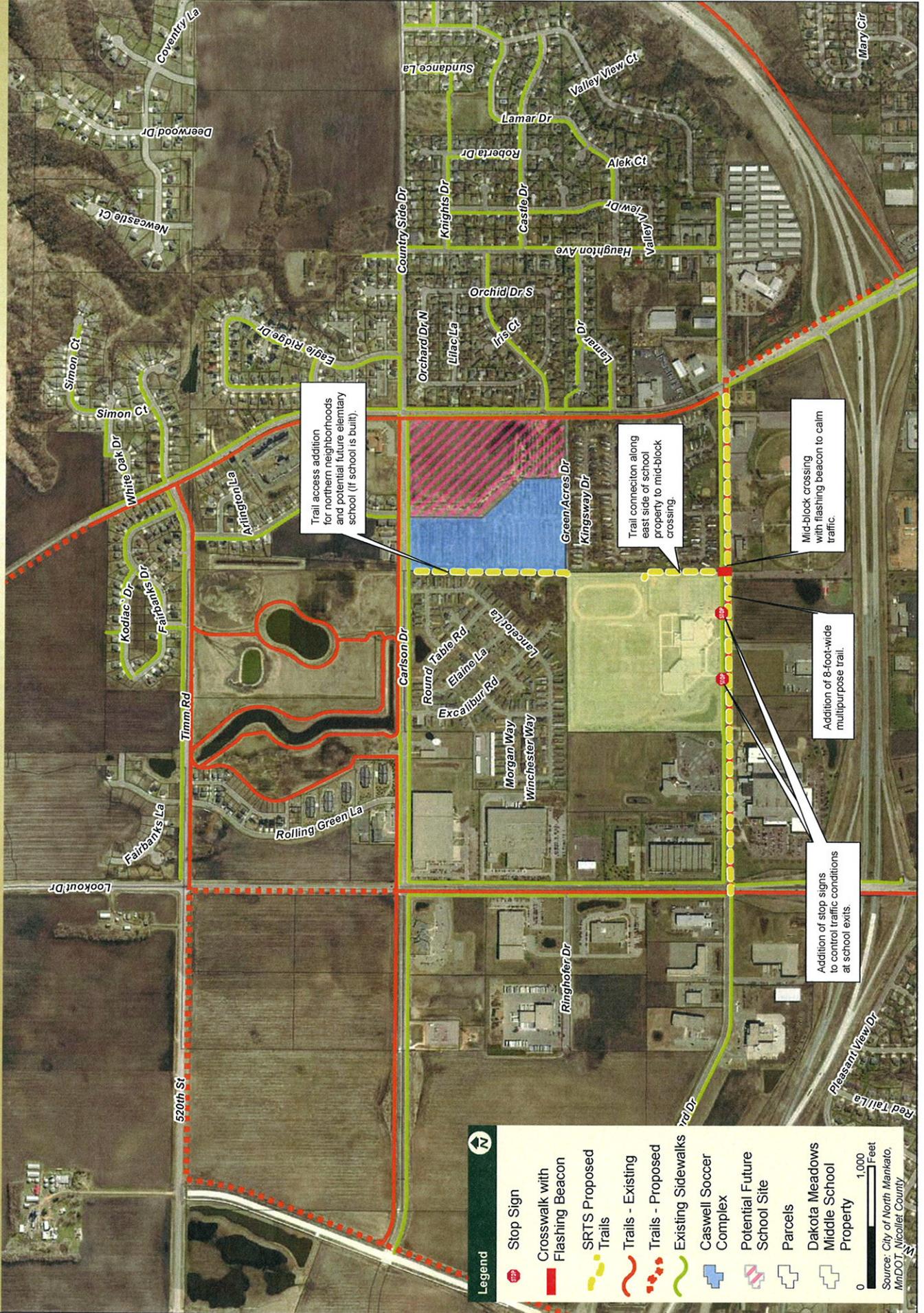


# Dakota Meadows Safe Routes to School Project

City of North Mankato

# Proposed Improvements

December, 2015



Trail access addition for northern neighborhoods and potential future elementary school (if school is built).

Trail connection along east side of school property to mid-block crossing.

Mid-block crossing with flashing beacon to calm traffic.

Addition of 8-foot-wide multipurpose trail.

Addition of stop signs to control traffic conditions at school exits.

**Legend**

- Stop Sign
- Crosswalk with Flashing Beacon
- SRTS Proposed Trails
- Trails - Existing
- Trails - Proposed
- Existing Sidewalks
- Caswell Soccer Complex
- Potential Future School Site
- Parcels
- Dakota Meadows Middle School Property

0 1,000 Feet

Source: City of North Mankato, MnDOT, Nicollet County



# Monroe & Garfield Elementary Schools Safe Routes to School Project

City of North Mankato

# Proposed Improvements

December, 2015



**Legend**

- Wheeler Path Lighting
- Mid-Block Curb Extension
- Intersection Curb Extensions
- Continental or Zebra Striping
- Garfield Sidewalk Addition South Side
- Potential Parent Drop-Off and Pick Up Area (Loop)
- Parks
- Monroe/Garfield

500 Page Ave

Source: City of North Mankato, MnDOT, Nicollet County

RESOLUTION AUTHORIZING SAFE ROUTES TO SCHOOL FUNDING APPLICATION  
FOR THE DAKOTA MEADOWS SAFE ROUTES TO SCHOOL PROJECT

WHEREAS: the Minnesota Department of Transportation (MnDOT) administers the Safe Routes to School (SRTS) grants program which provides federal funding for projects to improve safety conditions and promote students walking and biking to school, and,

WHEREAS: the Statewide solicitation has \$1.7 million available for Safe Routes to Schools (SRTS) infrastructure projects in 2016 and 2017, and,

WHEREAS: the City of North Mankato is also planning to apply for a SRTS Infrastructure Grant for the Dakota Meadows Middle School by January 8, 2016, and,

WHEREAS: Independent School District 77 has been an active participant in working with the City of North Mankato to identify SRTS needs and was a participant in a 2015 study focused on a SRTS Plan for community schools, and,

WHEREAS: the proposed SRTS project will work towards increasing safety for students to walk or bicycle to school.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the City of North Mankato supports pedestrian/bicycle system improvements including stop sign and trail additions on school property, crosswalks with pedestrian flashers on Howard Drive, and Construction of an 8-foot-wide multi-purpose trail along Howard Drive between Lookout Drive and Lor Ray Drive as part of the 2015 SRTS Infrastructure Solicitation.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to act as sponsoring agency for the SRTS Project including a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement.

Adopted by the City Council this 21st day of December 2015.

\_\_\_\_\_  
Mayor

Attest:

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

RESOLUTION AUTHORIZING TRANSPORTATION ALTERNATIVES PROGRAM  
FUNDING APPLICATION FOR THE MONROE ELEMENTARY/GARFIELD  
ELEMENTARY SAFE ROUTES TO SCHOOL PROJECT

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA, and

WHEREAS: Transportation Alternatives projects receive federal funding, and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer, and

WHEREAS: the City of North Mankato is the sponsoring agency for the Transportation Alternatives project identified as the Monroe Elementary and Garfield Elementary Safe Routes to School Project, and

WHEREAS: Independent School District 77 has been an active participant in working with the City of North Mankato to identify SRTS needs and was a participant in a 2015 study focused on a SRTS Plan for community schools, and

WHEREAS: the proposed "Transportation Alternatives" project will work towards increasing safety for students to walk or bicycle to school.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the City of North Mankato supports pedestrian/bicycle system improvements including constructing curb extensions and bump outs, block striping in crosswalks, construction of parent drop-off/pick-up areas, construction of a sidewalk link on the south side of Garfield Street and construction of a paved trail across Wheeler Park as part of the 2015 TAP Infrastructure Solicitation.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to act as sponsoring agency for a "Transportation Alternatives" project identified as Monroe Elementary and Garfield Elementary Safe Routes to School Project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that The City of North Mankato agrees to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement.

Adopted by the City Council this 21st day of December 2015.

\_\_\_\_\_  
Mayor

Attest:

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

RESOLUTION NO.

RESOLUTION AUTHORIZING TRANSPORTATION ALTERNATIVES PROGRAM  
FUNDING APPLICATION FOR THE DAKOTA MEADOWS SAFE ROUTES TO SCHOOL  
PROJECT

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA, and

WHEREAS: Transportation Alternatives projects receive federal funding, and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer, and

WHEREAS: the City of North Mankato is the sponsoring agency for the Transportation Alternatives project identified as the Dakota Meadows Safe Routes to School Project, and

WHEREAS: Independent School District 77 has been an active participant in working with the City of North Mankato to identify SRTS needs and was a participant in a 2015 study focused on a SRTS Plan for community schools, and,

WHEREAS: the proposed "Transportation Alternatives" project will work towards increasing safety for students to walk or bicycle to school.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the City of North Mankato supports pedestrian/bicycle system improvements including stop sign and trail additions on school property, crosswalks with pedestrian flashers on Howard Drive, and Construction of an 8-foot-wide multi-purpose trail along Howard Drive between Lookout Drive and Lor Ray Drive as part of the 2015 SRTS Infrastructure Solicitation.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to act as sponsoring agency for a "Transportation Alternatives" project identified as Dakota Meadows Safe Routes to School Project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement.

Adopted by the City Council this 21st day of December 2015.

\_\_\_\_\_  
Mayor

Attest:

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item: 9C	Department: Administration	Council Meeting Date: 12/21/15
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**TITLE OF ISSUE: Consider Setting Public Hearing for 7 pm on January 4, 2016 to review the Complete Streets Resolution.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review attached memo and resolution.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Set Public Hearing for 7pm on January 4, 2016 to review the Complete Streets Resolution.**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
_____	_____	_____	Spears
_____	_____	_____	Steiner
_____	_____	_____	Norland
_____	_____	_____	Freyberg
_____	_____	_____	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>Memo and Public Hearing Notice</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: _____



To: Mayor Dehen & City Council  
From: John D. Harrenstein, City Administrator  
Date: December 17, 2015  
Re: Complete Streets Resolution & Policy

## **BACKGROUND**

Attached for your review and discussion is a resolution and policy regarding Complete Streets. North Mankato has for some time pursued active and passive recreational opportunities for its citizens. These efforts are linked to the strategic goals of the City because they support having outstanding recreational assets, well maintained and preserved infrastructure, a safe community, and an excellent quality of life.

The purpose of this memo is to provide an overview of the resolution and policy and request consideration of adopting the policies after a public hearing is held on January 4<sup>th</sup>, 2016.

## **OVERVIEW**

The resolution offers a litany of benefits to active transportation and the benefits of an enhanced transportation network that is offered by Complete Streets. It also formally adopts the Complete Streets Policy. The Complete Streets Policy requires consideration of safe, convenient, and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Specifically, it identifies standards of design and maintenance, as well as exceptions to the policy. Administratively, application of the policy is implemented during engineering feasibility reports.

NOTICE OF PUBLIC HEARING FOR  
COMPLETE STREETS POLICY

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 4<sup>th</sup> day of January to hold a public hearing to consider a resolution adopting a complete streets policy.

Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56003.

Dated this 21<sup>st</sup> day of December 2015.

April Van Genderen  
City Clerk  
City of North Mankato, Minnesota

**RESOLUTION ADOPTING  
COMPLETE STREETS POLICY**

WHEREAS, the City of North Mankato recognizes that its transportation network (e.g., streets, sidewalks, trails and pathways) is intended to balance the needs and interests of all users of all ages and abilities; and

WHEREAS, streets play a crucial role in economic development, public safety, health and overall quality of life; and

WHEREAS, Active Transportation integrates physical activity into daily lives through increased emphasis on walking, bicycling, and public transportation; and

WHEREAS, Active Transportation promotes public health, reduces traffic congestion, and enhances air quality; and supports local economic development; and

WHEREAS, the City of North Mankato intends to complete a Complete Streets Plan which serves as a guide for public investment and incorporating multimodal transportation; and

WHEREAS, the City of North Mankato seeks to create an interconnected network of transportation facilities which accommodates all modes of travel; in a manner consistent with neighborhood context and supportive of community goals; and

WHEREAS, Complete Streets are defined as streets that are planned, designed, operated and maintained to enable safe access for all users and upon which pedestrians, bicyclists, transit users, persons with disabilities, and motorists of all ages and abilities are able to safely move along and across streets; and

WHEREAS, the City of North Mankato seeks to establish a Complete Streets policy to incorporate Active Transportation into the planning, design and operation of City street projects whether new construction, reconstruction, rehabilitation, or pavement maintenance; and

WHEREAS, it is recognized that certain streets may not be feasible, whether physically or financially, for Complete Streets accommodation and it is not advisable to incorporate non-motorized travel.

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

1. The City Council of the City of North Mankato approves and adopts the Complete Streets Plan and Policy attached to this Resolution.

This resolution shall become effective upon its adoption.

Passed this \_\_\_ the day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mark Dehen  
Mayor

ATTEST: \_\_\_\_\_  
April Van Genderen  
City Clerk

## COMPLETE STREETS POLICY

### Background

Complete Streets is a transportation policy and design approach that guides streets be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation.

### Design Standards and Maintenance

- The City Council or their designee will consider bicycle and pedestrian design in all street construction, reconstruction, rehabilitation and pavement maintenance projects conducted by on behalf of the City, as appropriate, subject to the exceptions contained herein.
- The City shall plan, design, build and maintain all bicycle and pedestrian facilities in accordance with accepted federal, state and local standards and guidelines, but will consider innovative and/or non-traditional design options as appropriate.

### Design Standards Exceptions

- The incorporation of bicycle and pedestrian facilities shall be considered in street construction, reconstruction and pavement maintenance projects undertaken by or on behalf of the City during the regular design process, except under one or more of the following conditions:
  - a. There is insufficient space within the right of way to safely accommodate such new facilities.
  - b. Inclusion of such new facilities would require an excessive and disproportionate cost.
  - c. Inclusion of such new facilities would create a public safety risk for users of the public right of way.
  - d. Inclusion of such new facilities are not in the public interest
  - e. The project is limited to routine or seasonal maintenance activities such as mowing, sweeping, or spot pavement repairs, including chip and crack sealing activities.
  - f. Bicyclists and pedestrians are prohibited by law from using the facility.
  - g. There is documentation that there is an absence of current and future need.
- The City Council or their designee shall document the reasoning for the decision to exempt the particular project from the Complete Streets Policy during engineering feasibility reporting process.

### Plan Review Process and Reports

- Planning studies and/or engineering feasibility reports for street projects prepared by or on behalf of the City will include discussion of whether the Complete Streets Policy was applicable to the project, how Complete Streets was considered during plan development, and what elements of Complete Streets is recommended for inclusion in the project.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11A	Department: Mayor	Council Meeting Date: 12/21/15
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**TITLE OF ISSUE: Approving Appointments of Boards and Commissions.**

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

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

**REQUESTED COUNCIL ACTION: Approve Appointments of Boards and Commissions.**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

Other (specify) Appointments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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: _____

## **APPOINTMENTS TO BE MADE DECEMBER 21, 2015**

1. Appoint BILLY STEINER as Acting Mayor.
2. Appoint JASON BEAL and reappoint COREY BRUNTON to the Planning Commission for 4-year terms through 2019.
3. Reappoint BILL BORCHARDT to the Traffic and Safety Committee for a 1-year term.
4. Appoint ROBERT OSHEL and CRAIG BODE and reappoint JOHN DALEY to the Board of Appeal and Equalization for a 3-year term through 2018.
5. Reappoint GARY ZELLMER to the North Mankato Taylor Library Board for 3-year term through 2018.
6. Appoint KENNEDY & KENNEDY as City Attorney.
7. Appoint BOLTON & MENK as Consulting Civil Engineer.
8. Appoint NORTHLAND SECURITIES, INC. as Bond Consultant.
9. Appoint ABDO, EICK & MEYERS as Auditor.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11B	Department: Mayor	Council Meeting Date: 12/21/15
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**TITLE OF ISSUE: Consider Approving City Council Committee Assignments.**

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

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

**REQUESTED COUNCIL ACTION: Approve City Council Committee Assignments**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Spears
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	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) Exhibit A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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  
CITY COUNCIL COMMITTEE ASSIGNMENTS

WHEREAS, the City of North Mankato is represented on various Boards, Task Forces, Committees and Commissions; and

WHEREAS, it is necessary to appoint City Council Members as representatives to the various entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following individuals are appointed to the boards, committees, task forces and commissions as listed in Exhibit A effective January 1, 2016.

Adopted this 21<sup>st</sup> day of December 2015.

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Mayor

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City Clerk

2016 MAYOR AND COUNCIL COMMITTEE ASSIGNMENTS

BOARD/COMMITTEE

Region Nine Development Commission

Diane Norland

Personnel Committee

Kim Spears

Mark Dehen

All Seasons Arena Board

Bob Freyberg

Nicollet County/City of North Mankato Liaison Committee

Mark Dehen

Kim Spears

Intergovernmental Cooperation (Advisory Committee)

Mark Dehen

Bob Freyberg

Nicollet County Recycling Task Force

Bob Freyberg

Coalition of Greater Minnesota Cities

Mark Dehen

Intergovernmental Youth Assets

Billy Steiner

Cities/Colleges/Universities Advisory Council

Mark Dehen

North Mankato Fire Relief Association

Mark Dehen

Clara Thorne

Highway 14 Partnership

Mark Dehen

Envision 2020

Billy Steiner  
Diane Norland  
Michael Fischer

Mankato Area Community Services Council

Diane Norland

Community Center Task Force

Kim Spears

North Mankato Planning Commission

Kim Spears

North Mankato Port Authority Commission

Billy Steiner  
Mark Dehen  
Diane Norland  
Bob Freyberg  
Kim Spears

North Mankato Taylor Library Board

Billy Steiner

Traffic & Safety Committee

Kim Spears

Passenger Rail Group

Bob Freyberg

North Mankato Bicycle Commission

Mark Dehen

Metropolitan Planning Organization (MPO)

Bob Freyberg

Greenway Conservation Advisory Committee

Bob Freyberg