

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 November 21, 2016. 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 Steiner, Norland, Freyberg, and Spears, City Administrator Harrenstein, Finance Director McCann, Attorney Kennedy, City Planner Fischer and City Clerk Van Genderen. Absent: Public Works Director Swanson.

Approval of Agenda

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

Approval of Council Meeting Minutes

Council Member Norland moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of November 7, 2016. Vote on the motion: Steiner, Norland, Freyberg, Spears and Dehen aye; no nays. Motion carried.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 85-16 Approving Donations/Contributions/Grants.
- C. Res. No. 86-16 Declaring Costs to be Assessed for Municipal Charges.
- D. Res. No. 87-16 Declaring Costs to be Assessed for Municipal Charges-1730 Howard Drive.
- E. Res. No. 88-16 Declaring Costs to be Assessed for Municipal Charges-10 Arlington Court.
- F. Res. No. 89-16 Declaring Costs to be Assessed for Municipal Charges-424 South Avenue.
- G. Res. No. 90-16 Declaring Costs to be Assessed for Municipal Charges-2153 LorRay Drive.
- H. Res. No. 91-16 Declaring Costs to be Assessed for Municipal Charges-732 Wall Street.
- I. Set Public Hearing for 7 pm on December 5, 2016 to Consider Resolution Setting Rates and charges for Municipal Utilities.
- J. Set Public Hearing for 7 pm on December 5, 2016 to consider 2017 Budget and Five-Year Capital Improvement Plan, 2017-2021.
- K. Res. No. 92-16 Approving the Proposed Transfer of the Cable Franchise Currently Held by Crystal Communications, Inc.
- L. Res. No. 93-16 Purchasing Generator for Main Lift Station.
- M. Res. No. 94-16 Purchasing Portable Back-up Generator for Main Lift Station.

Vote on the motion: Steiner, Norland, Freyberg, Spears and Dehen aye; no nays. Motion carried. Council Member Spears asked for clarification on the need to purchase a portable back-up generator for the main lift station. City Administrator Harrenstein stated the back-up generator was underpowered and an additional back-up generator was necessary if more than one lift station lost power. Mayor Dehen thanked Christ the King Women's Book Club and Delta Kappa Gamma NU Chapter for their donations to the library.

Public Comments

None.

Business Items

Res. No. 95-16 Setting a Public Hearing for 7 pm on December 5, 2016 to Consider Amending City Code Chapter 54, Stormwater. City Engineer Dan Sarff appeared before Council and stated the amendments were in response to the Minnesota Pollution Control Agency's (MPCA) administration of the federal Clean Water Act. The MPCA administers three stormwater permits, including the Municipal Separate Storm Sewer System (MS4) Permit. The MS4 General Permit is designed to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable. North Mankato has a population over 10,000 so it must obtain a MS4 permit and comply with its requirements. The statewide MS4 General Permit was reissued in August 2013. The new permit includes more stringent stormwater management guidelines, mapping update requirements and the adoption of Enforcement Response Procedures (ERP). The new permit also requires specific language be included in the City's stormwater ordinance. City Engineer Sarff highlighted a few changes including the updated and expanded definition of Land Disturbance Activities-the general permit includes exemptions to Land Disturbance Activity that were not listed in the current City Code. A threshold of 5,000 square feet of disturbed area. City Engineer Sarff noted section 54.09 Permanent Stormwater BMPs (Best Management Practices) has also been added. This section requires that sites not discharge water at a higher rate than the existing rate. This protects downstream properties from flooding and erosion. Another addition is Section 54.98 Enforcement Response Procedure. He stated the permit does not detail what is to be included in the ERP rather the permittee shall develop and implement a written ERP. The ERP for the City of North Mankato was written with the intent of meeting the intent of the permit in a manner that is efficient, effective and flexible. City Engineer Sarff indicated the ERP included designating a City representative. The ERP uses civil penalties instead of criminal penalties as enforcement while allowing the City to respond with criminal penalties if necessary. He stated there were four written notices starting with a notice of correction, notice of violation, consent orders and cease and desist orders. The ERP also outlines the appeal process for property owners and contractors to appeal an action that was taken under the ERP. The individual appeals to the City Administrator and then to the City Council. Council Member Spears questioned why the City was replacing criminal response in the City Code with a civil response. City Engineer Sarff stated the individual charged with enforcing the policy is not a police officer or officer of the law and is not able to enforce criminal charges. Council Member Spears requested clarification on why criminal response was left in the enforcement action matrix at the end of the ERP. City Engineer Sarff stated it can be used as a last resort. Council Member Spears stated the City is forced to enforce the MPCA's laws and was interested in clarification as to why City Code was less stringent than the MPCA's laws. City Engineer Sarff indicated many ordinances around the state were similar to the one recommended and they have not been challenged. Council Member Spears indicated this may leave the City open to action if action is contested. City Engineer Sarff estimated 98% of violations were resolved with the notice of correction. City Attorney Kennedy indicated cities enforce most state laws and it is unusual for cities to have leeway in the rules. **Council Member Steiner moved, seconded by Council Member Norland to adopt Res. No. 95-16 Setting a Public Hearing for 7 pm on December 5, 2016 to Consider Amending City Code Chapter 54, Stormwater. Vote on the motion: Steiner, Norland, Freyberg, Spears and Dehen aye; no nays. Motion carried.**

Review Amendments to City Code Section 156.038, R-1S, One Family Dwelling Small Lot and Consider Setting a Public Hearing for 7 pm on January 3, 2017 to Consider an Ordinance Amending City Code Section 156.038, R-1S, One Family Dwelling, Small Lot. Council Member Freyberg moved, seconded by Council Member Norland to Set a Public Hearing for 7 pm on

January 3, 2017 to Consider an Ordinance Amending City Code Section 156.038, R-1S, One Family Dwelling, Small Lot. Council Member Spears moved a friendly amendment to the motion to set the Public Hearing for 7 pm on December 5, 2016. Council Member Freyberg seconded the motion to set a Public Hearing for 7 pm on December 5, 2016 to Consider an Ordinance Amending City Code Section 156.038, R-1S, One Family Dwelling, Small Lot. **Vote on the motion: Steiner, Norland, Freyberg, Spears and Dehen aye: no nays. Motion carried.**

Review Draft Changes to the City of North Mankato Capital Asset Policy. Finance Director McCann appeared before Council and stated the update for the Capital Asset Policy followed discussions held during the Capital Improvement Plan discussions. Finance Director McCann reviewed changes to the document and indicated Council Members could contact him with questions or comments concerning the policy. He indicated the policy would be brought back before Council for approval on December 5, 2016.

Res. No. 96-16 Outlining the Legislative Priorities of the North Mankato City Council for the 2017 Legislative Session. Administrator Harrenstein indicated the document was being proposed to guide the City Council during the 2017 Legislative Session. Council Member Spears stated he approved of the inclusion of the monitoring of the state appropriation requests for any "Regional Water Quality Plan" and continued support of the Highway 14 Partnership. He state he was ambivalent about seeking regional recognition of the Caswell Sporting Complex. Council Member Spears reported he could not support the extension of the sales tax or the imposition of an "on-sale food and beverage" tax. **Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 96-16 Outlining the Legislative Priorities of the North Mankato City Council for the 2017 Legislative Session. Vote on the motion: Steiner, Norland, Freyberg and Dehen aye, Spears nay. Motion carried.**

City Administrator and Staff Comments

Discussion of a Resolution Related to the Expenditure of Sales Tax Dollars Extended by the Voters of North Mankato in 2016 for Use in New Indoor Recreational Facilities. City Administrator Harrenstein presented a draft resolution Related to the Expenditure of Sales Tax Dollars Extended by the Voters of North Mankato in 2016 for Use in New Indoor Recreational Facilities. Council Member Spears stated there were some good ideas in the resolution. No action was taken.

Election Results. City Clerk Van Genderen indicated Election Results were included in the packet. City Clerk Van Genderen reported excellent voter turn-out of 83% of registered voters in North Mankato for a total of 7,721 North Mankato residents voting.

Mayor and Council Comments

Council Member Norland reported there were many charities seeking funding during the holiday season. She stated she was working on compiling resources to help citizens vet charities before donating.

Mayor Dehen reported the Council was invited to the Mayo Clinic Health System Community Stakeholder Breakfast.

Public Comments

None.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 7:35 p.m.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 7	Dept: Finance Director	Council Meeting Date: 12/5/16																											
TITLE OF ISSUE: Public Hearing, 7 p.m. - 2017 Budget and 2017-2021 Five-Year Capital Improvement Plan.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Per State Statute the City must hold a public hearing on the 2017 Proposed Budget. A copy of the budget is posted on the website and is also available to the public in the Taylor Library. Since the presentation of the 2017 Proposed Budget and Council adoption of the preliminary tax levy on September 19, 2016, there have been few changes. The City estimates the tax levy of \$5,910,292 to be the same as the 2016 preliminary certification. The Council is scheduled to adopt the 2017 Budget and Tax Levy on December 19, 2016 along with the 2017-2021 Capital Improvement Plan.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: N/A																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <div style="margin-top: 10px;"> Other (specify) _____ Notice of Hearing _____ _____ _____ _____ </div>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																												
_____	_____	Norland																											
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_____	_____	Spears																											
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NOTICE OF PUBLIC HEARING ON 2017 BUDGET
AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN, 2017-2021
CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 5th day of December 2016, to hold a public hearing to consider the City's 2017 Budget and Five-Year Capital Improvement Plan, 2017-2021.

Such persons as desire to be heard with reference to the proposed 2017 Budget and Five-Year Capital Improvement Plan, 2017-2021 will be heard at this meeting. A copy of the 2017 Budget and Five-Year Capital Improvement Plan, 2017-2021 is available at the North Mankato Taylor Library or by calling 625-4141 or in person at City Hall, 1001 Belgrade Avenue, North Mankato.

Dated this 21st day of November 2016.

April Van Genderen
City Clerk
City of North Mankato

BUDGET SUMMARY FOR FY 2017				
2017 PROPOSED EXPENDITURES BY FUND				
Fund	2016	2017	+/-	%+/-
General Fund By Department				
Legislative	\$ 35,091	\$ 40,092	\$ 5,001	14%
General Government	\$ 622,378	\$ 627,626	\$ 5,248	1%
Attorney	\$ 106,300	\$ 108,400	\$ 2,100	2%
Police	\$ 1,855,931	\$ 1,859,788	\$ 3,857	0%
Fire	\$ 340,383	\$ 340,414	\$ 31	0%
Streets	\$ 1,363,970	\$ 1,395,882	\$ 31,912	2%
Maintenance & Equipment	\$ 414,135	\$ 390,548	\$ (23,587)	-6%
Street Lighting	\$ 346,311	\$ 346,363	\$ 52	0%
Swim Facility	\$ 113,376	\$ 130,150	\$ 16,774	15%
Caswell Park	\$ 229,026	\$ 252,066	\$ 23,040	10%
Caswell North	\$ 35,012	\$ 47,046	\$ 12,034	34%
Parks	\$ 666,417	\$ 842,803	\$ 176,386	26%
Library	\$ 528,598	\$ 557,401	\$ 28,803	5%
Bookmobile	\$ 82,371	\$ 82,449	\$ 78	0%
Community Development	\$ 494,811	\$ 497,005	\$ 2,194	0%
Miscellaneous	\$ 5,000	\$ 49,500	\$ 44,500	890%
Area Agency Dispersments	\$ 198,173	\$ 214,668	\$ 16,495	8%
Transfers	\$ 220,770	\$ 231,885	\$ 11,115	5%
General Fund (Total)	\$ 7,658,053	\$ 8,014,086	\$ 356,033	5%
Water	\$ 2,249,827	\$ 2,279,783	\$ 29,956	1%
Wastewater	\$ 2,225,461	\$ 2,270,949	\$ 45,488	2%
Solid Waste	\$ 754,553	\$ 787,181	\$ 32,628	4%
Recycling	\$ 575,043	\$ 428,871	\$ (146,172)	-25%
Storm Water	\$ 274,855	\$ 276,253	\$ 1,398	1%
Debt Service Fund	\$ 2,928,964	\$ 2,900,532	\$ (28,432)	-1%
Community Development Block Grant	\$ 67,602	\$ 67,600	\$ (2)	0%
Local Option Sales Tax	\$ 503,144	\$ 524,869	\$ 21,725	4%
Capital Facilities & Equipment Replacement	\$ 519,000	\$ 232,800	\$ (286,200)	-55%
Construction Funds	\$ 1,340,000	\$ 1,824,589	\$ 484,589	36%
Port Authority - General Fund	\$ 78,756	\$ 78,991	\$ 235	0%
Joint Economic Development Fund	\$ 144,479	\$ 140,500	\$ (3,979)	-3%
Federal Revolving Loan	\$ -	\$ -	\$ -	
Local Revolving Loan	\$ -	\$ -	\$ -	
TIF 8 - Marigold	\$ 61,923	\$ 77,244	\$ 15,321	25%
TIF 14 - Webster Avenue	\$ 8,388	\$ 8,229	\$ (159)	-2%
TIF 17 - National Dentex	\$ 13,436	\$ 13,436	\$ -	0%
TIF 2 - Webster Avenue (FX Fusion)	\$ 10,201	\$ 10,050	\$ (151)	-1%
TIF 18 - LJP	\$ 79,468	\$ 79,468	\$ -	0%
TIF 20 - Ziegler	\$ 90,514	\$ 90,513	\$ (1)	0%
TIF 1-19 422 Belgrade	\$ 30,090	\$ 29,740	\$ (350)	-1%
TIF 19 - Lindsay Windows	\$ 16,062	\$ 16,464	\$ 402	3%
TIF 21 - Allstate	\$ 26,518	\$ 27,151	\$ 633	2%
TIF 23 - D&K Powdercoating	\$ -	\$ 45,128	\$ 45,128	
Public Access	\$ 55,770	\$ 56,333	\$ 563	1%
Charitable Gaming	\$ 15,000	\$ 15,000	\$ -	0%
Library Endowment	\$ -	\$ 27,000	\$ 27,000	
TOTAL ALL GOVERNMENT	\$ 19,727,107	\$ 20,322,760	\$ 595,653	3%



2017 Proposed Property Tax Levy, Budget, & CIP

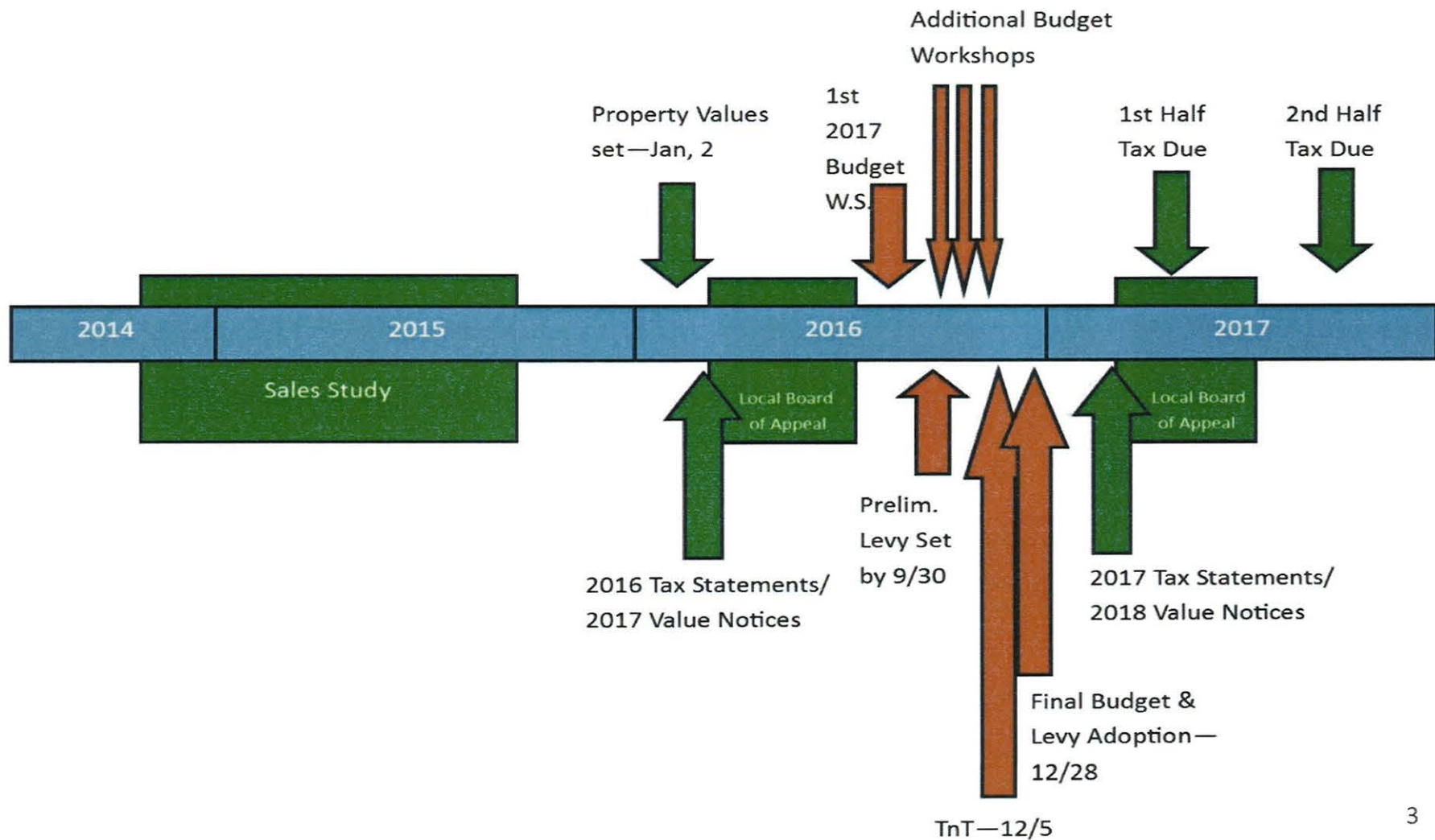
December 5, 2016



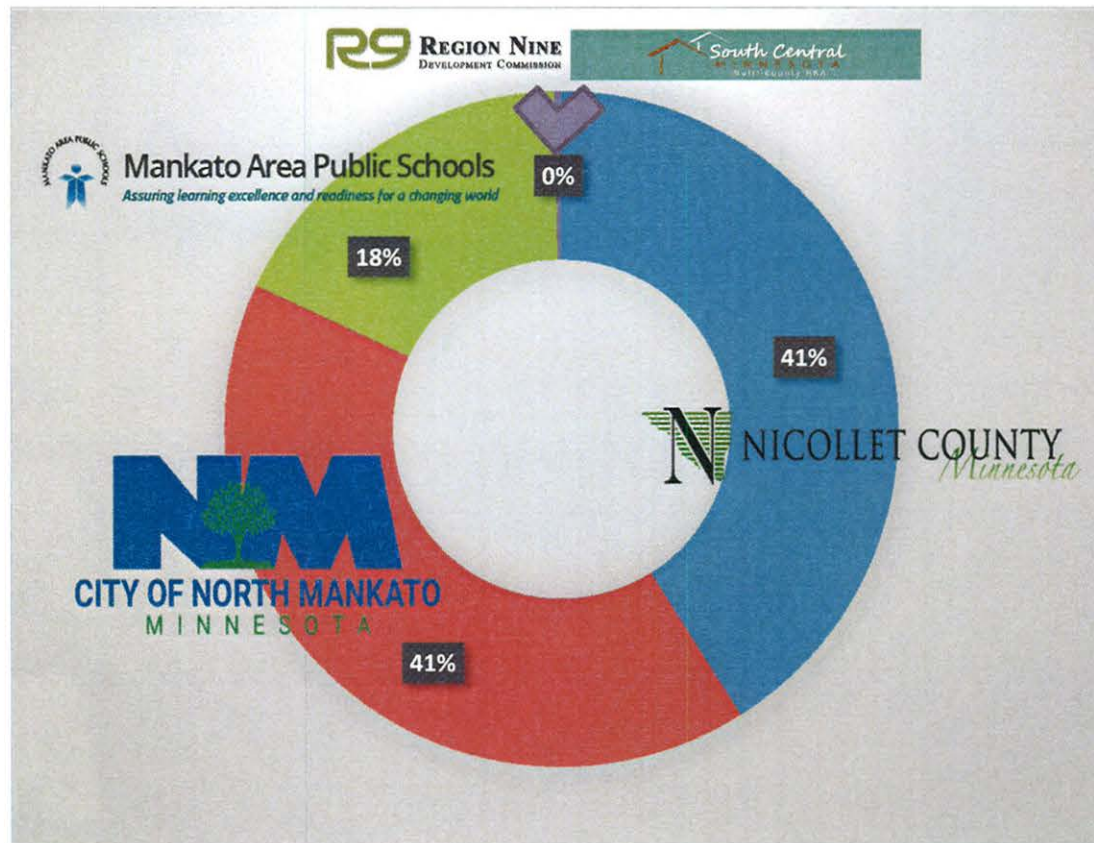
Purpose of Tonight's Meeting

- Solicit input on the City's proposed tax levy and budget for 2017;
- State law requirement – Truth-in-Taxation;
- Held after property owners receive their proposed property tax statements for 2017 –
 - Statement received is based up the preliminary budget and tax levy approved by the Council in September

Property Tax and Budget Process Timeline



Components of Your Property Taxes



Each component has its own Tax Rate

2017 Property Taxes

- Preliminary levy set in September (basis of tax notice received).
- No change in final levy dollar amount requested.
- Final 2017 levy dollar amount is \$115,888 (2.0%) more than the 2016 levy

2017 Property Taxes, cont.

- 4.4% growth in total market value. (approximately \$44.6 million)
 - Half is new construction.
 - 21 new homes and one new industrial building in 2016 (2017 Payable)
 - Half is increased property values.
- \$529,000 increase in the tax capacity, means a lower tax rate
- This growth is expected to offset the tax levy increase of \$116,000



2017 Property Taxes, cont.

- The total general property taxes needed by the City of North Mankato for 2017 is \$5,910,292
 - General Fund \$ 4,282,256
 - Port Authority \$ 75,000
 - Debt Service \$ 1,440,953
 - Abatement Levy \$ 112,083
- Tax Rate = Tax Levy/Total Tax Capacity
 - Total tax capacity increase is larger than the tax levy increase which means a decrease in tax levy

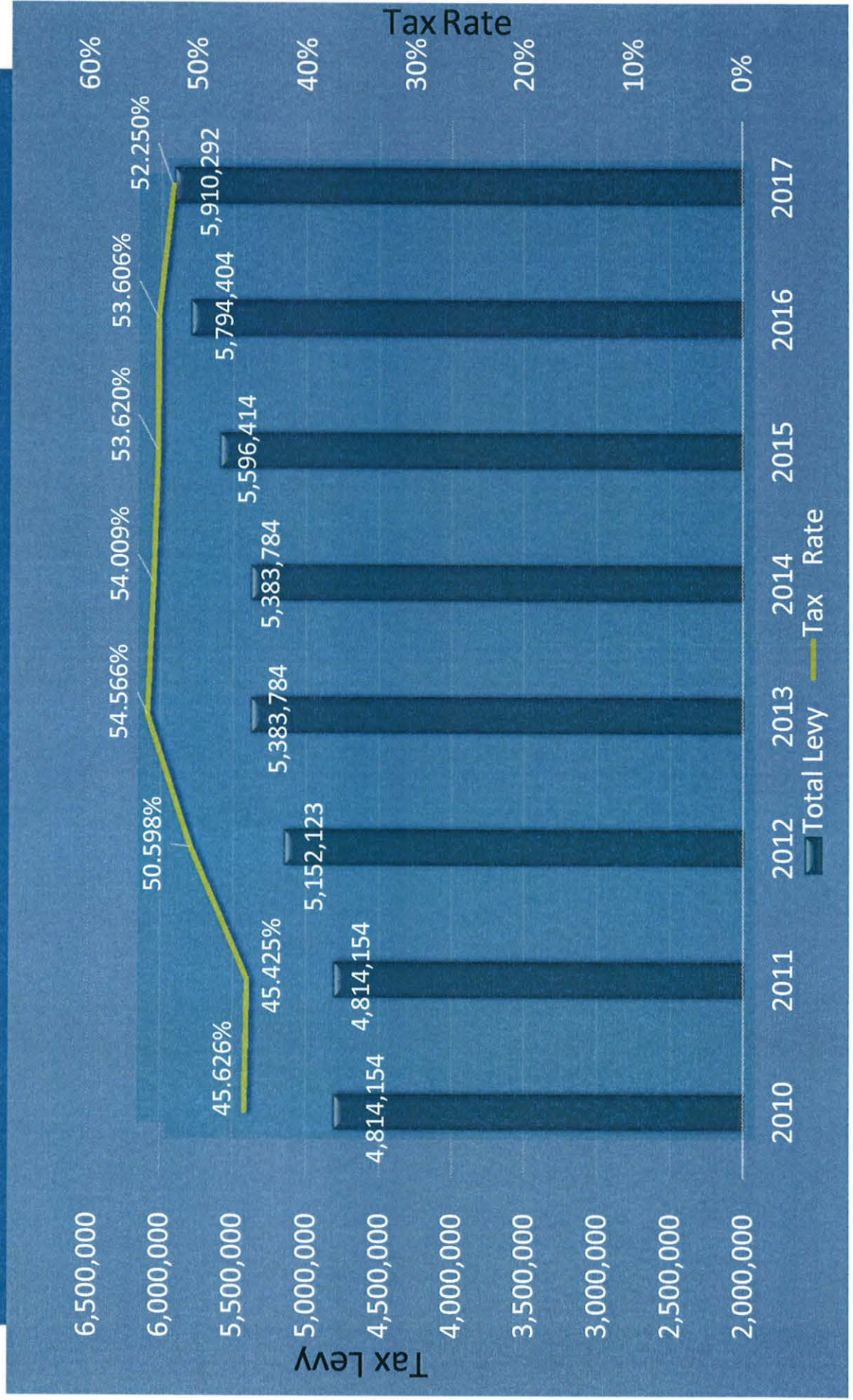


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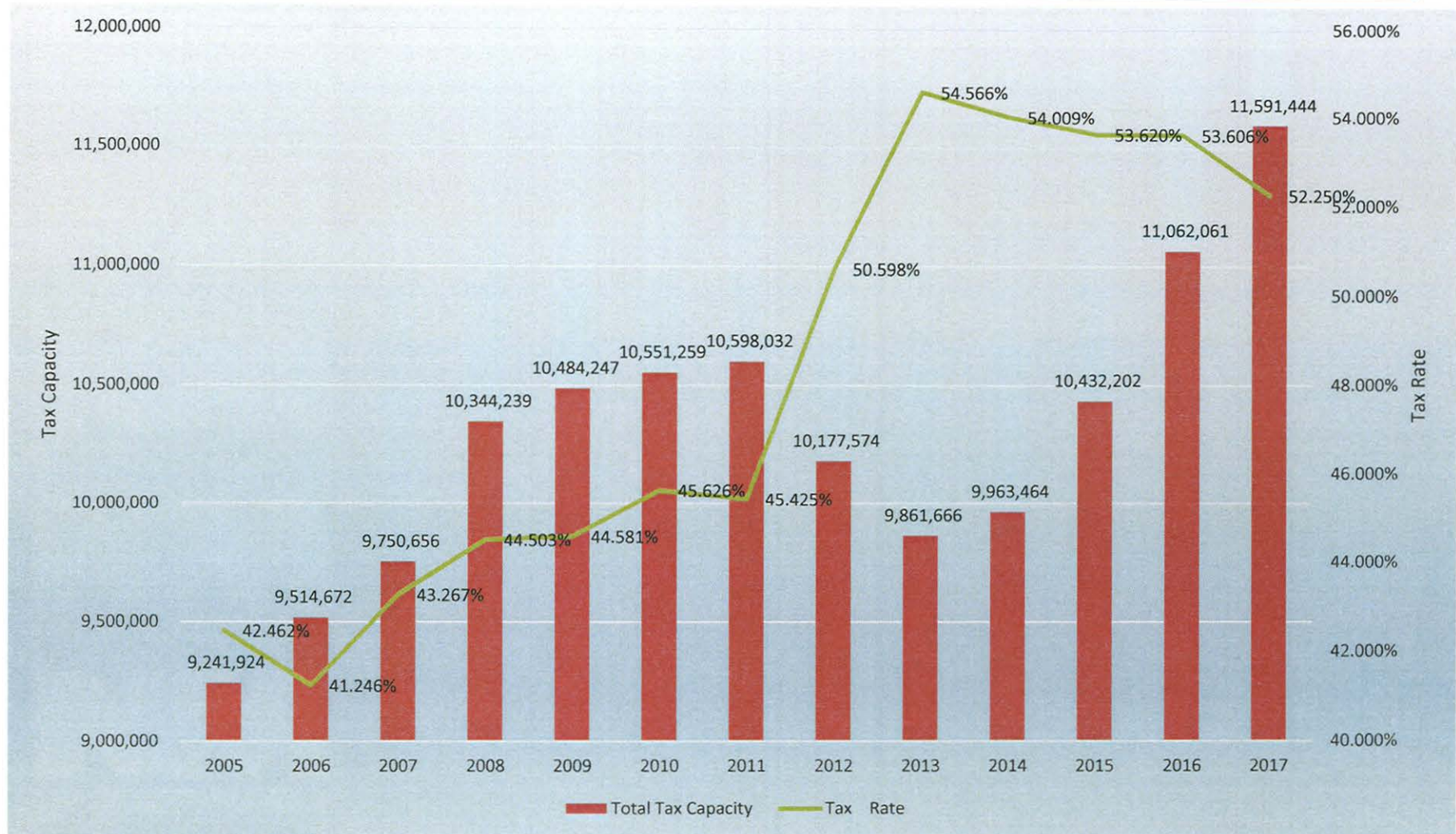
Levy Comparison

	2016 Amount	2017 Amount	Dollar Amount	% Change
General Fund Levy	\$ 4,177,929	\$ 4,282,256	\$ 104,327	2.50%
Port Authority	75,000	75,000	\$ -	0.00%
Debt Service	1,430,128	1,440,953	\$ 10,825	0.76%
Tax Abatement	111,347	112,083	\$ 736	0.66%
Total Tax Levy	\$ 5,794,404	\$ 5,910,292	\$ 115,888	2.00%

Tax Levy History – Dollar Amount vs. Rate



Tax Capacity vs. Tax Rate

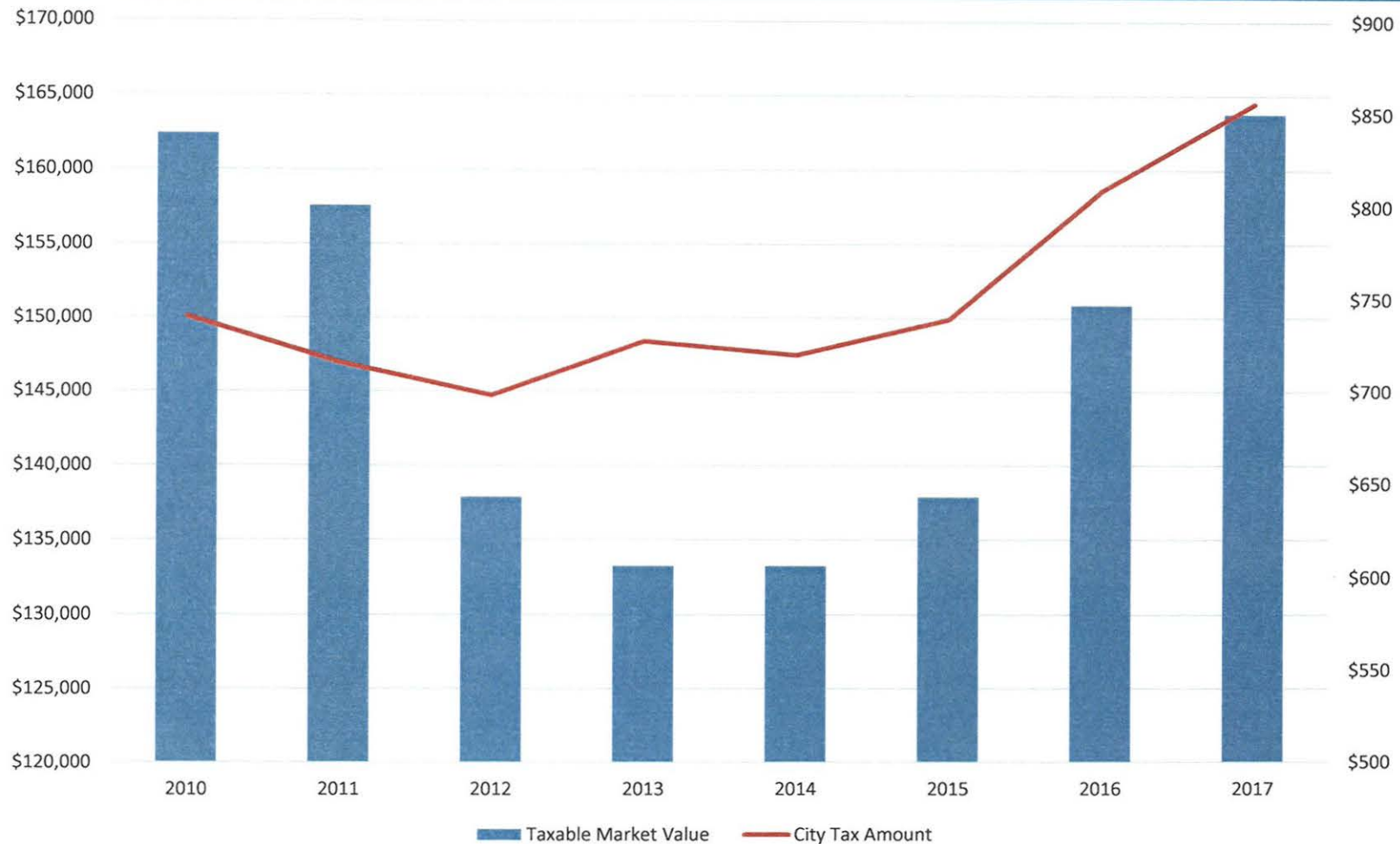


2017 Tax Base and Market Values



- Home Value increases ranged from -5% to 15%
- Majority saw 3-5% increase
- Tax levy impact will vary depending on home's value

City Tax vs. Taxable Home Value



Eight year history of an average home in North Mankato (currently \$185,000) with taxable market value of \$163,800. The taxable value decreased in 2012 due to legislative changes to how taxes are applied.

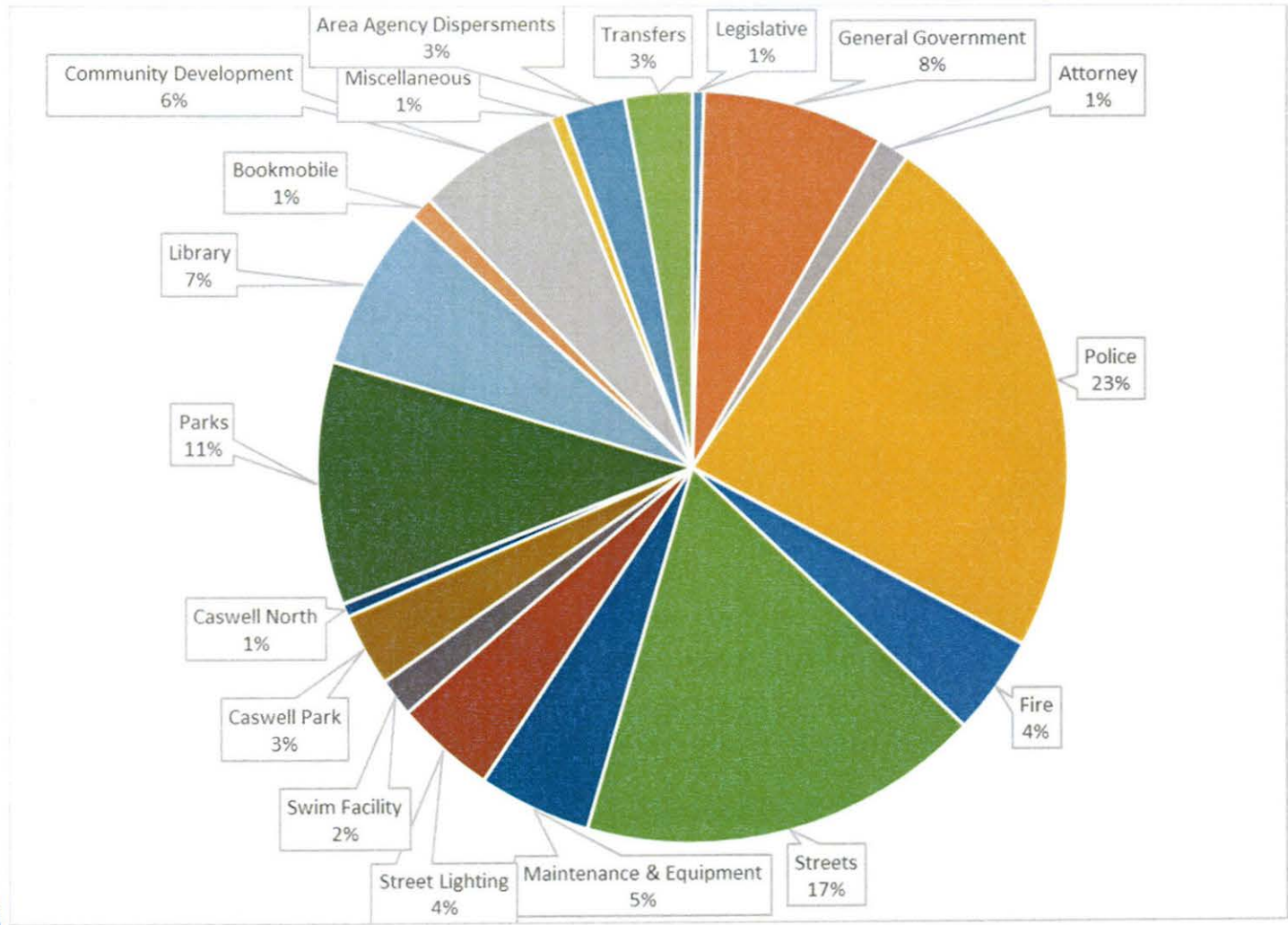
2017 Budget Development

- Budget planning and principals to avoid spikes in tax rate and long-term planning for the City
- Budget planning to maintain fund balance
- Continue to provide quality service while keeping costs down

2017 Budget by Department

BUDGET SUMMARY FOR FY 2017					
2017 EXPENDITURES BY FUND					
Fund	2016	2017	+/-	%+/-	Notes
General Fund By Department					
GENERAL GOVERNMENT - Legislative	\$ 35,091	\$ 40,092	\$ 5,001	14%	Consider l pads for City Council
GENERAL GOV. - General Government	\$ 622,378	\$ 627,626	\$ 5,248	1%	
GENERAL GOVERNMENT - Attorney	\$ 106,300	\$ 108,400	\$ 2,100	2%	
PUBLIC SAFETY - Police	\$ 1,855,931	\$ 1,859,788	\$ 3,857	0%	
PUBLIC SAFETY - Fire	\$ 340,383	\$ 340,414	\$ 31	0%	
PUBLIC WORKS - Streets	\$ 1,363,970	\$ 1,395,882	\$ 31,912	2%	Pavement Management
PUBLIC WORKS - Maintenance & Equipment	\$ 414,135	\$ 390,548	\$ (23,587)	-6%	
PUBLIC WORKS - Street Lighting	\$ 346,311	\$ 346,363	\$ 52	0%	
PARKS, REC, LEISURE - Swim Facility	\$ 113,376	\$ 130,150	\$ 16,774	15%	Contract with YMCA
PARKS, REC, LEISURE - Caswell Park	\$ 229,026	\$ 252,066	\$ 23,040	10%	Tournament Expenditures
PARKS, REC, LEISURE - Caswell North	\$ 35,012	\$ 47,046	\$ 12,034	34%	Supplies & Personnel
PARKS, REC, LEISURE - Parks	\$ 666,417	\$ 842,803	\$ 176,386	26%	Parks Management Plan
PARKS, REC, LEISURE - Library	\$ 528,598	\$ 557,401	\$ 28,803	5%	Part Time Staff, Electronic Materials
PARKS, REC, LEISURE - Bookmobile	\$ 82,371	\$ 82,449	\$ 78	0%	
COMMUNITY DEV - Community Developme	\$ 494,811	\$ 497,005	\$ 2,194	0%	
COMMUNITY DEV - Miscellaneous	\$ 5,000	\$ 49,500	\$ 44,500	890%	Historical Spending, 2018 Fun Day Fireworks Allocation
Area Agency Disbursements	\$ 198,173	\$ 214,668	\$ 16,495	8%	Mass Transit, Tapestry,
Transfers	\$ 220,770	\$ 231,885	\$ 11,115	5%	
General Fund (Total)	\$ 7,658,053	\$ 8,014,086	\$ 356,033	5%	

2017 Budget by Department

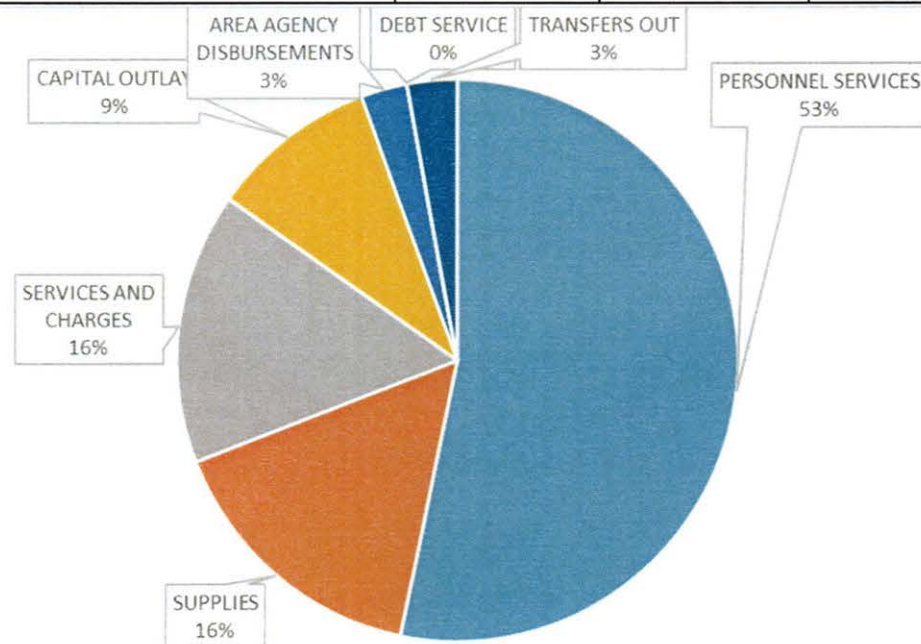


Where do your tax dollars go?



2017 Budget by Category

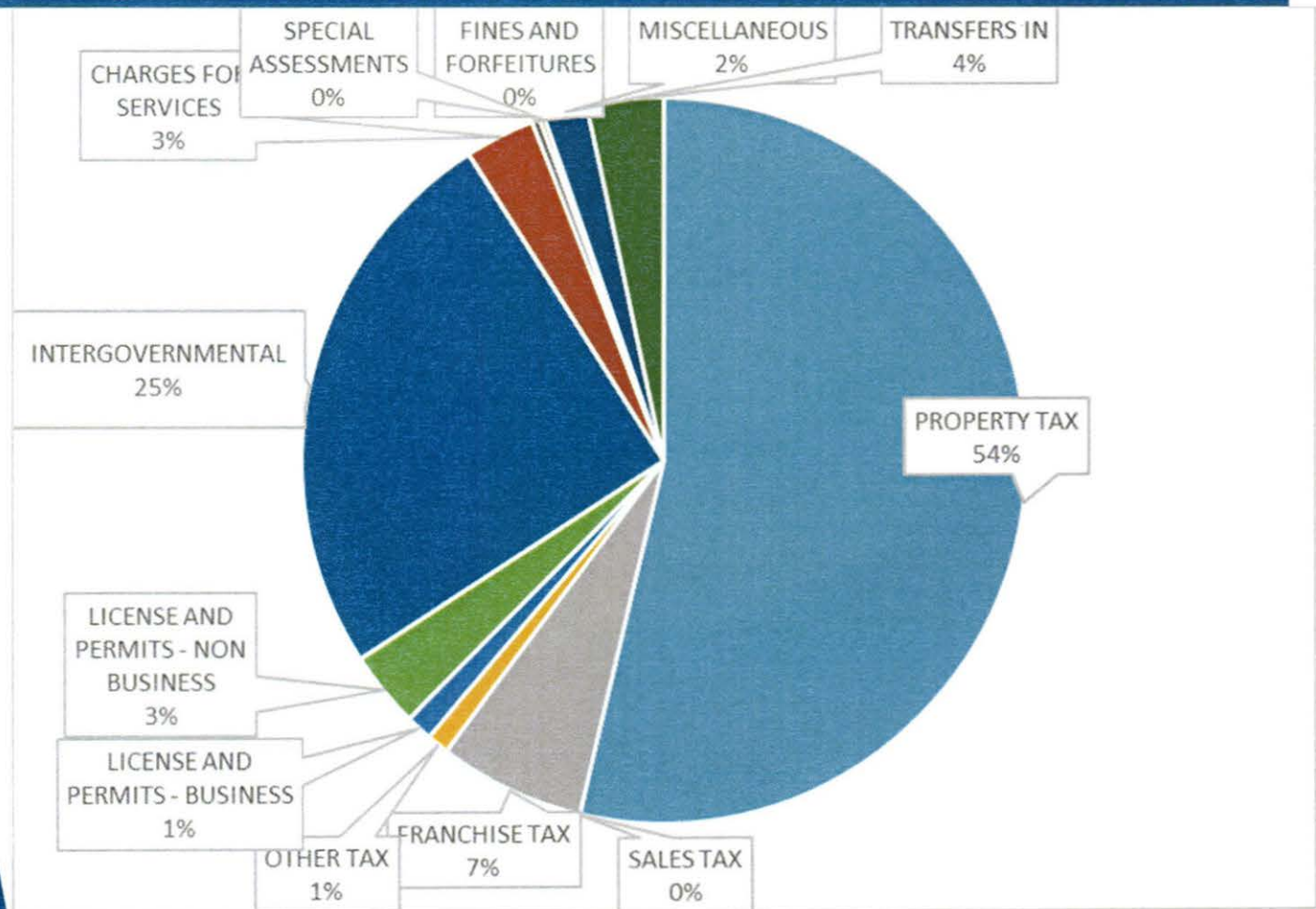
GF Expenditure Breakdown by Type	2016	2017	+/-	%+/-
PERSONNEL SERVICES	\$ 4,218,659	\$ 4,267,704	\$ 49,045	1%
SUPPLIES	\$ 1,246,980	\$ 1,270,323	\$ 23,343	2%
SERVICES AND CHARGES	\$ 1,195,171	\$ 1,259,556	\$ 64,385	5%
CAPITAL OUTLAY	\$ 578,300	\$ 768,950	\$ 190,650	33%
AREA AGENCY DISBURSEMENTS	\$ 198,173	\$ 214,668	\$ 16,495	8%
DEBT SERVICE	\$ -	\$ -	\$ -	
TRANSFERS OUT	\$ 220,770	\$ 231,885	\$ 11,115	5%
General Fund (Total)	\$ 7,658,053	\$ 8,013,086	\$ 355,033	5%



2017 General Fund Revenue Overview

GF Revenue Breakdown by Source	2016	2017	+/-	%+/-
PROPERTY TAX	4,191,629	4,319,836	128,207	3%
SALES TAX	835	700	(135)	-16%
FRANCHISE TAX	525,334	522,000	(3,334)	-1%
OTHER TAX	69,000	78,600	9,600	14%
LICENSE AND PERMITS - BUSINESS	95,210	95,478	268	0%
LICENSE AND PERMITS - NON BUSINESS	310,000	272,550	(37,450)	
INTERGOVERNMENTAL	1,998,229	2,018,342	20,113	1%
CHARGES FOR SERVICES	183,435	251,250	67,815	37%
FINES AND FORFEITURES	28,900	29,000	100	0%
SPECIAL ASSESSMENTS	4,897	17,650	12,753	260%
MISCELLANEOUS	111,013	155,112	44,099	40%
TRANSFERS IN	286,954	275,202	(11,752)	-4%
General Fund (Total)	7,805,436	8,035,720	230,284	3%

2017 General Fund Revenue Overview



2017 Personnel Costs

- Merit increase of 3% (performance based)
- No increase in health insurance
- 2017 FTEs remain the same
- Explore technology enhancements and internship opportunities



2017 Water Fund Overview

WATER FUND EXPENDITURES	2016	2017	+/- 2016/2017	%+/-
PERSONNEL SERVICES	628,546	632,478	3,932	0.63%
SUPPLIES	154,800	163,050	8,250	5.33%
SERVICES AND CHARGES	398,626	329,351	(69,275)	-17.38%
CAPITAL OUTLAY	165,000	367,800	202,800	122.91%
DEBT SERVICE	762,855	647,104	(115,751)	-15.17%
TRANSFERS OUT	140,000	140,000	-	0.00%
Water Fund (Total)	2,249,827	2,279,783	29,956	1.33%

WATER FUND REVENUES	2016	2017	+/- 2016/2017	%+/-
CUSTOMER RECEIPTS	1,750,000	1,850,000	100,000	5.71%
CHARGES FOR SERVICES	98,600	122,500	23,900	24.24%
STATE SALES TAX	16,750	17,500	750	4.48%
SPECIAL ASSESSMENTS AND MISCELLANEOUS	52,353	38,790	(13,563)	-25.91%
TRANSFERS IN	-	-	-	
BONDS ISSUED	-	-	-	
Water Fund (Total)	1,917,703	2,028,790	111,087	5.79%

2017 Sewer Fund Overview

SEWER FUND EXPENDITURES	2016	2017	+/- 2016/2017	%+/-
PERSONNEL SERVICES	386,946	396,852	9,906	2.56%
SUPPLIES	34,695	32,780	(1,915)	-5.52%
SERVICES AND CHARGES	1,081,864	1,110,214	28,350	2.62%
CAPITAL OUTLAY	145,000	245,500	100,500	69.31%
DEBT SERVICE	391,956	370,603	(21,353)	-5.45%
TRANSFERS OUT	185,000	185,000	-	0.00%
Water Fund (Total)	2,225,461	2,340,949	115,488	5.19%

SEWER FUND REVENUES	2016	2017	+/- 2016/2017	%+/-
CUSTOMER RECEIPTS	2,100,105	2,270,000	169,895	8.09%
SPECIAL ASSESSMENTS AND MISCELLANEOUS	5,007	4,193	(814)	-16.26%
TRANSFERS IN	-	-	-	
BONDS ISSUED	-	-	-	
CAPTIAL CONTRIBUTIONS	-	-	-	
Water Fund (Total)	2,105,112	2,274,193	169,081	8.03%

2017 Utility Fund Overview

Water		
	Current	Proposed
Base Rate	\$5.00	\$8.00
Cost per 1,000	\$3.43	\$3.43
Sewer		
	Current	Proposed
Base Rate (up to 2,250 gal)	\$11.40	\$15.00
Cost per 1,000 (over 2,250 gal)	\$6.35	\$6.35

Area Utility Rates (based on 5,000 gallon monthly use)			
City	Water	Sewer	Total
North Mankato - Current	\$22.15	\$28.86	\$51.01
North Mankato - Proposed	\$25.15	\$32.46	\$57.61
Mankato	\$28.61	\$29.11	\$57.72
Eagle Lake	\$24.85	\$38.00	\$62.85
New Ulm	\$29.00	\$34.60	\$63.60
Willmar	\$18.39	\$49.36	\$67.75
Waseca	\$25.00	\$48.26	\$73.26
Le Sueur	\$22.25	\$80.50	\$102.75
St. Peter	\$50.24	\$70.80	\$121.04

CIP Policy

- Purpose of the CIP
 - CIP is a flexible planning tool to be reviewed and updated on an annual basis
 - Major projects and equipment over \$15,000
 - Incorporates needs and future goals from planning documents such as the comp plan
 - Expanded to 10 years – first 5 years are capital budget, last 5 years are for future consideration
 - Goal – Minimize fluctuations in expenses and create orderly replacement of facilities, infrastructure, and equipment

CIP Policy

- Purpose of the CIP
 - Informs public of projects in the community and possibly their neighborhood
 - Establishes priorities and funding of largescale projects and equipment

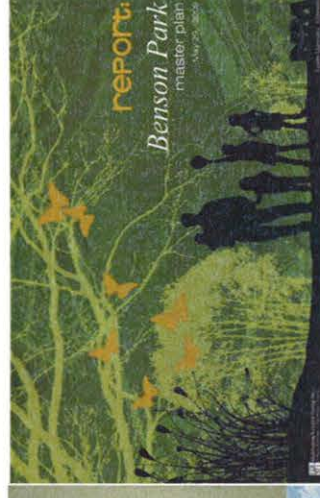
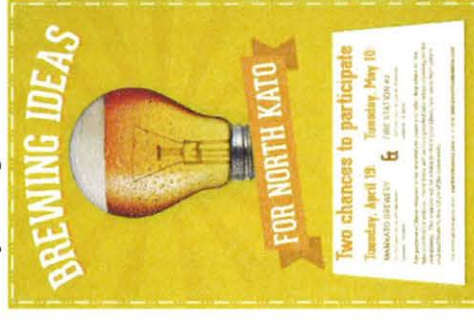
CIP Policy

- Scoring System

Criteria	
Assessment of Need	City Council Goals
Project Life Cycle & Life Cycle Costs	Implications of Project Deferral
Feasibility of Implementation	Operating Budget Impact
Regional Benefit/Linkages	Quality of Life
Economic Impact	Environmental Impact

2017-2021 CIP

- \$21 Million – 2017-2021
- \$14 Million – 2016-2020
- Sources of projects:



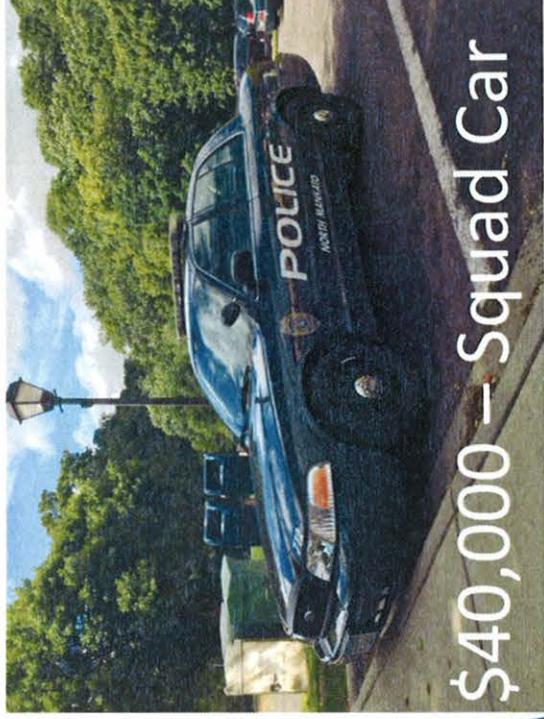
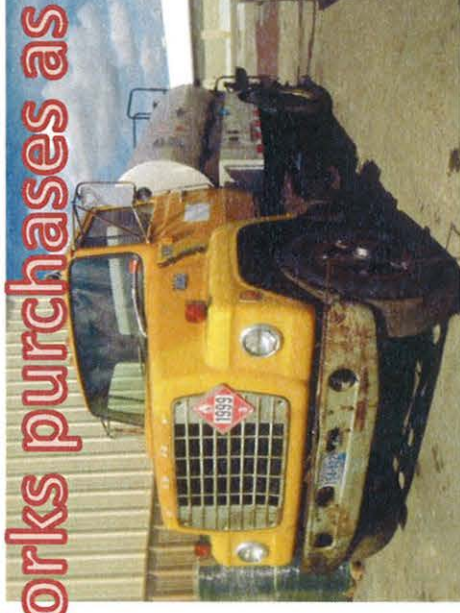
2017-2021 CIP

- \$7 Million Increase:

- **+\$1.500 million** – proposed bonding in 2017 not in prior years (Project TBD)
- **+\$2.500 million** – potential sales tax financing project (Project TBD)
- **+\$0.435 million** – 2017-2021 pavement management plan
- **+\$0.940 million** – 2017-2021 park improvement plan
- **+\$1.325 million** – improvements to sewer system (pending rate increases)
- **+\$1.500 million** – improvements to water system (pending rate increases)
- **-\$1.100 million** – Projects/Vehicles/Equip. completed.

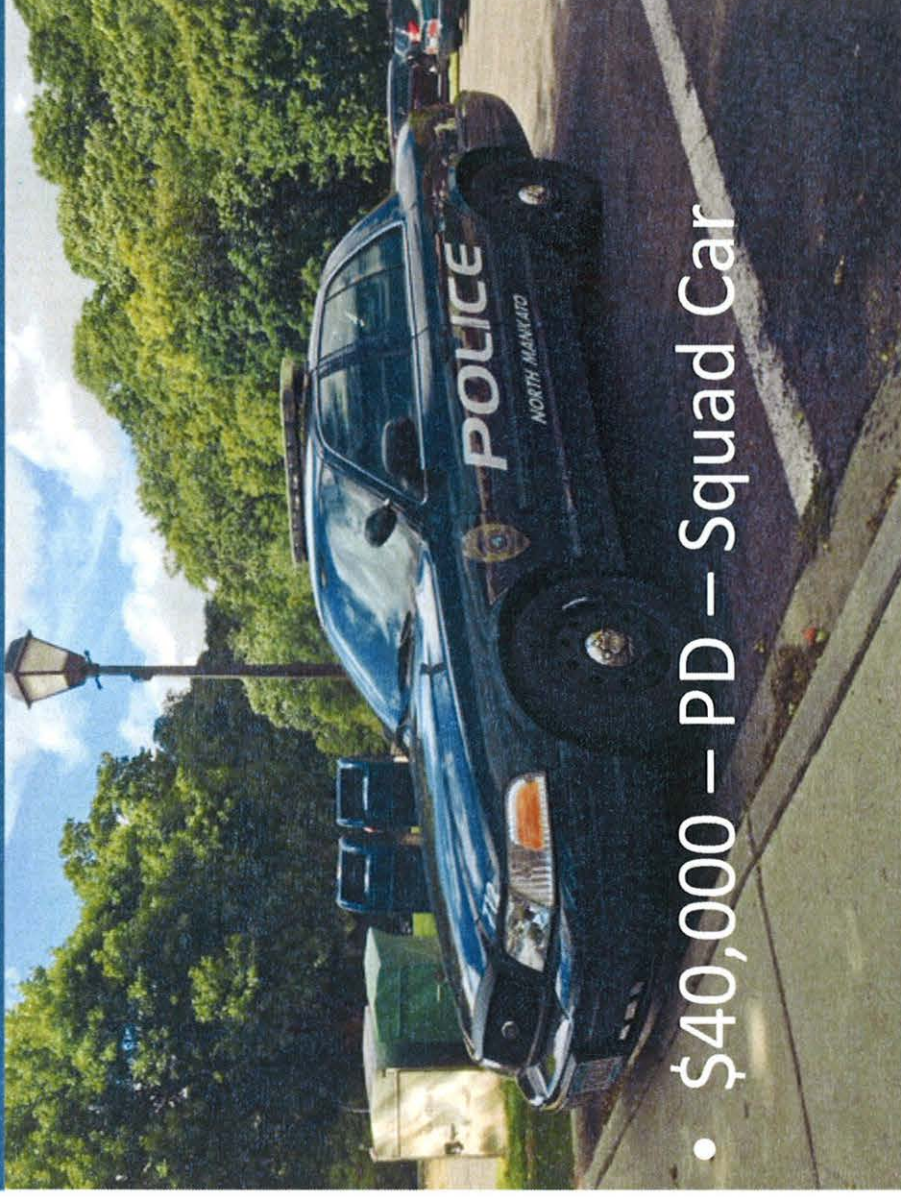
2017 Projects/Purchases

- \$80,000 – Misc. Public Works purchases as needed



\$40,000 – Squad Car

2017 Projects/Purchases



- \$40,000 – PD – Squad Car

2017 Projects/Purchases

• Building Renovation



Police Community Room - \$20K, Large Scale
Printer - \$15K
Finance and Community Development - \$30K

2017 Projects/Purchases

Park Improvement Plan - \$345K

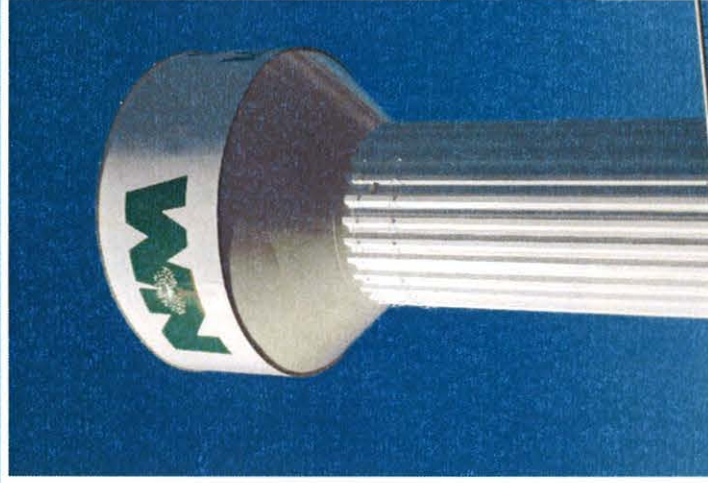


Pavement Management Plan - \$400K



2017 Projects/Purchases

Water - \$300K in Capital Contributions

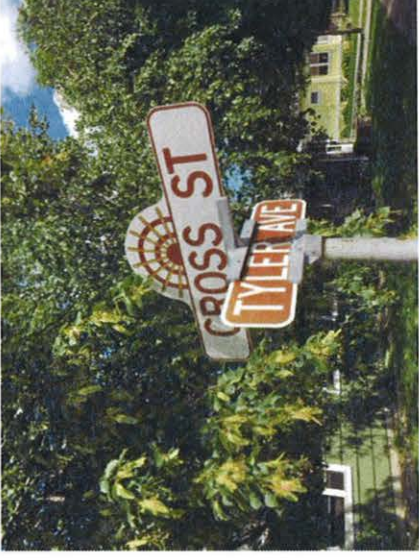
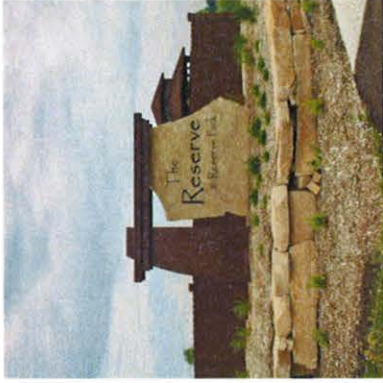


Sewer - \$245K in Capital Contributions

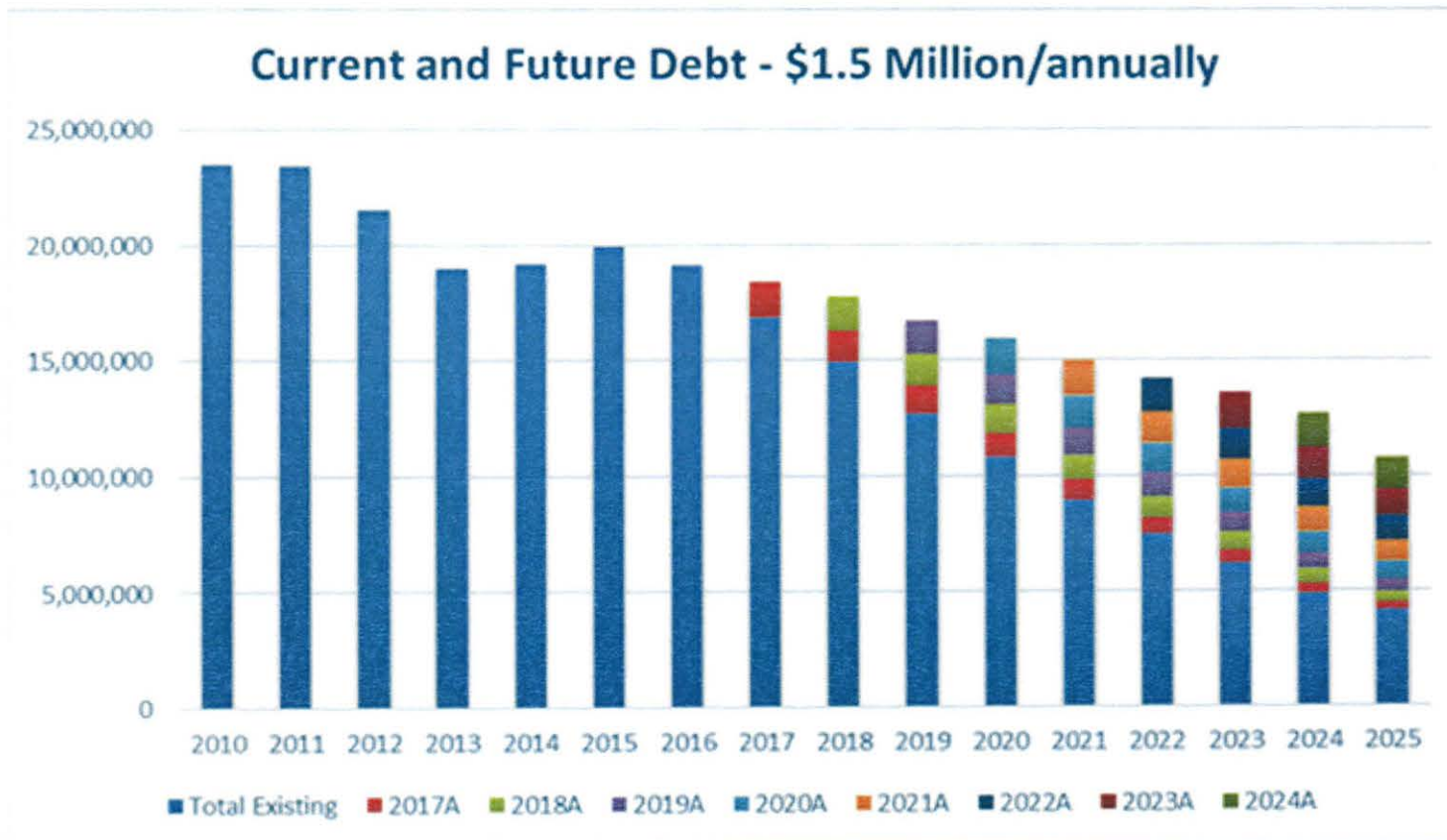


2017 Projects/Purchases

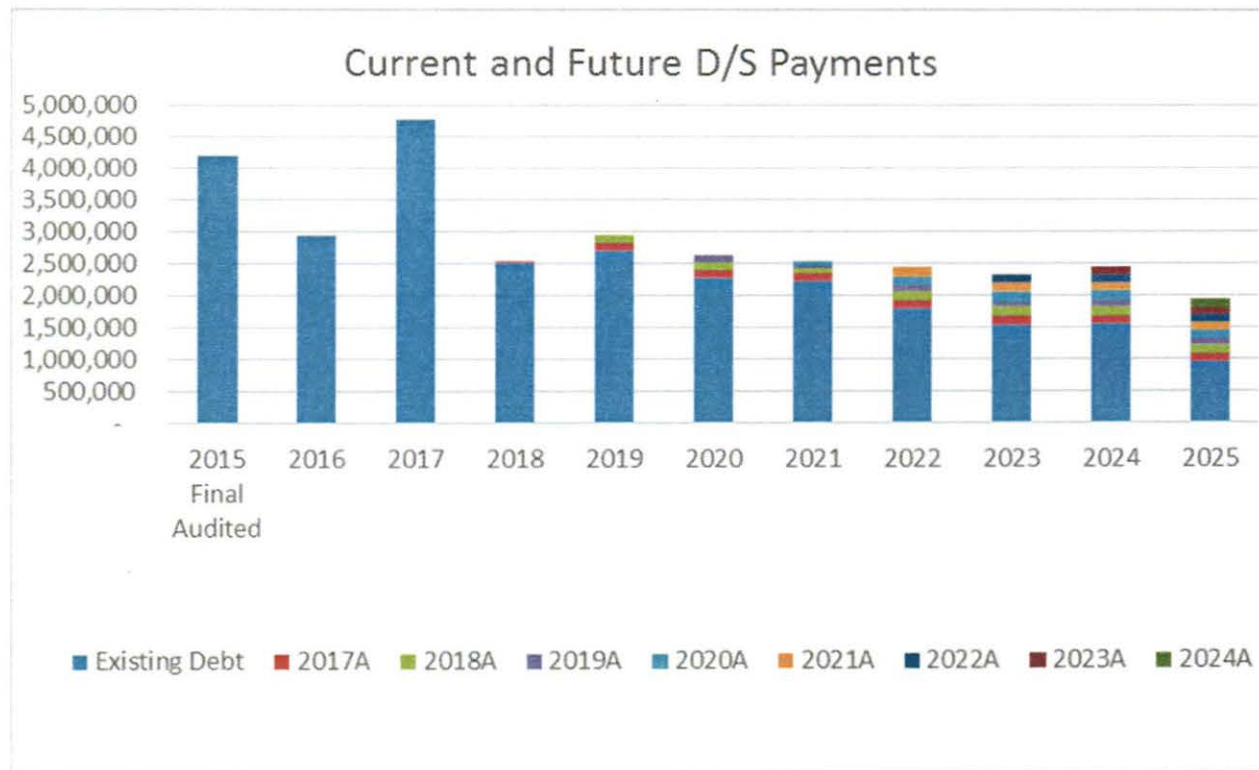
- \$1.5 million to \$2.0 million in bonding proposed



Debt



Debt Service



Debt Service

- Tax Levy Forecast
 - No tax rate change estimated (pending outside variables)
 - \$74,000 more revenue in D/S fund
 - +\$ 11,600 – Property Taxes (2% growth in tax base)
 - -\$ 45,000 – Special Assessments
 - +\$219,000 – Intergovernmental
 - -\$ 9,000 – Investment Earnings
 - -\$100,000 – Transfers In
 - Adjustments to be made based on sales tax projects

Capital Facilities & Equipment Replacement

2016 Completed/Initiated		2017 Proposed	
Project/Equipment	\$	Project/Equipment	\$
Misc. PW Equip.	\$ 60,000	Misc. PW Equip.	\$ 80,000
Police Cruiser	\$ 37,000	Police Cruiser	\$ 40,000
Downtown Parking Lot	\$ 12,000	Downtown Parking Lot	\$ 12,000
Taser Replacement	\$ 20,000	PD Community Room	\$ 20,000
Street Sweeper	\$190,000	Library Furniture	\$ 11,000
Tar Dist.	\$ 90,000	CD Large Scale Printer	\$ 15,000
PW Roof/Bldg Eval. – PPND	\$ 20,000	PW Roof/Bldg Eval.	\$ 20,000
Pool Filter Upgrade – PPND	\$ 90,000	Front Desk Remodels	\$ 30,000
		Conf. Rm Remodel for STEM	\$ 4,800
TOTAL	\$519,000	TOTAL	\$232,800

What's Next

- **Final Budget Adoption**
 - December 19, 2016 as part of the Regular City Council Meeting
- **Market Value Questions**
 - Nicollet County Assessor (507) 934-7060
- **North Mankato Budget and Tax Levy Questions**
 - Kevin McCann, Finance Director (507) 625-4141
 - kmccann@northmankato.com

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #8	Department: Finance	Council Meeting Date: 12/5/16																											
TITLE OF ISSUE: Public Hearing, 7 p.m., Setting Rates and Charges for Municipal Utilities.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Part of the proposed 2017 Budget is the increase in water and sewer rates. This includes a water base rate increase of \$3.00/meter/month and is expected to generate \$200,000 in additional revenue. While the 2014 rate increases stabilized the fund, several issues are present that require the rate increase. First, payment for Well #9. Second, over the last four out of five years, water usage has decreased. While good for conservation efforts, declining water use decreases the amount of revenue collected. Third, staff recommends cash capital outlay contributions increase by \$200,000 per year for a total of \$300,000 annually. The intended purpose of this allocation is to reduce annual borrowing. The Wastewater fund budget proposes \$2,274,000 in revenue and 2,341,00 in expenditures. This includes a base rate increase of \$3.60/meter/month and is expected to generate \$170,000 in additional revenue. Decreasing water use impacts wastewater revenue collections and the wastewater fund faces increasing capital costs associated regular capital outlay and costs associated with the treatment of wastewater. The purpose of the proposed 2017 rate increase is to increase cash capital contributions for infrastructure projects increasing the total amount budgeted by \$100,000 in year one.																													
If additional space is required, attach a separate sheet																													
REQUESTED COUNCIL ACTION: Public Hearing.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Notice of Public Hearing</u> _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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NOTICE OF PUBLIC HEARING ON SETTING RATES AND CHARGES
FOR MUNICIPAL UTILITIES

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 5th day of December 2016, to hold a public hearing to consider setting rates and charges for municipal utilities.

Such persons as desire to be heard with reference to the proposed municipal utility rates will be heard at this meeting.

Dated the 21st day of November 2016

April Van Genderen
City Clerk
City of North Mankato

RESOLUTION NO.

RESOLUTION SETTING RATES AND CHARGES FOR
MUNICIPAL UTILITIES

WHEREAS, Section 50.02 of the City Code requires the City Council to fix and determine all rates and charges for municipal utilities in the City of North Mankato;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, pursuant to Section 50.02 of the City Code that the following monthly municipal water, sewer, refuse and storm water rates and charges be set effective for billings on and after January 1, 2017:

<u>Water Rates</u>		
<u>Water Class & Meter Size</u>	<u>Monthly Cost of Service Fee</u>	<u>Cost per 1,000 gal</u>
Residential (5/8"-1 1/4")	\$5.00 \$8.00	\$3.43
Residential & Commercial (1 1/2"-3")	\$38.26 \$41.26	\$3.43
Commercial 5/8"- 1 1/4"	5.00 \$8.00	\$3.43
Commercial 4"-6"	\$38.26 41.26	\$3.43
Residential and Commercial Outside Meters	\$0.00	\$4.35
<u>Water Rates Rate Class & Meter Size</u>		
Rural Water (5/8"-1 1/4")	\$10.00 \$13.00	\$4.43
Rural (1 1/2"-3")	\$43.26 \$46.26	\$6.12
Multiple Dwelling Unit Rate Per Unit	\$5.00	n/a
<u>Sewer Rates</u>		
0 Gal. to 2,250 Gal	\$11.40 \$15.00	
2,251 Gal & over cost per 1,000		\$6.35

Rural-0 Gal. to	\$11.40	
2,250	\$15.00	
<hr/>		
Rural-2,251 Gal		\$7.45
and over cost per		
1,000		

Adopted by the City Council this 5th day of December 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #9	Department: Administration	Council Meeting Date: 12/5/16																											
TITLE OF ISSUE: Public Hearing, 7 p.m., Consider Amending City Code Chapter 54, Stormwater.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the memorandum from City Engineer Dan Sarff.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Public Hearing																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Memorandum, Redlined Chapter 54, Enforcement Response Procedures</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: November 16, 2016

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 Fisher, City Planner

Subject: Proposed Stormwater Ordinance Updates

The Minnesota Pollution Control Agency (MPCA) administers the requirements of the federal Clean Water Act in addition to its own State Disposal System requirements. At the MPCA, the Stormwater Program includes three general stormwater permits, including the Municipal Separate Storm Sewer System (MS4) Permit. The MS4 General Permit is designed to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable. Stormwater discharges associated with MS4s are subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS). Through the MS4 General Permit, the system owner or operator is required to develop a stormwater pollution prevention program (SWPPP) that incorporates best management practices (BMPs) applicable to their MS4. Because MN State Statute 7090.1010 Requires a MS4 Permit for municipalities with a population of 10,000 or more, the City of North Mankato must obtain a MS4 permit and comply with its requirements.

The statewide MS4 General Permit was reissued in August 2013. The new general permit included a number of new requirements, including: more stringent stormwater management guidelines, mapping update requirements and the adoption of Enforcement Response Procedures (ERP). The new permit also requires that the City's stormwater ordinances include certain language and requirements. Attached is a draft copy of Chapter 54 – STORMWATER with the proposed changes indicated and footnoted. The following is a summary of the proposed changes to the ordinance:

SECTION 54.05 PURPOSE, SCOPE AND DEFINITIONS:

- Updated and expanded definition of Best Management Practices - the general permit requires that the Best Management Practices allowed by ordinance be at least as stringent as the ones required by the MPCA Construction Stormwater Permit. The wording has been revised to include the same reference that MPCA Construction Stormwater Permit allows while still providing the City an option to allow modifications on a site specific basis.
- Added definition of "Development" - the general permit has new standards that are required to be discussed in the City's ordinance for New Development. The definition used in the permit has been added to ensure clarity.
- Updated and expanded definition of Exposed Soil Areas – the general permit requires the ordinance to address site stabilization of exposed soil areas. This definition avoids misunderstandings of what is and is not considered Exposed Soil Area.

- Updated and expanded definition of Land Disturbance Activities – the general permit includes exemptions to Land Disturbance Activity that were not listed in the City Ordinance. A threshold of 5,000 square feet of disturbed area is proposed.
- Added definition of “Redevelopment” - the general permit has new standards that are required to be discussed in the City’s ordinance for redevelopment. The definition used in the permit has been added to ensure clarity.

SECTION 54.06 EROSION PREVENTION AND SEDIMENT CONTROL PLAN

- Included controls and provisions for dewatering – the general permit requires that the ordinance include requirements for dewatering during construction. This paragraph has been added to include performance standards for construction dewatering. The intent is to allow the owner and contractor to select the best practices to meet the standard instead of dictating a method for dewatering.
- Included requirements for temporary sedimentation basins – the general permit requires that the ordinance include criteria for temporary sedimentation basins. Temporary sedimentation basins are required for sites with 10 or more acres of soil disturbance or for sites of 5 or more acres if the site discharges to a special, impaired, or protected water. These sites are also required to obtain a permit from the MPCA. The ordinance language references the MPCA requirements instead of spelling out criteria to ensure that the ordinance is neither more nor less stringent than the MPCA requirement that the site must already meet.

SECTION 54.07 REVIEW OF PLAN

- Updated and expanded requirements for plan submittal and review:
 - Paragraph A was added to clarify the criteria that the site plans for new development and redevelopment would be reviewed for.
 - Paragraph B was added to ensure that the City has adequate information to properly review the site plan, without specifying the means or methods that the owner must use to submit the information. This allows that a small addition to a home is not required to meet the same submittal standards as a large multi-lot housing development.
 - Paragraph F was added requiring that the ordinance require inspections of all sites and that the inspections be properly documented.

SECTION 54.08 MODIFICATION OF PLAN

- Added provision for the removal of non-functioning BMP’s – the general permit requires that all non-functioning construction BMPS be repaired, replaced, or corrected. This paragraph has been added to provide a method for staff to enforce the new requirement so that City is not responsible for repair or replacement of private construction BMPs

SECTION 54.09 PERMANENT STORMWATER BMPS

- A new section for Permanent Stormwater BMPS (Best Management Practices) has been added. This section includes several new requirements from the general permit update that must be spelled out in the City ordinance:
 - Paragraph A:
 - Subparagraph 1: This sections requires that sites not discharge water at a higher rate than the existing rate. This protects downstream properties from flooding and erosion. It is important for the ordinance to state which design storm will be used for this analysis. The 2, 10, and 100 year 24-hour storm events are the industry standard used by most Cities in the region.

- Subparagraph 2: This section requires that the site not increase or for redevelopment must reduce the volume, total suspended solids, and total phosphorus of the discharge. The wording in this section matches the permit requirements.
- Subparagraph 2: Infiltration is often used to meet the criteria of subparagraph 2. The permit requires that infiltration be prohibited on certain sites. Subparagraph 2.i. has been added to indicate where in the City of North Mankato infiltration will be prohibited. The listed items are required.
- The 2013 MS4 permit requires that the listed order of preference of BMP practices be included in the ordinance.
- Paragraph C has been added to ensure that new development and redevelopment does not claim routine maintenance as an adequate BMP to meet the standards of the ordinance. This criteria is required to be included in the ordinance by the general permit. Please note, this section does not prohibit the use of an existing BMP that was constructed with a previous project, but was designed with the intent to accept stormwater from the new or redevelopment.
- Paragraph allows flexibility for sites that cannot meet the ordinance requirements. These alternatives are the only ones allowed by the general permit.
- Paragraph I was inserted to protect against BMPs that were installed to meet the requirements of the ordinance being removed at a later date without the consent of the City and without providing new BMPs to meet the criteria.

SECTION 54.98 ENFORCEMENT RESPONSE PROCEDURE

- Section 54.98 VIOLATIONS is replaced with a new SECTION 54.98 ENFORCEMENT RESPONSE PROCEDURE –
- The general permit requires that the City adopt an Enforcement Response Procedure covering construction stormwater management and erosion control, post-construction (permanent) stormwater management, and illicit discharges to the stormwater system. The permit requires that the ERP be referenced in the ordinance.
- The permit does not detail what is to be included in the ERP” “The permittee shall develop and implement written ERPs to enforce and compel compliance with the Regulatory Mechanism(s) developed and implemented by the permittee in accordance with Part III.A.”
- A draft of the proposed ENFORCEMENT RESPONSE PROCEDURE is attached. The draft ERP has been written with the intent of meeting the intent of the permit in a manner that is efficient, effective, and flexible. The following is a summary of the key elements of the ERP:
 - City Representative:
 - The City is required to designated MS4 Coordinator
 - The ERP is intended to provide this person a guide for reacting to enforcement issues without the need to involve law enforcement.
 - Civil Penalty:
 - The City has the option of using a Civil or a Criminal penalty for enforcement. – The draft ERP assumes civil penalties.
 - The use of a Civil Penalty does not remove any of the City’s legal rights to other actions recommended by the City Attorney.
 - The City Council will set and adopt the penalties with the other Municipal Fees.
 - Emergency Response:
 - When the MS4 coordinator is unable to resolve an issue by talking to the property owner or contractor then a written notice is given.
 - There are four types of written notices.
 - Notice of Correction (NOC) - written warning of the issue which provides a timeline for correction; no monetary penalty

- Notice of Violation (NOV) - issued if inadequate response to NOC or if more serious problem (illicit discharge, environmental damage, etc.); typically monetary penalty and permits may be revoked.
- Consent Orders - agreements between the violator and the City that detail how the problem will be corrected; typically when there is a major spill or illicit discharge.
- Cease and Desist Orders - legal notice that the activity that is causing a problem be stopped.
- The City can suspend, revoke, or modify a permit that has been previously issued if the property with that permit is not protecting against violations of the Stormwater Ordinance.
- Additional Measures details other options the City reserves the right to pursue for chronic violators or those that refuse to correct the issue. These include legal action, impacts to future building permits by the same violator, and actions that will apply to sites that do not have required permits.
- This section also allows the City to refer troublesome properties to the MPCA if the City feels this is the best method to correct the problem.
- Recordkeeping & Tracking:
 - Permit requires that the City track all actions taken under the ERPs.
 - This section lays out the information that will be tracked and references the City's records retention policy for how that information will be retained.
- Appeals - This section lays out a process for property owners and contractors to appeal an action that was taken under the ERPs.
 - A property owner may file a written appeal which will be reviewed by the City Administrator.
 - If the property owner does not agree with the findings of the City Administrator, they may then appeal to the City Council for a final review. The City Council decision is final and may not be appealed.
- Enforcement Action Matrices:
 - Table 1 – Noncompliance with Construction Requirements
 - Table 2 – Failure to remove Illicit Discharges

A public hearing is required in order to make changes to the City Code. Attached is a resolution that would set the public hearing at the next City Council meeting, December 5th.

I will be at the November 21st City Council meeting to answer any questions.

NOTICE OF PUBLIC HEARING ON AMENDING CITY CODE,
CHAPTER 54, STORMWATER

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 5th day of December 2016, to hold a public hearing to consider amending the City Code Chapter 54, Stormwater.

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

Dated the 21st day of November 2016

April Van Genderen
City Clerk
City of North Mankato

CHAPTER 54: STORMWATER

Section

- 54.01 Stormwater utility
- 54.02 Fixing rates and charges
- 54.03 Administration
- 54.04 Exemption
- 54.05 Purpose, scope and definitions
- 54.06 Erosion prevention and sediment control plan
- 54.07 Review of plan
- 54.08 Modification of plan
- 54.09 Remedial action
- 54.10 Emergency action
- 54.11 Notification of failure of the plan
- 54.12 Illicit discharge prohibited
- 54.13 Connection of sanitary sewer prohibited
- 54.14 Abrogation and greater restrictions
- 54.98 Violation

§ 54.01 STORMWATER UTILITY.

A stormwater utility is hereby established pursuant to M.S. § 444.075 and shall operate as an Enterprise Fund of the city subject to all applicable statutory requirements. The stormwater utility shall provide for the acquisition, construction, expansion, repair and maintenance of stormwater facilities in the city. The operation of the system shall include the collection, management, detention, pumping and discharge of stormwater as necessary to promote efficient operation of the system.

§ 54.02 FIXING RATES AND CHARGES.

(A) The monthly charge to a typical single-family residential parcel shall be the stormwater utility rate as established by the then current resolution of the City Council. For purposes of this section, each unit of a duplex, each townhome and each condominium unit shall be considered a single-family residential parcel. All other parcels of 10,000 square feet or less shall pay the stormwater utility rate. All other parcels of 10,000 square feet or more shall pay the rate times the number of 10,000 square foot increments comprising the parcel. A 20,000 square foot parcel shall pay two times the rate. A 25,000 square foot parcel shall pay 2.5 times the rate.

(B) Rates and charges for operation of the stormwater utility shall be established pursuant to § 50.02.

§ 54.03 ADMINISTRATION.

The City Administrator or his or her designee shall have administrative control of the stormwater utility. The City Administrator shall, from time-to-time, make recommendations to the City Council for the efficient and orderly operation of the stormwater system. The Administrator shall make recommendations to the City Council for inclusion in the Five-Year Capital Improvement Plan regarding the maintenance and improvement of the stormwater system.

§ 54.04 EXEMPTION.

Public rights-of-way shall be exempt ~~from~~ stormwater utility fees.

§ 54.05 PURPOSE, SCOPE AND DEFINITIONS.

(A) *Purpose.* The purpose of this chapter is to establish standards and requirements for conservation practices and planning activities designed to control or reduce point and non-point source stormwater pollution, soil erosion, sedimentation, and illicit discharges that may occur within the city.

(B) *Scope.* Any person, business entity, state agency, or political subdivision proposing a land disturbance activity within the city shall apply to the city for the approval of the Stormwater Pollution Prevention Plan (SWPPP). No land shall be disturbed until the plan is approved by the city and conforms to the standards set forth herein. This chapter also develops regulations to manage illicit stormwater discharge within the city.

(C) *Definitions.* Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have in common usage and to give this chapter its most reasonable application. For the purpose of this chapter, the words “must” and “shall” are mandatory and not permissive.

BEST MANAGEMENT PRACTICES (BMPS). Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing and minimizing degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions and other management practices published by state or designated area-wide planning agencies. Acceptable BMPs are identified in the current version of The Minnesota Stormwater Manual. BMPs must be adapted to the site and can be adopted from other sources. However, they must be similar in purpose and at least as effective.¹

CITY. Any city official with authority, such as but not limited to, administration, City Council, City Engineer, Inspections Department, law enforcement and public works officials.

CONTAMINATED. Containing a harmful quantity of any substance.

CONTAMINATION. The presence of or entry of any substance which may be deleterious to the public health and/or the quality of the water into the public stormwater system, waters of the state, or waters of the United States.

COSMETIC CLEANING. Cleaning done for cosmetic purposes to the exterior of buildings, motorized vehicles, parking lots, recreational vehicles or similar activity. It does not include industrial cleaning, cleaning associated with manufacturing activities, hazardous or toxic waste cleaning, or any cleaning otherwise regulated under federal, state, or local laws.

DEVELOPER. Any person, business entity, state agency, or political subdivision thereof, engaged in a land disturbance activity.

DEVELOPMENT. Any land disturbance activity that changes the site’s runoff characteristics in conjunction with residential, commercial, industrial or institutional construction or alteration.²

¹ Page 13 of 38 Permit No. MNR040000 – BMPs to minimize erosion, discharge of sediment or other pollutants.

² Page 15 of 38 Permit No. MNR040000 – The permit specifies discharge requirements for new development. This is the definition of development used in the permit.

EROSION. Any process that wears away the surface of the land by the action of water, wind, ice or gravity.

EROSION PREVENTION. Measures employed to prevent erosion.

EXPOSED SOIL AREAS. All areas of the construction site where the vegetation (trees, shrubs, brush, grasses, etc.) or impervious surface has been removed, thus rendering the soil more prone to erosion. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include temporary stockpiles or surcharge areas of clean sand, gravel, concrete or bituminous, which have less stringent protection. Once soil is exposed, it is considered “exposed soil,” until it meets the definition of “final stabilization.”³

FINAL STABILIZATION. All soil disturbing activities at the site have been completed, and a uniform perennial vegetative cover with a minimum⁴ density of 70% has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures have been employed.

HARMFUL QUANTITY. The amount of any substance that will cause pollution of waters of the city, state or nation that will cause lethal or sub-lethal adverse effects on the representative, sensitive aquatic monitoring organisms residing in waters.

ILLICIT DISCHARGE. A discharge to the MS4 that is not composed entirely of stormwater, except for those discharges exempted under § 54.12.

LAND DISTURBANCE ACTIVITY. Any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including construction, clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this rule, land disturbance activity does not mean:

(a) Minor land disturbance activities, such as home gardens, tilling, planting or harvesting of agricultural and horticultural crops, repairs and maintenance work, unless such activity requires a permit.

(b) Emergency work to protect life or property, and emergency repairs. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the city's requirements as soon as possible.

(c) Additions or modifications to existing single family structures which result in creating under five thousand (5,000)⁵ square feet of exposed soil or impervious surface.

(d) Construction, installation, and maintenance of fences, signs, posts, poles, and electric, telephone, cable television, utility lines or individual service connections to these utilities, which result in creating under five thousand (5,000)⁶ square feet of exposed soil or impervious surface.

(e) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops.⁷

³ Page 13 of 38 Permit No. MNR040000 – Regulatory mechanism to address stabilization with perennial vegetative cover on all exposed soils.

⁴ The Construction Stormwater Permit requires a minimum 70% coverage. This word is added to provide clarity.

⁵ 5,000 SF is a discretionary number. The intent is to allow soil disturbance on projects that do not otherwise require a City Permit. The City could decrease this number, but increasing it is not recommended.

⁶ This number should match (c).

⁷ These exemptions are allowed under the permit. The City is not required to allow these exemptions.

MOBILE COMMERCIAL COSMETIC CLEANING. Power washing, steam cleaning and any other mobile cosmetic cleaning operation of vehicles and/or exterior surfaces engaged for commercial purposes.

MS4 PERMIT. The Minnesota Pollution Control Agency (MPCA) permit issued to the city for monitoring and maintaining water quality in its MS4. The Environmental Protection Agency has promulgated the National Pollution Discharge Elimination System, Phase II stormwater rules. The MPCA has delegated the responsibility to administer the National Pollution Discharge Elimination System, Phase II stormwater permit system to MS4 communities.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4). The system of conveyances, including sidewalks, municipal streets, driveways, curb and gutter, ditches, channels, retention basins, catch basins or similar stormwater inlets, and/or any other conveyance delivering water to the public storm sewer collection and delivery system.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES). The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (§§ 301, 318, 402 and 405) and 33 U.S.C. §§ 1317, 1328, 1342 and 1345.

OWNER. The person or party possessing the title of the property on which the land disturbing activities will occur; or if the land disturbing activities is for a lease holder, the party or individual identified as the lease holder; or the contracting government agency responsible for the land disturbing activities.

PERMITTEE. A person or persons, firm, or governmental agency or other institution that signs the application submitted, and is responsible for compliance with the terms and conditions of this permit.

POLLUTION. The alteration of the physical, thermal, chemical, or biological quality of, or the contamination of, any waters of the state or the MS4, that renders the water harmful, detrimental, or injurious to humans, animal life, vegetation, or property, or to the public health, safety, or welfare, or impairs the usefulness or the public enjoyment of the water for any lawful or reasonable purpose.

REDEVELOPMENT. Any construction activity where, prior to the start of construction, the areas to be disturbed have 15 percent or more of impervious surface(s).⁸

SEDIMENT. The product of an erosion process; solid material, both mineral and organic, that is in suspension, is being transported, or has been moved by water, wind or ice, and has come to rest on the earth's surface, either above or below water level.

SEDIMENT CONTROL. Methods employed to prevent sediment from leaving the site.

SEDIMENTATION. The process or action of depositing sediment.

STABILIZED. The exposed ground surface has been covered by appropriate materials that prevent erosion from occurring. Grass seeding is not stabilization until it's established.

STORMWATER. Precipitation runoff, stormwater runoff, snow melt runoff, and any other surface runoff and drainage.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP). A plan for stormwater discharge that includes erosion prevention measures and sediment controls that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site, non-point

⁸ Page 15 of 38 Permit No. MNR040000 – The permit specifies discharge requirements for redevelopment. This is the definition of redevelopment that is used in the permit.

pollution.

WATERS OF THE STATE. All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, that are contained within, flow through, or border upon the state, or any portion thereof.

WETLAND or WETLANDS. Those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

(Ord. 35, 4th Series, passed 2-22-2011; Am. Ord. 48, 4th Series, passed 1-22-2013)

§ 54.06 EROSION PREVENTION AND SEDIMENT CONTROL PLAN.

All plans shall be consistent with National Pollution Discharge Elimination Permit (NPDES) requirements, and the filing or approval requirements of relevant watershed districts, watershed management organizations, ditch authorities, soil and water conservation districts, or other regulatory bodies.

(A) *Required.* Every applicant for a building permit, excavation permit, plumbing permit or subdivision approval that involves any land disturbing activities within the city shall submit an erosion prevention and sediment control plan to the city. No land shall be disturbed until the plan is approved by the city and conforms to the standards set forth herein.

(B) *General criteria for erosion and sediment control plan.* An erosion and sediment control plan shall be required for any land disturbing activity and shall meet the following criteria:

- (1) Implement best management practices.
- (2) Protect storm sewers from sediment.
- (3) Prevent sediment damage to adjacent properties and other designated areas.
- (4) Protect paved roads from vehicle tracking.
- (5) Engineer the construction of steep slopes.
- (6) Stabilize all exposed soils and soil stockpiles.
- (7) Stabilize all waterways and outlets.
- (8) When working in or crossing water bodies, take precautions to contain sediment.
- (9) Maintain all temporary and permanent erosion and sediment control practices.
- (10) Establish permanent vegetation.
- (11) Dispose of temporary erosion and sediment control measures following final stabilization.

(B) *Contents of plan.* The erosion and sediment control plan shall include the following:

- (1) *Project description.* The nature and purpose of the land disturbing activity.
- (2) *Project schedule.* A projected timeline for completion of all site activities.
- (3) *Existing site conditions.* Elevations, vegetation, utilities and drainage.
- (4) *Adjacent areas.* Properties, bodies of water, roads, and the like, which may be affected by the land disturbing activity.
- (5) *Erosion and sediment control measures.* Methods to be used to control erosion and sedimentation on the site before, during and after the construction process.
- (6) *Maintenance.* Schedule of regular inspections and repair of erosion and sediment control structures.
- (7) *Permanent stabilization.* How the site will be stabilized after construction is completed.
- (8) *Dewatering.* The plan must include provisions for dewatering. Water may not be

discharged in a manner that causes erosion or flooding of the site or of receiving channels or a wetland. Water pumped from the site shall be treated by one of the following processes: temporary sedimentation basins, grit chambers, sand filters, up flow chambers, hydrocyclones, swirl concentrators, or other controls as approved by the Director of Public Works or his/her designee.⁹

(9) Temporary sedimentation basins. Temporary sedimentation basins shall be installed when required by the version of the Minnesota Pollution Control Agency's NPDES Construction Permit Requirements in place at the time of application. All temporary and permanent basins shall be designed in accordance with the MN Stormwater Manual.¹⁰

~~(E)~~ *NPDES Construction Site Permit.* Any construction activity that disturbs one or more acres is required to obtain a separate NPDES Construction Site Permit from the Minnesota Pollution Control Agency (MPCA). A copy of this permit and erosion and sediment control plan shall be submitted to the city.

(Ord. 35, 4th Series, passed 2-22-2011)

§ 54.07 REVIEW OF PLAN.

(A) Site plans for new development and redevelopment of any kind will be assessed for stormwater quantity control and stormwater quality management. No permits shall be issued until a site plan meeting the requirements of this ordinance has been submitted by the Applicant.¹¹

(B) The Applicant shall submit information adequate for the City to evaluate if the plans meet the requirements of the ordinance.¹²

~~(A)~~(C) The city shall complete a review of the erosion and sediment control plan within 14 calendar days of receiving the plan from the developer.

(1) *Permit required.* If it determines that the plan meets the requirements of this chapter, the city shall issue the appropriate permit valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the plan.

(2) *Denial.* If it determines that the plan does not meet the requirements of this chapter, the city shall not issue a permit for the land disturbance activity.

~~(B)~~(D) ~~(B)~~ *City inspections and enforcement.* The city shall conduct inspections on a regular basis to ensure that the plan is properly installed and maintained. In all cases, the inspectors will attempt to work with the developer to maintain proper erosion and sediment control at all sites. In cases where cooperation is withheld, enforcement action(s) shall be taken by the city until erosion and sediment control measures meet the requirements of this chapter. An inspection may be needed before work can commence. Inspections are required as follows:

⁹ Page 13 of 38 Permit No. MNR040000 – Requirements for dewatering activities must be included in the ordinance.

¹⁰ Page 13 of 38 Permit No. MNR040000 – Criteria for use of temporary sediment basins must be included in the ordinance.

¹¹ Page 13 of 38 Permit No. MNR040000 – Regulatory mechanism shall require that owners and operators develop site plans that must be submitted to the permittee for review and approval prior to begin of work.

¹² Page 13 of 38 Permit No. MNR040000 – The plans submitted for review must be adequate for review by the City.

- (1) Before any land disturbing activity begins.
- (2) As necessary or required during construction.
- (3) At the completion of the project.

(E) ~~-(C)-~~ The city reserves the right to conduct other random inspections during the course of the project to ensure compliance with the plan.

(F) ~~-(D)-~~ *Owner inspections.* Unless otherwise authorized by the City, all construction sites shall be inspected by the owner or the owner's representative at least once per 7 calendar days and within 24 hours after a rainfall event greater than 0.5 inches in a 24 hours period.

(1) Records of each inspection shall be kept at the project site. The records shall clearly show the following information:

- Date and time of inspection
- Date and amount of any rainfall greater than 0.5 inches in a 24 hour period
- Name of inspector
- Findings of the inspection
- Documentation of corrective actions required and the actions taken

(2) The Owner shall make these records available to the City upon request.¹³

(Ord. 35, 4th Series, passed 2-22-2011)

§ 54.08 MODIFICATION OF PLAN.

The applicant must amend the erosion and sediment control plan as necessary to include added requirements such as additional or modified best management practices designed to correct problems identified.

All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access. Perimeter control devices and sedimentation basins shall be considered nonfunctional when ½ of depth is full of sediment.¹⁴

(Ord. 35, 4th Series, passed 2-22-2011)

§ 54.09 PERMANENT STORMWATER BMPs.

(A) The applicant shall install or construct, on or for the proposed land disturbing or development activity, all stormwater management facilities necessary to manage:

- (1) Storm peak discharge rates to pre-project rates for the 2.0-yr, 10-yr, and 100-yr 24-hour storm events.¹⁵
- (2) Volume, Total Suspended Solids (TSS), Total Phosphorus (TP) such that there is no net increase from pre-project conditions on an annual average basis for new developments and such that there is a net reduction from pre-project conditions on

¹³ Page 13 of 38 Permit No. MNR040000 – All construction sites must be inspected and records of the inspections and rainfall kept.

¹⁴ Page 13 of 38 Permit No. MNR040000 – BMPs must be maintained.

¹⁵ These design storms are not specified in the permit. The City may choose to only list 1 storm event. If only 1 storm event is specified, the 10-year, 24 hour event is the recommended event. Including a standard will reduce the potential for future challenges to the ordinance.

an annual average basis for redevelopment projects.¹⁶

i. For projects where site constraints limit the ability to provide the required control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within project boundaries. Such projects may include:¹⁷

1. Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;
2. Sites where infiltration is prohibited;
3. Other locations as determined by the Director of Public Works or his/her designee.

(B) Investigation of practices. The following stormwater management practices shall be investigated in developing a Stormwater Management Plan in the following descending order of preference:¹⁸

(1) Infiltration of runoff on site, if suitable soil conditions are available for use except that infiltration shall be prohibited where:¹⁹

- i. Industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- ii. Vehicle fueling and maintenance occur
- iii. Less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock can be achieved.
- iv. High levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
- v. Soil infiltration rates are more than 8.3 inches per hour.
- vi. Soils are predominately Hydrologic Soil Group D (clay), except where soil amendment will allow for appropriate infiltration.

(2) Flow attenuation by use of open vegetated swales and natural depressions;

(3) Stormwater retention facilities; and

(4) Stormwater detention facilities.

(C) Projects must include creation of new or retrofit existing structural stormwater best management practices or utilize properly designed regional structural stormwater best management practices. Routine maintenance of existing structural stormwater best management practices does not meet the requirement to provide stormwater management under this division.

(D) Projects that have made reasonable effort but been unable to fully meet volume, TSS and

¹⁶ Page 15 of 38 Permit No. MNR040000 – Requires that new development and redevelopment meet specific discharge criteria.

¹⁷ Page 16 of 38 Permit No. MNR040000 – Allows the ordinance to provide for alternatives for linear projects, sites where infiltration is prohibited, and other locations as determined by the Permittee to utilize alternative practices or locations.

¹⁸ Page 16 of 38 Permit No. MNR040000 – Permittee must identify and require BMPs to meet the discharge limits.

¹⁹ Page 16 of 38 Permit No. MNR040000 – Permittee must prohibit infiltration in the areas that meet these criteria.

TP requirements within the project limits may upon authorization by the Director of Public Works or his/her designee utilize the following methods to meet that portion not met onsite:

- (1) Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;
- (2) Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;
- (3) Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;
- (4) Provide treatment that yields the same benefits at a site approved by the City.
- (E) Applicants shall provide documentation showing compliance with (A), (B), (C), and (D) above. Acceptable options shall be:²⁰
 - (1) For Rate and Volume:
 - i. Select from the Modeling Tool Section of the MPCA Stormwater Manual,
 - or
 - ii. Other method approved by the Director of Public Works or his/her designee.
 - (2) For TSS and TP:
 - i. Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, or
 - ii. Other method approved by the Director of Public Works or his/her designee.
- (F) Performance Security. Prior to approval of permits for construction, the applicant may be required to submit an agreement to construct such required physical improvements, to dedicate property or easements, to provide performance security (letter of credit or performance bond), and to comply with such conditions as may have been agreed to.²¹
- (G) Failure to Complete. If the applicant fails to complete the required stormwater improvements within 24-months of beginning construction of the project they are intended to mitigate, the City may make provisions to complete the required stormwater improvements or to provide equivalent downstream treatment. The City shall use any Performance Security held for the work or may utilize special assessments as provided in M.S. § 429 to reimburse itself for costs associated with this work.²²
- (H) Where the City Council authorizes the construction of private stormwater management facilities, the applicant shall designate the responsible party for inspection and maintenance of all private stormwater management facilities in an agreement to be

²⁰ This information is necessary for Permittee review and for compliance with documentation requirements.

²¹ Page 17 of 38 Permit No. MNR040000 – This section protects the City against failure on the part of the developer to properly install the BMPs.

²² Page 17 of 38 Permit No. MNR040000 – Mitigation projects shall be completed within 24 months after start of construction.

recorded against the properties being developed. In addition, the agreement shall provide for²³:

- (1) Description of anticipated maintenance activities and frequency.
 - (2) Access in perpetuity for inspection of the facilities by the Director of Public Works or his/her designee.
 - (3) Access in perpetuity for maintenance of the facilities should the Director of Public Works or his/her designee find that stormwater facility maintenance is required and upon written notice the property owners fail to take corrective action with the cost of such maintenance to be paid by the property owner.
 - (4) If the expense is not paid, the expense will be made a special assessment against the property concerned in accordance with M.S. § 429.061 and other pertinent statutes for certification to the County Auditor and collection along with the current taxes the following year or in annual installments, as the City Council may determine in each case.
- (I) Removal or Alteration of Structural Stormwater Best Management Practices. Structural Stormwater Best Management Practices installed to fulfill the requirements of this Ordinance shall be maintained in compliance with the approved maintenance plan. Where no plan is in place they shall be maintained in compliance with accepted Industry Standard and Minnesota Pollution Control Agency recommendations. No Structural Stormwater Best Management Practices shall be removed or altered in such a way to decrease structural Stormwater Best Management Practices effectiveness without:
- (1) Authorization of the Director of Public Works or his/her designee; and
 - (2) Providing new or improved Structural Stormwater Best Management Practices providing or exceeding that amount lost due to the alteration or removal.²⁴

§ 54.09–10 REMEDIAL ACTION.

The city may take remedial action if any of the conditions listed below exist. The applicant shall reimburse the city for all direct costs incurred in the process of remedial work, including attorney's fees.

(A) *Abandonment.* The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.

(B) *Failure to implement plan.* The developer fails to conform to the erosion and sediment control plan as approved by the city.

(Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.10–11 EMERGENCY ACTION.

If circumstances exist such that noncompliance with this chapter poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action.

²³ The Permittee is responsible to ensure proper maintenance of both public and private BMPs installed to achieve the standards required in the MS4 permit. This language is included to allow the City the necessary access and also to provide a method for recouping any costs for requirement maintenance not done by the private owner.

²⁴ Page 17 of 38 MNR040000 – Maintenance of existing BMPs cannot be used for credit toward compliance with the permit. This section also protects against future removal of required BMPs without replacement.

(Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.11-12 NOTIFICATION OF FAILURE OF THE PLAN.

The city shall notify the permit holder of the failure of the erosion prevention and sediment control plan's measures.

(A) *Initial contact.* The initial contact will be with the party or parties listed on the application and/or the plan's contacts. Twenty-four hours after notification, the city, at its discretion, may begin corrective work as necessary. The city shall first attempt to provide notification in writing. If initial notification is verbal, it shall immediately be followed by a written notification. It is the responsibility of the permit holder to have a designated person available at all times for purposes of notification within the above-stated, 24-hour period.

(B) *Erosion off-site.* If sediment breaches the perimeter of the site, the permittee shall immediately develop and implement a cleanup and restoration plan within 24 hours of obtaining the adjoining property owner's permission. If, after making a good-faith effort to notify the adjoining property owner, the developer has been unable to establish contact, the responsible party may proceed with corrective work. If, at the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agency to ensure that the work is done properly.

(C) *Erosion into streets, wetlands or water bodies.* If eroded soil (including tracked soils from construction activities) enters streets, wetlands or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

(D) *Failure to do corrective work.* When an applicant fails to conform to any provision of this chapter within the time stipulated, the city may take the following actions, but are not limited to:

(1) Issuing a stop-work order, withholding the scheduling of inspections, and/or the issuance of a certificate of occupancy.

(2) Revoking any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

(3) Correcting the deficiency or hiring a contractor to correct the deficiency.

(4) Requiring reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after the city incurs costs, the city will halt all work on the project site and assess any reimbursement costs to the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of M.S. § 429.081 to challenge the amount or validity of assessment.

(Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.12-13 ILLICIT DISCHARGE PROHIBITED.

(A) A person commits a violation if the person introduces or causes to be introduced into the MS4 any discharge that is not composed entirely of stormwater.

(B) A person commits a violation if the person introduces or causes to be introduced into the MS4 any harmful quantity of any substance.

(C) The following are considered exempt discharge activities from enforcement action for a

violation:

- (1) A discharge authorized by, and in full compliance with a site specific NPDES permit such as a stormwater pollution prevention plan permit for construction activities;
 - (2) A discharge or flow resulting from fire fighting by the Fire Department;
 - (3) Agricultural stormwater runoff;
 - (4) A discharge or flow from water line flushing or disinfection that contains no harmful quantity of total residual chlorine or any other chemical used in line disinfection.
 - (5) A discharge or flow from lawn watering, or landscape irrigation;
 - (6) A discharge or flow from a diverted stream flow or natural spring;
 - (7) A discharge or flow from uncontaminated pumped groundwater or rising groundwater;
 - (8) Uncontaminated groundwater infiltration;
 - (9) Uncontaminated discharge or flow from a foundation drain, sump pump, or footing drain;
 - (10) A discharge or flow from a potable water source not containing any harmful substance or material from the cleaning or draining of a storage tank or other container;
 - (11) A discharge or flow from air conditioning condensation that is unmixed with water from a cooling tower, emissions scrubber, emissions filter, or any other source of pollution;
 - (12) A discharge or flow from a riparian habitat or wetland;
 - (13) A discharge or flow from water used in street washing or cosmetic cleaning that is not a contaminated soap, detergent, degreaser, solvent, emulsifier, dispersant, or any other harmful cleaning substance; or
 - (14) Drainage from a private residential swimming pool containing no harmful quantities of chlorine or other chemicals. Drainage from swimming pool filter backwash is prohibited.
- (D) No exemption shall be allowed if:
- (1) The discharge or flow in question has been determined by the city to be a source of a pollutant or pollutants to the waters of the state or to the MS4;
 - (2) Written notice of the determination has been provided to the discharger; and
 - (3) The discharge has continued after the expiration of the time given in the notice to cease the discharge.
- (Ord. 48, 4th Series, passed 1-22-2013)

§ 54.13-14 CONNECTION OF SANITARY SEWER PROHIBITED.

A person commits an offense if the person connects a sanitary sewer line conveying or discharging a harmful quantity of pollutant to the MS4, or allows such a connection to continue. (Ord. 48, 4th series, passed 1-22-2013)

§ 54.14-15 ABROGATION AND GREATER RESTRICTIONS.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail. All other ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.

(Ord. 35, 4th Series, passed 2-22-2011; Am. Ord. 48, 4th series, passed 1-22-2013)

§ 54.98 ~~VIOLATION, ENFORCEMENT RESPONSE PROCEDURE.~~²⁵

Enforcement Response Procedure. The City has adopted an Enforcement Response Procedure Document that includes penalties for Illicit Discharges of Pollutants which is hereby referenced as part of this Ordinance.

~~*Violation and misdemeanor.* Every person or legal entity who violates a section, division, paragraph or provision of this chapter when he or she performs an act thereby prohibited or declared unlawful, or fails to act when such failures thereby prohibited or declared unlawful, or performs an act prohibited or declared unlawful by a code adopted by reference in this chapter, and upon conviction thereof, shall be punished as a misdemeanor.~~

~~(Ord. 35, 4th Series, passed 2-22-2011)~~

²⁵ Page 9 of 38 Permit No. MNR040000 – The Permittee shall develop and implement written ERPs to enforce the ordinance. The ERPs should be referenced in the ordinance.

Enforcement Response Procedures (ERPs)

for

MS4 Permit Violations

City of North Mankato, Minnesota

2016

Under the terms of the General NPDES/SDS Permit MNR040000, the City is required to develop and implement adequate enforcement authority for illicit discharges into its Municipal Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the City will be used to achieve compliance. The Enforcement Response Procedures also specify criteria by which City personnel can determine the enforcement action most appropriate to instances of non-compliance. This plan is a document of the City's procedure to be followed when a construction stormwater requirement, illicit discharge and post-construction violation is discovered. This plan is a guide; any of the enforcement responses may be used at the City's discretion. The City may also choose to pursue an enforcement case by skipping intermediate steps.

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I. City Representative

- A. The City's designated MS4 coordinator shall act as the City Representative as described herein.
- B. All full-time Public Works, Parks, Police, and Fire Department Staff shall be authorized to perform the field duties of the City Representative.
- C. The City Council, City Administrator, or City's Public Works Director may authorize additional City Staff or the City's Consultant Engineer to temporarily fulfill the duties of the City Representative.

II. Civil Penalty

- A. Civil penalty procedures established herein are intended to provide the public and the City with an informal, cost effective, and expeditious method for addressing violations.
- B. Civil penalties will depend on the extent of the damages.
- C. The monetary fine amounts shall be as set forth in the City Municipal Fee Schedule, except that the City may waive all or part of the financial penalty for the first offense if timely and substantial effort has been made to correct the discharge.
- D. Consent Orders as described herein may be accepted in lieu of damage penalties.
- E. In addition to civil penalties, the City may recover all damages proximately caused by the violator to the City, which may include:
 - 1. Reasonable expenses incurred in investigating violations of, and enforcing compliance with City Ordinances regulating the illicit discharge of pollutants or sediment, or any other actual damages caused by the violation.
 - 2. The costs of the City's maintenance of stormwater facilities when the user of such facilities fails to maintain them.
- F. The alleged violator shall, within ten (10) business days of the date of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or submit an appeal as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

III. Description of Each Type of Enforcement Response

A. Written Notices

1. Notice of Correction (NOC)

- a) Upon visiting the site, a City representative may observe issues on non-compliance. If the non-compliance has not yet resulted in a discharge of pollution, including sediment, the City's representative will issue a written warning, either by email or letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. The Notice of Correction will note that failure to comply resulting in a discharge of pollution is likely to result in a civil penalty.

2. Notice of Violation (NOV)/Civil Penalty/Permit Revocation

- a) If, upon a site inspection, a City representative observes non-compliance that has resulted in a discharge of pollution, including sediment, the representative will issue:
 - (1) A Notice of Violation for discharges that can be satisfactorily corrected without evidence of property or environmental damage.
 - i. The NOV will specify the nature of the violation, the required corrective action and a follow-up inspection date.

- ii. The NOV will require the party committing the violation (perpetrator) to submit an explanation of the violation and a plan for the satisfactory correction and prevention of the violation conditions, including specific required actions within five (5) days.
- iii. If corrective action is not satisfactorily completed by the follow-up inspection date, the City Representative will:
 - Revoke the current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for the permit, complete with a permit fee and an approved plan for preventing similar pollutant discharges.
 - Issue a Civil Penalty where no building or construction permits exist.

3. Consent Orders

- a) Consent Orders are written agreements that allow the perpetrator to accept responsibility for the discharge and provide the opportunity to voluntarily clean-up and/or correct a pollutant or sediment discharge as a way to reduce the additional damage penalty associated with cleanup costs.
 - (1) Consent Orders will only be issued to perpetrators that can provide documentation verifying that the perpetrator is qualified to handle the required cleanup.
 - (2) The City Administrator or his/her designee is empowered to enter into consent orders with the perpetrator on behalf of the City.
 - (3) Where the discharge and cleanup area affects private (third party) properties, Consent Orders must be approved by all parties affected.
- b) A consent order will include specific corrective actions to be taken to correct the illicit or sediment discharge together with specified time periods to finish the corrective actions.

4. Cease and Desist Order

- a) The City Representative may issue a Cease and Desist Order effectively stopping all work on a site where there is a clear violation, continued violation, or blatant disregard for:
 - (1) City Ordinances regulating the illicit discharge of pollutants or sediment
 - (2) Building or Construction Stormwater permit requirements
 - (3) Previously issued Notices of Compliance Orders, Notices of Violation, or Consent Orders associated with the site of the illicit or sediment discharge.
- b) This order requires that the violator must comply with the order and must take appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting all operations on the site except for authorized cleanup, terminating the discharge and installing appropriate control measures.
- c) If not previously issued, all Cease and Desist Orders shall automatically include a Civil Penalty.

B. Suspension, Revocation or Modification of Permit

- 1. The City may suspend, revoke or modify any City issued permit authorizing the land development project or any other project of the applicant or other responsible person within the City.

2. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the Written Notice (See Section A) or has otherwise acceptably corrected the violation(s) described therein.

C. Additional Measures

1. Legal Action

- a) The City may bring legal action to enjoin continuing violation. Pursuant to the City's Ordinance; the City may, through the City Attorney, petition the appropriate court(s) for issuance of preliminary or permanent injunctions to restrain or compel activities by a violator.

2. Future Permits

- a) The City may withhold permits from Contractors with outstanding Civil Penalties until all Civil Penalties have been paid.
- b) Contractors that have had two or more Civil Penalties within the previous 12-calendar months shall be required to deposit a cash surety equal to double the surety amount normally required for each permit obtained.
- c) Contractors that work without required permits or under permits obtained by others in an attempt to avoid the requirements of this section shall be subject to the provisions of this ERP including but not limited to Civil Penalties, Cease and Desist Order, Suspension and/or Revocation of related permits, and Legal Action.

3. Sites Without A Permit

- a) For parties who fail to obtain a required permit prior to begin of land disturbance work, the initial enforcement action may be more stringent than for a project that has an approved plan but has failed to comply with the approved plan.
 - (1) The City has the ability to stop project work for non-permittees. Stopping work generally includes all work on the site except for work to address the noncompliance that caused the order.
 - (2) Non-permittees may be required to perform corrective actions as advised by the City and to develop the required erosion control and/or stormwater plan submittals to submit to the City for review and approval.
 - (3) Once the corrective actions have been successfully completed and the submitted stormwater plan has been approved by the City, the City will issue the violator a written notice that the situation has been resolved.
4. If the corrective actions or the submitted plan cannot be approved, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

- D. Where the City has used progressive enforcement to achieve compliance and in the judgment of the City has not been successful, the City may refer the violation to the MPCA. For the purposes of this provision, "progressive enforcement" shall mean a minimum of two (2) Enforcement Responses and two (2) follow-up inspections.

IV. NPDES Permit Referrals

- A. For a known project site involving a construction activity, an industrial stormwater discharge, or an illicit discharge that should be covered by a state NPDES permit, and is known not to have a state NPDES permit, the City shall notify the property owner in writing of the missing permit.

- B. If the property owner fails to respond to the City notice within ten (10) business days the City will issue an Enforcement Response and refer the site to the MPCA for further review.

V. Recordkeeping & Tracking

- A. All non-compliance instances shall be tracked either electronically or using paper files. This tracking will include all records and documents related to stormwater ordinance violations at the site and be stored in the enforcement case file.
- B. The City shall use the non-compliance records and tracking to identify any chronic violators, and use this information to work toward reducing the rate of noncompliance relapse.
- C. The City shall keep enforcement files in compliance with the City's records retention policy.

VI. Appeals

- A. To contest an Enforcement Action the property owner may file a written appeal with the City Administrator. This appeal must be submitted within ten (10) business days of receipt of the notice.
- B. The City Administrator or his/her designee shall review the appeal and issue a finding sustaining, altering, or waiving the penalty.
- C. The property owner may request review by the City Council of the appeal finding. This request shall be made in writing within five (5) business days of notification of the appeal findings and will be considered at the next available regularly scheduled City Council Meeting.

VII. Enforcement Action Matrices

- A. These Enforcement Action Matrices are a guide; any of the enforcement responses may be used at the City's discretion and the City may choose to escalate an enforcement case by skipping intermediate steps.
- B. The City may at its discretion escalate by moving down the appropriate Enforcement Action Matrices for each repeat violation either on the same site or by the same party on a different site.
- C. Construction Site Stormwater Ordinance Violations
 - 1. See Table 1 for the enforcement action matrix for noncompliance with construction requirements. In general, the severity of the enforcement measure increases moving down the matrix.
 - 2. These Enforcement Actions shall apply to both permittees and non-permittees.
 - 3. Minor Violation shall be defined as failure to install or maintain adequate erosion and sediment control that has not yet resulted in a sediment release from the site.
 - 4. Major Violation shall be defined as failure to install or maintain adequate erosion and sediment control that has resulted in a sediment release from the site.
 - 5. If the corrective actions are inadequate, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

Table 1. Enforcement Action Matrix for Noncompliance with Construction Requirements.				
Type of Violation	Failure to Obtain Required Permit Prior to Starting Work	Minor Violation	Major Violation	Repeat Violation by a Party (Different Site than initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Cease and Desist Order	Notice of Correction	NOV	NOV
		NOV	Civil Penalty with or without Consent Order	Civil Penalty with or without Consent Order
	Legal Action	Civil Penalty with or without Consent Order	Cease and Desist Order and/or Suspension, Revocation or Modification of Permit	Cease and Desist Order and/or Suspension, Revocation or Modification of Permit
		Cease and Desist Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Legal Action
		Legal Action		

D. Illicit Discharge Ordinance Violation

1. See Table 2 for the enforcement action matrix for failure to remove illicit discharges. In general, the severity of the enforcement measure increases moving down the matrix.
2. If the corrective actions are inadequate to address the illicit discharge, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.
3. MN State Statute 115.061 requires notification of the State Duty Officer of discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby. Illicit discharge discovered by the City shall be reported by the City to the State Duty Officer.
4. If the illicit discharge has been reported by the property owner to the State Duty Officer and has not been reported to the City, the City may at its discretion consider the illicit discharge as a repeat violation.

Table 2. Enforcement Action Matrix for Failure to Remove Illicit Discharges.		
Type of Violation	Failure to Correct Illicit Discharge	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Notice of Correction	NOV
	NOV	Civil Penalty with or without Consent Order
	Civil Penalty with or without Consent Order	Cease and Desist Order and/or Suspension, Revocation or Modification of Permit
	Cease and Desist Order and/or Suspension, Revocation or Modification of Permit	Legal Action
	Legal Action	

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10	Department: City Planner	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Public Hearing, 7 p.m., Consider an Ordinance Amending City Code Section 156.038, R-1S, One Family Dwelling, Small Lot.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Staff recently presented the following amendments within the R-1S Zoning District to the Planning Commission for consideration:																														
<ol style="list-style-type: none"> 1. Change minimum lot area from 7,500 square feet to 6,000 square feet. 2. Change minimum lot width from 75 feet to 60 feet. 3. Change front yard setbacks on corner lots-one 30 foot setback and one 15 foot setback. 4. Change minimum side yard setback from 10 feet to 6 feet. 																														
After review the Planning Commission recommended the following amendments:																														
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Staff continues to recommend its original amendments.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Public Hearing.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Notice of Public Hearing, Planning Commission Report, Planning Commission Minutes</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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NOTICE OF PUBLIC HEARING ON PROPOSED
AMENDMENTS TO CITY CODE SECTION 156.038,
R-1S, ONE FAMILY DWELLING, SMALL LOT

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 3rd day of January 2017, to hold a public hearing to consider the Amendments to City Code Section 156.038, R-1S, One Family Dwelling, Small Lot.

Such persons as desire to be heard with reference to the proposed amendments to City Code Section 156.038, R-1S, One Family Dwelling, Small Lot will be heard at this meeting.

Dated this 21st day of November 2016.

April Van Genderen
City Clerk
City of North Mankato

AMENDMENTS TO CITY CODE SECTION 156.038, R-1S, ONE FAMILY DWELLING,
SMALL LOT

THE CITY OF NORTH MANKATO

SUBJECT: R-1S Amendments
APPLICANT: City of North Mankato
LOCATION: R-1S Districts
EXISTING ZONING: NA
DATE OF HEARING: October 13, 2016
DATE OF REPORT: October 4, 2016
REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to consider amendments to the R-1S. One Family Dwelling, Small Lot district

COMMENT

In July of 2015, staff presented the following amendments within the R-1S residential zoning district:

1. Change minimum lot area from 7,500 sq. ft. to 6,500 sq. ft.
2. Change minimum lot width from 75 feet to 65 feet
3. Change front yard setbacks on corner lots – one 30 foot setback and one 15 foot setback. This is change from requiring two 30 foot front yard setbacks
4. Change minimum side yard setback from 10 feet to 8 feet.

After discussion of the proposed amendments, the Planning Commission recommended no changes to the R-1S district. The Planning Commission believed that current lot size and setback requirements have proven to create quality neighborhoods and the use of Planned Unit Developments (PUD) is available. There was also discussion about the use of the R-1S adjacent to existing areas zoned R-1, Single Family Dwelling.

Within the Housing section of the Comprehensive Plan, the following is the Vision for Housing:

The City of North Mankato has a high quality housing stock and variety of options that allow residents to find housing at all stages of life. Quality housing is available for all income and age ranges. Existing homes have been well maintained and renovated, as the unique character of each neighborhood is

preserved. The City is open to creatively seeking opportunities to meet our housing needs and responsibly providing our share of affordable housing. Housing in North Mankato continues to be a strength in attracting young families to the area.

The following is Goal 1 within the Housing section of the Comprehensive Plan:

Goal 1: Allow all people the opportunity to call North Mankato their home.

Objective 1.1: Accommodate a variety of housing options to ensure a diverse housing stock.

Policy 1.1.1: Attract a variety of residential developers to ensure a diversity of housing styles, layouts and costs.

Policy 1.1.2: Provide a variety of different residential zoning districts that have varying regulations with regard to setbacks, height, density, and lot coverage.

Policy 1.1.3: Ensure that land is available in applicable zoning districts to allow for senior and assisted living facilities.

Objective 1.2: Provide quality and sufficient affordable housing that meets the area's demand.

Policy 1.2.1: Work with developers on providing affordable market rate housing

One way other cities in our area are capitalizing on the commitment to workforce housing by allowing single family development on smaller lots, those cities are seeing a more rapid growth in population. After examining differences between zoning codes, North Mankato's minimum lot size is greater than other municipalities in the region. For North Mankato's R-1S, One-Family Dwelling, Small Lot zoning district, the minimum lot width is 75'. Among our peers in the area, some have minimum R-1 lot widths ranging from 50 feet to 75 feet. Attached as Exhibit A is a survey of lot size requirements and setbacks used by other Minnesota Cities. Below is growth rate and building permit information for area cities:

	Population	Growth Rate Over Past 10 Years	Single Family Housing Permits Issued Since Jan. 2016
Mankato	42,790	1.9%	92
St. Peter	12,066	1.3%	9 with 6 pending
Eagle Lake	2,892	4.0%	12
Nicollet	1,150	1.5%	5
Madison Lake	1,201	2.8%	Not Available
North Mankato	13,855	0.9%	15

As population growth is needed to build new schools, support local business, provides opportunities for new business and provides a workforce for local businesses, staff is asking for consideration of amendments to provide increased workforce housing opportunities. Specifically, the following within the R-1S zoning district:

1. Change minimum lot area from 7,500 sq. ft. to 6,000 sq. ft.
2. Change minimum lot width from 75 feet to 60 feet
3. Change front yard setbacks on corner lots – one 30 foot setback and one 15 foot setback. This is change from requiring two 30 foot front yard setbacks
4. Change minimum side yard setback from 10 feet to 6 feet.

As part of the comprehensive planning process, attached as Exhibit B is the future land use map which guides future land use. As shown, virtually all land guided for future residential development is low density single-family. In an attempt to provide areas where housing could be developed on smaller lots, an option would be to amend the comprehensive plan to guide areas for such housing as shown on Exhibit C. Specifically, guiding an area on the northern part of the City between Lor Ray Drive and Lookout Drive for future Low Density Intermediate residential development. The future zoning classification for this area would be R-1S. This concept would provide an area for housing on starter lots not immediately adjacent to single-family housing developed on larger lots. As there are three property owners within this area, staff has spoken with all and they are supportive to amendments which reduce lot widths and setbacks in the R-1S zoning district.

RECOMMENDATION

Consistent with the vision, goals, policies and objectives within the Comprehensive Plan, staff recommends the following amendments to the R-1S zoning district:

1. Change minimum lot area from 7,500 sq. ft. to 6,000 sq. ft.
2. Change minimum lot width from 75 feet to 60 feet
3. Change front yard setbacks on corner lots – one 30 foot setback and one 15 foot setback. This is change from requiring two 30 foot front yard setbacks
4. Change minimum side yard setback from 10 feet to 6 feet.

In addition to these changes, it is anticipated that Planned Unit Development applications will also be used to meet the needs of the housing market in the future.

Furthermore, staff recommends an upcoming amendment to Figure 3-2, Future Land Use in the Comprehensive Plan guiding areas for single-family residential development on smaller lots. This item could be considered in November 2016.

R-1 Comparisons

City	Zone	Min. Lot Width (Ft)	Min. Lot Depth (Ft)	Min. Lot Size (SF)	Front Yard Setback (Ft)	Front Yard	Side Yard Setback (Ft)	Rear Yard Setback (Ft)	Maximum Ground Coverage (%)
						Setback - Corner Lot (Ft)			
Belle Plaine	R-1	85 100 (corner)	-	12,000	30	20	10	30	25%
Blaine	R-1	80	125	10,000	30	-	10 to 20	30	-
Brainerd	R-1	50	-	7,000	20	20	5	25	60%
Brainerd	R-1A	75	-	10,000	30	20	10	30	60%
Brooklyn Park	R-1	70	-	-	50	-	10 to 20	30 to 50	-
Burnsville	R-1	80 90 (corner)	-	10,000 12,000 (corner)	30	-	5 to 20	30	-
Chaska	R-1	75	-	9,000	30	15	10	30	-
Chaska	R-1A	90	120	11,500	30	30	10	30	-
Chaska	R-1B	100	135	15,000	30	30	15	30	-
Coon Rapids	R-1	100 110 (corner)	150	-	40	-	15 to 20	50	-
Eagan	R-1	85	-	12,000	30	30	10	15	20%
Eagan	R-1S	65	-	8,000	30	-	6	15	25%
Eagle Lake	R-1	70	-	9,000	30	30	8	25	35%
Eden Prairie	R1-44	100	150	44,000	30	-	15	30	-
Eden Prairie	R1-22	90	100	22,000	30	-	15	25	-
Eden Prairie	R1-13.5	85	100	13,500	30	-	10	20	-
Eden Prairie	R1-9.5	70	100	9,500	30	-	-	20	-
Edina	R-1	75	120	9,000	30	-	10 to 15	25	-
Hutchinson	R-1	80 110 (corner)	130	10,400	30	30	8	30	50%
Lakeville	RS-1	100	-	20,000	30	-	15 to 30	30	-
LeSueur	R-1	100	-	15,000	30	20 to 30	10	30	35%
Madison Lake	R-1S	50	-	10,000	20	-	10% of lot width	30	-
Mankato	R-1	60	-	7,000	30	15 to 30	6	25	30%
Maplewood	R-1	75	-	10,000	30	-	10	20% lot depth	30%
Maplewood	R-1S	60 85 (corner)	-	7,500	30	30	10	20% lot depth	30%
New Ulm	R-1	65	125	8,000	30	30	10	20 % lot depth	-

R-1 Comparisons									
Nicollet	R-1	75	100	7500	30		5	5	
North Mankato	R-1S	75	100	7,500	30	30	10	25	40%
North Mankato	R-1	90	100	9,000	30	30	10	25	40%
Oakdale	R-1	100	150	15,000	30 to 40	30	10	50	24%
Rochester	R-SA	90	-	-	35	-	10	35	-
Rochester	R-1	60	-	6,000	25	-	6	25	-
Rochester	R-1X	60	-	6,000	25	-	6	25	-
Shakopee	R-1A	95	-	12,800	35	35	15	40	50%
Shakopee	R-1B	60	100	-	30	30	10	30	50%
		90 (corner)							
St. Peter	R-1	55	-	6,000	20	20	7	25	70%
Woodbury	R-2	80	200	-	50	-	25	50	35%

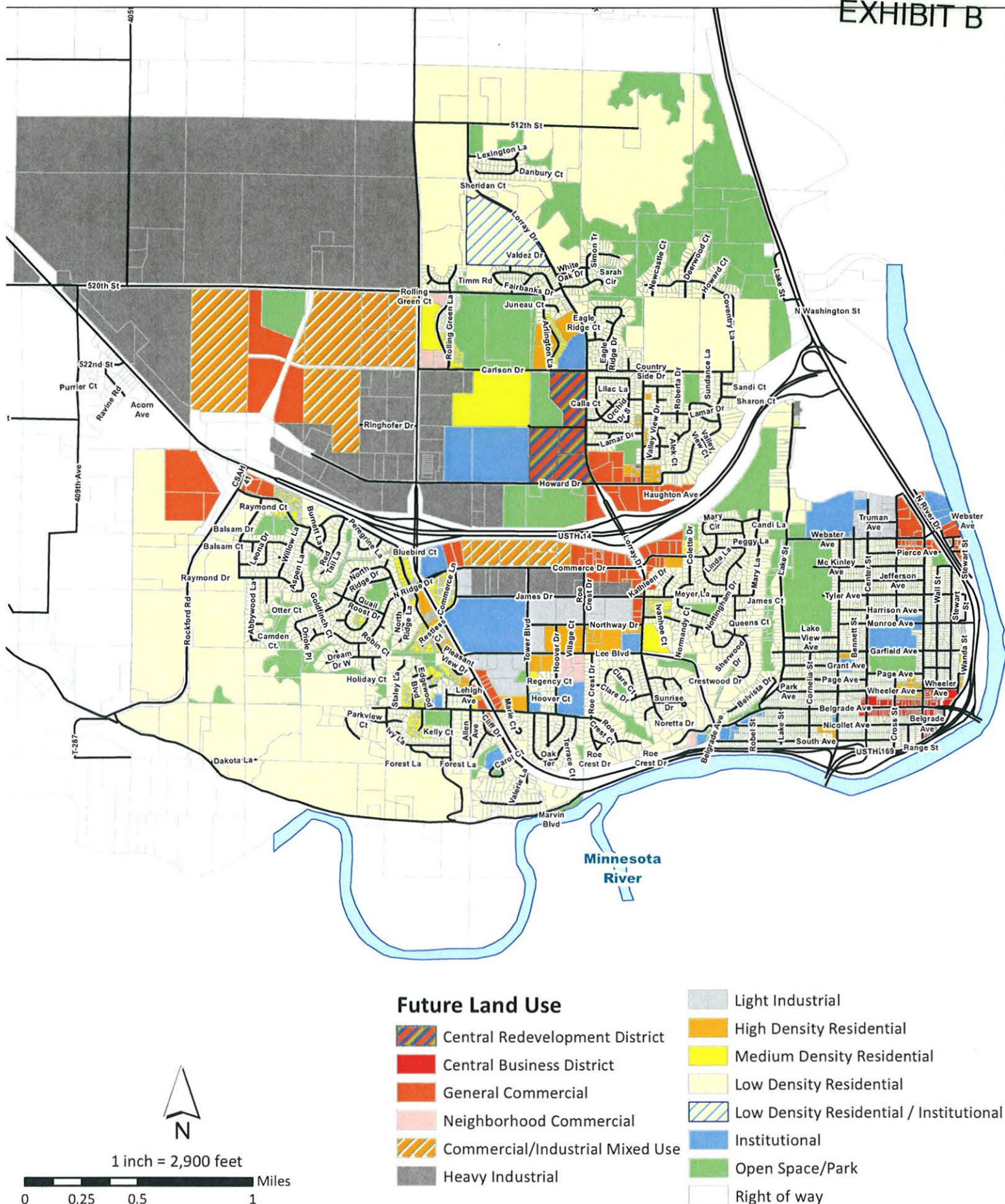
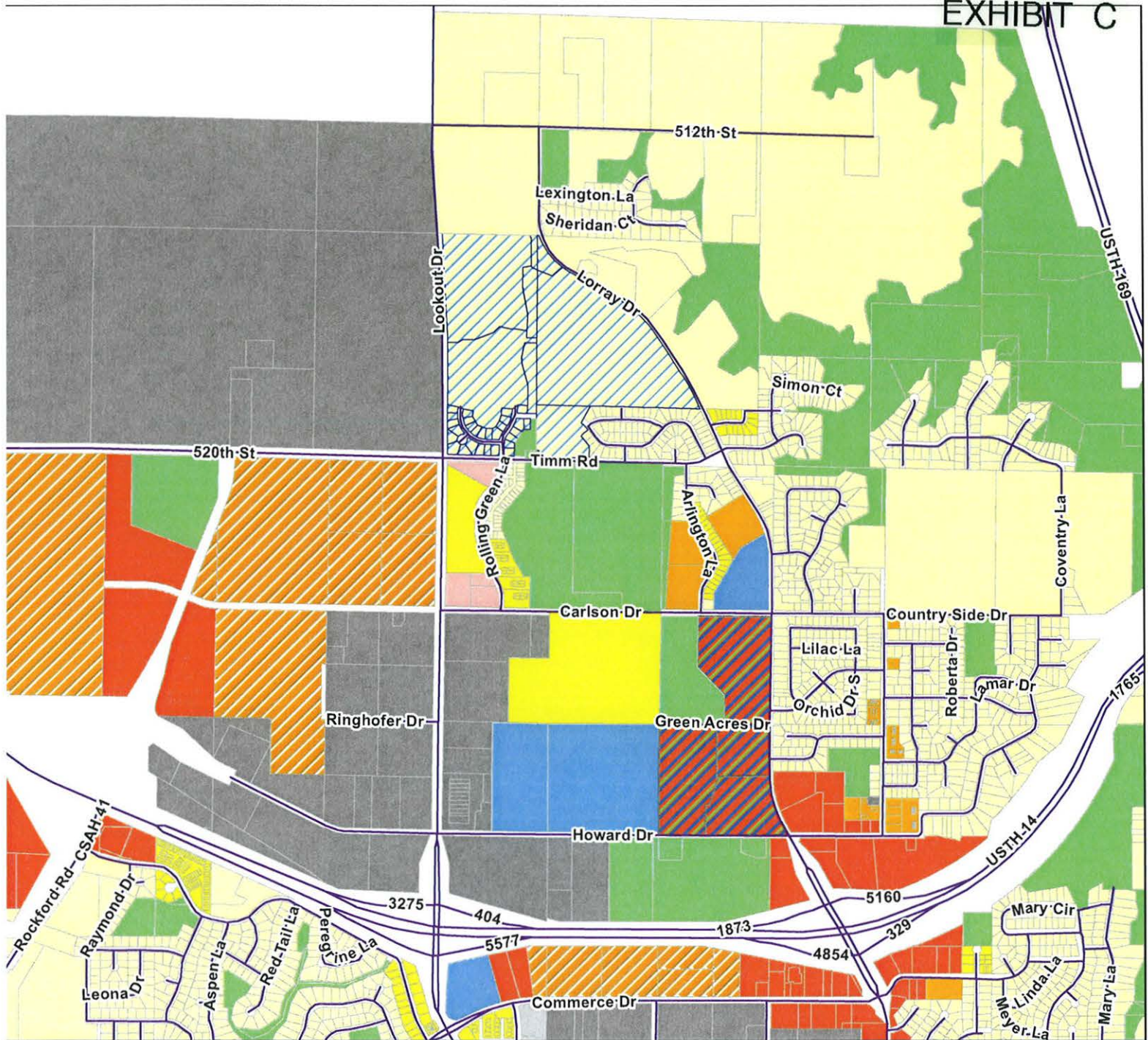


Figure 3-2: Future Land Use
North Mankato Comprehensive Plan



Future Land Use

	Central Redevelopment District		High Density Residential
	Central Business District		Medium Density Residential
	General Commercial		Low Density Residential
	Neighborhood Commercial		Low Density Intermediate Residential
	Commercial/Industrial Mixed Use		Institutional
	Heavy Industrial		Open Space/Park
	Light Industrial		Right of way



1 inch equals 1,666.67 feet



Minutes
of the
NORTH MANKATO PLANNING COMMISSION MEETING
North Mankato, Minnesota
November 10, 2016

A regular meeting of the North Mankato Planning Commission was held at 7 p.m., November 10, 2016 in the Council Chambers of the Municipal Building.

Planning Commission members present: Chair Stephanie Stoffel, Commissioners Jason Beal, Nick Meyer, Corey Brunton, Rick Haman and Bryan Bode. Staff members present: City Attorney Mike Kennedy and Community Development Director Mike Fischer.

A motion was made by Commissioner Haman, seconded by Commissioner Beal to approve the minutes of the August 18, 2016 regular meeting of the Planning Commission. Vote on the motion: all ayes, 0 nays; motion carried.

Amendment to City Code Section 156.038, R-1S, One-Family Dwelling, Small Lot District.

Staff summarized the proposed amendments to the R-1S Zoning district previously considered by the Planning Commission in July of 2015 with no changes being recommended. Staff summarized the housing vision and goals, policies, and objectives for housing within the Comprehensive Plan. Staff also presented information on growth of other cities in the area as well as a summary of residential setbacks used by other cities. Staff presented the following amendments to the R-1S Zoning District:

1. Change minimum lot area from 7,500 square feet to 6,000 square feet.
2. Change minimum lot width from 75 feet to 60 feet.
3. Change front yard setbacks on corner lots-one 30 foot setback and one 15 foot setback.
4. Change minimum side yard setback from 10 feet to 6 feet.

Additionally, staff presented a revised Future Land Use Map showing an area which could be guided for future R-1S zoning. The Planning Commission held considerable discussion regarding the proposed amendments including corner lot setbacks, proposed area guided for R-1S zoning and neighborhood strengths. Adam Huiras, 19 Otter Court, stated he is an area developer and realtor who supports the amendments to reduce development cost and increase the number of single-family housing starts. Mr. Huiras responded to questions regarding costs associated with the development of housing. Barb Church, 102 Wheeler Avenue, stated the guiding of small lot development to one area may be considered segregation and questioned if public transportation is available in this area. Mike White, 1040 South Victory Drive, stated he is a realtor who supports smaller lots to reduce development costs and summarized lot sizes used in other area cities. The Planning Commission held continued discussion regarding the use of PUD's, affordable housing, housing diversity, future of neighborhoods based on increased

density, guided land uses and what is best for the community. It was moved by Commissioner Beal, seconded by Commissioner Brunton to recommend the following amendments:

1. Change minimum lot area from 7,500 square feet to 6,500 square feet.
2. Change minimum lot width from 75 feet to 65 feet.
3. Change minimum side yard setback from 10 feet to 6 feet.

Vote on the motion: Beal and Brunton voting aye, Meyer, Haman, Bode and Stoffel voting nay: motion denied.

It was moved by Commissioner Meyer, seconded by Commissioner Bode to recommend the following amendments:

1. Change minimum lot area from 7,500 square feet to 6,500 square feet.
2. Change minimum lot width from 75 feet to 65 feet.
3. Change minimum side yard setback from 10 feet to 8 feet.

Vote on the motion: Beal, Meyer, Brunton and Bode voting aye; Haman and Stoffel voting nay. Motion carried.

There being no further discussion it was motioned by Commissioner Meyer, seconded by Commissioner Haman, to adjourn. Vote on the motion: all ayes, 0 nays; motion carried. The meeting was adjourned at 8:25 p.m.

Chairperson

Secretary



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 12-5-16

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	11/30/2016	Regular	0	-	86354
	Void	12/05/2016	Regular	0	-	86438
00008	A+ SYSTEMS GROUP	12/05/2016	Regular	0	649.95	86369
00008	A+ SYSTEMS GROUP	12/05/2016	Regular	0	225.00	86436
02433	ADVANCED AUTO PARTS	12/05/2016	Regular	0	220.72	86370
00032	ALBRIGHT, JAMES E.	12/05/2016	Regular	0	600.00	86355
00050	ALPHA WIRELESS COMMUNICATIONS	12/05/2016	Regular	0	8.72	86371
00072	ANCOM COMMUNICATIONS	12/05/2016	Regular	0	240.00	86372
00081	ANDERSON, STEVEN	12/05/2016	Regular	0	600.00	86356
00121	BASTIAN, BERNARD	12/05/2016	Regular	0	19.00	86373
02319	BECKER, JENNIFER	12/05/2016	Regular	0	600.00	86357
00137	BENCO ELECTRIC COOPERATIVE	12/05/2016	Regular	0	28,403.17	86437
00163	BLUE VALLEY SOD, INC.	12/05/2016	Regular	0	8,743.80	86374
00174	BOLTON & MENK, INC.	12/05/2016	Regular	0	657.50	86375
00216	C & S SUPPLY CO, INC.	12/05/2016	Regular	0	1,067.44	86376
00232	CEMSTONE CONCRETE MATERIALS, LLC	12/05/2016	Regular	0	13,531.50	86377
00233	CEMSTONE PRODUCTS COMPANY	12/05/2016	Regular	0	759.45	86378
00234	CENTER POINT ENERGY	12/05/2016	Regular	0	2,107.17	86379
00234	CENTER POINT ENERGY	12/05/2016	Regular	0	785.66	86380
00255	CITY OF MANKATO	12/05/2016	Regular	0	79,000.00	86381
00281	COLTON, COURTNEY	12/05/2016	Regular	0	400.00	86358
02493	CRAGUN, KEVIN	12/05/2016	Regular	0	800.00	86382
00304	CREATIVE AD SOLUTIONS, INC.	12/05/2016	Regular	0	57.00	86383
00322	DALCO	12/05/2016	Regular	0	208.85	86384
00337	DEMCO, INC.	12/05/2016	Regular	0	87.87	86385
00387	EMERGENCY AUTOMOTIVE TECHNOLOGY, INC	12/05/2016	Regular	0	830.00	86386
00401	EXPRESS SERVICES, INC.	12/05/2016	Regular	0	1,042.20	86387
00404	FASTENAL COMPANY	12/05/2016	Regular	0	34.13	86388
00432	FLEETPRIDE	12/05/2016	Regular	0	182.97	86389
00456	FROMM'S AUTO, INC.	12/05/2016	Regular	0	97.61	86390
00462	G & K SERVICES	12/05/2016	Regular	0	172.54	86391
00462	G & K SERVICES	12/05/2016	Regular	0	107.36	86439
00463	G & L AUTO SUPPLY, LLC	12/05/2016	Regular	0	445.32	86392
00465	GALE/CENGAGE LEARNING	12/05/2016	Regular	0	10.50	86393
00469	GANGELHOFF, BRIAN	12/05/2016	Regular	0	140.01	86394
00478	GISH ELECTRIC, LLC	12/05/2016	Regular	0	771.35	86395
02289	GISLASON & HUNTER LLP	12/05/2016	Regular	0	363.00	86396
00493	GOODWIN, TONY	12/05/2016	Regular	0	300.00	86397
00508	GREEN TECH RECYCLING, LLC	12/05/2016	Regular	0	1,920.00	86398
00565	HINKLE, KAILIE ANN	12/05/2016	Regular	0	600.00	86359
00577	HOLTMEIER CONSTRUCTION	12/05/2016	Regular	0	221,593.24	86440
00586	HOWE, SANDRA K.	12/05/2016	Regular	0	155.00	86399
00595	HY-VEE, INC.	12/05/2016	Regular	0	261.52	86400
00608	INGRAM LIBRARY SERVICES	12/05/2016	Regular	0	1,158.27	86401
00631	JANKOSKI, SARA	12/05/2016	Regular	0	500.00	86360
00657	JT SERVICES	12/05/2016	Regular	0	369.01	86402
00691	KENNEDY & KENNEDY LAW OFFICE	12/05/2016	Regular	0	698.50	86403
00702	KLOMPENHOWER, ERIC	12/05/2016	Regular	0	900.00	86361
00713	KRUEGER, DAVID J.	12/05/2016	Regular	0	600.00	86362
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	12/05/2016	Regular	0	103.93	86404
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	11/22/2016	Regular	0	441.00	86343
00776	LLOYD LUMBER CO.	12/05/2016	Regular	0	277.65	86405
00776	LLOYD LUMBER CO.	12/05/2016	Regular	0	156.49	86441
00819	MANKATO FORD, INC.	12/05/2016	Regular	0	223.36	86406
00852	MC CABE, DUSTIN J.	11/29/2016	Regular	0	11.00	86350
00874	MENARDS-MANKATO	12/05/2016	Regular	0	4,485.42	86407
00920	MINNESOTA DEPARTMENT OF HEALTH	12/05/2016	Regular	0	8,113.00	86408

00902	MINNESOTA IRON & METAL CO	12/05/2016	Regular	0	694.80	86409
00935	MINNESOTA PIPE & EQUIPMENT	12/05/2016	Regular	0	500.84	86410
00971	MOCK'S COMPLETE LANDSCAPING	12/05/2016	Regular	0	617.03	86411
01009	NAPA AUTO PARTS - MANKATO	12/05/2016	Regular	0	9.94	86412
01018	NCPERS MINNESOTA-UNIT 662400	11/22/2016	Regular	0	176.00	86344
01052	NORTH CENTRAL INTERNATIONAL	12/05/2016	Regular	0	350.87	86413
01057	NORTH MANKATO MOTOR VEHICLE REGISTRA	11/21/2016	Regular	0	16.00	86340
01057	NORTH MANKATO MOTOR VEHICLE REGISTRA	12/05/2016	Regular	0	11.00	86414
01076	OLD DOMINION BRUSH	12/05/2016	Regular	0	2,325.88	86415
01083	OVERDRIVE, INC.	12/05/2016	Regular	0	1,201.78	86416
01096	PEARSON, RYAN D.	12/05/2016	Regular	0	500.00	86363
01106	PETTY CASH	12/05/2016	Regular	0	20.90	86417
01133	POWERPLAN/RDO EQUIPMENT	12/05/2016	Regular	0	67.56	86418
01160	QUALITY OVERHEAD DOOR CO, INC	12/05/2016	Regular	0	75.00	86419
01168	RAINBOW COUNTRY EXPERIENCE	11/30/2016	Regular	0	1,650.00	86352
01170	RAMY TURF PRODUCTS	12/05/2016	Regular	0	115.00	86420
02281	REINDERS	12/05/2016	Regular	0	540.23	86421
01198	RETROFIT COMPANIES, INC.	12/05/2016	Regular	0	194.21	86422
01199	RETZLAFF, ERIC	12/05/2016	Regular	0	600.00	86364
01211	RIVER BEND BUSINESS PRODUCTS	12/05/2016	Regular	0	698.57	86423
01211	RIVER BEND BUSINESS PRODUCTS	12/05/2016	Regular	0	547.17	86442
02320	ROJAS, ABNER	12/05/2016	Regular	0	200.00	86365
01284	SIMPLEX GRINNELL	12/05/2016	Regular	0	2,877.70	86424
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	12/05/2016	Regular	0	805.97	86425
01315	SPIEKER, KEVIN	12/05/2016	Regular	0	155.00	86426
01338	STATE CHEMICAL SOLUTIONS	12/05/2016	Regular	0	82.22	86427
01352	STREICHER'S, INC	12/05/2016	Regular	0	1,008.00	86428
01365	SWANSTON EQUIPMENT CORPORATION	12/05/2016	Regular	0	74.10	86429
01402	TIRE ASSOCIATES	12/05/2016	Regular	0	766.98	86430
01432	TWIN RIVERS COUNCIL FOR THE ARTS	12/05/2016	Regular	0	1,250.00	86431
01433	TYLER TECHNOLOGIES	12/05/2016	Regular	0	3,522.58	86432
01442	UNITED STATES POSTAL SERVICE	12/05/2016	Regular	0	186.00	86443
01475	VIHSTADT, JAMES W.	12/05/2016	Regular	0	600.00	86366
01477	VIKING ELECTRIC SUPPLY, INC.	12/05/2016	Regular	0	922.95	86433
01492	WACO SCAFFOLDING & SUPPLY CO.	12/05/2016	Regular	0	62.50	86434
01498	WALSTROM, MAGGIE	12/05/2016	Regular	0	400.00	86367
01549	WOELFEL, LEONARD	12/05/2016	Regular	0	600.00	86368
01557	XCEL ENERGY	11/30/2016	Regular	0	23,633.03	86353
01563	ZARNOTH BRUSH WORKS, INC.	12/05/2016	Regular	0	896.00	86435
00241	CHARTER COMMUNICATIONS	11/28/2016	Bank Draft	0	7.76	DFT0000719
00241	CHARTER COMMUNICATIONS	12/01/2016	Bank Draft	0	15.49	DFT0000721
02058	CONSOLIDATED COMMUNICATIONS	11/22/2016	Bank Draft	0	52.39	DFT0000704
02058	CONSOLIDATED COMMUNICATIONS	11/22/2016	Bank Draft	0	32.01	DFT0000705
02058	CONSOLIDATED COMMUNICATIONS	11/22/2016	Bank Draft	0	159.04	DFT0000706
02058	CONSOLIDATED COMMUNICATIONS	11/22/2016	Bank Draft	0	29.86	DFT0000707
00733	LAKES GAS CO #10	12/01/2016	Bank Draft	0	105.40	DFT0000722
00749	LAWSON PRODUCTS, INC	12/01/2016	Bank Draft	0	(21.65)	DFT0000723
00749	LAWSON PRODUCTS, INC	12/01/2016	Bank Draft	0	(9.90)	DFT0000723
00749	LAWSON PRODUCTS, INC	12/01/2016	Bank Draft	0	362.30	DFT0000723
00749	LAWSON PRODUCTS, INC	12/01/2016	Bank Draft	0	(47.49)	DFT0000723
00749	LAWSON PRODUCTS, INC	12/01/2016	Bank Draft	0	(47.48)	DFT0000723
00910	MINNESOTA VALLEY TESTING LAB, INC.	12/01/2016	Bank Draft	0	59.25	DFT0000720
01322	SPRINT	11/22/2016	Bank Draft	0	35.01	DFT0000703
01335	STAPLES ADVANTAGE	11/22/2016	Bank Draft	0	214.75	DFT0000702
01377	TELRITE CORPORATION	11/21/2016	Bank Draft	0	211.68	DFT0000693
					<u>436,951.41</u>	<u>110</u>

Authorization Signatures

All Council

The above manual and regular claims lists for 12-5-16 are approved by:

MARK DEHEN- MAYOR

KIM SPEARS- COUNCIL MEMBER

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

ROBERT FREYBERG- COUNCIL MEMBER

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minnesota Statute 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	Restriction	Amount
Jo Robbins	Library Endowment Fund-Audio Books	\$100.00
		\$100.00

Adopted by the City Council this 5th day of December 2016.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11C	Dept: City Clerk	Council Meeting Date: 12/5/16																																																				
TITLE OF ISSUE: License Renewals for 2017.																																																						
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a memo listing the liquor license renewals including on-sale liquor, off-sale liquor, club on-sale liquor, pints-on-premise and off-sale intoxicating (growler). The Police Chief has reviewed these licenses and recommends approval and issuance of the 2017 licenses. All property taxes are current on all liquor license premises. Other licenses to be renewed include soft drink, cigarette, mechanical amusement devices, cabaret, refuse haulers, mobile home park, 3.2 beer off-sale and taxi.																																																						
<i>If additional space is required, attach a separate sheet</i>																																																						
REQUESTED COUNCIL ACTION: Approve license renewals for 2017.																																																						
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;">Memo</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		Memo			_____					_____					_____					_____				
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Other (specify)		Memo																																																				

<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: April Van Genderen, City Clerk

DATE: December 5, 2016

SUBJECT: Liquor License Renewals

This year the following listing of liquor license applications are presented for renewal. The Police Department recommends approval and issuance of the renewal applications for 2017. I have verified that all property taxes are current on all liquor license premises.

ON-SALE LIQUOR (*INCLUDES SUNDAY)

- *Twin Cities Lodging, d/b/a Best Western, 1111 Range Street
- *Nakato Bar & Grill, Inc., d/b/a Nakato Bar & Grill, 253 Belgrade Avenue
- *Circle Inn, Inc., d/b/a Circle Inn Bar, 232 Belgrade Avenue
- *Big Dog Restaurants, Inc. d/b/a Big Dog Sports Café, 1712 Commerce Drive
- *O2 LLC, d/b/a Spinners Bar, 301 Belgrade Avenue
- *Dino's Gourmet Pizzeria, 239 Belgrade Avenue
- *J.T.S. Enterprise Inc. d/b/a Roadhouse 169, 1006 N. River Drive
- *Allen Enz, d/b/a American Bar, 503 Belgrade Avenue

OFF-SALE LIQUOR

- Nakato Bar & Grill, Inc., d/b/a Nakato Bar & Grill, 253 Belgrade Avenue
- Circle Inn, Inc., d/b/a Circle Inn Bar, 232 Belgrade Avenue
- Dembouski, Inc., d/b/a M.G.M. Liquor Warehouse, 1755 Commerce Drive
- BL Worldwide Investments, Inc., d/b/a PJ's Liquor Emporium, 407 1/2 Belgrade Avenue
- Lor Ray Drive Enterprise, d/b/a Range Street Liquor, 1105 Range Street

CLUB ON-SALE LIQUOR (*INCLUDES SUNDAY)

- *American Legion Post 518, 256 Belgrade Avenue

PINTS-ON-PREMISE AND OFF-SALE INTOXICATING (GROWLER) (*INCLUDES SUNDAY AND SUNDAY OFF-SALE)

- *Mankato Brewery, LLC d/b/a Mankato Brewery, 1119 Center Street

2017 LICENSE RENEWALS

Included is a list of all licenses to be renewed for 2017. Staff would recommend approval and issuance of all licenses, conditioned upon receipt of appropriate insurance certificates and license fees.

SOFT DRINK

- American Legion Post 518, 256 Belgrade Avenue

Twin Cities Lodging, d/b/a Best Western, 1111 Range Street
Nakato Bar & Grill, Inc., d/b/a Nakato Bar & Grill, 253 Belgrade Avenue
Circle Inn, Inc., d/b/a Circle Inn Bar, 232 Belgrade Avenue
Walgreen, 1705 Commerce Drive
Dembouski, Inc., d/b/a M.G.M. Liquor Warehouse, 1755 Commerce Drive
Perkins Restaurant, 1123 Range Street
BL Worldwide Investments, Inc., d/b/a PJ's Liquor Emporium, 407 Belgrade Avenue
Croix Oil Company, d/b/a SuperAmerica, 201 Webster Avenue
Big Dog Restaurants, Inc. d/b/a Big Dog Sports Café, 1712 Commerce Drive
Sub Line Corporation, d/b/a Subway, 1102 N. River Drive
Sub Line Corporation, d/b/a Subway, 1750 Commerce Drive
Taco Johns, 1601 LorRay Drive
Casey's General Stores, Inc., 1375 Lookout Drive
Freyberg Management, d/b/a Shell on LorRay, 1711 Commerce Drive
Duehring Enterprises, d/b/a Culver's, 1680 Commerce Drive
O2 LLC, d/b/a Spinners Bar, 301 Belgrade Avenue
Dino's Gourmet Pizzeria, 239 Belgrade Avenue
Hunan Garden, 408 Belgrade Avenue
J.T.S. Enterprise Inc. d/b/a Roadhouse 169, 1006 N. River Drive
Kwik Trip, Inc. d/b/a Kwik Trip #615, 1740 Commerce Drive
New Great Wall, Inc. d/b/a New Great Wall, 1814 Commerce Drive
Erbert & Gerbert's Sandwich Shop, 1710 Commerce Drive
Staples Enterprises, LLC d/b/a Express Way, 238 Belgrade Avenue
Mankato Brewery, LLC d/b/a Mankato Brewery, 1119 Center Street
Allen Enz, d/b/a American Bar, 503 Belgrade Avenue
Lor Ray Drive Enterprise, d/b/a Range Street Liquor, 1105 Range Street

CIGARETTE

Dembouski, Inc., d/b/a M.G.M. Liquor Warehouse, 1755 Commerce Drive
BL Worldwide Investments, Inc., d/b/a PJ's Liquor Emporium, 407 Belgrade Avenue
Croix Oil Company, d/b/a SuperAmerica, 201 Webster Avenue
Casey's General Stores, Inc., 1375 Lookout Drive
Freyberg Management, d/b/a Shell on LorRay, 1711 LorRay Drive
Walgreen, 1705 Commerce Drive
Kwik Trip, Inc. d/b/a Kwik Trip #615, 1740 Commerce Drive
Staples Enterprises, LLC d/b/a Express Way, 238 Belgrade Avenue

3.2 BEER OFF-SALE

Kwik Trip, Inc. d/b/a Kwik Trip #615, 1740 Commerce Drive
Croix Oil Company, d/b/a SuperAmerica, 201 Webster Avenue

MECHANICAL AMUSEMENT DEVICES

Nakato Bar & Grill, Inc., d/b/a Nakato Bar & Grill, 253 Belgrade Avenue
Circle Inn, Inc., d/b/a Circle Inn Bar, 232 Belgrade Avenue
Big Dog Restaurants, Inc., d/b/a Big Dog Sports Café, 1712 Commerce Drive

O2 LLC, d/b/a Spinners Bar, 301 Belgrade Avenue
J.T.S. Enterprise Inc. d/b/a Roadhouse 169, 1006 N. River Drive
Allen Enz, d/b/a American Bar, 503 Belgrade Avenue

REFUSE HAULERS

Hansen Sanitation, 34426 470th Street, Kasota, MN 56050
Waste Management, P.O. Box 336, Mankato, MN 56002
LJP Enterprises, Inc., 31745 410th Street, St. Peter, MN 56082
West Central Sanitation, P.O. Box 796, 4089 Abbott Drive, Willmar, MN 56201

MOBILE HOME PARK

Camelot Park of North Mankato, 1935 LorRay Drive
Camelot Park of North Mankato, d/b/a Avalon Park, 2101 Excalibur Road

TAXI

Kato Cab, 711-1/2 N. Riverfront Drive, Mankato, MN 56001
City Cab, LLC, 104 E. Vine Street, Mankato, MN 56001

CABARET (LIVE MUSIC)

O2 LLC, d/b/a Spinners Bar, 301 Belgrade Avenue
American Legion Post 518, 256 Belgrade Avenue
Circle Inn, Inc., d/b/a Circle Inn Bar, 232 Belgrade Avenue
Nakato Bar & Grill, Inc., d/b/a Nakato Bar & Grill, 253 Belgrade Avenue
Allen Enz, d/b/a American Bar, 503 Belgrade Avenue

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #11D	Department: City Planner	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Setting Public Hearing for 7 p.m. on December 19, 2016 to Consider Proposed Improvements to the Sidewalk at 638 Belgrade Avenue.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: In response to a citizen complaint, City staff identified the sidewalk in front of 638 Belgrade Avenue to have a condition requiring maintenance or replacement and has been following the Sidewalk Installation and Maintenance Policy. City staff sent a certified letter to the property owner indicating that it was necessary to either repair or replace the sidewalk. The property owner was given sixty (60) days from the date of the letter to make the necessary improvements. The property owner did not respond within sixty (60) days and according to the Sidewalk and Maintenance Policy if the improvements have not been made, the "City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner."																														
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NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT
TO THE SIDEWALK AT 638 BELGRADE AVENUE

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 19th day of December 2016, to hold a public hearing to consider proposed improvement to the sidewalk at 638 Belgrade Avenue.

Such persons as desire to be heard with reference to the proposed improvement to the sidewalk at 638 Belgrade Avenue will be heard at this meeting.

Dated this 5th day of December 2016

April Van Genderen
City Clerk
City of North Mankato

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #11E	Department: City Planner	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Setting Public Hearing for 7 p.m. on December 19, 2016 to Consider Proposed Improvements to the Sidewalk at 538 Page Avenue.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: In response to a citizen complaint, City staff identified the sidewalk in front of 538 Page Avenue to have a condition requiring maintenance or replacement and has been following the Sidewalk Installation and Maintenance Policy. City staff sent a certified letter to the property owner indicating that it was necessary to either repair or replace the sidewalk. The property owner was given sixty (60) days from the date of the letter to make the necessary improvements. The property owner did not respond within sixty (60) days and according to the Sidewalk and Maintenance Policy if the improvements have not been made, the "City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner."																														
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NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT
TO THE SIDEWALK AT 538 PAGE AVENUE

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 19th day of December 2016, to hold a public hearing to consider proposed improvement to the sidewalk at 538 Page Avenue.

Such persons as desire to be heard with reference to the proposed improvement to the sidewalk at 538 Page Avenue will be heard at this meeting.

Dated this 5th day of December 2016

April Van Genderen
City Clerk
City of North Mankato

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11F	Dept: City Engineer	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Setting a Public Hearing for 7 p.m. on December 19, 2016 for Annual Stormwater Pollution Prevention program (SWPPP) Review.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: MS4 annual reporting requires that the City provide an opportunity each year for the public to provide input on the adequacy of the Stormwater Pollution Prevention Program (SWPPP). The City must provide this opportunity between January 1, 2016 and December 31, 2016.																														
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REQUESTED COUNCIL ACTION: Set a Public Hearing for 7 p.m. on December 19, 2016 to Annual Stormwater Pollution Prevention program (SWPPP) Review.																														
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NOTICE OF PUBLIC HEARING ON STORMWATER AND ANNUAL
STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) REVIEW

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 19th day of December 2016, to hold a public hearing to provide an opportunity for the public to provide input on the adequacy of the City's Stormwater Pollution Prevention Program (SWPPP).

Such persons as desire to be heard with reference to the Stormwater Pollution Prevention Program will be heard at this meeting.

Dated this 5th day of December 2016

April Van Genderen
City Clerk
City of North Mankato

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13A	Department: Finance	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Adopting Resolution Setting Rates and Charges for Municipal Utilities.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: A public hearing was held earlier in the evening. City Administrator Harrenstein and Finance Director McCann will answer any questions.																														
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REQUESTED COUNCIL ACTION: Adopt Resolution Setting Rates and Charges for Municipal Utilities.																														
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RESOLUTION NO.

RESOLUTION SETTING RATES AND CHARGES FOR MUNICIPAL UTILITIES

WHEREAS, Section 50.02 of the City Code requires the City Council to fix and determine all rates and charges for municipal utilities in the City of North Mankato;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, pursuant to Section 50.02 of the City Code that the following monthly municipal water, sewer, refuse and storm water rates and charges be set effective for billings on and after January 1, 2017:

<u>Water Rates</u>		
<u>Water Class & Meter Size</u>	<u>Monthly Cost of Service Fee</u>	<u>Cost per 1,000 gal</u>
Residential (5/8'-1 1/4")	\$8.00	\$3.43
Residential & Commercial (1 1/2"-3")	\$41.26	\$3.43
Commercial 5/8"- 1 1/4"	\$8.00	\$3.43
Commercial 4"-6"	\$41.26	\$3.43
Residential and Commercial Outside Meters	\$0.00	\$4.35
<u>Water Rates Rate Class & Meter Size</u>		
Rural Water (5/8'-1 1/4")	\$13.00	\$4.43
Rural (1 1/2"-3")	\$46.26	\$6.12
Multiple Dwelling Unit Rate Per Unit	\$5.00	n/a
<u>Sewer Rates</u>	<u>Minimum Bill</u>	<u>Cost per 1,000 gal</u>
0 Gal. to 2,250 Gal	\$15.00	
2,251 Gal & over cost per 1,000		\$6.35

Rural-0 Gal. to 2,250	\$15.00
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Rural-2,251 Gal and over cost per 1,000	\$7.45
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Adopted by the City Council this 5th day of December 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13B	Department: Administration	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Ordinance No. 82, Fourth Series, An Ordinance of the City of North Mankato, Minnesota, Amending North Mankato City Code, Title IV, Public Works, Chapter 54, Stormwater.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: The proposed ordinance would update City Code and bring the City into compliance with the new MS4 requirements.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Adopt Ordinance No. 82, Fourth Series, An Ordinance of the City of North Mankato, Minnesota, Amending North Mankato City Code, Title IV, Public Works, Chapter 54, Stormwater.																														
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ORDINANCE NO. 82, FOURTH SERIES

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA, AMENDING NORTH MANKATO CITY CODE, TITLE IV, PUBLIC WORKS, CHAPTER 54, STORMWATER

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

Section 1. North Mankato City Code, Title IV, Public Works, Chapter 54, Stormwater, is hereby amended to read as follows:

§ 54.01 STORMWATER UTILITY.

A stormwater utility is hereby established pursuant to M.S. § 444.075 and shall operate as an Enterprise Fund of the city subject to all applicable statutory requirements. The stormwater utility shall provide for the acquisition, construction, expansion, repair and maintenance of stormwater facilities in the city. The operation of the system shall include the collection, management, detention, pumping and discharge of stormwater as necessary to promote efficient operation of the system.

§ 54.02 FIXING RATES AND CHARGES.

(A) The monthly charge to a typical single-family residential parcel shall be the stormwater utility rate as established by the then current resolution of the City Council. For purposes of this section, each unit of a duplex, each townhome and each condominium unit shall be considered a single-family residential parcel. All other parcels of 10,000 square feet or less shall pay the stormwater utility rate. All other parcels of 10,000 square feet or more shall pay the rate times the number of 10,000 square foot increments comprising the parcel. A 20,000 square foot parcel shall pay two times the rate. A 25,000 square foot parcel shall pay 2.5 times the rate.

(B) Rates and charges for operation of the stormwater utility shall be established pursuant to ~~§ 50.02~~.

§ 54.03 ADMINISTRATION.

The City Administrator or his or her designee shall have administrative control of the stormwater utility. The City Administrator shall, from time-to-time, make recommendations to the City Council for the efficient and orderly operation of the stormwater system. The Administrator shall make recommendations to the City Council for inclusion in the Five-Year Capital Improvement Plan regarding the maintenance and improvement of the stormwater system.

§ 54.04 EXEMPTION.

Public rights-of-way shall be exempt from stormwater utility fees.

§ 54.05 PURPOSE, SCOPE AND DEFINITIONS.

(A) *Purpose.* The purpose of this chapter is to establish standards and requirements for conservation practices and planning activities designed to control or reduce point and non-point source stormwater pollution, soil erosion, sedimentation, and illicit discharges that may occur within the city.

(B) *Scope.* Any person, business entity, state agency, or political subdivision proposing a land disturbance activity within the city shall apply to the city for the approval of the Stormwater Pollution Prevention Plan (SWPPP). No land shall be disturbed until the plan is approved by the city and conforms to the standards set forth herein. This chapter also develops regulations to manage illicit stormwater discharge within the city.

(C) *Definitions.* Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have in common usage and to give this chapter its most reasonable application. For the purpose of this chapter, the words "must" and "shall" are mandatory and not permissive.

BEST MANAGEMENT PRACTICES (BMPs). Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing and minimizing degradation

of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions and other management practices published by state or designated area-wide planning agencies. Acceptable BMPs are identified in the current version of The Minnesota Stormwater Manual. BMPs must be adapted to the site and can be adopted from other sources. However, they must be similar in purpose and at least as effective.

CITY. Any city official with authority, such as but not limited to, administration, City Council, City Engineer, Inspections Department, law enforcement and public works officials.

CONTAMINATED. Containing a harmful quantity of any substance.

CONTAMINATION. The presence of or entry of any substance which may be deleterious to the public health and/or the quality of the water into the public stormwater system, waters of the state, or waters of the United States.

COSMETIC CLEANING. Cleaning done for cosmetic purposes to the exterior of buildings, motorized vehicles, parking lots, recreational vehicles or similar activity. It does not include industrial cleaning, cleaning associated with manufacturing activities, hazardous or toxic waste cleaning, or any cleaning otherwise regulated under federal, state, or local laws.

DEVELOPER. Any person, business entity, state agency, or political subdivision thereof, engaged in a land disturbance activity.

DEVELOPMENT. Any land disturbance activity that changes the site's runoff characteristics in conjunction with residential, commercial, industrial or institutional construction or alteration.

EROSION. Any process that wears away the surface of the land by the action of water, wind, ice or gravity.

EROSION PREVENTION. Measures employed to prevent erosion.

EXPOSED SOIL AREAS. All areas of the construction site where the vegetation (trees, shrubs, brush, grasses, etc.) or impervious surface has been removed, thus rendering the soil more prone to erosion. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include temporary stockpiles or surcharge areas of clean sand, gravel, concrete or bituminous, which have less stringent protection. Once soil is exposed, it is considered "exposed soil," until it meets the definition of "final stabilization."

FINAL STABILIZATION. All soil disturbing activities at the site have been completed, and a uniform perennial vegetative cover with a minimum density of 70% has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures have been employed.

HARMFUL QUANTITY. The amount of any substance that will cause pollution of waters of the city, state or nation that will cause lethal or sub-lethal adverse effects on the representative, sensitive aquatic monitoring organisms residing in waters.

ILLICIT DISCHARGE. A discharge to the MS4 that is not composed entirely of stormwater, except for those discharges exempted under § 54.12.

LAND DISTURBANCE ACTIVITY. Any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including construction, clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this rule, land disturbance activity does not mean:

(a) Minor land disturbance activities, such as home gardens, tilling, planting or harvesting of agricultural and horticultural crops, repairs and maintenance work, unless such activity requires a permit.

(b) Emergency work to protect life or property, and emergency repairs. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the city's requirements as soon as possible.

(c) Additions or modifications to existing single family structures which result in creating under five thousand (5,000) square feet of exposed soil or impervious surface.

(d) Construction, installation, and maintenance of fences, signs, posts, poles, and electric, telephone, cable television, utility lines or individual service connections to these utilities, which result in creating under five thousand (5,000) square feet of exposed soil or impervious surface.

(e) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops.

MOBILE COMMERCIAL COSMETIC CLEANING. Power washing, steam cleaning and any other mobile cosmetic cleaning operation of vehicles and/or exterior surfaces engaged for commercial purposes.

MS4 PERMIT. The Minnesota Pollution Control Agency (MPCA) permit issued to the city for monitoring and maintaining water quality in its MS4. The Environmental Protection Agency has promulgated the National

Pollution Discharge Elimination System, Phase II stormwater rules. The MPCA has delegated the responsibility to administer the National Pollution Discharge Elimination System, Phase II stormwater permit system to MS4 communities.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4). The system of conveyances, including sidewalks, municipal streets, driveways, curb and gutter, ditches, channels, retention basins, catch basins or similar stormwater inlets, and/or any other conveyance delivering water to the public storm sewer collection and delivery system.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES). The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (§§ 301, 318, 402 and 405) and 33 U.S.C. §§ 1317, 1328, 1342 and 1345.

OWNER. The person or party possessing the title of the property on which the land disturbing activities will occur; or if the land disturbing activities is for a lease holder, the party or individual identified as the lease holder; or the contracting government agency responsible for the land disturbing activities.

PERMITTEE. A person or persons, firm, or governmental agency or other institution that signs the application submitted, and is responsible for compliance with the terms and conditions of this permit.

POLLUTION. The alteration of the physical, thermal, chemical, or biological quality of, or the contamination of, any waters of the state or the MS4, that renders the water harmful, detrimental, or injurious to humans, animal life, vegetation, or property, or to the public health, safety, or welfare, or impairs the usefulness or the public enjoyment of the water for any lawful or reasonable purpose.

REDEVELOPMENT. Any construction activity where, prior to the start of construction, the areas to be disturbed have 15 percent or more of impervious surface(s).

SEDIMENT. The product of an erosion process; solid material, both mineral and organic, that is in suspension, is being transported, or has been moved by water, wind or ice, and has come to rest on the earth's surface, either above or below water level.

SEDIMENT CONTROL. Methods employed to prevent sediment from leaving the site.

SEDIMENTATION. The process or action of depositing sediment.

STABILIZED. The exposed ground surface has been covered by appropriate materials that prevent erosion from occurring. Grass seeding is not stabilization until it's established.

STORMWATER. Precipitation runoff, stormwater runoff, snow melt runoff, and any other surface runoff and drainage.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP). A plan for stormwater discharge that includes erosion prevention measures and sediment controls that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site, non-point pollution.

WATERS OF THE STATE. All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, that are contained within, flow through, or border upon the state, or any portion thereof.

WETLAND or WETLANDS. Those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

(Ord. 35, 4th Series, passed 2-22-2011; Am. Ord. 48, 4th Series, passed 1-22-2013)

§ 54.06 EROSION PREVENTION AND SEDIMENT CONTROL PLAN.

All plans shall be consistent with National Pollution Discharge Elimination Permit (NPDES) requirements, and the filing or approval requirements of relevant watershed districts, watershed management organizations, ditch authorities, soil and water conservation districts, or other regulatory bodies.

(A) *Required.* Every applicant for a building permit, excavation permit, plumbing permit or subdivision approval that involves any land disturbing activities within the city shall submit an erosion prevention and sediment control plan to the city. No land shall be disturbed until the plan is approved by the city and conforms to the standards set forth herein.

(B) *General criteria for erosion and sediment control plan.* An erosion and sediment control plan shall be required for any land disturbing activity and shall meet the following criteria:

- (1) Implement best management practices.

- (2) Protect storm sewers from sediment.
- (3) Prevent sediment damage to adjacent properties and other designated areas.
- (4) Protect paved roads from vehicle tracking.
- (5) Engineer the construction of steep slopes.
- (6) Stabilize all exposed soils and soil stockpiles.
- (7) Stabilize all waterways and outlets.
- (8) When working in or crossing water bodies, take precautions to contain sediment.
- (9) Maintain all temporary and permanent erosion and sediment control practices.
- (10) Establish permanent vegetation.
- (11) Dispose of temporary erosion and sediment control measures following final stabilization.

(C) *Contents of plan.* The erosion and sediment control plan shall include the following:

- (1) *Project description.* The nature and purpose of the land disturbing activity.
- (2) *Project schedule.* A projected timeline for completion of all site activities.
- (3) *Existing site conditions.* Elevations, vegetation, utilities and drainage.
- (4) *Adjacent areas.* Properties, bodies of water, roads, and the like, which may be affected by the land disturbing activity.
- (5) *Erosion and sediment control measures.* Methods to be used to control erosion and sedimentation on the site before, during and after the construction process.
- (6) *Maintenance.* Schedule of regular inspections and repair of erosion and sediment control structures.
- (7) *Permanent stabilization.* How the site will be stabilized after construction is completed.
- (8) *Dewatering.* The plan must include provisions for dewatering. Water may not be discharged in a manner that causes erosion or flooding of the site or of receiving channels or a wetland. Water pumped from the site shall be treated by one of the following processes: temporary sedimentation basins, grit chambers, sand filters, up flow chambers, hydrocyclones, swirl concentrators, or other controls as approved by the Director of Public Works or his/her designee.
- (9) *Temporary sedimentation basins.* Temporary sedimentation basins shall be installed when required by the version of the Minnesota Pollution Control Agency's NPDES Construction Permit Requirements in place at the time of application. All temporary and permanent basins shall be designed in accordance with the MN Stormwater Manual.

(D) *NPDES Construction Site Permit.* Any construction activity that disturbs one or more acres is required to obtain a separate NPDES Construction Site Permit from the Minnesota Pollution Control Agency (MPCA). A copy of this permit and erosion and sediment control plan shall be submitted to the city.

(Ord. 35, 4th Series, passed 2-22-2011)

§ 54.07 REVIEW OF PLAN.

- (A) Site plans for new development and redevelopment of any kind will be assessed for stormwater quantity control and stormwater quality management. No permits shall be issued until a site plan meeting the requirements of this ordinance has been submitted by the Applicant.
- (B) The Applicant shall submit information adequate for the City to evaluate if the plans meet the requirements of the ordinance.
- (C) The city shall complete a review of the erosion and sediment control plan within 14 calendar days of receiving the plan from the developer.
 - (1) *Permit required.* If it determines that the plan meets the requirements of this chapter, the city shall issue the appropriate permit valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the plan.
 - (2) *Denial.* If it determines that the plan does not meet the requirements of this chapter, the city shall not issue a permit for the land disturbance activity.
- (D) *City inspections and enforcement.* The city shall conduct inspections on a regular basis to ensure that the plan is properly installed and maintained. In all cases, the inspectors will attempt to work with the developer to maintain proper erosion and sediment control at all sites. In cases where cooperation is withheld, enforcement action(s) shall be taken by the city until erosion and sediment control measures meet the requirements of this chapter. An inspection may be needed before work can commence. Inspections are required as follows:

- (1) Before any land disturbing activity begins.
 - (2) As necessary or required during construction.
 - (3) At the completion of the project.
 - (E) The city reserves the right to conduct other random inspections during the course of the project to ensure compliance with the plan.
 - (F) *Owner inspections.* Unless otherwise authorized by the City, all construction sites shall be inspected by the owner or the owner's representative at least once per 7 calendar days and within 24 hours after a rainfall event greater than 0.5 inches in a 24 hours period.
 - (1) Records of each inspection shall be kept at the project site. The records shall clearly show the following information:
 - Date and time of inspection
 - Date and amount of any rainfall greater than 0.5 inches in a 24 hour period
 - Name of inspector
 - Findings of the inspection
 - Documentation of corrective actions required and the actions taken
 - (2) The Owner shall make these records available to the City upon request.
- (Ord. 35, 4th Series, passed 2-22-2011)

§ 54.08 MODIFICATION OF PLAN.

The applicant must amend the erosion and sediment control plan as necessary to include added requirements such as additional or modified best management practices designed to correct problems identified.

All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access. Perimeter control devices and sedimentation basins shall be considered nonfunctional when ½ of depth is full of sediment.

(Ord. 35, 4th Series, passed 2-22-2011)

§ 54.09 PERMANENT STORMWATER BMPS.

- (A) The applicant shall install or construct, on or for the proposed land disturbing or development activity, all stormwater management facilities necessary to manage:
 - (1) Storm peak discharge rates to pre-project rates for the 2.0-yr, 10-yr, and 100-yr 24-hour storm events.
 - (2) Volume, Total Suspended Solids (TSS), Total Phosphorus (TP) such that there is no net increase from pre-project conditions on an annual average basis for new developments and such that there is a net reduction from pre-project conditions on an annual average basis for redevelopment projects.
 - i. For projects where site constraints limit the ability to provide the required control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within project boundaries. Such projects may include:
 1. Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;
 2. Sites where infiltration is prohibited;
 3. Other locations as determined by the Director of Public Works or his/her designee.
- (B) *Investigation of practices.* The following stormwater management practices shall be investigated in developing a Stormwater Management Plan in the following descending order of preference:
 - (1) Infiltration of runoff on site, if suitable soil conditions are available for use except that infiltration shall be prohibited where:
 - i. Industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - ii. Vehicle fueling and maintenance occur

- iii. Less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock can be achieved.
 - iv. High levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - v. Soil infiltration rates are more than 8.3 inches per hour.
 - vi. Soils are predominately Hydrologic Soil Group D (clay), except where soil amendment will allow for appropriate infiltration.
- (2) Flow attenuation by use of open vegetated swales and natural depressions;
- (3) Stormwater retention facilities; and
- (4) Stormwater detention facilities.
- (C) Projects must include creation of new or retrofit existing structural stormwater best management practices or utilize properly designed regional structural stormwater best management practices. Routine maintenance of existing structural stormwater best management practices does not meet the requirement to provide stormwater management under this division.
- (D) Projects that have made reasonable effort but been unable to fully meet volume, TSS and TP requirements within the project limits may upon authorization by the Director of Public Works or his/her designee utilize the following methods to meet that portion not met onsite:
 - (1) Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;
 - (2) Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;
 - (3) Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;
 - (4) Provide treatment that yields the same benefits at a site approved by the City.
- (E) Applicants shall provide documentation showing compliance with (A), (B), (C), and (D) above. Acceptable options shall be:
 - (1) For Rate and Volume:
 - i. Select from the Modeling Tool Section of the MPCA Stormwater Manual, or
 - ii. Other method approved by the Director of Public Works or his/her designee.
 - (2) For TSS and TP:
 - i. Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, or
 - ii. Other method approved by the Director of Public Works or his/her designee.
- (F) Performance Security. Prior to approval of permits for construction, the applicant may be required to submit an agreement to construct such required physical improvements, to dedicate property or easements, to provide performance security (letter of credit or performance bond), and to comply with such conditions as may have been agreed to.
- (G) Failure to Complete. If the applicant fails to complete the required stormwater improvements within 24-months of beginning construction of the project they are intended to mitigate, the City may make provisions to complete the required stormwater improvements or to provide equivalent downstream treatment. The City shall use any Performance Security held for the work or may utilize special assessments as provided in M.S. § 429 to reimburse itself for costs associated with this work.
- (H) Where the City Council authorizes the construction of private stormwater management facilities, the applicant shall designate the responsible party for inspection and maintenance of all private stormwater management facilities in an agreement to be recorded against the properties being developed. In addition, the agreement shall provide for:
 - (1) Description of anticipated maintenance activities and frequency.
 - (2) Access in perpetuity for inspection of the facilities by the Director of Public Works or his/her designee.
 - (3) Access in perpetuity for maintenance of the facilities should the Director of Public Works or his/her designee find that stormwater facility maintenance is required and upon written notice the property owners fail to take corrective action with the cost of such maintenance to be paid

by the property owner.

- (4) If the expense is not paid, the expense will be made a special assessment against the property concerned in accordance with M.S. § 429.061 and other pertinent statutes for certification to the County Auditor and collection along with the current taxes the following year or in annual installments, as the City Council may determine in each case.
- (l) Removal or Alteration of Structural Stormwater Best Management Practices. Structural Stormwater Best Management Practices installed to fulfill the requirements of this Ordinance shall be maintained in compliance with the approved maintenance plan. Where no plan is in place they shall be maintained in compliance with accepted Industry Standard and Minnesota Pollution Control Agency recommendations. No Structural Stormwater Best Management Practices shall be removed or altered in such a way to decrease structural Stormwater Best Management Practices effectiveness without:
 - (1) Authorization of the Director of Public Works or his/her designee; and
 - (2) Providing new or improved Structural Stormwater Best Management Practices providing or exceeding that amount lost due to the alteration or removal.

§ 54.10 REMEDIAL ACTION.

The city may take remedial action if any of the conditions listed below exist. The applicant shall reimburse the city for all direct costs incurred in the process of remedial work, including attorney's fees.

(A) *Abandonment.* The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.

(B) *Failure to implement plan.* The developer fails to conform to the erosion and sediment control plan as approved by the city.

(Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.11 EMERGENCY ACTION.

If circumstances exist such that noncompliance with this chapter poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. (Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.12 NOTIFICATION OF FAILURE OF THE PLAN.

The city shall notify the permit holder of the failure of the erosion prevention and sediment control plan's measures.

(A) *Initial contact.* The initial contact will be with the party or parties listed on the application and/or the plan's contacts. Twenty-four hours after notification, the city, at its discretion, may begin corrective work as necessary. The city shall first attempt to provide notification in writing. If initial notification is verbal, it shall immediately be followed by a written notification. It is the responsibility of the permit holder to have a designated person available at all times for purposes of notification within the above-stated, 24-hour period.

(B) *Erosion off-site.* If sediment breaches the perimeter of the site, the permittee shall immediately develop and implement a cleanup and restoration plan within 24 hours of obtaining the adjoining property owner's permission. If, after making a good-faith effort to notify the adjoining property owner, the developer has been unable to establish contact, the responsible party may proceed with corrective work. If, at the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agency to ensure that the work is done properly.

(C) *Erosion into streets, wetlands or water bodies.* If eroded soil (including tracked soils from construction activities) enters streets, wetlands or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

(D) *Failure to do corrective work.* When an applicant fails to conform to any provision of this chapter within the time stipulated, the city may take the following actions, but are not limited to:

- (1) Issuing a stop-work order, withholding the scheduling of inspections, and/or the issuance of a certificate of occupancy.

- (2) Revoking any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

(3) Correcting the deficiency or hiring a contractor to correct the deficiency.

(4) Requiring reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after the city incurs costs, the city will halt all work on the project site and assess any reimbursement costs to the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of M.S. § 429.081 to challenge the amount or validity of assessment.

(Ord. 35, 4th Series, passed 2-22-2011) Penalty, see § 54.98

§ 54.13 ILLICIT DISCHARGE PROHIBITED.

(A) A person commits a violation if the person introduces or causes to be introduced into the MS4 any discharge that is not composed entirely of stormwater.

(B) A person commits a violation if the person introduces or causes to be introduced into the MS4 any harmful quantity of any substance.

(C) The following are considered exempt discharge activities from enforcement action for a violation:

(1) A discharge authorized by, and in full compliance with a site specific NPDES permit such as a stormwater pollution prevention plan permit for construction activities:

(2) A discharge or flow resulting from fire fighting by the Fire Department;

(3) Agricultural stormwater runoff;

(4) A discharge or flow from water line flushing or disinfection that contains no harmful quantity of total residual chlorine or any other chemical used in line disinfection.

(5) A discharge or flow from lawn watering, or landscape irrigation;

(6) A discharge or flow from a diverted stream flow or natural spring;

(7) A discharge or flow from uncontaminated pumped groundwater or rising groundwater;

(8) Uncontaminated groundwater infiltration;

(9) Uncontaminated discharge or flow from a foundation drain, sump pump, or footing drain;

(10) A discharge or flow from a potable water source not containing any harmful substance or material from the cleaning or draining of a storage tank or other container;

(11) A discharge or flow from air conditioning condensation that is unmixed with water from a cooling tower, emissions scrubber, emissions filter, or any other source of pollution;

(12) A discharge or flow from a riparian habitat or wetland;

(13) A discharge or flow from water used in street washing or cosmetic cleaning that is not a contaminated soap, detergent, degreaser, solvent, emulsifier, dispersant, or any other harmful cleaning substance; or

(14) Drainage from a private residential swimming pool containing no harmful quantities of chlorine or other chemicals. Drainage from swimming pool filter backwash is prohibited.

(D) No exemption shall be allowed if:

(1) The discharge or flow in question has been determined by the city to be a source of a pollutant or pollutants to the waters of the state or to the MS4;

(2) Written notice of the determination has been provided to the discharger; and

(3) The discharge has continued after the expiration of the time given in the notice to cease the discharge.

(Ord. 48, 4th Series, passed 1-22-2013)

§ 54.14 CONNECTION OF SANITARY SEWER PROHIBITED.

A person commits an offense if the person connects a sanitary sewer line conveying or discharging a harmful quantity of pollutant to the MS4, or allows such a connection to continue.

(Ord. 48, 4th series, passed 1-22-2013)

§ 54.15 ABROGATION AND GREATER RESTRICTIONS.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail. All other ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.

(Ord. 35, 4th Series, passed 2-22-2011; Am. Ord. 48, 4th series, passed 1-22-2013)

§ 54.98 ENFORCEMENT RESPONSE PROCEDURE.

Enforcement Response Procedure. The City has adopted an Enforcement Response Procedure Document that includes penalties for Illicit Discharges of Pollutants which is hereby referenced as part of this Ordinance.

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

Mayor

ATTEST:

City Clerk

Published in the Mankato Free Press this _____ day of _____ 2016.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13C	Department: City Planner	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Adopting Ordinance No. 83, Fourth Series An Ordinance of the City of North Mankato, Minnesota, Amending North Mankato City Code, Title XV, Land Use, Chapter 156: Zoning Code.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Staff recently presented the following amendments within the R-1S Zoning District to the Planning Commission for consideration:																														
<ol style="list-style-type: none"> 1. Change minimum lot area from 7,500 square feet to 6,000 square feet. 2. Change minimum lot width from 75 feet to 60 feet. 3. Change front yard setbacks on corner lots-one 30 foot setback and one 15 foot setback. 4. Change minimum side yard setback from 10 feet to 6 feet. 																														
After review the Planning Commission recommended the following amendments:																														
<ol style="list-style-type: none"> 1. Change minimum lot area from 7,500 square feet to 6,500 square feet. 2. Change minimum lot width from 75 feet to 65 feet. 3. Change side yard setback from 10 feet to 8 feet. 																														
Staff continues to recommend its original amendments.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt Ordinance No. 83, Fourth Series An Ordinance of the City of North Mankato, Minnesota, Amending North Mankato City Code, Title XV, Land Use, Chapter 156: Zoning Code.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Redlined Ordinance</u> _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ORDINANCE NO. 83, FOURTH SERIES
AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,
AMENDING NORTH MANKATO CITY CODE, TITLE XV, LAND USE, CHAPTER 156:
ZONING CODE

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

Section 1. North Mankato City Code, Title XV, Land Use, Chapter 156, Zoning Code, is hereby amended to read as follows:

§ 156.038 R1-S, ONE-FAMILY DWELLING, SMALL LOT DISTRICT.

(A) *Purpose.* This district is intended to establish an area of single-family residential development on smaller lots.

(B) *Permitted uses.* The following are permitted uses:

- (1) Single family detached dwellings.
- (2) Fences.
- (3) Non-commercial gardening.
- (4) Landscaping.
- (5) Driveways.
- (6) Churches, provided that no building shall be located within 50 feet of any abutting lot line in any of the classes of residential districts.

(7) Public buildings and uses of the following kind: elementary and secondary schools, parks, playgrounds, libraries, museums, community centers and recreation centers, or private schools having a curriculum equivalent to a public elementary school or public high school.

(8) Home occupations. See § 156.035(BB).

(C) *Conditional uses.* The following uses may be permitted:

- (1) Cemetery.
- (2) Government, public utility and public service uses.

(D) *Accessory uses.* The following are permitted uses:

- (1) Private garage.
- (2) Inground private swimming pool or similar recreational facilities when completed enclosed with a suitable fence at least 6 feet in height.
- (3) Aboveground swimming pool.
- (4) Driveways.
- (5) Off-street parking.
- (6) Utility buildings.
- (7) Solar energy systems.
- (8) Satellite reception equipment.

(E) *Lot area (detached).* Every single family detached dwelling erected shall require a lot area of not less than ~~7,500~~6,000 square feet.

(F) *Lot width and depth.*

(1) Lot width (detached). Every lot or plot upon which there is erected a single family detached dwelling shall require a minimum width of ~~75~~60 feet at the building setback line.

(2) Lot depth. Every lot or plot upon which there is erected a single family dwelling shall require a minimum depth of not less than 100 feet.

(G) *Yard regulations.*

(1) Front yard. For all uses allowed there shall be a front yard of not less than 30 feet. Where a lot is located at the intersection of 2 or more streets there shall be one front yard of not less than 30 feet and one front yard of not less than 15 feet. on each street side.

(2) Side yard. For all uses allowed there shall be a side yard of not less than ~~10~~ 6 feet.

(3) Rear yard. For all uses allowed there shall be a rear yard of not less than 25 feet.

(4) Transitional yards. There are no requirements.

(H) *Ground coverage.* Not more than 40% of a lot or plot shall be covered by all main and accessory buildings.

(I) *Height regulations.* No structure hereafter erected or altered shall exceed 2-1/2 stories or 30 feet in height. Accessory uses shall not exceed 1-1/2 stories or 22 feet in height.

(J) *Variances.* No variances to reduce minimum building setbacks or minimum lot sizes shall be granted in the R-1 S, One-Family Dwelling-Small Lot District.

(Ord. passed - - ; Am. Ord. 8, 4th series, passed 1-16-2007)

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

Mayor

ATTEST:

City Clerk

Published in the Mankato Free Press this _____ day of _____ 2016.

ORDINANCE NO. 83, FOURTH SERIES
AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,
AMENDING NORTH MANKATO CITY CODE, TITLE XV, LAND USE, CHAPTER 156:
ZONING CODE

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

Section 1. North Mankato City Code, Title XV, Land Use, Chapter 156, Zoning Code, is hereby amended to read as follows:

§ 156.038 R1-S, ONE-FAMILY DWELLING, SMALL LOT DISTRICT.

(A) *Purpose.* This district is intended to establish an area of single-family residential development on smaller lots.

(B) *Permitted uses.* The following are permitted uses:

- (1) Single family detached dwellings.
- (2) Fences.
- (3) Non-commercial gardening.
- (4) Landscaping.
- (5) Driveways.
- (6) Churches, provided that no building shall be located within 50 feet of any abutting lot line in any of the classes of residential districts.

(7) Public buildings and uses of the following kind: elementary and secondary schools, parks, playgrounds, libraries, museums, community centers and recreation centers, or private schools having a curriculum equivalent to a public elementary school or public high school.

(8) Home occupations. See § 156.035(BB).

(C) *Conditional uses.* The following uses may be permitted:

- (1) Cemetery.
- (2) Government, public utility and public service uses.

(D) *Accessory uses.* The following are permitted uses:

- (1) Private garage.
- (2) Inground private swimming pool or similar recreational facilities when completed enclosed with a suitable fence at least 6 feet in height.
- (3) Aboveground swimming pool.
- (4) Driveways.
- (5) Off-street parking.
- (6) Utility buildings.
- (7) Solar energy systems.
- (8) Satellite reception equipment.

(E) *Lot area (detached).* Every single family detached dwelling erected shall require a lot area of not less than 6,000 square feet.

(F) *Lot width and depth.*

(1) *Lot width (detached).* Every lot or plot upon which there is erected a single family detached dwelling shall require a minimum width of 60 feet at the building setback line.

(2) *Lot depth.* Every lot or plot upon which there is erected a single family dwelling shall require a minimum depth of not less than 100 feet.

(G) *Yard regulations.*

(1) Front yard. For all uses allowed there shall be a front yard of not less than 30 feet. Where a lot is located at the intersection of 2 or more streets there shall be one front yard of not less than 30 feet and one front yard of not less than 15 feet.

(2) Side yard. For all uses allowed there shall be a side yard of not less than 6 feet.

(3) Rear yard. For all uses allowed there shall be a rear yard of not less than 25 feet.

(4) Transitional yards. There are no requirements.

(H) *Ground coverage.* Not more than 40% of a lot or plot shall be covered by all main and accessory buildings.

(I) *Height regulations.* No structure hereafter erected or altered shall exceed 2-1/2 stories or 30 feet in height. Accessory uses shall not exceed 1-1/2 stories or 22 feet in height.

(J) *Variances.* No variances to reduce minimum building setbacks or minimum lot sizes shall be granted in the R-1 S, One-Family Dwelling-Small Lot District.

(Ord. passed - - ; Am. Ord. 8, 4th series, passed 1-16-2007)

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

Mayor

ATTEST:

City Clerk

Published in the Mankato Free Press this _____ day of _____ 2016.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13D	Department: Finance	Council Meeting Date: 12/5/16																												
TITLE OF ISSUE: Consider Adopting Resolution Authorizing Revisions to the City of North Mankato Capital Asset Policy.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Finance Director McCann will answer any questions concerning the Capital Asset Policy.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Adopt Resolution Authorizing Revisions to the City of North Mankato Capital Asset Policy.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Capital Asset Policy</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

**A RESOLUTION AUTHORIZING REVISIONS TO THE CITY OF
NORTH MANKATO CAPITAL ASSET POLICY**

WHEREAS, the North Mankato City Council adopted the Capital Asset Policy on January 1, 2003; and

WHEREAS, the Capital Asset Policy has been revised to safeguard the City of North Mankato's assets and insure compliance with any applicable laws or reporting standards; and

WHEREAS, the City Council has reviewed the Capital Asset Policy.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the Capital Asset Policy has been adopted and will become retroactively effective on January 1, 2016.

Adopted by the City Council this 5th day of December 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

CAPITAL ASSET POLICY

EFFECTIVE-ADOPTED: JANUARY 1, 2003

REVISED EFFECTIVE: JANUARY 1, 2016

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SECTION I Define Capital Assets and Capitalization Thresholds

SECTION II Reporting Capital Assets

SECTION III Depreciation Capital Assets

SECTION IV Capital Asset Definitions and Categories

SECTION V Capital Assets Estimated Useful Life

CITY OF NORTH MANKATO CAPITAL ASSET POLICY

PURPOSE

It is the policy of the City of North Mankato to maintain appropriate procedures regarding the procurement, management, and disposal of all capital assets, in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). The Capital Assets Policy addresses classes of assets, determination of useful lives, and calculation of depreciation.

SECTION I

DEFINE CAPITAL ASSETS AND CAPITALIZATION THRESHOLDS

A capital asset is real or personal property used in operations and having a value equal to or greater than the capitalization threshold set forth by the City, for that specific asset classification, and has an estimated useful life greater than one year. For financial reporting purposes only, the City will classify and establish capitalization thresholds for each asset class as follows:

CAPITAL ASSET CLASSIFICATION	CAPTILIZATION THRESHOLD ^[KM1]
Buildings and B building i improvements	\$ 50 25,000
Other improvements	\$ 15,000
Infrastructure;	\$250,000
Land and land improvements	\$25,000 1
Land and Other Improvements	\$ 25,000
Machinery and E equipment	\$ 5,000
Vehicles	\$ 5,000
Other Capital Assets	\$ 5,000
Other improvements	\$ 25,000
Construction in progress.	Accumulate all costs and capitalize if over \$100,000 when complete.

Another criterion for recording capital assets is **capital-related debt**. Capitalize capital assets purchased with debt proceeds and depreciate over their estimated useful life. Capitalizing these assets will minimize the potential of reporting negative net assets in the statement of net assets. In most cases, these assets will meet the thresholds and guidelines for recording as a capital asset.

SECTION II

REPORTING CAPITAL ASSETS

Report capital assets at historical costs, which includes most costs necessary to placing a capital asset into its intended use or state of operation. Historical cost includes the vendor's invoice, the value of any trade-in or allowance, sales tax, initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus; and ancillary charges such as freight and transportation charges, site preparation costs, and professional fees.

In the event the historical cost of a capital asset is not practicable determinable, it will be necessary to record an estimated historical cost of the asset using alternative methods. Alternative methods include standard costing and normal costing. Standard costing estimates the

historical cost of a capital asset by establishing the average cost of obtaining the same or a similar asset at the time of acquisition. Normal costing estimates historical cost based on the current cost to either reproduce or replace the capital asset, indexed by a reciprocal factor from the estimated

acquisition date, i.e., taking the value of acquiring the asset new today and then discounting that amount by an appropriate inflation factor back to the date of acquisition.

Capital assets donated to the City shall be reported at fair value. Fair value is the amount at which an asset could be exchanged in a current transfer at *arm's length* between willing parties, other than in a forced or liquidation sale. Donations are defined as voluntary contributions of resources to the City by a non-governmental entity. A voluntary contribution of resources between governmental entities is not a donation.

SECTION III DEPRECIATION CAPITAL ASSETS

Depreciation is the process of allocating the cost of a tangible asset to the periods of benefit. Capital assets shall be depreciated over their estimated useful life with exception of the following:

- Inexhaustible assets, i.e., land, and land improvements that do not require maintenance or replacement, e.g., certain works of art and historical treasures;
- Infrastructure assets reported using the modified approach; and
- ~~Construction work in progress.~~

For financial purposes the City will use the straight-line method of depreciation, which allocates the cost evenly over the life of the asset. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period, or accumulated depreciation, will equal the original cost less salvage value.

A significant issue when recording capital assets is the question of, "when is an expenditure capitalized as an improvement versus recorded as repairs or maintenance expense." The key consideration for determining whether to capitalize expenditures depends on whether the cost incurred, significantly extends the asset's useful life, increases its capacity, or improves its efficiency. Therefore, capitalize capital asset improvement costs if:

- The costs exceeds the capitalization thresholds; and
- One of the following criteria is met:
 - The value of the asset or estimated life is increased by 25% of the original cost or life period;
 - The cost results in an increase in capacity of the asset; or
 - ○ The efficiency of the asset is increased by more than 10%.
 -

SECTION IV CAPITAL ASSET DEFINITIONS AND CATEGORIES

Buildings refer to a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Certain buildings or structures that are an ancillary parts of infrastructure networks, such as well houses and pumping stations will reported as infrastructure rather than as buildings.

Examples of items to be capitalizes as building:

Purchased Buildings

- Original purchase price;

- Expenses for remodeling, reconditioning, or altering a purchased building to make it ready for its intended purpose;
- Environmental complies, i.e., asbestos abatement;
- Professional fees, includes architect, engineer, management fees for design and supervision, legal;
- Cancellation or buyout of existing leases; and
- Other costs required to place or render the asset into operation.

Constructed Buildings

- Completed project costs;
- Cost of excavation or grading or filling of land for a specific building;
- Expenses incurred for the preparation of plans, specifications, blueprints;
- Building permits;
- Costs of temporary buildings used during construction;
- Additions to buildings, i.e., expansions, extensions, or enlargements.

Building improvements include capitalized costs that materially extend the useful life of a building or increase the value of a building, or both, beyond one year. Building improvements should not include maintenance and repairs done in the normal course of business.

Examples of items to be capitalized as building improvements include:

- Installation or upgrade of heating and cooling systems, including ceiling fans and attic fans;
- Original installation or upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet;
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing;
- Installation or upgrade of window or door-frames, upgrading windows or doors, built-in closet and cabinets;
- Interior renovation of casings, baseboards,, light fixtures, ceiling trim;
- Installation or upgrade of plumbing and electrical wiring; and
- Installation or upgrade of telecommunication systems.

Examples of items considered repairs or maintenance in nature and **should not be capitalized** as buildings or building improvements include:

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building;
- Improvement projects of minimal or no added life expectancy and/or value to the building;
- Plumbing or electrical repairs;
- Cleaning, pest extermination, or other periodic maintenance;
- Interior decoration, i.e., draperies, blinds, curtain rods, wallpaper;
- Exterior decoration, i.e., detachable awnings, uncovered porches, decorative fences;
- Maintenance-type interior renovation including repainting, touch-up plastering, replacement of carpet, tile, or pane sections, and refinishing of sinks and fixtures;
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, e.g., replacement of an old boiler with a new one of the same type and performance capabilities;
- Any other maintenance-related expenditure, which does not increase the value of the

building.

Infrastructure Assets are long-lived capital assets that are linear and stationary in nature and can be preserved for a significantly greater number of years than most capital assets.

Examples of infrastructure assets include:

- Roads, streets, curbs, gutters, sidewalks;
- Bridges;
- Water and sanitary sewer systems;
- Drainage and storm water systems;
- Street light systems; and
- Signage.

Infrastructure assets shall be capitalized and depreciated unless the modified approach is used. The modified approach is an alternative to reporting depreciation for infrastructure assets that meet the following criteria:

- The assets are managed using a qualifying asset management system; and
- It is documented that the assets are being preserved at or above a condition level established by the City.

Under the modified approach the infrastructure, assets are not depreciated, and only the costs that increase the capacity or efficiency of the asset are capitalized, while all other expenditures that preserve the useful life of the assets are expensed. Only infrastructure assets that comprise a network or subsystem of a network can be reported using the modified approach.

Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees; and is characterized as having an unlimited life, i.e., indefinite. Land is an inexhaustible asset and non-depreciable.

Land improvements consist of betterments, site preparation, and site improvements (other than buildings) that ready land for its intended use. The costs associated with improvements to land are added to the cost of the land. Land improvements can be further categorized as inexhaustible, not requiring maintenance or replacement; or exhaustible, e.g., parking lots, landscaping and fencing.

Examples of items to be capitalized as land and land improvements include:

- Purchase price or fair value at time of gift;
- Commissions;
- Professional fees, includes title searches, architect, legal, engineering, appraisal, surveying, environmental assessments;
- Land excavation, fill, grading, and drainage;
- Demolition of existing buildings and improvements, less salvage;
- Removal, relocation, or reconstruction of property owned by others, i.e., power, telephone and railroad lines;
- Interest on mortgages accrued at date of purchase;
- Accrued and unpaid taxes at date of purchase;

- Other costs incurred in acquiring the land;
- Water wells, including initial cost for drilling, the pump and its casing; and
- Permanent right-of-way.

Other Land Improvements include land improvements that are exhaustible in nature and enhance the quality or facilitate the use of land for a specific purpose.

Examples of items to capitalize as other improvements include:

- Fencing and gates;
- Landscaping;
- Parking lots, driveways, and parking barriers;
- Outdoor sprinkler and irrigation systems;
- Recreation areas and athletic fields, including bleachers;
- Golf courses;
- Paths and trails;
- Septic systems;
- Stadia;
- Swimming pools, tennis courts, basketball courts, skate parks;
- Fountains,
- Plazas and pavilions; and
- Retaining walls.

Machinery, Equipment, and Vehicles refer to fixed or movable tangible assets used for operations, the benefits of which extend beyond one year from date of receipt.

Examples of expenditures to be capitalized as equipment, machinery, and vehicles include:

- Original contract or invoice price;
- Freight charges;
- Handling and storage charges;
- In-transit insurance charges;
- Sales, use and other taxes imposed on the acquisition;
- Installation charges;
- Charges for testing and preparation for use;
- Cost of reconditioning used items when purchased; and
- Parts and labor associated with the construction of equipment, machinery, or vehicle.

Note that the cost of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, machinery, or vehicle shall not be capitalized.

The capitalization threshold is applied to individual units of fixed assets. For example, 5 desks purchased through a single purchase order each costing \$2,000 will not qualify for capitalization even though the total cost of \$10,000 exceeds the threshold of \$5,000.

Other Capital Assets includes computer software that is either purchased or developed for internal use, which should be capitalized, if the cost of the software exceeds the capitalization threshold and depreciated over the software's estimated useful life. Capitalization of computer

software includes software license fees if the total dollar amount of the fee divided by the number of units or terminals exceeds the threshold.

Examples of expenditures to be capitalized as computer software include:

- External direct costs of materials and services, i.e., third-party fees for services;
- Costs to obtain software from third parties;
- Travel costs incurred by employees in their duties directly associated with development;
- Payroll and payroll-related costs of employees directly associated with or devoting time to encoding, installing or testing; and
- Costs to develop or obtain software that allows for access or conversion of old data by new information systems.

Note that upgrades and enhancements should only be capitalized to the extent that they increase the functionality of the product.

Capital Leased Property includes leased real or personal property, for which ownership of the asset substantially transfers to the lessee; therefore meeting the criteria for capitalizing as an asset. Capitalize the cost of the asset if the lease agreement meets any one of four conditions:

- It transfers ownership of the property to the lessee at the end of the lease term;
- The lease contains a "bargain purchase" option-an option that gives the lessee the right to purchase the asset for a future price less than the fair market value;
- The lease term is equal to at least 75% of the asset's estimated economic life; or
- The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair market value of the leased asset at the time the lessee signs the lease.

Leases that do not meet any of the above conditions shall be recorded as an operating lease and reported in the notes of the financial statements.

SECTION V **CAPITAL ASSETS ESTIMATED USEFUL LIFE¹**

Buildings and Building Improvements

Buildings	40 years
Cabling	10 years
Original Carpeting	7 years
Electrical	20 years
Elevators	20 years
Floor covering other than carpet	15 years
HVAC (heating, ventilation, air conditioning)	20 years
Interior construction	15 years
Interior renovation	10 years
Plumbing	20 years
Roof	20 years
Security and fire alarm system	10 years
Sprinkler System	20 years
Temporary and portable buildings	25 years

Equipment, Machinery, and Vehicles

Athletic equipment	10 5 years
Audio/Visual equipment	6 5 years
Business machines and office equipment	7 5 years
Cars, light general purpose trucks (actual weight less than 13,000 pounds)	7 10 years
Computer equipment and software	5 years
Custodial equipment	10 years
Fire Department equipment	10 years
Firefight trucks	20 25 years
Furniture and fixtures, including structural	10 years

¹ Estimated useful life values derived from the Internal Revenue Service Alternative Depreciation System (ADS)

components of a building	
Ground equipment (mowers, tractors, skid loaders)	10 years
Heavy duty general purpose truck and equipment (front end loaders, graders, etc. with actual weight greater than 13,000 pounds)	10 15 years
Kitchen equipment (appliances)	10 years
Lab equipment	10 years
Law enforcement equipment	10 years
Law enforcement marked vehicles	5 years
Law enforcement unmarked vehicles	10 years
Machinery, tools, and other equipment	5 years
Outdoor equipment (playgrounds, scoreboards)	15 years
Photocopiers	5 years
Telecommunications equipment	10 years

Infrastructure

Bridges	20 years
Parking Lots	20 years
Roads, Streets, curb and gutter	30 years
Sidewalks	25 years
Water, Sanitary Sewer, Storm Sewer Systems	50 years

Other Improvements

Fencing and gates	20 years
Fountains	20 years
Golf courses	20 years
Landscaping	20 years
Outdoor sprinkler and irrigation systems	20 years
Outdoor lighting	20 years
Parking lots, driveways, and parking barriers	15 years
Paths and trails	15 years
Recreation areas and athletic fields, including bleachers	15 years
Retaining walls	20 years
Septic Systems	15 years
Swimming pools, tennis courts, basketball courts, skate parks	20 years

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 13E	Dept: Administration	Council Meeting Date: 12/5/16																																															
TITLE OF ISSUE: Consider Adopting the City Council Handbook																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Administrator Harrenstein will present a Council Code of Conduct Handbook for consideration.																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
REQUESTED COUNCIL ACTION: Adopt the City Council Handbook.																																																	
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;"><u>Handbook</u></td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		<u>Handbook</u>			_____					_____					_____				
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RESOLUTION NO.

**A RESOLUTION AUTHORIZING THE CITY
COUNCIL HANDBOOK**

WHEREAS, this handbook is intended to describe the manner in which Council Members conduct business, providing a guide to all Council Members; and

WHEREAS, the handbook reviews governance principles, the role of City Council Members serving in committee appointments and addresses Code of Conduct.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the City Council Handbook has been adopted and will become effective immediately following passing of this resolution.

Adopted by the City Council this 5th day of December 2016.

Mayor

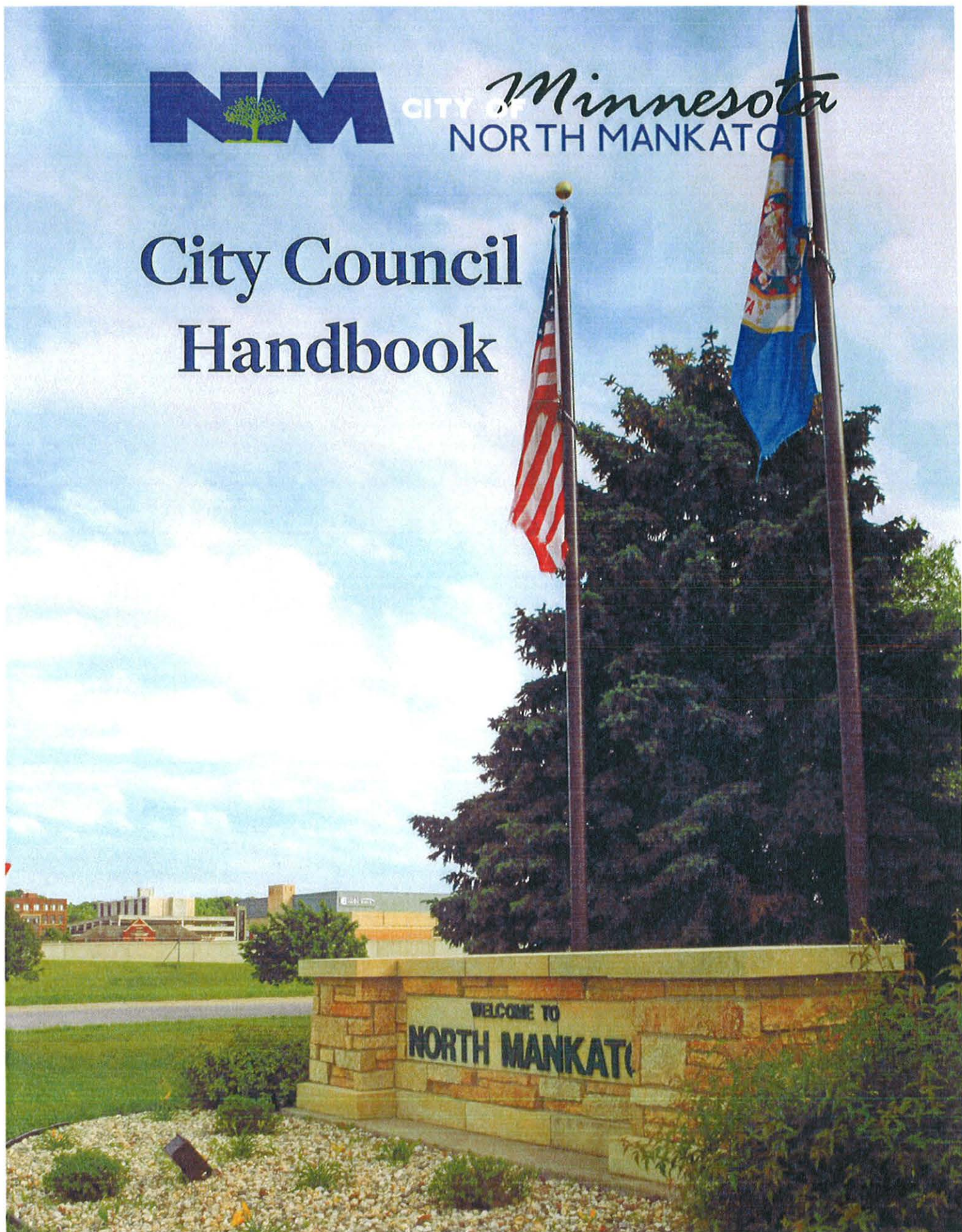
ATTEST:

City Clerk



CITY OF *Minnesota*
NORTH MANKATO

City Council Handbook





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I. NORTH MANKATO'S VISION, VALUES AND GOALS

A. Vision

North Mankato is a growing and safe community with outstanding recreational assets, well maintained infrastructure, vibrant business districts and neighborhoods, and provides residents with an excellent quality of life.

B. Values

Adaptability: The ability to adjust means and methods to resolve changing situations.

Excellence: Going above and beyond expectations.

Responsibility: Taking ownership and being accountable for performance.

Integrity: Being honest, impartial and aligning actions with principles.

Leadership: Achieving a common goal by motivating others.

Civility: Using polite, reasonable, and respectful behavior in our conduct, understanding the roles of each participant, and respecting the process for decision-making

C. Goals & Strategic Program Areas

Goals	Strategic Program Areas
Outstanding Recreational Assets	Library, Parks, & Trails
Well Planned & Maintained Infrastructure	Public Works & Infrastructure
Safe Community	Public Safety
Growing & Vibrant Business, Industrial, & Residential Districts	Community & Economic Development
Excellent Quality of Life	Legislation, Administration, & Public Engagement



II. GOVERNANCE PRINCIPLES

The City Council governs North Mankato with the best interests of all citizens as its first priority. In conducting its business, the governing body will maintain a focus on the vision, goals and strategic policy documents adopted by the City Council.

The City Council commits to conducting its business adhering to the highest ethical, legal, and fiduciary standards.

A spirit of openness, candor, and mutual respect for the input and opinions of others are critical to the City Council's ability to govern effectively. City Council members are expected to spend the time necessary to attend meetings and come prepared and informed on the issues.

City Council members are expected to actively participate as needed on City Council committees and task forces. Attendance at committee and task force meetings is as important as attendance at City Council meetings.

III. ROLE OF THE MAYOR, CITY COUNCIL, CITY ADMINISTRATOR

A. City Council

The City Council includes a mayor and four council members. Each must be eligible to vote in Minnesota, registered to vote and a resident of the city. Council members are elected at large and must continue to reside within the City of North Mankato during their term. Each person on the council, including the mayor, has one vote.

Effective management of a municipality is achieved when elected officials and appointed executives clearly understand and agree on their roles as defined by their form of government, state statute, and code of ordinances. In North Mankato, the City Council is the legislative body, and its members are the community's decision makers. City powers are vested in the City Council, except as otherwise specified by Minnesota Statutes. The Council ensures all obligations and duties imposed on the city by law are implemented. Recognizing the City Council exercises its authority or takes action as one body, individual council members cannot act on behalf of the City.

The City Council is also the organizations legislative body. Council members approve the tax rate, adopt the budget and set the City's vision. The Council provides leadership for the community by identifying issues or opportunities and then implementing goals and strategies to solve issues. Council members focus on City policies, the City vision, ordinances and intergovernmental affairs. Some examples include: land use development, comprehensive planning, capital improvement projects and strategic planning.

The City Council vests the City Administrator with the authority to implement policy through direction of operations and execution of strategic plans. In this sense, North Mankato's government works similarly to a large corporation with a part-time Board of Directors (Council) that sets policy and a CEO (City Administrator) that carries out the policy and provides professional management of the day to day operations.



In addition to duties set forth in state statute, the City Council is expected to fulfill the following roles:

1. Determine and uphold the City's vision, goals, and strategic planning documents.
2. Hire the City Administrator.
3. Authorize new City staff positions.
4. Ensure an effective strategic planning process.
5. Ensure adequate resources are provided.
6. Develop, monitor and strengthen the City's programs and services.
7. Enhance the City's reputation.
8. Ensure legal and ethical integrity, maintain accountability and exercise fiduciary oversight.
9. Orient new City Council members after they are elected.
10. Create and eliminate committees and task forces as appropriate.
11. Assess the City Council's performance.
12. Provide for leadership continuity.
13. Address difficult policy problems.
14. Build capacity among the City Council to work effectively together.

B. Mayor

The Mayor acts as the presiding officer and ceremonial representative at public events and functions on behalf of the City Council. If the Mayor cannot participate at a meeting, the Mayor pro tem assumes the Mayor's duties. The Mayor participates in all deliberations of the Council in the same manner as other members and is a voting member of the Council in all matters, unless a conflict of interest exists. The Mayor is often a spokesperson for the Council – articulating actions taken or fielding questions about the City's intentions and policies. The Mayor also makes appointments to the various commissions with the consent of the City Council.

C. City Administrator

The City Administrator serves the council and community and brings local government projects and programs to citizens on the council's behalf. The City Administrator prepares the budget, recruits, supervises/hires/terminates department directors and is the Council's chief advisor. Citizens and council members rely on the City Administrator to provide unbiased and objective information while presenting both sides of an issue and information about long-term consequences.

The City Administrator is responsible for the City's administrative duties, council members should work with the City Administrator about items related to city employees, inquiries or other



City topics. City staff executes council policy and actions and provides information to keep the council informed. The City Administrator and Department Directors provides staff direction and guidance through the chain of command.

The City Administrator is appointed by the City Council and directs all city staff. Chain of command operates as follows;

- Citizens to the City Council.
- City Council to the City Administrator.
- City Administrator to Department Directors and then to subordinate staff.

The City Administrator is the only staff member hired by the Council, it is important that requests for information or community issues be brought directly to the City Administrator. The City Administrator is in the best position to provide a response because many issues involve multiple departments or work may already be in progress.

If a council member wishes to influence actions, decisions, recommendations, workloads, work scheduled or staff priorities, that member must work with other council members to do so as a matter of council policy. The full City Council retains the authority to accept, reject or amend staff recommendations on policy matters.

Like many other City Administrators, North Mankato's City Administrator belongs to the International City/County Management Association (ICMA), a professional and educational association for city administrative officers that was founded in 1914. ICMA's mission: "to strengthen the quality of local government through professional management."

IV. ROLE OF AN INDIVIDUAL CITY COUNCIL MEMBER

A. General Expectations

Know the City's vision, goals, strategic programming documents, policies, programs, services, strengths, and needs.

Perform duties of a City Council member responsibly, and with energy and enthusiasm.

Be an active advocate on City legislative policies to policymakers.

Participate in the City's nomination process as needed and assist in identifying strong candidates for appointment positions.

Approach all issues with an open mind, objectively evaluating all input and information.

Remain informed about trends in the field of municipal governing.

Bring good will and a sense of humor to the City Council's deliberations.



City Council member' are expected to conduct themselves in their personal life in a manner that does not reflect poorly on the City or on themselves as a member of the governing body.

Serve in leadership positions and undertake special assignments willingly and enthusiastically.

B. Meetings

Prepare for and participate in City Council meetings.

Willingly serve on committees and task forces as needed.

Actively participate in City Council's and committee discussions consistent with your knowledge, conscience and convictions.

Suggest agenda items periodically for the City Council and Committee meetings to ensure that significant, policy-related matters are addressed.

C. Decision-making

Each City Council member is expected to be actively involved in City Council discussions. City Council members must share their opinions, listen to the opinions of others, and make an effort to see issues from the variety of perspectives other City Council members may bring. If a City Council member holds a view that has not been voiced, it is his or her obligation to share that view during the deliberations – not simply before or after the meeting.

Any City Council member who believes that he or she has a financial conflict of interest on any decision must disclose such a conflict to the City Council before discussion begins and recuse himself or herself from the discussion and the vote. For purposes of this Handbook, a conflict of interest is a known transaction or relationship which presents or may present a conflict between City Council member's obligations to the City and the City Council member's personal, business, or other interests.

In deciding how to vote, City Council members are expected to take into account the collective interests of all citizens and to vote what they believe to be the common interest – in other words, to vote on City Council actions with the best interests of all citizens in mind.

After a vote is taken, unless the decision violates his or her core values, each City Council member is expected to support the majority decision of the Board. In all circumstances, regardless of how the individual City Council member voted on his or her personal view of the City Council's decision, he or she is expected to fully describe and accurately characterize the City Council's discussions and the rationale behind the outcome of the City Council's deliberations.

D. Speaking on City Council Matters

If it is asked or inferred that an individual board member speak on behalf of the City, City Council members should defer to the City Administrator or Mayor and other official spokespersons or refer to official City policies and positions.



City Council members are expected to be available as needed, within reason, to testify or advocate for the City's official positions and they must not actively speak against the City's position.

E. Relationship with Staff

Provide advice and support to the City Administrator.

Avoid special requests for extensive information, without prior consultation with the City Administrator or Mayor.

F. Managing Conflicts

Serve the City as a whole rather than any special interest group or constituency.

Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.

Except in limited circumstance permitted under Minnesota law, never accept (or offer) favors or gifts from (or to) anyone who does business with the City.

G. Accountability and Fiduciary Responsibilities

Exercise prudence with the Board in the control and transfer of funds.

Read and understand the City's financial statements and otherwise help the City Council fulfill its fiduciary responsibility.



V. ROLE OF CITY COUNCIL MEMBERS SERVING IN COMMITTEE APPOINTMENTS

A. Purpose of City Council Appointments

The purpose of City Council appointments to certain organizations or committees serving the city is to ensure the diverse perspectives of these groups are fully and continually reflected in City Council deliberations. City Council appointees are encouraged and expected to bring to City Council deliberations their own views and those of the entities that recommended them. However, as a City Council member, each of these individuals has the preeminent responsibility and duty to govern and make decisions based on what they believe to be in the best interest of the City of North Mankato.

B. Expectations

The expectation and obligations of City Council members serving in committee assignments are identical to those of other City Council members, as delineated in the Governance Principles, Role of the Board and Role of an individual City Council member, with the sole variation being identified in Section IV of this Governance Handbook.

Those City Council members designated for committee assignments to affiliate organizations are expected to be a two-way communication conduit between the City and those organizations.

VI. COMMUNICATION

The need for regular communication between the City Administrator and council is essential to maintain an open communication with the organization. The council establishes policy and programs and the City Administrator executes council actions. The City Administrator keeps the council informed and is sensitive to council issues. Similarly, council members need to keep the City Administrator apprised of constituent concerns and future issues.

The City Administrator provides information between the council and City staff. The City Administrator is responsible for communicating the city's position about policy matters to outside agencies on the Council's behalf.

The City Administrator ensures council members receive copies of correspondence that will assist them in policy-making, provides other documents to council on a regular basis, such as status reports, executive summaries and other information vital to the council member's positions.

Holds workshops and study sessions to provide detailed presentation about beneficial information.

Schedules council/staff retreats to focus on topics and enhance information exchange.

Encourages presiding member to meet with the City Administrator prior to the Council meeting to review agenda items.

Has an open-door policy so individual's council members can meet with the City Administrator on an impromptu and one-one one basis.



VII. CITY DEPARTMENTS

A. City Departments

The City of North Mankato is a nonpartisan local government. Professional staff formulates recommendations in compliance with council policy and not influenced by political factors for the good of the organization. The City Administrator is responsible for the day to day management of the city. The City Administrator supervises the organization through department directors. There are 9 City departments:

B. Library

The North Mankato Taylor Library provides numerous programming opportunities and community outreach services. In addition to a wonderful collection of physical and electronic materials, the library conducts children, young adult, and adult programming, book clubs, and hosts numerous presentations. A community meetings space is available to the public at the library.

C. Finance/Utility Billing

Finance staff is responsible for administering all financial accounting and reporting functions for the city. Finance staff also compiles and produces North Mankato's fiscal budget and city financial statements. The department maintains debt and treasury management, internal audits, budget control, purchasing, accounting activities, payroll, utility billing, risk management, and other general administrative tasks.

D. Police

The North Mankato Police Department maintains 24/7 patrol of the community, responds to calls for service, conducts and clears investigations, provides security for community events, recruits reserve officers, provides traffic control, coordinates the city's emergency management (natural disasters, missing person, river rescue, terroristic, hazardous material), conducts public education, maintains the civil defense system (tornado sirens), participates in numerous regional emergency management teams, tactical response teams, and the regional drug taskforce. The staff works closely with other City departments, residents, businesses, and other governments to reduce crime, provide a sense of safety and security and improve the quality of life for those who visit, live and work in the City of North Mankato and the region.

E. Fire

North Mankato's Fire Department is made up of volunteers who respond to fires, general alarms, and vehicle crashes. Ambulance service is provided by Gold Cross. The department has a chief and officers elected by the members who meet the qualifications of the positions and conducts numerous training and community support functions.

F. City Clerk

The Clerk's office is responsible for recording and preparing council minutes, packets and agendas, recording the Port Authority's minutes, packets, and agendas, oversees the city's

record retention, provides the human service function of the city, oversees the contract for information technology services, serves as the public information officer, issues public service announcement, produces the bi-annual City newsletter, issues various licenses, conducts local elections, staffs the HRA, and maintains the City code.

G. Community Development

The Community Development Department issues building permits, conducts building inspections, manages the rental licensing program, manages the CDBB allocations, staffs the Planning & Zoning Commission, conducts plan reviews, inspects construction projects, enforces numerous city codes, serves as the staff representative to the Metropolitan Planning Organization, administers the wetland bank provisions, oversees the traffic and safety committee, and produces numerous planning documents. The department is responsible for planning and managing North Mankato's physical growth and expansion with an emphasis on orderly growth for land use and development, downtown development and neighborhood preservation.

H. Public Works

Public works manages many vital functions so North Mankato has a clean, healthy, safe and enjoyable environment. Public works staff ensure clean drinking water is provided to citizens, wastewater is effectively collected and transported to the Mankato Wastewater Treatment plant, oversees garbage and recycling collection, provides well-designed and maintained streets, walkways, storm drains, parks, and public landscaping. In addition, other services including spring clean-up, fall clean-up, and leaf pick-up. The public works department sweeps streets, patches street, seals streets, oversees building maintenance, hangs flags and banners, manages the brush pile, televises/jets sewers, hauls grass clippings, repairs concrete curbs, conducts manhole inspections, repairs manholes, paints crosswalks, repairs sewer/water main breaks, repairs/installs signs, conducts weather event cleanups, flushes fire hydrants, inspects & repairs fire hydrants, exercises valves, conducts water samples, maintains lift stations, performs utility locates, plows snow, and provides flood controls.

I. Caswell Sports

Caswell Park has operated for over thirty years as one of the nations' premiere softball complexes. The park serves local needs and attracts local, state, and national tournaments. In addition to softball, in 2013 Caswell North Soccer Complex was completed and serves local and state tournaments. The park is the city's primary tourist attraction.

J. Port Authority

The Port Authority was established by an act of the Minnesota Legislature and acts as the City's economic development arm. Responsible for acquiring and developing industrial property in the North Port Industrial Park, the Port Authority also issues low interest loans to businesses, serves as an overall support to the community's businesses, and considers requests for business incentives. Each member of the City Council is appointed to the Port Authority Commission yearly.



VIII. SUPPORT, TECHNOLOGY, AND LEGAL COUNSEL

A. Staff Support

Staff support is done in response to requests from the City Council as a whole. Requests for information, service-related needs, or policy positions should be considered as an item for the City Council meeting agenda. Staff will complete work within a council-established timeline if directed by council action.

B. Mailboxes

Council members receive conference materials at meetings and in their mailboxes at the City Hall.

C. Technology

To enhance council member's service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business. For members who do not have or do not wish to use personally-owned computers, cell phones, or iPads for City business, the City provides technology equipment with necessary software, internet and email capabilities.

D. Legal Counsel

Legal counsel for the city is through the City Attorney. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Administrator and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to city affairs. General City Attorney legal responsibilities:

- Provides legal assistance necessary for formulation and implementation of legislative policies and projects.
- Represents the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings.
- Prepares or approves ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes and intentions of the City Council.
- Keeps City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. The City Attorney represents the City Council as a whole and not individually.



IX. MEDIA RELATIONS

A. Media Inquiries

Council members are encouraged to refer all media inquiries to the City Administrator prior to council discussion and vote on an item. After a vote has been taken, individual council members may comment on their decision. It's understood that individual council member decisions may not be reflective of the council's majority vote.

Following these guidelines is important to the democratic process because it helps avoid creating the public perception that a vote or decision has been made on a topic. That perception may discourage the public from engaging in the democratic process.

The City Administrator communicates on the City's behalf in interviews, publications, news releases, on social media sites and related communications. The City Administrator is in the best position to provide a response because many issues involve multiple departments or work may already be in progress. On occasion, the Department Director will handle interviews and communications on behalf of the City Administrator.

B. Further media guidelines

Upcoming agenda items, issues or discussion topics: Wait to provide information until the topic is voted on. This communicates that a decision has not been made and allows the public process to work by keeping the topic open for citizen input. If a council member discusses the issue with the media before a decision is made there is potential that the public may be confused about the council's direction. This may create a public perception that a vote or decision has been made on a topic and discourage the public from engaging in the democratic process or other citizen engagement sessions.

Routine or public information: Provide media with the information and notify the City Administrator of the request.

Other information: (City personnel, potential litigation, controversial issues, opinion on a City matter, or if unsure of the type of question) Work with the City Administrator on these topics. The City Administrator typically works with staff on these issues and can present the discussion scope or topic.



X. CODE OF CONDUCT

The Mayor and City Council members are dedicated to promoting values and integrity of local government and democracy and committed to governing efficiently and effectively. After taking oath of office as a City Council member, they agree to conduct themselves in accordance with the following code of conduct:

- The professional and personal conduct of council members must be above reproach and avoid the appearance of impropriety. Members should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the council, boards, commission, staff or the public intended to disrupt and not further the City's business.
- Council members maintain the confidentiality of information concerning property, personnel or legal affairs of the City. They shall neither disclose confidential information, without proper legal authorization, nor use such information to advance their personal, financial or other private interests
- A council member does not use the official position to secure special privileges or exemptions for themselves or others.
- Each member supports the maintenance of a positive and constructive work place environment for City staff, private citizens and businesses dealing with the City. Council members will recognize their roles, as delineated in the City charter, City code and state statutes and in individual dealings with City staff.
- No member shall, except as specific permitted by Minnesota statutes, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could be reasonable expected to influence the member in the performance of the members' official duties or intended as a reward for the members' official actions.
- Members of the council will not testify in their capacity as a council member, before any other board, commission, administrative officer or agency of the federal government, the state of Minnesota or of any county or other municipal corporation, including cities, except as provided.

Exceptions of policy:

- If the member is testifying in such capacity pursuant to a lawfully issued subpoena.
- In the event the council has designated the member or members to act as a spokesperson for the council as a whole to explain the majority vote or council's position.
- Council members serve as a whole when representing the official policies and positions of the City Council. If speaking as an individual citizen, it's important to share that is the perspective being presented and not on behalf of the City or council. In addition, council members refrain from testifying orally or in writing as to any quasi-judicial matter being heard, or having the possibility of being heard by the council.



XI. ETHICAL LEADERSHIP

A. Ethical Leadership

Ethical leadership is vital to the functioning of the City and to maintain the public's trust and confidence in the City and democratic process.

B. Key traits of ethical leaders

Recognize that ethical questions may be complex. As a result, they are willing to seek and accept the advice of knowledgeable officials such as the City Administrator, City Attorney or City staff.

Understand that ethical conflicts are inevitable and should be dealt with forthrightly. Elected officials are human and citizens of their community. On occasion, it is expected that they will have needs or roles in their private lives that conflict with public office obligation. Ethical officials are open about potential conflicts of interest and follow applicable rules for disclosing and dealing with the conflict (such as refraining from voting on particular issue) to avoid even the appearance of impropriety.

Driven by fairness. The most ethical council members recognize that many City decisions will have an adverse, as well as positive outcomes and they, therefore, strive to make the best decision as defined by its ultimate fairness to all concerned. This often means making impartial decisions on the merits of the issue alone, while disregarding personal allegiances. It can also mean taking into account interest of citizens who are not present or who have not otherwise commented, but who are nonetheless affected by a decision. Ethical officials try to make decisions in the best interest of all in the community, not just those who show up at a meeting or protest the loudest.

Know the importance of conscientious and ethical government as a value in itself. Ethical council members do not use their office or authority for revenge, prestige, or personal gain. Ethical council members recognize that government is a human institution. As a result, the human motivations of those in government will determine if the government itself is effective or ineffective, good or bad, ethical or unethical. Ethical council members care enough to make a positive difference and then act accordingly.

XII. SOURCES OF CITY AUTHORITY

The U.S. Constitution does not mention cities. However, cities are influenced by the federal government indirectly through state governments and directly through participation in federal funding of programs. Minnesota State Constitution authorizes the Minnesota legislature to provide for the “creation, organization, administration, consolidation, division and dissolution of local government units and their functions, for the change of boundaries thereof”. The legislature provides general formation of cities and additional city powers may be broadened or restricted by state statute. The legislature does provide cities some discretion over policy areas as long as consistent with state statutes.

By the organizing powers afforded to it by the state of Minnesota, North Mankato is incorporated in what is referred to as a “Statutory City-Optional Plan A” found in Chapter 412 of the Minnesota Statutes as well as other statutes that apply to municipal governing. Although all statutory cities have the same basic powers, the City code allows them to select one of several forms of organization. In addition to the statutory codes organizing the City, the City Council is responsible for adopting and enforcing provisions of the local code of ordinances.

XIII. CITY COUNCIL COMPENSATION, TRAINING, AND TRAVEL

A. Compensation

Council salaries are set by ordinance (must be adopted at least six months before the election). Salary increase are effective the first meeting in January after the November election. City Council members are paid as regular employees and can contact the Finance Director regarding the necessary payroll documents needed prior to receiving compensation.

B. Travel Budget

Each council member may spend \$3,000 annually for both training and travel. These funds can be used for training opportunities from organizations such as the League of Minnesota Cities, the National League of Cities, or the Coalitions of Greater Minnesota Cities.

C. Travel

Travel involving an overnight stay – Provide prior notice to the City Administrator before traveling on overnight business explaining the trip’s purpose, travel dates and other details.

Travel expenses – A per diem will be issued to City Council members for meals and incidentals following notice of an upcoming travel or training according to rates set in in the City’s travel policy.

Lodging expenses – Lodging reservations can be made on behalf of the City Council member by staff or council members may request reimbursement based on a single-room rate per person. Government discounts should be used wherever possible.

Transportation – Transportation costs are reimbursed at the most reasonable means for transport. For example, if an elected or appointed official chooses to fly first class, the City



reimburses the coach rate and the official pays the difference. If lower-cost alternatives to frequent flyer miles are available, it's recommended to use those.

Meal costs for official functions (political or professional organizations) are paid at full actual cost (even if cost exceeds rates above).

There is no reimbursement for alcoholic beverages.

Expenses are not reimbursed for spouse, guest, those not employed by the City, or other persons not authorized to receive reimbursement under this policy or state regulations.

Reimbursement may be claimed by one person for several employees or officials eating together. Please list all names on the reimbursement claim.

To request approval for rental cars, contact the City Administrator.

Personal vehicles may be used for City business. Mileage for business use is reimbursed at the Internal Revenue Services' allowable mileage rate.

XIV. COUNCIL MEETINGS

A. Regular meetings

The Council decides public meeting times and places. Currently, the council meets the first and third Monday of the month at 7:00 p.m. If a legal holiday occurs on one of these Mondays, the council meetings will be held the next business day. All meetings are held in compliance with Minnesota's open meeting law. All regular and special meetings dates and times are posted at the front entrance of City Hall and online.

All regular and special council meetings are videotaped and broadcast on public access television and archived online.

The council may decide its own rules and order of business for its meetings as outlined in the City code.

B. Special Meetings

Special meetings are any meetings other than a regular meeting and can be scheduled by the Mayor or two council members. These meetings could be scheduled to address additional business or other pending items the council was unable to discuss at a regular meeting or needs to address before the next regularly scheduled meeting.

Any special meeting must conform to Minnesota's open meeting law. Council members are notified of special meetings at least one day prior to the meeting. Written notices are posted at least three days before a special meeting. Those who have filed a written request of notice for special meetings are also notified.

C. Closed meetings



The North Mankato City Council may meet in a closed meeting:

- To consider strategies for labor negotiations.
- To evaluate the performance of an individual the council has authority over (i.e. City Administrator).
- Attorney-client privilege.
- Purchase or sale of property.
- Security briefings.

The City Council must follow Minnesota's open meeting law procedures to hold a closed meeting. Before a meeting can be closed, the council must state on the record specific grounds for permitting the meeting closed and describe the subject to be discussed. All closed meetings (except those closed as permitted by the attorney-client privilege) must be electronically recorded at the public body's expense. Unless otherwise provided by law, recordings must be preserved for a least three years after the meeting date.

If a closed meeting is to evaluate an individual's performance, this individual's name must be announced prior to closing the meeting. If this individual requests an open meeting, advance notice must be provided so he/she can make an informed decision about opening the meeting.

D. Work Sessions

Work sessions provide an opportunity for council members to discuss items that may be a future agenda item or for informational purposes. Several work sessions are held about the City's budget prior to its finalization and levy at the end of the year. Other work sessions are held as needed. Work sessions are held in a less formal atmosphere, using a consensus building approach. No formal action can be taken.

E. Emergency Meetings

The City Council has the statutory authority to call emergency meetings, which require immediate council consideration. For example, a meeting may be called if there is a state of emergency, such as a natural disaster, to declare a local emergency. The media and public are notified of emergency meetings.

XV. OPEN MEETING LAW AND DATA PRACTICES

A. Open meeting law

With only a few exceptions, City Council meetings, including committees, subcommittees, board, and commission meetings are open to the public. The open meeting law ensures the public are fully informed about decisions made by elected officials and also ensures the public's right to participate in City Council actions.

Whenever the council meets the following information should be available to the public:

- Date, time and location

The public should be able to:

- Watch the meeting and be present
- See how council members vote on issues
- Receive printed information the council has at the meeting
- Have a summary of the council minutes

Any scheduled gathering of the City Council must give proper notice and be open to the public. Chance meetings and social gatherings are excluded; however, council members cannot discuss or receive information on official business in private social settings.

There are few exceptions to the open meeting law and specific requirements regarding notice and subject of closed meetings. Strict adherence to these requirements is necessary to avoid violated in the statute. The City Attorney should be consulted when the council is considering conducting a closed meeting.

Council members who intentionally violate provisions of the open meeting law are subject to personal liability up to \$300 in civil penalties per single occurrence. If a council member has three or more intentional violations, the result is forfeiture of the right to serve on the City Council.

B. Minnesota data practices act

Minnesota's data practices act gives public access to City records and data to balance the public's right to know with respect for individual's privacy. The act presumes that government data are public and accessible for inspection and copying unless a federal law, state statute, or temporary classification of data notes otherwise. Since there are significant penalties for willfully releasing private and confidential data council members should consult the City Administrator when there are questions about what information is public and private.



In addition, a city that violates any provision of the data practices act is liable for any damage as a result of the violation.

XVI. RULES TO GOVERN BY

A. Land use laws

The municipal planning act grants cities the authority to regulate land use and provides the framework and road map all cities must follow. Cities regulate land use through three basic tools:

1. Comprehensive plan
2. Zoning ordinance (including the zoning map)
3. Subdivision ordinance

Although cities are not required to adopt all three tools when engaged in municipal planning, each tool serves a separate and essential purpose. These tools harmonize and interact in important ways to protect and promote sound city development.

First, the comprehensive plan helps the city look to the future and guides current development in administering its zoning ordinance and subdivision ordinance. The subdivision ordinance regulates land division into smaller lots and the creation of blocks and neighborhoods with safe streets, appropriate environmental features and character. Finally, the zoning ordinance regulates the use and density of city zones such as commercial, residential and industrial purposes, both segregating and combining uses where appropriate to prevent congestion, environmental contamination and other negative human health hazards.

A **zoning map** divides the community into different land uses to assist the city in planning and permitting future growth. There are 15 different categories for zoning and each has specific standards. Two ways to vary from zoning standards include a “variance” or a conditional use permit.

A **variance** allows the individual property owner to “vary” from permitted use of the land or from required rules for the property.

Conditional use permits are granted based on certain standards being maintained or established at the time issued. The permit is granted with a set of conditions that must be followed or the permit can be revoked.

Due process: People who own land in areas that can be impacted will be informed and also given an opportunity to provide input before any plan/work moves forward.

B. Public Improvements

Two types of improvements are petitioned and city initiated. A petitioned project occurs when a citizen who owns 35 percent or more of the affected property signs a petition asking the city to make improvements. A city initiated project is an improvement identified in the community investment plan. A city initiated project requires a 4/5 vote of the council, where as a petitioned project only requires a simple majority.

C. Process for improvements

- The city notifies all affected property owners.
- A meeting is held prior to the first formal council meeting to provide information to the property owners.
- The first council meeting is the project feasibility hearing where citizens present their opinions about the project.
- The second council hearing is the assessment hearing that establishes the property owners cost for the project.
- If the cost of the completed project is less than the assessment, property owners are notified and the correct amount is assessed. No assessment is made until the project is completed. This is in accordance with Minnesota statutes, chapter 429 (<https://www.revisor.leg.state.mn.us/statutes/?id=429>), which explains the complete process in detail.

D. Actions requiring ordinances

An ordinance can pertain only to one subject and can be introduced by any council member at a special or regular council meeting. The council can reject, adopt or amend the ordinance. Any amendment that changes an ordinance's substance requires the process to be repeated. Most ordinances (unless otherwise stated differently) become effective 30 days after adopted or published.

E. Licenses and permits

The City has the authority to license and require permits for activities within its jurisdiction. Licensing and permitting regulates activities and provides oversight for inspection in the public interest. The City exercises its police power to protect and promote the public's welfare and safety through the licensing process. More information about licenses and the licensing process can be found in Title XI of North Mankato's City code.

XVII. RESOURCES

League of Minnesota Cities (LMC)

www.lmnc.org

The League of Minnesota Cities provides information, education and training to elected officials and staff. LMC has an annual conference that provides an opportunity to connect with other member cities to learn how they have handled opportunities and issues. Throughout the year, the LMC provides legislative updates on the upcoming session and the implication of any new legislation.

League of Minnesota Cities handbook for Minnesota Cities

<http://lmnc.org/page/1/handbook-for-mn-cities.jsp>

The League of Minnesota Cities (LMC) assists cities by lobbying, providing training and serving as a resource for cities. The LMC handbook provides information about council member roles and responsibilities, laws regulating council action and special council requirements.

Minnesota state law

<https://www.revisor.mn.gov/pubs/>

Minnesota state law establishes many rules and regulations for Minnesota cities.

National League of Cities (NLC)

www.nlc.org

The National League of Cities advocates and promotes cities and towns, provides programs and services, keeps leaders informed of critical issues, strengthens leadership skills by offering numerous training and education programs, recognizes municipal achievements, partners with state leagues and provides opportunities for involvement and networking.

Coalition of Greater Minnesota Cities (CGMC)

www.greatermncities.org

The Coalition of Greater Minnesota Cities is geared toward greater Minnesota issues and provides an opportunity for council members to network with other cities in outstate Minnesota.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14A	Dept: City Planner	Council Meeting Date: 12/5/16																																																					
TITLE OF ISSUE: Receive 2016 Community Development Yearly Report.																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Planner Fischer will review the 2016 Community Development Yearly Report.																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
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For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;">Report</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		Report			_____					_____					_____					_____				
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2016 Community Development Annual Report

The Community Development Department consist of the following personnel:

1. Community Development Director
2. Deputy Clerk
3. Building Official
4. Building Inspector

The department is responsible for the following services:

- Planning/Zoning
- Housing Initiatives
- Transportation Planning
- Economic Development
- Administration of Community Development Block Grant Funds
- City Code Enforcement
- Administration of Wetland Conservation Act
- Issuance of Building Permits
- Issuance of Rental Licenses and Rental Administration
- Building/Plumbing Inspections
- Review of Building Construction Plans
- Administration of MS4 Municipal Storm Water Regulations
- Staff to Planning Commission and Traffic & Safety Committee
- Assessment Searches

The existing Community Development services are critical for the generation of revenue, proper building construction, community relations, orderly growth and overall appearance of neighborhoods and business districts.

Staff participates in the following committees:

- Regional Economic Development Alliance (REDA)
- Mankato Area Planning Organization (MAPO)
- South Central Business Development Network
- City Art
- Business Development and Retention
- Region 9 Economic Development

In 2016, the Community Development Department either prepared or participated in the following plans and policies:

- Sidewalk Installation and Maintenance Policy
- Complete Streets Policy
- Lor Ray Drive/Howard Drive Intersection Control Evaluation (ICE)
- Belgrade Redevelopment Plan
- Belgrade Corridor Transportation Study
- MAPO 2045 Long Range Transportation Plan
- Downtown Design Guidelines

The following is a summary of number of building permits issued, number of inspections conducted, number of plan reviews conducted and number of rental licenses issued by the Department in 2016 (through October) and a comparison to 2015:

- Issued 943 building permits (through October)
- Conducted approximately 2,500 building inspections (through October)
- Conducted approximately 185 construction plan reviews (through October)
- Issued 668 rental licenses for a total of 1,619 rental units

	Single Family	Duplex	Twin Homes	Townhome Condos	Apt./ Asst. Living	Garages	Industry Commercial	Other	Residential Remodel	Totals
2016 - October										
Number of Permits	18	0	0	0	2	0	59	21	843	943
Number of Units	18	0	0	0	8	0	0	0	0	26
Dollar Value	\$5,010,180	\$0	\$0	\$0	\$40,000	\$0	\$5,157,285	\$13,800	\$4,311,309	\$14,532,574
Revenue	\$42,867.34	\$0.00	\$0.00	\$0.00	\$726.76	\$0.00	\$71,342.19	\$853.99	\$115,590.01	\$231,380.29
2015										
Number of Permits	41	0	0	5	3	2	45	25	825	946
Number of Units	41	0	0	19	12	0	0	0	0	72
Dollar Value	\$9,800,910	\$0	\$0	\$3,665,000	\$1,020,000	\$34,400	\$8,944,511	\$895,255	\$5,537,629	\$29,897,705
Revenue	\$86,883.85	\$0.00	\$0.00	\$29,143.47	\$8,254.59	\$696.96	\$84,172.44	\$7,649.13	\$121,107.59	\$337,908.03
2014										
Number of Permits	32	4	0	0	4	3	44	36	793	916
Number of Units	32	8	0	0	16	0	0	0	0	56
Dollar Value	\$8,014,300	\$1,151,000	\$0	\$0	\$1,360,000	\$55,000	\$2,896,617	\$1,144,375	\$4,281,941	\$18,903,233
Revenue	\$70,290.22	\$9,654.18	\$0.00	\$0.00	\$11,006.12	\$1,114.89	\$33,955.34	\$12,931.48	\$101,167.52	\$240,119.75
2013										
Number of Permits	31	4	2	0	2	4	51	29	857	980
Number of Units	31	8	2	0	17	0	0	0	0	58
Dollar Value	\$7,941,940	\$1,151,000	\$375,550	\$0	\$1,358,000	\$68,800	\$4,674,207	\$1,187,222	\$5,263,890	\$22,020,609
2012										
Number of Permits	35	0	0	4	2	10	50	53	1420	1,574
Number of Units	35	0	0	4	8	0	0	0	0	47
Dollar Value	\$7,895,390	\$0	\$0	\$793,800	\$680,000	\$122,400	\$3,107,724	\$3,244,168	\$11,665,332	\$27,508,814

In addition to the general day-to-day operations, other department activities occurring within 2016 include:

- Successful transition to building permit, code enforcement and rental licensing software
- Conducted approximately 8 business/industry visits
- Opened and closed 26 code enforcement cases with 4 in progress
- Conducted inventory of all City owned property
- Initiated community video program
- Coordinated independent rating of building inspections department
- Preparation of numerous development and purchase agreements including several Requests for Information (RFI) and Requests for Proposals (RFP) related to business/industry development
- Began public sidewalk replacement initiative

The following is expected work to occur in 2017:

- Participation with Rental Density Committee
- Present commercial loan program
- Participate in Intersection Control Evaluation (ICE) study for Lor Ray/Carlson intersection
- Work with Twin Rivers Council for the Arts on new art initiatives and Public Art Plan
- Conduct plan review and inspections for new Mankato Clinic
- New residential subdivisions:
 - Reserve second phase – single family
 - North Gate #3 – single family
 - North Gate #4 – single family
 - Benson West – multi family
- Safe Routes to School Initiatives
- Finish Belgrade Avenue Redevelopment Plan (with subcommittee)
- Finish Belgrade Avenue Corridor Study (with consultant)
- Conduct Market Analysis for Northport (with consultant)
- Attend continuing education and training to maintain all applicable certifications and licenses for building inspection officials
- Continue working with numerous industries who have shown interest in development

On a daily basis, Community Development staff interacts either in person, by phone or email with citizens, developers, realtors, contractors, attorneys, engineers, business owners, etc... regarding various issues. It is critical that staff is knowledgeable about information given to all and accountable for answers to all questions. Building Inspectors are expected to fully understand, interpret and approve state and local building codes for construction projects and be consistent in enforcement. The department treats every resident, contractor, etc... with the

same respect when performing inspections, issuing permits, answering questions or responding to citizen complaints.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 14B	Dept: Finance	Council Meeting Date: 12/5/16																																																					
TITLE OF ISSUE: Receive Caswell Sports Report.																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: Finance Director McCann will review the 2016 Caswell Sports Report.																																																							
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CASWELL SPORTS PRO FORMA

Phil Tostenson

(507) 382-7337

ptostenson@northmankato.com



DEPARTMENT OVERVIEW

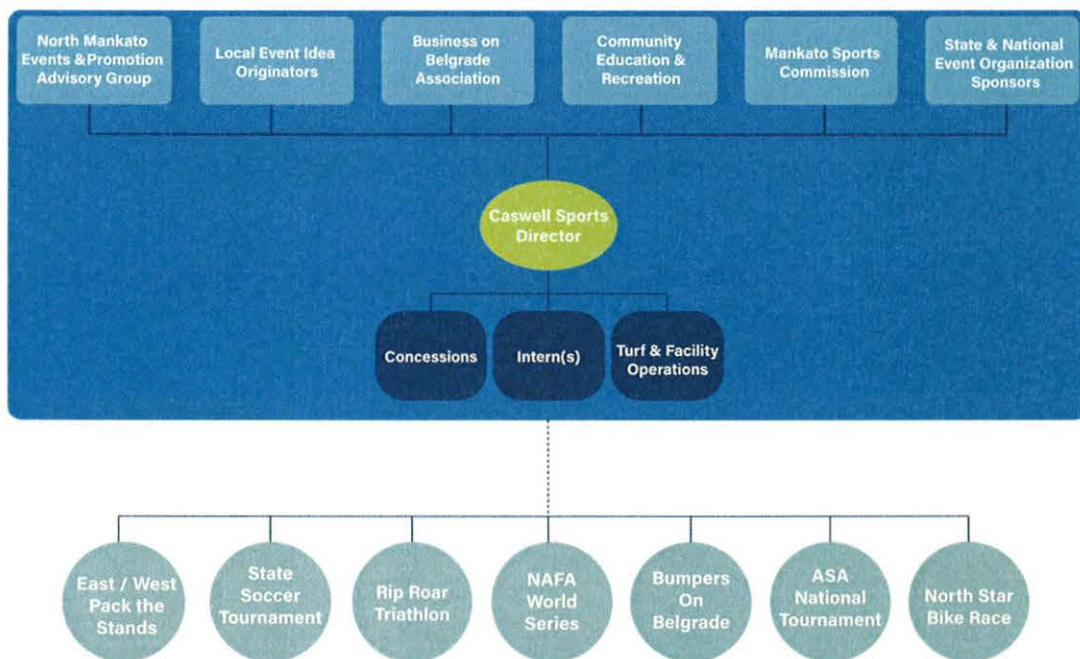
Caswell Sports is a multi-faced sports facility that has grown from a softball, soccer, and sporting and lifestyle entity within the City of North Mankato. As North Mankato grows, the demand for a top rated athletic facility increases as well. Caswell Sports has the opportunity to rise to meet this demand.

MAJOR SERVICE AREAS

- ◆ Caswell Softball Complex & Concessions
- ◆ Caswell North Soccer Complex & Concessions
- ◆ Special Events and Promotions: Anthony Ford Pond Hockey Tournament, North Star Bicycle Grand Prix, triathlons, 5Ks
- ◆ Maintenance of equipment and facility



CASWELL SPORTS OPERATIONS



CASWELL SPORTS

2016 ACCOMPLISHMENTS

- ◆ Hosted international softball tournament (North American Fastpitch Association (NAFA))
- ◆ Increasing 4th of July Tournament to 48 teams within two years
- ◆ Moving to the 32 teams 4th class system
- ◆ Hosted entire MN State Soccer Cup with over 150 teams present
- ◆ Anthony Ford Pond Hockey Tournament relocated to Spring Lake Park
- ◆ Hosted leg of North Star Bicycle Grand Prix



2017 GOALS

- ◆ Develop Caswell Sports Expansion Plan and Financial Projections
- ◆ Develop Food & Beverage Legislation Proposal
- ◆ Track Expenditures and Revenues for Each Tournament or Event—Goal: 100% break-even

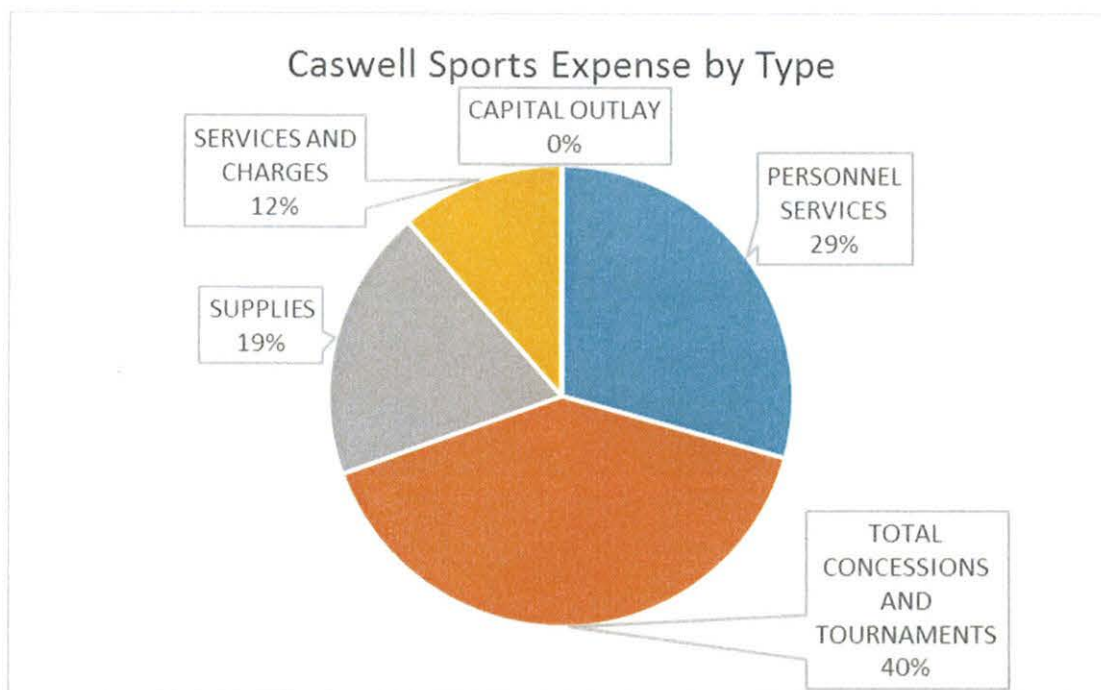
PERFORMANCE MEASURES

PERFORMANCE MEASURES	2013	2014	2015	2016	2017 Est.
Number of Tournaments	20	16	22	28	30
Number of Events (e.g. Anthony Ford)	1	1	1	4	4
Number of Visitors	29,353	26,423	39,836	66,204	69,723
Total Economic Benefit	\$2.21 M	\$3.49 M	\$4.94 M	\$7.43 M	\$7.56 M
Average Amount Spent per Visitor	\$75.32	\$132.00	\$124.01	\$112.24	\$108.50

CASWELL SPORTS

CASWELL SPORTS FINANCIAL SUMMARY

	Actual	Actual	Est. Actual	Budget	Forecast	Forecast
	2014	2015	2016	2017	2018	2019
REVENUES:						
Youth & Adult Rec League Rentals	\$ 25,668	\$24,908	\$ 28,590	\$ 25,900	\$ 25,900	\$ 25,900
MSHSL State High School League	-	9,699	13,360	13,000	13,000	13,000
Caswell Concession and Beer Sales	58,005	79,887	106,146	97,400	97,400	97,400
ADVERSITING & SPONSORSHIPS	1,600	1,600	1,500	12,000	12,000	12,000
CASWELL N. OPERATING AGREEMENT REVENUE	-	15,000	25,795	30,500	30,500	30,500
TOTAL OTHER EVENT & TOURNAMENT REVENUE	2,291	525	6,200	41,900	4,900	4,900
Hotel-Motel Tax Subtotal	48,590	55,209	41,209	55,000	55,550	56,106
Tax Levy	70,024	48,296	93,941	54,812	16,573	18,522
Proposed Food & Beverage Tax					45,000	45,450
TOTAL CASWELL SPORTS REVENUES:	\$ 206,178	\$ 235,124	\$ 316,741	\$ 330,512	\$ 300,823	\$ 303,777
EXPENDITURES:						
PERSONNEL SERVICES	\$ 75,980	\$ 72,426	\$ 104,104	\$ 96,878	\$ 98,189	\$ 99,529
TOTAL CONCESSIONS AND TOURNAMENTS	60,695	84,392	111,736	132,800	100,720	101,245
SUPPLIES	25,487	36,432	47,083	63,150	63,782	64,418
SERVICES AND CHARGES	38,724	41,875	53,818	37,684	38,132	38,585
CAPITAL OUTLAY	5,292	-	-	-	-	-
TOTAL CASWELL SPORTS EXPENIDTURES:	\$ 206,178	\$ 235,124	\$ 316,741	\$ 330,512	\$ 300,823	\$ 303,777
NET	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -



CASWELL SPORTS

REGIONAL SPORTS COMPLEX



2016 CASWELL SPORTS OPERATIONS REVIEW AND ECONOMIC IMPACT ANALYSIS

Submitted to the City of North Mankato December, 2016

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Executive Summary

- **Caswell Park Rebranded to a Sports and Marketing Entity** – Caswell Park is now Caswell Sports; a sports management and marketing entity for softball, baseball, and now events such as the North Star Bike Race, Anthony Ford Pond Hockey Tournament, triathlons, and 5K races for an estimated economic impact of \$77,000.
- **Economic Impact greater than estimates** – The 2016 direct economic benefit of Caswell Park is estimated to be \$7.35 million, compared to previous estimates of \$4.9 for 2015 and \$3.5 million for 2014. There has been an estimated total impact for years 2013-2016 to be \$18.07 million. These estimates are based on assumptions for spending on hotels, restaurants, groceries, fuel and shopping among athletes and their guests traveling to North Mankato for tournaments. 2017 is projected to have an economic impact of \$7.56 million.
- **Tournaments and Events** – Caswell Sports hosts on average (2013-2016) 22 tournaments each year for softball, baseball and soccer bringing in an average of 632 teams and 39,467 visitors. 2016 had 28 tournaments and 4 events with 66,204 visitors. 2017 is projected to have 30 tournaments and 4 events with 69,723 visitors.
- **Operationally Sustainable** – Caswell Sports expenditures are estimated at \$316,741 for 2016 and will break even with a \$93,941 tax levy contribution. Caswell sports is projecting to significantly reduce this number over time with additional sponsorships and the implementation of a food and beverage tax in the community.
- **Caswell Sports Partnerships** – Caswell Sports continues to grow beyond the partnerships with schools, national athletic associations and local youth athletic associations. Caswell Sports is actively involved with the Mankato Sports Commission in coordinated efforts to attract, coordinate, and run athletic and other events. Caswell Sports is also developing the North Mankato Events and Promotion Advisory Group to develop sustainable events to the community.

Definitions and Assumptions

Visitors are the total players + the total spectators.

Local Visitors are those traveling within 75 miles (Willing to drive back and forth).

The following costs are assumed for Local visitors:

- Shopping = \$6 per day
- Meals = \$10 per day
- Grocery = \$5 per day

Out of Town Visitors are those traveling more than 75 miles (Likely to spend the night)

The following costs are assumed for Out of Town visitors:

- Hotel = \$36 per night per day for softball / \$57 per night per day for soccer and baseball
- Fuel= \$15 per tournament/ \$24 per tournament for soccer and baseball
- Shopping = \$12 per day
- Meals = \$20 per day
- Grocery = \$5 per day

Average spending at a 1 day softball tournament:

- \$21 for Local Visitor
- \$52 for Out of Town Visitor

Average Spending at a 2 day softball tournament:

- \$42 for Local Visitor
- \$93 for Out of Town Visitor

Average spending at a 1 day baseball or soccer tournament:

- \$21 for Local Visitor
- \$63 for Out of Town Visitor

Average spending at a 2 day baseball or soccer tournament:

- \$42 for Local Visitor
- \$157 for Out of Town Visitor

Introduction

What is Caswell Sports?

Constructed in 1987, the Caswell Sports Complex is a nationally recognized sporting facility for softball competitions. As a regional recreational asset, the Caswell Complex, by hosting local, state, and national tournaments, first serves the local needs of sporting groups and second serves as a generator of commercial activity for the hospitality, food, and retail sectors. In 2013, construction of an addition to the Caswell Sports Complex was completed to serve the needs of youth soccer in the region. This addition also serves as a generator of commercial activity.

Caswell Sports is home to six softball fields, six soccer fields, and sand volleyball courts which give adults and youth alike the opportunity to participate on competitive teams. Caswell is the hub to many local, state, regional, and national tournaments, including the North America Fastpitch Association Tournament held in 2016 with 22 teams playing the first weekend and 68 teams playing the second weekend. This tournament alone brought in 2,700 total visitors with an estimated economic impact of \$946,680.

In 2016 Caswell Sports grew from hosting events within the confines of the park into a sporting, cultural, and recreational event support and management service for a variety of events, including the Anthony Ford Pond Hockey Tournament, the North Star Bike Race, Rip Roar Triathlon, and the North Mankato Triathlon. These events also fit within the vision and rebranding Caswell Sports. The Caswell Sports brand and logo was completed in 2016 as a way to showcase that Caswell is more than just softball.

Purpose of the Study

The purpose of this study is to quantify the regional economic impact of the Caswell Sports Complex, provide an operational overview of the agency, explain the growth of the event coordination service with local partners, and setting future parameters for projecting the impact of expanding Caswell Sports in the future to accommodate more sports such as ice hockey and other facilities expected for a growing community.

Economic Benefits Defined

Economic impact is the net change in the host community's economy as a result of spending attributed to a specific service or event and typically relates only to new money injected into an economy by visitors from outside the community. Only those visitors who reside outside the jurisdiction and whose primary motivation for visiting is to attend the event, or who stay longer and spend more time in the community because of the event, are typically included in an economic impact study¹. However, if there is evidence to suggest that a sports tournament keeps some residents at home who would otherwise leave the area for a trip, then these local expenditures are legitimately considered as an economic impact because money has been retained in the host community that would otherwise have been spent outside it².

With several local teams participating in tournaments held at Caswell Park, this study includes the impact of spending from both visiting teams and local teams and assigns an economic impact to both visitors and local spectators.

¹Howard, D. & Crompton, J. (2004). *Financing Sport 2nd Edition*, p. 104-105.

²Crompton, J. (2010). *Measuring the Economic Impact of Park & Recreation Services*, p. 25.

Facilities, Tournaments, Events, and Partnerships

Caswell Sports Softball Complex

The complex features six lighted and fully equipped softball fields, permanent concessions, restrooms, and a playground as well as onsite parking. Each of the six softball fields is complete with shaded concrete dugouts, bat racks, and drinking fountains. Caswell Park has electronic scoreboards and upper deck viewing for all six fields.

- *Tournaments (Softball)*
 - **The Minnesota State High School League (MSHSL) hosts the following tournaments for Girls Softball:**
 - Mankato West Softball Invite
 - Mankato East Cougar Invite
 - Mount Olive School
 - Valley Classic
 - Sections
 - Minnesota State High School League State Softball Tournament (1994-Present)
 - **Minnesota Sports Federation (MSF) hosts the following tournaments for softball:**
 - All-Star Girls Fast Pitch (1994-2015)
 - Men's Fast Pitch Class B, C, & D
 - **Minnesota Fastpitch Coaches Association (MCA) hosts the following tournaments for softball:**
 - All-Star Game (2016-Present)
 - **Minnesota Metro Fast Pitch League (MMFL) hosts the following tournaments for Girls Softball:**
 - State Championship Tournament
 - State Fall Tournament
 - **Mankato Area Girls Fast Pitch Association (MAGFA) hosts the following tournaments:**
 - Summer Sizzler
 - Rising Stars
 - Pepper's Classic
 - **Other Tournaments Held at Caswell Park**
 - 2005 North American Fast Pitch Association (NAFA) World Series (National)
 - 2007 ASA Softball National Boys Fast Pitch Tournament and Men's 23-Under Tournaments
 - 2007 Senior Softball World Series (National)
 - North Central Regionals for College (Regional) (Varies)
 - Men's State Fast Pitch Tournaments (1993-Present)

- **Other Tournaments Held at Caswell Park, *cont.***
 - Men's State Slow Pitch Tournament (Varies)
 - 2008 NAFA World Series (National)
 - 2009 ASA Softball National Boys Fast Pitch Tournament and Men's 23-Under Tournaments
 - 2010 ASA Girls' Northern Nationals 14-Under A and 16-Under B
 - 2011 ASA Softball National Boys Fast Pitch Tournament and Men's 23-Under Tournaments
 - 2011 ASA Men's Modified Pitch National Tournament
 - 2011 ASA Women's Class C and D Northern National Tournament
 - 2012 ASA Men's Fast Pitch National Tournament
 - 2013 ASA Girls' Slow Pitch National Tournament
 - 2013 ASA Boy's and Men's Fast Pitch National Tournament
 - 2016 NAFA World Series (National)
 - 2017 ASA Northern Nationals (14B)
 - 2017 ASA Regional Qualifier (Regional)
 - 2018 ASA Northern Nationals (16B)

Caswell Sports Fallenstein Field (Miracle League Field)

Fallenstein Field is a special needs accessible softball/baseball field which complies with all National Wheelchair Softball Association (NWSA) specifications. Fallenstein Field provides opportunities for children and adults with disabilities to actively participate in the sport of softball/baseball.

The Miracle League of North Mankato broke ground on the building of Fallenstein Field at Caswell Park on July 10, 2007. The field features a rubberized surface conducive to wheelchair use as well as a scoreboard, lights, spacious dugouts and enough bats, balls and helmets to outfit all players. For guests, the field features a shaded picnic area, chairs, tables, bleachers and electrical outlets.

Tournaments (Miracle League)

Most of the Miracle Leagues' 103 athletes live in the area and play four nights a week during the nine week summer season. The league also has a five-week fall season with 40 athletes. A relatively new aspect of this years' League is the introduction of traveling teams coming to play at the Miracle League Field. This years' schedule hosts one team traveling from Lakeville on August 8 and the Miracle League is desires to expand this tournament in the future. Participation in the Miracle League grew nearly 40% in the past two years.

Caswell Sports North Soccer Complex

Established in 2013, Caswell North Soccer Complex consists of 25 acres divided into ten, high quality soccer fields, concessions and bathrooms. The championship field is equipped with lighting. The demand of this complex was in response to the growing popularity of soccer in the area and the need for quality facilities. Caswell North Soccer Complex is the primary playing site for the Mankato United Soccer Club (MUSC).

School Use

- Mankato East/ Mankato West “Pack the Stands”
- Immanuel Lutheran School
- Mount Olive Lutheran School
- Mankato West Home Games (Pending)
- Mankato East Some Home Games

Tournaments (Soccer)

Caswell North Soccer Complex hosted the US Youth Soccer Minnesota State Cup and the Minnesota Youth Soccer Association Summer State Championship in 2015 and 2016.

Tournaments planned for 2017 will be finalized in mid-December.

Caswell Sports Events

As Caswell Sports continues to grow in popularity and use, more events are being cohosted by Caswell Sports as a way to promote the recreation and sporting opportunities available in the North Mankato community. In 2016, the following other sporting events were held in North Mankato and cohosted by Caswell Sports:

- Anthony Ford Pond Hockey Classic – 2016-Present
 - Partnering with the Anthony Ford Fund, this two day tournament with one day dedicated to youth and one day dedicated to adults relocated to Spring Lake Park in 2016 from its previous location. The inaugural year in 2016 had 28 adult teams and 37 youth teams each with 6-8 players for a total of 425 players and an estimate of 638 spectators.
- North Star Bicycle Grand Prix –2016-Present
 - The North Star Bicycle Grand Prix is a part of the North Star Bicycle Festival. The event is a part of a six leg race around the state. The North Mankato leg of the event had 250 men’s and women’s professional bike racers with

an estimate of 600 spectators coming to the event.

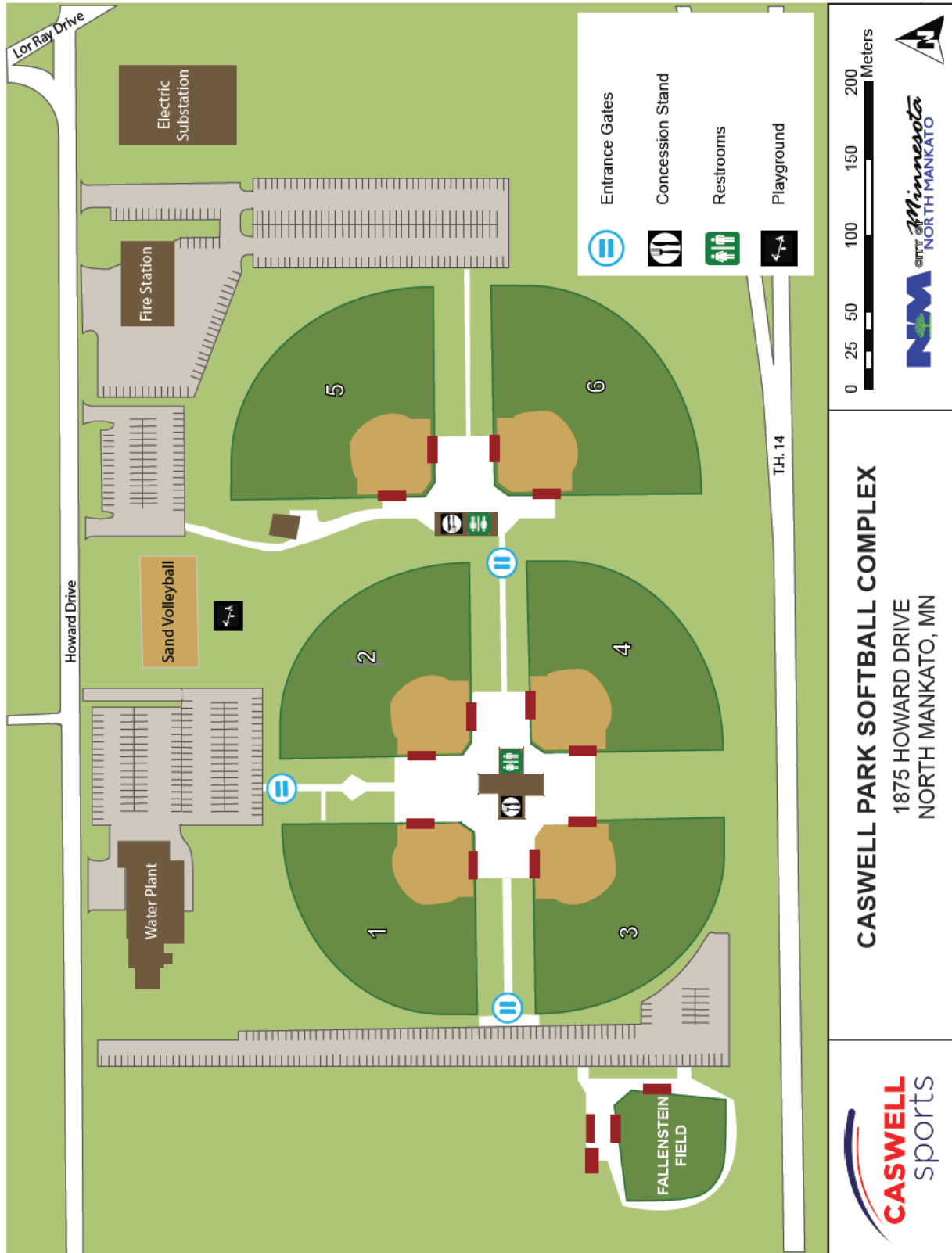
- Rip Roar Youth Triathlon – 2014-Present
 - Rip Roar is travelling youth triathlon five cities in the upper Midwest. The event takes place at Spring Lake Park. The North Mankato event had 129 participants in 2016 and estimate of 245 spectators.
- North Mankato Triathlon
 - Final Stretch puts on the North Mankato Triathlon. The triathlon begins with swimming in Hiniker Pond, with biking along Judson bottom road, and a run around spring lake pond. In 2016, there were 47 youth participants and 2074 adult participants and an estimate of 400 spectators.
- Numerous 5Ks/Fun Runs

Local Needs and Regional and National Partnerships

Caswell Sports meets the local and national needs for athletic and recreational facilities for practice, regulation games, local tournaments, state tournaments, regional tournaments, and national tournaments. The local schools of Mankato East, Mankato West, Mount Olive Lutheran School, and Immanuel Lutheran School use the Caswell Sports facilities for tournaments, home games, and practice. Caswell Sports also has additional partnerships with the following groups:

- USSSA – United States Specialty Sports Association
- ASA – Amateur Softball Association
- NAFA – North American Fastpitch Association
- MSF – Minnesota Sports Federation
- MMFL – Minnesota Metro Fastpitch League – Host various tournaments for teams from Metro and other areas
- MYSA – Minnesota Youth Soccer Association
- MUSC – Mankato United Soccer Club
- MAGFA – Mankato Area Girls Fastpitch Association Hosts various girls softball tournaments including the 4th of July Tournament and Peppers Classic Tournament
- Bethany and Gustavus Adolphus Games
- Mankato Sports Commission – The City has been involved with Commission since inception in 2015 helping to plan, organize, and run various events in Mankato and North Mankato including the Mankato Marathon, the Governors Pheasant Opener, and the Anthony Ford Pond Hockey Tournament.
- North Mankato Events and Promotion Advisory Group – Group of experts who are developing events to bring people to the community and are self-sustainable

Caswell Sports Softball Complex



Caswell Sports North Soccer Complex



LEGEND

- 1 PARKING LOT (1-500 in plan)
- 2 PARKING LOT (500-1000 in plan)
- 3 PARKING LOT (1000-2000 in plan)
- 4 PARKING LOT (2000-5000 in plan)
- 5 PARKING LOT (5000-10000 in plan)
- 6 PARKING LOT (10000-20000 in plan)
- 7 PARKING LOT (20000-50000 in plan)
- 8 PARKING LOT (50000-100000 in plan)
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- 50 PARKING LOT (5000000000000000000-10000000000000000000 in plan)

MASTER PLAN

CASWELL SOUTH PARK

REGIONAL ATHLETIC FACILITY STUDY - NORTH MANASSAS, VA

Scale: 1" = 100'

North Arrow

Financial Report and Projections

As Caswell Sports continues to expand its presence as a recreational and sporting center, its expenditures and revenues have grown as well. In 2013, when Caswell Sports first started being recognized as a recreational and sporting center for primarily softball, its revenues totaled \$162,090 and expenditures were \$158,616 for an income of \$3,474. As Soccer was added with the construction of the Caswell North Soccer Complex in 2014, expenditures grew to \$206,178 and revenues decreased to \$136,154 due to various tournaments being cancelled. Tax levy support funded \$70,024. 2015 had a tax levy support of \$48,296 and 2016 is projected to have a tax levy support of \$93,941 due to additional expenses associated with the NAFA Tournament. The 2017 budget projects a tax levy support of \$54,812. As Caswell Sports continues to grow, additional revenue sources, such as a food and beverage tax, should be explored. It is estimated that Caswell Sports could become a self-sustaining enterprise Fund with this additional funding source and other funding sources.

	Actual	Actual	Actual	Est. Actual	Budget	Forecast	Forecast
	2013	2014	2015	2016	2017	2018	2019
REVENUES:							
Youth & Adult Rec League Rentals	\$ 26,555	\$ 25,668	\$ 24,908	\$ 28,590	\$ 25,900	\$ 25,900	\$ 25,900
MSHSL State High School League			\$ 9,699	\$ 13,360	\$ 13,000	\$ 13,000	\$ 13,000
Caswell Concession and Beer Sales	\$ 76,984	\$ 58,005	\$ 79,887	\$ 106,146	\$ 97,400	\$ 97,400	\$ 97,400
ADVERTISING & SPONSORSHIPS	\$ 12,000	\$ 1,600	\$ 1,600	\$ 1,500	\$ 12,000	\$ 12,000	\$ 12,000
CASWELL N. OPERATING AGREEMENT	\$ -	\$ -	\$ 15,000	\$ 25,795	\$ 30,500	\$ 30,500	\$ 30,500
OTHER EVENTS & TOURNAMENT REV.		\$ 2,291	\$ 525	\$ 6,200	\$ 41,900	\$ 4,900	\$ 4,900
Hotel-Motel Tax Subtotal	\$ 46,550	\$ 48,590	\$ 55,209	\$ 41,209	\$ 55,000	\$ 55,550	\$ 56,106
Tax Levy		\$ 70,024	\$ 48,296	\$ 93,941	\$ 54,812	\$ 16,573	\$ 18,522
Proposed Tax Levy or Food & Beverage Tax						\$ 45,000	\$ 45,450
TOTAL CASWELL SPORTS REVENUES:	\$ 162,090	\$ 206,178	\$ 235,124	\$ 316,741	\$ 330,512	\$ 300,823	\$ 303,777
EXPENDITURES:							
PERSONNEL SERVICES	\$ 57,433	\$ 75,980	\$ 72,426	\$ 104,104	\$ 96,878	\$ 98,189	\$ 99,529
CONCESSIONS AND TRMNTS	\$ 51,617	\$ 60,695	\$ 84,392	\$ 111,736	\$ 133,800	\$ 100,720	\$ 101,245
SUPPLIES	\$ 31,191	\$ 25,487	\$ 36,432	\$ 47,083	\$ 63,150	\$ 63,782	\$ 64,418
SERVICES AND CHARGES	\$ 18,375	\$ 38,724	\$ 41,875	\$ 53,818	\$ 37,684	\$ 38,132	\$ 38,585
CAPITAL OUTLAY		\$ 5,292	-	-	-	-	-
TOTAL CASWELL SPORTS EXPENDITURES:	\$ 158,616	\$ 206,178	\$ 235,124	\$ 316,741	\$ 330,512	\$ 300,823	\$ 303,777
NET	\$ 3,474	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Methodology

Annual Visitors

The methodology used to assess the economic impact of Caswell Park Sports Complex utilizes data obtained from local, regional, and national sports groups sponsoring baseball, softball and soccer tournaments. Records from the 2013, 2014, 2015, and 2016 season schedules provide accurate projections for the number of annual tournaments, number of teams attending the tournaments, number of participants on each team and the likely amount of time spent in the region while participating in these events. Please note hotel spending was not included for out of town teams when tournaments were only one day in length. In addition, actual attendance has been used when available to calculate the number of visitors.

Using the information described above except for when actual attendance is available, the average number of spectators per player was calculated as indicated below:

- Studies completed by the National Association of Sports Commissions indicate 3.1 spectators per athlete for youth Girls Softball tournaments.
- This calculation is adjusted for the Minnesota State High School events because actual ticket revenue from the events indicates a greater spectator attendance than 3.1 per player and can be verified with actual attendance numbers.
- For baseball tournaments, men's softball tournaments, and soccer tournaments the average spectators per athlete is calculated at 1.9 based on information collected by the National Association of Sports Commissions.

Multiplying the statistics supplied by the National Association of Sports Commissions with the number of teams and average players derived from tournament schedules provides the total number of visitors to North Mankato for baseball, soccer, and softball tournaments (except when actual attendance is available).

Geographic Location

The number of visitors traveling to tournaments based on the total number of players is not enough to determine the direct economic impact generated by the Caswell Complex. Although the majority of teams travel from within the state of Minnesota, some teams travel from as far away as New York, Boston, Seattle, Rapid City, Brookings, Sioux Falls, and as far away as Winnipeg and Vancouver to

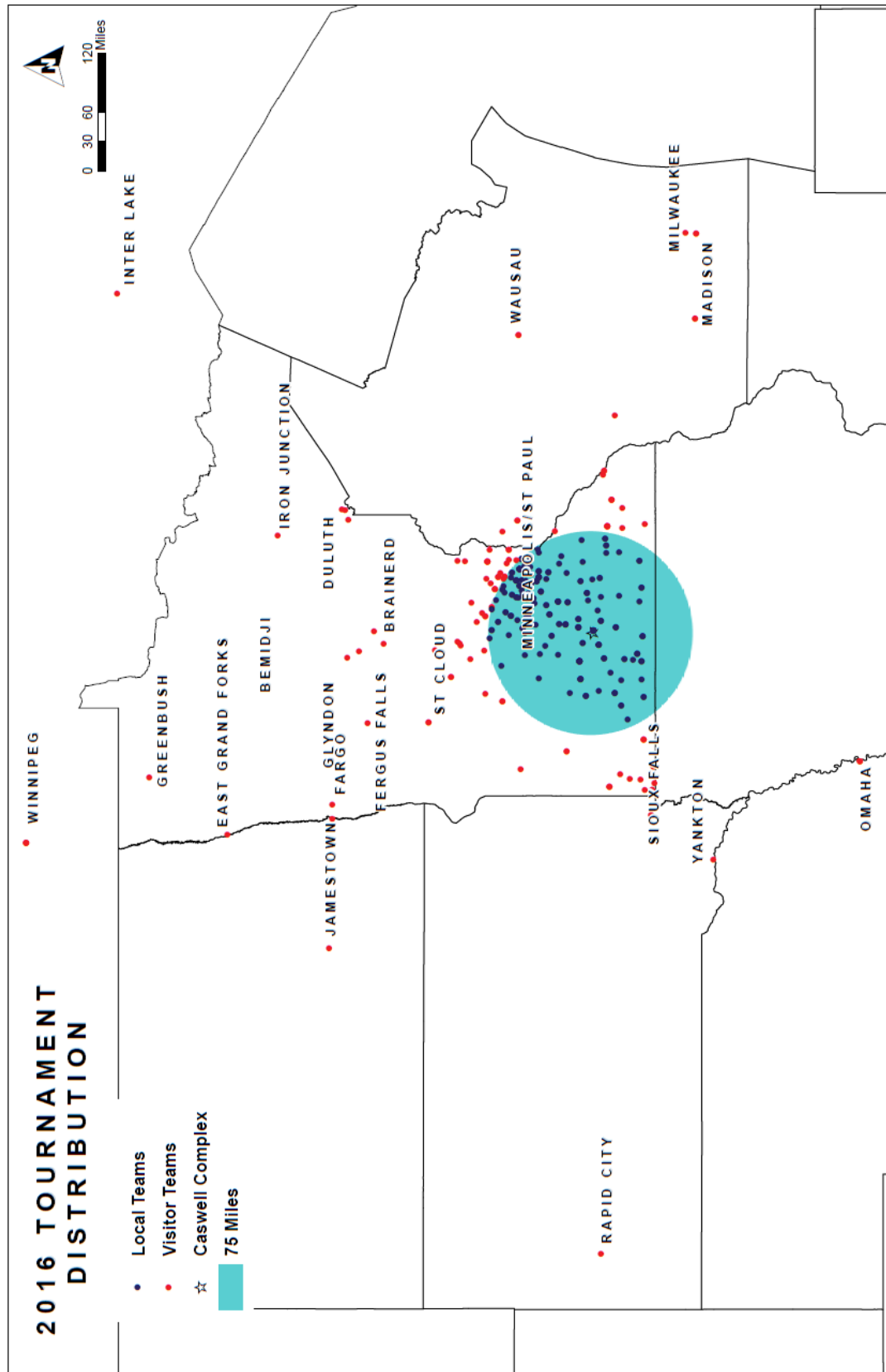
participate in these tournaments. To determine the amount of visitor spending this study has categorized visitors based on their geographic location; *Local visitors*, those traveling within a 75 mile radius of the facility, and *out of town visitors*, those traveling a distance of more than 75 miles for a tournament. Assuming tournament participants traveling within 75 miles of Caswell will not spend the night, local teams are excluded from hotel/motel and fuel spending estimates.

Calculating Regional Economic Impact

Daily Visitor Spending Assumptions for Softball Tournaments				
	Hotel Cost per Night(1)	Fuel(2)	Retail Shopping (3)(4)	Meals/Grocery (5)(6)
Visitor Spending	\$36.00	\$15.00	\$12.00	\$25.00
Local Spending	\$0.00	\$0.00	\$6.00	\$15.00
(1) Assumes \$110 room cost divided by average spectators per player (3.1) which arrives at \$36 per visitor per night.				
(2) Assumes 20 gallons purchased at \$2.25 per gallon divided by average spectators per player which arrives at \$15 per spectator per tournament.				
(3) For visitors this number is based on a 2008 survey completed for a facility in Hays, Kansas that assumes \$6.06 spending on non-food items and \$6.22 spending on cultural amenities per visitor per day which includes a CPI index adjustment for 2016.				
(4) For local spending this number is based on a 2008 survey completed for a facility in Hays, Kansas, that assumes \$6.06 spending on non-food items per visitor per day which includes a CPI index adjustment for 2016				
(5) For visitors, this study assumes two meals per day, \$10 per meal, one additional grocery item of \$5 per visitor per day.				
(6) For local spending, study assumes one meal per day, \$10 per meal, one additional grocery item of \$5 per visitor per day.				

Daily Visitor Spending Assumptions for Baseball/Soccer Tournaments				
	Hotel Cost per Night(1)	Fuel(2)	Retail Shopping (3)(4)	Meals/Grocery (5)(6)
Visitor Spending	\$57.00	\$24.00	\$12.00	\$25.00
Local Spending	\$0.00	\$0.00	\$6.00	\$15.00
(1) Assumes \$110 room cost divided by average spectators per player (1.9) which arrives at \$57 per visitor per night.				
(2) Assumes 20 gallons purchased at \$2.25 per gallon divided by average spectators per player which arrives at \$24 per visitor per tournament.				
(3) For visitors this number is based on a 2008 survey completed for a facility in Hays, Kansas that assumes \$6.06 spending on non-food items and \$6.22 spending on cultural amenities per visitor per day which includes a CPI index adjustment for 2016				
(4) For local spending this number is based on a 2008 survey completed for a facility in Hays, Kansas, that assumes \$6.06 spending on non-food items per visitor per day which includes a CPI index adjustment for 2016				
(5) For visitors this study assumes two meals a day, \$10 per meal, one additional grocery item of \$5 per visitor per day.				
(6) For local spending, study assumes one meal per day, \$10 per meal, one additional grocery item of \$5 per visitor per day.				

Map of Geographic Locations



Analysis

Calculating Visitors

The following formula is used to compute the **Total Visitors** per event:

$$\left[\text{Total Number of Teams} \times \text{Number of Players per team} \times \text{Number of Visitors/Player} \right] + \left[\text{Total Number of Teams} \times \text{Number of Players per team} \right]$$

Out of town visitors are calculated by the following formula:

$$\left[\text{Number of Out-of-Town Teams} \times \text{Number of Players per team} \times \text{Number of Visitors/Player} \right] + \left[\text{Number of Out-of-Town Teams} \times \text{Number of Players per team} \right]$$

Finally **Local visitors** are calculated by subtracting **Out of town visitors** from the **total number of visitors**.

A sum total for all events for years 2013-2016 and projections for 2017 is shown in **Table 1**: The complete breakdown for all visitors is attached in the appendices.

Total Visitors

Total Visitors Per Event						
Sport	Tournament	Total Visitors 2013	Total Visitors 2014	Total Visitors 2015	Total Visitors 2016	Projected Visitors 2017
Softball	*Mankato East Tournament	764	764	764	764	764
Softball	Gustavus- MIAC	590				
Softball	Bethany College		295			
Softball	*Mankato West	389	389	389	389	389
Softball	*Mount Olive	144	144	144	144	144
Softball	Valley Classic			492	492	492
Softball	Mankato East Home Games	394				
Softball	*Section 2AAA Showcase					546
Softball	*Sections 2AAA	1,970		1,970	1,674	1,674
Softball	*Sections 2A, 2AA	2,827	2,827	2,827	2,359	2,359
Softball	MAYBA	1,114	835			
Softball	*MSHSL State Tournament	8,833	8,977	8,977	8,031	8,031
Softball	MSF All Stars	295	295	295	295	295
Softball	Summer Sizzler (MAGFA)	1,771	2,362	2,657		1,860
Softball	Rising Stars (MAGFA)	2,903	4,182	2,854	3,788	3,788
Softball	Peppers Classic (MAGFA)			1,574	2,362	2,362
Softball	MMFL State 10 & 12	1,525	935	935		
Softball	MMFL State 14 & 16	1,722	787	787		
Softball	MMFL State				1,968	1,968
Softball	Southern Star				1,672	1,673
Softball	Slow Pitch Nationals	905		1,181		
Softball	Mens Fast Pitch B	244	348	557	554	
Softball	ASA Nationals	487				1,968
Baseball	MSF Boys Baseball		1,079	1,079	1,566	1,566
Softball	Mens Fast Pitch C/D	1,148	974	1,114	454	660
Softball	MSF Womens Slow Pitch			1,670		
Softball	MMFL Fall Fast Pitch	1,328	1,230		787	1,574
Softball	NAFA Worlds				2,700	
Softball	ASA State					605
Softball	Caswell Open					800
Soccer	US Youth Soccer MN State Cup			6,090	29,784	29,784
Soccer	Minnesota Summer State			3,480	3,480	3,480
Event	Anthony Ford				1,063	1,063
Event	North Star Grand Prix				850	850
Event	Rip Roar Youth Triathlon				374	374
Event	North Mankato Triathlon				654	654
Total Annual Visitors		29,353	26,423	39,836	66,204	69,723

Average and Total Visitors per Event for 2013-2016

Caswell Sports Visitors			
Sport	Tournament	Avg. Visitors 2013-2016	Total Visitors 2013-2016
Softball	*Mankato East Tournament	764	3,056
Softball	Gustavus- MIAC	590	590
Softball	Bethany College	295	295
Softball	*Mankato West	389	1,556
Softball	*Mount Olive	144	576
Softball	Valley Classic	492	984
Softball	Mankato East Home Games	394	394
Softball	*Section 2AAA Showcase		0
Softball	*Sections 2AAA	1,871	5,614
Softball	*Sections 2A, 2AA	2,593	10,372
Softball	MAYBA	974	1,949
Softball	*MSHSL State Tournament	8,705	34,818
Softball	MSF All Stars	295	1,180
Softball	Summer Sizzler	2,263	6,790
Softball	Rising Stars	3,432	13,727
Softball	Peppers Classic	1,968	3,936
Softball	MMFL State 10 & 12	1,132	3,395
Softball	MMFL State 14 & 16	1,099	3,296
Softball	MMFL State	1,968	1,968
Softball	Southern Star	1,672	1,672
Softball	Slow Pitch Nationals	1,043	2,086
Softball	Mens Fast Pitch B	426	1,703
Softball	ASA Nationals	487	487
Baseball	MSF Boys Baseball	1,241	3,724
Softball	Mens Fast Pitch C/D	923	3,690
Softball	MSF Womens Slow Pitch	1,670	1,670
Softball	MMFL Fall Fast Pitch	1,115	3,345
Softball	NAFA Worlds	2,700	2,700
Soccer	US Youth Soccer MN State Cup	17,937	35,874
Soccer	Minnesota Summer State	3,480	6,960
Soccer	Mankato West Leagues		
Event	Anthony Ford Pond Hockey	1,063	1,063
Event	North Star Bicycle Grand Prix	850	850
Event	Rip Roar Triathlon	374	374
Event	North Mankato Triathlon	654	654
		40,337	161,348

Economic Benefit (E.B.) Estimates for 2013 – 2016 and Projections for 2017

Calculated Total Economic Benefit (E.B.)						
Sport	Tournament	E.B. 2013	E.B. 2014	E.B. 2015	E.B. 2016	Projected E.B. 2017
Softball	*Mankato East Tournament	\$ 41,135.00	\$ 41,135.00	\$ 41,135.00	\$ 47,061.20	\$ 47,061.20
Softball	Gustavus-2013; Bethany-2014	\$ 24,796.80	\$ 13,825.20			
Softball	*Mankato West	\$ 8,169.00	\$ 8,169.00	\$ 8,169.00	\$ 8,169.00	\$ 8,169.00
Softball	*Mount Olive	\$ 3,024.00	\$ 3,024.00	\$ 3,024.00	\$ 3,024.00	\$ 3,024.00
Softball	Valley Classic			\$ 10,332.00	\$ 10,332.00	\$ 10,332.00
Softball	Mankato East Home Games	\$ 11,316.00				
Softball	*Section 2AAA Showcase					\$ 6,135.00
Softball	*Sections 2AAA	\$ 41,370.00		\$ 41,370.00	\$ 35,154.00	\$ 35,154.00
Softball	*Sections 2A, 2AA	\$ 59,367.00	\$ 59,367.00	\$ 59,367.00	\$ 49,539.00	\$ 49,539.00
Softball	MAYBA	\$ 70,156.80	\$ 119,120.40			
Softball	*MSHSL State Tournament	\$ 393,396.00	\$ 1,758,006.00	\$ 1,110,173.00	\$ 1,538,502.00	\$ 1,538,502.00
Softball	MSF All Stars	\$ 15,350.40	\$ 15,350.40	\$ 15,350.40	\$ 25,977.60	\$ 25,977.60
Softball	Summer Sizzler	\$ 204,573.60	\$ 294,904.80	\$ 386,564.40		\$ 244,032.00
Softball	Rising Stars	\$ 322,358.40	\$ 495,936.00	\$ 359,110.80	\$ 384,793.20	\$ 384,793.20
Softball	Peppers Classic			\$ 245,311.20	\$ 520,388.40	\$ 520,388.40
Softball	MMFL State 10 & 12	\$ 209,001.60	\$ 138,596.40	\$ 88,264.80		
Softball	MMFL State 14 & 16	\$ 221,400.00	\$ 116,013.60	\$ 73,898.40		
Softball	MMFL State				\$ 276,750.00	\$ 276,750.00
Softball	Southern Star				\$ 115,177.20	\$ 115,177.20
Softball	Slow Pitch Nationals	\$ 86,025.60		\$ 233,798.40		
Softball	Mens Fast Pitch B	\$ 48,058.80	\$ 46,632.00	\$ 87,417.60	\$ 102,967.20	
Softball	ASA Nationals	\$ 60,482.40				\$ 649,341.60
Baseball	MSF Boys Baseball		\$ 126,846.00	\$ 126,846.00	\$ 248,994.00	\$ 248,994.00
Softball	Mens Fast Pitch C/D	\$ 201,004.80	\$ 205,320.00	\$ 279,513.60	\$ 83,008.80	\$ 118,800.00
Softball	MSF Womens Slow Pitch			\$ 262,252.80		
Softball	MMFL Fall Fast Pitch	\$ 189,961.20	\$ 45,657.60		\$ 22,729.20	\$ 78,818.40
Softball	NAFA Worlds				\$ 189,240.00	
Softball	ASA State				\$ 757,440.00	\$ 112,946.40
Softball	Caswell Open					\$ 79,250.00
Soccer	US Youth Soccer MN State Cup			\$ 445,483.50	\$ 1,871,604.00	\$ 1,871,604.00
Soccer	Minnesota Summer State			\$ 1,062,792.00	\$ 1,062,792.00	\$ 1,062,792.00
Soccer	Mankato West Leagues					TBD
Event	Anthony Ford Pond Hockey				\$ 22,313	\$ 22,313.00
Event	North Star Bicycle Grand Prix				\$ 17,850	\$ 17,850.00
Event	Rip Roar Triathlon				\$ 23,148	\$ 23,148.00
Event	North Mankato Triathlon				\$ 13,730	\$ 13,730
Total Economic Benefit		\$ 2,210,947.40	\$ 3,487,903.40	\$ 4,940,173.90	\$ 7,430,683.40	\$ 7,564,622

See Appendices A, B, C, D, E

Average and Total Economic Benefit Estimates per Event for 2013-2016

Calculated Total Economic Benefit (E.B.)			
Sport	Tournament	Avg. E.B. 2013-2016	Total E.B. 2013-2016
Softball	*Mankato East Tournament	\$ 42,616.55	\$ 170,466.20
Softball	Gustavus- MIAC	\$ 24,796.80	\$ 24,796.80
Softball	Bethany College	\$ 13,825.20	\$ 13,825.20
Softball	*Mankato West	\$ 8,169.00	\$ 32,676.00
Softball	*Mount Olive	\$ 3,024.00	\$ 12,096.00
Softball	Valley Classic	\$ 10,332.00	\$ 20,664.00
Softball	Mankato East Home Games	\$ 11,316.00	\$ 11,316.00
Softball	*Sections 2AAA	\$ 39,298.00	\$ 117,894.00
Softball	*Sections 2A, 2AA	\$ 56,910.00	\$ 227,640.00
Softball	MAYBA	\$ 94,638.60	\$ 189,277.20
Softball	*MSHSL State Tournament	\$ 1,200,019.25	\$ 4,800,077.00
Softball	MSF All Stars	\$ 18,007.20	\$ 72,028.80
Softball	Summer Sizzler	\$ 295,347.60	\$ 886,042.80
Softball	Rising Stars	\$ 390,549.60	\$ 1,562,198.40
Softball	Peppers Classic	\$ 382,849.80	\$ 765,699.60
Softball	MMFL State 10 & 12	\$ 145,287.60	\$ 435,862.80
Softball	MMFL State 14 & 16	\$ 137,104.00	\$ 411,312.00
Softball	MMFL State	\$ 276,750.00	\$ 276,750.00
Softball	Southern Star	\$ 115,177.20	\$ 115,177.20
Softball	Slow Pitch Nationals	\$ 159,912.00	\$ 319,824.00
Softball	Mens Fast Pitch B	\$ 71,268.90	\$ 285,075.60
Softball	ASA Nationals	\$ 60,482.40	\$ 60,482.40
Baseball	MSF Boys Baseball	\$ 167,562.00	\$ 502,686.00
Softball	Mens Fast Pitch C/D	\$ 192,211.80	\$ 768,847.20
Softball	MSF Womens Slow Pitch	\$ 262,252.80	\$ 262,252.80
Softball	MMFL Fall Fast Pitch	\$ 86,116.00	\$ 258,348.00
Softball	NAFA Worlds	\$ 189,240.00	\$ 189,240.00
Softball	ASA State	\$ 757,440.00	\$ 757,440.00
Soccer	US Youth Soccer MN State Cup	\$ 1,158,543.75	\$ 2,317,087.50
Soccer	Minnesota Summer State	\$ 1,062,792.00	\$ 2,125,584.00
Event	Anthony Ford Pond Hockey	\$ 22,312.50	\$ 22,312.50
Event	North Star Bicycle Grand Prix	\$ 17,850.00	\$ 17,850.00
Event	Rip Roar Triathlon	\$ 23,148.30	\$ 23,148.30
Event	North Mankato Triathlon	\$ 13,729.80	\$ 13,729.80
		Average E.B.	Total E.B. (2013-16)
	2013-2016	\$ 4,517,427.03	\$18,069,708.10

Table 1 shows the total number of visitors to North Mankato for the 2013 baseball and, softball tournaments. Each tournament is associated with the number of teams, number of players per team, and the average spectators per player. The final column contains the calculated estimates for the number of visitors (player + spectator) per tournament. The sum of this column is the total number of visitors to Caswell each year. The results of the analysis project a total of 39,836 individual visitors annually to North Mankato for tournament play at Caswell Park.

TABLE 1

Tournament	2013 Total Visitors			
	Teams (A)	Avg. Players (B)	Avg. Guests (C)	Total Visitors ((AxBxC)+(AxB))
*Mankato East	7	18		764
Gustavus- MIAC	12	12	3.1	590
*Mankato West	8	12		389
*Mount Olive	12	12		144
Mankato East	8	12	3.1	394
*Sections 2AAA	22	18		1,970
*Sections 2A, 2AA	26	18		2,827
MAYBA	32	12	1.9	1,114
*MSHSL State Tournament	24	18		8,833
MSF All Stars	6	12	3.1	295
Summer Sizzler	36	12	3.1	1,771
Rising Stars	59	12	3.1	2,903
MMFL State 10 & 12	31	12	3.1	1,525
MMFL State 14 & 16	35	12	3.1	1,722
Slow Pitch Nationals	26	12	1.9	905
Mens Fast Pitch B	7	12	1.9	244
ASA Nationals	14	12	1.9	487
Mens Fast Pitch C	24	12	1.9	835
Mens Fast Pitch D	9	12	1.9	313
MMFL Fall Fast Pitch	27	12	3.1	1,328
2013 Total Visitors	425			29,353

Economic Benefit of Caswell Softball / Baseball Tournaments

Date	Tournament	Total Teams	Out-of-Town Teams	Avg. Players / Team	Avg. Spectator / player	Total Visitors	Local Visitors	Out of Town	Total Revenues
4/26 - 4/27	*Mankato East	7	2	18		764	655	109	\$ 41,135.00
5/3 - 5/4	Gustavus- MIAC	12	0	12	3.1	590	590	0	\$ 24,796.80
5/10	*Mankato West	8	2	12		389	389	0	\$ 8,169.00
5/14	*Mount Olive	12	0	12		144	144	0	\$ 3,024.00
5/17	Mankato East	8	2	12	3.1	394	295	98	\$ 11,316.00
	*Sections 2AAA	22	0	18		1,970	1,970	0	\$ 41,370.00
5/23	*Sections 2A, 2AA	26	0	18		2,827	2,827	0	\$ 59,367.00
5/31 - 6/2	MAYBA	32	0	12	1.9	1,114	1,114	0	\$ 70,156.80
6/6 - 6/7	*MSHSL State Tournament	24	15	18		8,833	8,563	270	\$ 393,396.00
6/9	MSF All Stars	6	6	12	3.1	295	0	295	\$ 15,350.40
6/14 - 6/16	Summer Sizzler	36	14	12	3.1	1,771	1,082	689	\$ 204,573.60
6/28 - 6/30	Rising Stars	59	21	12	3.1	2,903	1,870	1033	\$ 322,358.40
7/12 - 7/14	MMFL State 10 & 12	31	17	12	3.1	1,525	689	836	\$ 209,001.60
7/19 - 7/21	MMFL State 14 & 16	35	17	12	3.1	1,722	886	836	\$ 221,400.00
7/27 - 7/28	Slow Pitch Nationals	26	12	12	1.9	905	487	418	\$ 86,025.60
8/3-8/4	Mens Fast Pitch B	7	5	12	1.9	244	70	174	\$ 48,058.80
8/3-8/4	ASA Nationals	14	10	12	1.9	487	139	348	\$ 60,482.40
8/9 - 8/11	Mens Fast Pitch C	24	17	12	1.9	835	244	592	\$ 163,838.40
8/10-8/11	Mens Fast Pitch D	9	6	12	1.9	313	104	209	\$ 37,166.40
9/27 - 9/29	MMFL Fall Fast Pitch	27	16	12	3.1	1,328	541	787	\$ 189,961.20
2013 Totals		425	162	13	2.6	29,353	22,659	6,695	\$ 2,210,947.40

* Out-of-Town teams are those traveling more than 75 miles to tournaments.

* Average spectators are determined using a 3.1 multiplier for softball and 1.9 for baseball.

* Attendance at MSHSL tournaments is based on ticket sales.

Table 2 shows the total number of visitors to North Mankato for the 2014 baseball and softball tournaments. Each tournament is associated with the number of teams, number of players per team, and the average spectators per player. The final column contains the calculated estimates for the number of visitors (player + spectator) per tournament. The sum of this column is the total number of visitors to Caswell each year. The results of the analysis project a total of 39,836 individual visitors annually to North Mankato for tournament play at Caswell Park.

TABLE 2

2014 Total Visitors				
Tournament	Teams (a)	Players/ Team (b)	Visitors/ Player (c)	Total Visitors ((AxBxC)+(AxB))
*Mankato West H.S.	8	12		389
Bethany-College	6	12	3.1	295
*Mankato East H.S.	7	12		764
*Mount Olive H.S.	12	12		144
*Sections 2A	40	18		2,827
MAYBA	24	12	1.9	835
*MSHSL State	24	18		8,977
MSF All-Star Game	6	12	3.1	295
Summer Sizzler (MAGFA)	48	12	3.1	2,362
Rising Stars (MAGFA)	85	12	3.1	4,182
MMFL Girls State	35	12	3.1	1,722
MSF Boys Baseball	31	12	1.9	1,079
MSF Men's B,C,D	38	12	1.9	1,322
MMFL Fall Girls	25	12	3.1	1,230
2014 Total Visitors	389			26,423

**indicates visitors are based on paid attendance.*

Economic Benefit of Caswell Softball / Baseball

Date	Tournament	Total Teams	Out-of-Town Teams	Avg. Players/Team	Avg. Spectators/Player	Total Visitors	Local Visitors	Out-of-town Visitors	Total Expenditures
4/12	Mankato West	8	0	12		389	389	0	\$ 8,169.00
4/22	Bethany- College	6	5	12	3.1	295	49	246	\$ 13,825.20
4/25 - 4/26	Mankato East	7	2	12		764	655	109	\$ 41,135.00
5/13	Mount Olive	12	0	12		144	144	0	\$ 3,024.00
5/24	Sections 2A, 2AA	26	0	18		2,827	2,827	0	\$ 59,367.00
5/30 - 6/1	MAYBA	24	21	12	1.9	835	104	731	\$ 119,120.40
6/5 - 6/7	MSHSL Girls	24	16	18		8,977	144	8,833	\$ 1,758,006.00
6/8	MSF All-Stars	6	6	12	3.1	295	0	295	\$ 15,350.40
6/13 - 6/15	Summer Sizzler	48	22	12	3.1	2,362	1,279	1,082	\$ 294,904.80
6/27 - 6/29	Rising Stars	85	35	12	3.1	4,182	2,460	1,722	\$ 495,936.00
7/11 - 7/13	MMFL Girls State	19	12	12	3.1	935	344	590	\$ 138,596.40
7/18 - 7/20	MMFL Girls State	16	10	12	3.1	787	295	492	\$ 116,013.60
7/25 - 7/27	MSF Boys State	31	9	12	1.9	1,079	766	313	\$ 126,846.00
8/2 - 8/3	MSF Mens Class B	10	8	12	1.9	348	70	278	\$ 46,632.00
8/8 - 8/10	MSF Mens C/D	28	22	12	1.9	974	209	766	\$ 205,320.00
9/28	MMFL Fall Fastpitch	25	13	12	3.1	1,230	590	640	\$ 45,657.60
2014 Total		375	181	13	841.0	26,423	10,32	16,098	\$ 3,487,903.40

* Out-of-Town teams are those traveling more than 75 miles to tournaments.

* Average spectators are determined using a multiplier of 3.1 for softball and 1.9 for baseball.

* Attendance at MSHSL tournaments is based on ticket sales.

Table 3 shows the total number of visitors to North Mankato for the 2015 baseball, softball, and soccer tournaments. Each tournament is associated with the number of teams, number of players per team, and the average spectators per player. The final column contains the calculated estimates for the number of visitors (player + spectator) per tournament. The sum of this column is the total number of visitors to Caswell each year. The results of the analysis project a total of 39,836 individual visitors annually to North Mankato for tournament play at Caswell Park.

TABLE 3

2015 Total Visitors -				
Tournament	Teams (a)	Players/ Team (b)	Visitors/ Player (c)	Total Visitors ((axbxc)+(axb))
*Mankato West H.S.	8	12		389
*Mankato East H.S.	14	12		764
*Mount Olive H.S.	12	12		144
*Valley Classic	10	12		492
*2AAA Sections	22	18		1,970
*2A, 2AA Sections	26	18		2,827
*MSHSL State Tournament	24	18		8,977
MSF All-Star Game	6	12	3.1	295
Summer Sizzler (MAGFA)	54	12	3.1	2,657
Rising Stars (MAGFA)	58	12	3.1	2,854
Peppers Classic (MAGFA)	32	12	3.1	1,574
MMFL State Tournament	19	12	3.1	935
MMFL State Tournament	16	12	3.1	787
NSF Softball Nationals	24	12	3.1	1,181
MSF Boys Baseball	31	12	1.9	1,079
MSF Men's Class B	16	12	1.9	557
MSF Men's Class C&D	32	12	1.9	1,114
MSF Women's Slow Pitch	48	12	1.9	1,670
US Youth Soccer MN State Cup	140	15	1.9	6,090
Minnesota Summer State	80	15	1.9	3,480
2015 Total Visitors	672			39,836

**indicates visitors are based on paid attendance.*

Economic Benefit of Caswell Softball / Baseball Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectator/ Player	Total Visitors	Local Visitors	Out of Town	Total Revenues
4/11	Mankato West H.S.	8	0	12		389	389	0	\$ 8,169.00
4/17-4/18	Mankato East H.S.	14	2	12		764	655	109	\$ 41,135.00
5/12	Mount Olive H.S.	12	0	12		144	144	0	\$ 3,024.00
5/15	Valley Classic	10	0	12		492	492	0	\$ 10,332.00
5/21	2AAA Sections	22	0	18		1970	1970	0	\$ 41,370.00
5/23	2A, 2AA Sections	26	0	18		2827	2827	0	\$ 59,367.00
6/4-6/5	MSHSL State Tournament	24	16	18	8545	8977	144	8833	\$ 1,110,173.00
6/7	MSF All-Star Game	6	6	12	3.1	295	0	295	\$ 15,350.40
6/12-6/14	Summer Sizzler (MAGFA)	54	33	12	3.1	2657	1033	1624	\$ 386,564.40
6/26-6/28	Rising Stars (MAGFA)	58	27	12	3.1	2854	1525	1328	\$ 359,110.80
7/3-7/5	Peppers Classic (MAGFA)	32	22	12	3.1	1574	492	1082	\$ 245,311.20
7/11-7/12	MMFL State Tournament	19	12	12	3.1	935	344	590	\$ 88,264.80
7/18-7/19	MMFL State Tournament	16	10	12	3.1	787	295	492	\$ 73,898.40
7/24-7/26	NSF Softball Nationals	24	24	12	3.1	1181	0	1181	\$ 233,798.40
7/24-7/26	MSF Boys Baseball	31	9	12	1.9	1079	766	313	\$ 126,846.00
8/1-8/2	MSF Men's Class B	16	16	12	1.9	557	0	557	\$ 87,417.60
8/7-8/9	MSF Men's Class C&D	32	32	12	1.9	1114	0	1114	\$ 279,513.60
8/15-8/16	MSF Women's Slow Pitch	48	48	12	1.9	1670	0	1670	\$ 262,252.80
2015 Softball/Baseball Totals		452	257			30,265	11077	19189	\$ 3,431,898.40

* Out-of-Town teams are based on a distance of 75+ miles from Caswell Park.

* Visitors are determined using a multiplier of 3.1 for girls softball and 1.9 for baseball and adult softball.

* MSHSL tournament attendance is based on paid attendance.

* Sections 2A, 2AA = 3 days 16 the first day, 6 the second, and 4 the third. Section 2AAA = 4 days, 8 the first, 8 the second, 4 the third, and 2 the fourth.

Economic Benefit of Soccer Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectators/ Player	Total Visitors	Local Visitors	Out of Town Visitors	Total Expenditures
5/2-5/3	US Youth Soccer Minnesota State Cup	58	35	15	1.9	2523	1001	1523	\$ 281,053.50
5/9/2015	US Youth Soccer Minnesota State Cup	58	35	15	1.9	2523	1001	1523	\$ 116,928.00
5/16/2015	US Youth Soccer Minnesota State Cup	24	14	15	1.9	1044	435	609	\$ 47,502.00
7/19-7/24	Minnesota Summer State	80	48	15	1.9	3480	1392	2088	\$ 1,062,792.00
2015 Soccer Totals		220	132			9,570	3828	5742	\$ 1,508,275.50

*Out of town teams are those traveling more than 75 miles to tournaments.

*Average spectators are determined using a multiplier of 1.9 per player.

Table 4 shows the total number of visitors to North Mankato for 2016 baseball, softball, and soccer tournaments. Each tournament is associated with the number of teams, number of players per team, and the average spectators per player. The final column contains the calculated estimates for the number of visitors (player + spectator) per tournament. The sum of this column is the total number of visitors to Caswell each year. The results of the analysis project a total of 59,783 individual visitors annually to North Mankato for tournament play at Caswell Park.

TABLE 4

2016 Total Visitors				
Tournament	Teams (a)	Players/ Team (b)	Visitors/ Player (c)	Total Visitors ((a)xc)+(a)xb)
*Mankato West H.S.	8	22	3.1	389
*Mankato East H.S.	14	22	3.1	764
*Mount Olive H.S.	12	12	1	144
*Valley Classic	10	18	3.1	492
*2AAA Sections	8	22		1,674
*2A, 2AA Sections	26	18		2,359
*MSHSL State Tournament	32	22		8,031
MSF All-Star Game	6	12	3.1	295
Rising Stars (MAGFA)	77	12	3.1	3,788
Peppers Classic (MAGFA)	48	12	3.1	2,362
MMFL State Tournament	40	12	3.1	1,968
Southern Star	34	12	3.1	1,672
MSF Boys Baseball	45	12	1.9	1,566
MSF Men's Class B	22	12	1.1	554
MSF Men's Class C&D	18	12	1.1	454
NAFA Worlds	22	12	1.5	660
NAFA Worlds	68	12	1.5	2,040
MMFL Fall State Tournament	16	12	3.1	787
US Youth Soccer Minnesota State Cup	548	20	1.9	29,784
Minnesota Summer State	80	15	1.9	3,480
Anthony Ford Pond Hockey	N/A	N/A	N/A	1063
North Star Bicycle Grand Prix	N/A	N/A	N/A	850
Rip Roar Triathlon	N/A	N/A	N/A	374
North Mankato Triathlon	N/A	N/A	N/A	654
total	1,054			66,204
<i>*indicates visitors are based on paid attendance.</i>				

Economic Benefit of Caswell Softball / Baseball Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectator/ Player	Total Visitors	Local Visitors	Out of Town Visitors	Total Revenues
4/11	Mankato West H.S.	8	0	22	3.1	389	389	0	\$ 8,169.00
4/17-4/18	Mankato East H.S.	14	2	22	3.1	764	584	180	\$ 47,061.20
5/12	Mount Olive H.S.	12	0	12	1.1	144	144	0	\$ 3,024.00
5/15	Valley Classic	10	0	18	3.1	492	492	0	\$ 10,332.00
5/21	2AAA Sections	8	0	22		1674	1674	0	\$ 35,154.00
5/23	2A, 2AA Sections	26	0	18		2359	2359	0	\$ 49,539.00
6/4-6/5	MSHSL State Tournament	32	30	22		8031	331	7700	\$ 1,538,502.00
6/7	MSF All-Star Game	6	6	12	3.1	295	0	295	\$ 25,977.60
6/26-6/28	Rising Stars (MAGFA)	77	22	12	3.1	3788	2706	1082	\$ 384,793.20
7/1-7/3	Peppers Classic (MAGFA)	48	35	12	3.1	2362	640	1722	\$ 520,388.40
7/8-7/9	MMFL State Tournament	40	23	12	3.1	1968	836	1132	\$ 276,750.00
7/15-7/16	Southern Star	34	11	12	3.1	1673	1132	541	\$ 115,177.20
7/22-7-23	MSF Boys Baseball	45	32	12	1.9	1566	452	1114	\$ 248,994.00
7/29-7/30	MSF Men's Class B	22	20	12	1.1	554	50	504	\$ 102,967.20
8/6-8/7	MSF Men's Class C&D	18	16	12	1.1	454	50	403	\$ 83,008.80
8/11-8/14	NAFA Worlds	22	20	12	1.5	660	60	600	\$ 189,240.00
8/18-8/21	NAFA Worlds	68	66	12	1.5	2040	60	1980	\$ 757,440.00
9/26	MMFL Fall State Tournament	16	15	12	3.1	787	49	738	\$ 22,729.20
2016 Softball/Baseball Totals		506	298			30,000	12009	17992	\$ 4,419,246.80

* Out-of-Town teams are based on a distance of 75+ miles from Caswell Park.

* Visitors are determined using a multiplier of 3.1 for girls softball and 1.9 for baseball and adult softball.

* MSHSL tournament attendance is based on paid attendance.

* Sections 2A, 2AA = 3 days 16 the first day, 6 the second, and 4 the third. Section 2AAA = 4 days, 8 the first, 8 the second, 4 the third, and 2 the fourth.

Economic Benefit of Soccer Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectators/ Player	Total Visitors	Local Visitors	Out of Town Visitors	Total Expenditures
5/2	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/3	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/4	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/7	US Youth Soccer Minnesota State Cup	100	99	20	1.9	5800	40	5742	\$ 365,400.00
5/8	US Youth Soccer Minnesota State Cup	100	99	20	1.9	5800	40	5742	\$ 365,400.00
5/14	US Youth Soccer Minnesota State Cup	100	99	20	1.9	5800	40	5742	\$ 365,400.00
5/15	US Youth Soccer Minnesota State Cup	100	99	20	1.9	5800	40	5742	\$ 365,400.00
5/21	US Youth Soccer Minnesota State Cup	50	49	20	1.9	1900	20	1862	\$ 117,306.00
5/22	US Youth Soccer Minnesota State Cup	50	49	20	1.9	1900	20	1862	\$ 117,306.00
7/19-7/24	Minnesota Summer State	80	48	15	1.9	3480	1392	2088	\$1,062,792.00
2016 Soccer Totals		548	542			33,264	1,592	31,564	\$2,934,396.00

Economic Benefit of Events

Date	Event	Youth Participants	Adult Participants	Total	Avg. Spectators/ Participant	Total Visitors	Local Visitors	Out of Town Visitors	Total Expenditures
2/6-2/7	Anthony Ford Pond Hockey	250	175	425	1.5	1063	1063	0	\$ 22,312.50
6/18	North Star Bicycle Grand Prix		250	250	N/A	850	850	0	\$ 17,850.00
6/25	Rip Roar Triathlon	129		129	1.9	374	10	364	\$ 23,148.30
8/14	North Mankato Triathlon	47	207	254	1.5-1.9	654	654	0	\$ 13,729.80
Total Annual Visitors		176	457			2,940	2,576	364	\$ 77,040.60

* North Star Bicycle Grand Prix is based 600 estimated spectators and 250 participants.

APPENDIX E – 2017 Projections

Table 5 shows the projected number of visitors to North Mankato for 2017 baseball, softball, and soccer tournaments. Each tournament is associated with the projected number of teams, number of players per team, and the average spectators per player. The final column contains the projected estimates for the number of visitors (player + spectator) per tournament. The sum of this column is the total number of visitors to Caswell each year. The results of the analysis project a total of 59,783 individual visitors annually to North Mankato for tournament play at Caswell Park.

TABLE 5

2017 Projected Visitors				
Tournament	Teams (a)	Players/ Team (b)	Visitors/ Player (c)	Total Visitors ((a)xb)+(a)xc)
*Mankato West H.S.	8	22	3.1	389
*Mankato East H.S.	14	22	3.1	764
*Mount Olive H.S.	12	12	1	144
Section 2AAA Showcase	8	22	3.1	546
*Valley Classic	10	18	3.1	492
*2AAA Sections	8	22		1,674
*2A, 2AA Sections	26	18		2,359
Summer Sizzler	50	12	3.1	1,860
*MSHSL State Tournament	32	22		8,031
MSF All-Star Game	6	12	3.1	295
Caswell Open	32	10	1.5	800
Rising Stars (MAGFA)	77	12	3.1	3,788
Peppers Classic (MAGFA)	48	12	3.1	2,362
MMFL State Tournament	40	12	3.1	1,968
Southern Star	34	12	3.1	1,673
MSF Boys Baseball	45	12	1.9	1,566
ASA State	24	12	1.9	605
ASA Northern Nationals	40	12	3.1	1,968
MSF Men's Class C&D	22	12	1.5	660
MMFL Fall State Tournament	32	12	3.1	1,574
US Youth Soccer Minnesota State Cup	548	20	1.9	29,784
MN Summer State	80	15	1.9	3,480
Anthony Ford Pond Hockey	N/A	N/A	N/A	1,063
North Star Bicycle Grand Prix	N/A	N/A	N/A	850
Rip Roar Triathlon	N/A	N/A	N/A	374
North Mankato Triathlon	N/A	N/A	N/A	654
2017 Projected Visitors	1,054			69,723
<i>* indicates visitors are based on paid attendance.</i>				
<i>* New for '17</i>				

Economic Benefit of Caswell Softball / Baseball Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectator/ Player	Total Visitors	Local Visitors	Out of Town Visitors	Total Revenues
4/11	Mankato West H.S.	8	0	22	3.1	389	389	0	\$ 8,169.00
4/17-4/18	Mankato East H.S.	14	2	22	3.1	764	584	180	\$ 47,061.20
5/12	Mount Olive H.S.	12	0	12	1	144	144	0	\$ 3,024.00
5/12	*Section 2AAA Showcase	8	2	22	3.1	546	137	409	\$ 6,135.00
5/15	Valley Classic	10	0	18	3.1	492	492	0	\$ 10,332.00
5/21	2AAA Sections	8	0	22		1,674	1,674	0	\$ 35,154.00
5/23	2A, 2AA Sections	26	0	18		2,359	2,359	0	\$ 49,539.00
5/20-5/21	*Summer Sizzler	50	40	12	3.1	1,860	372	1,968	\$ 244,032.00
6/8-6/9	MSHSL State Tournament	32	30	22		8,031	331	7,700	\$ 1,538,502.00
6/11	MSF All-Star Game	6	6	12	3.1	295	0	295	\$ 25,977.60
6/17-6/18	*Caswell Open	32	22	10	1.5	800	250	550	\$ 79,250.00
6/26-6/28	Rising Stars (MAGFA)	77	22	12	3.1	3,788	2,706	1,082	\$ 384,793.20
7/1-7/3	Peppers Classic (MAGFA)	48	35	12	3.1	2,362	640	1,722	\$ 520,388.40
7/8-7/9	MMFL State Tournament	40	23	12	3.1	1,968	836	1,132	\$ 276,750.00
7/15-7/16	Southern Star	34	11	12	3.1	1,673	1,132	541	\$ 115,177.20
7/22-7-23	MSF Boys Baseball	45	32	12	1.9	1,566	452	1,114	\$ 248,994.00
7/29-7/30	*ASA State	24	22	12	1.1	605	50	554	\$ 112,946.40
8/2-8/7	*ASA Northern Nationals	40	38	12	3.1	1,968	98	1,870	\$ 649,341.60
8/11-8/13	MSF Class C	22	20	12	1.5	660	60	600	\$ 118,800.00
9/26	MMFL Fall State Tournament	32	30	12	3.1	1,574	98	1,476	\$ 78,818.40
2017 Softball/Baseball Projections		568	335			33,518	12,805	21,193	\$ 4,553,185.00

* Out-of-Town teams are based on a distance of 75+ miles from Caswell Park.

* Visitors are determined using a multiplier of 3.1 for girls softball and 1.9 for baseball and adult softball.

* MSHSL tournament attendance is based on paid attendance.

*Sections 2A, 2AA = 3 days 16 the first day, 6 the second, and 4 the third. Section 2AAA = 4 days, 8 the first, 8 the second, 4 the third, and 2 the fourth.

* New for '17

Economic Benefit of Soccer Tournaments

Date	Tournament	Total Teams	Out of Town Teams	Avg. Players/ Team	Avg. Spectators/ Player	Total Visitors	Local Visitors	Out of Town Visitors	Total Expenditures
5/2	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/3	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/4	US Youth Soccer Minnesota State Cup	16	16	20	1.9	928	0	928	\$ 58,464.00
5/7	US Youth Soccer Minnesota State Cup	100	99	20	1.9	5800	40	5742	\$ 365,400.00
5/8	US Youth Soccer Minnesota State Cup	100.00	99.00	20.00	1.90	5800	40	5742	\$ 365,400.00
5/14	US Youth Soccer Minnesota State Cup	100.00	99.00	20.00	1.90	5800	40	5742	\$ 365,400.00
5/15	US Youth Soccer Minnesota State Cup	100.00	99.00	20.00	1.90	5800	40	5742	\$ 365,400.00
5/21	US Youth Soccer Minnesota State Cup	50.00	49.00	20.00	1.90	1900	20	1862	\$ 117,306.00
5/22	US Youth Soccer Minnesota State Cup	50.00	49.00	20.00	1.90	1900	20	1862	\$ 117,306.00
7/19-7/24	Minnesota Summer State	80	48	15	1.9	3480	1392	2088	\$1,062,792.00
Total Annual Visitors		628	590	195		33,264	1,592	31,564	\$2,934,396.00

Economic Benefit of Events

Date	Event	Youth Participants	Adult Participants	Total	Avg. Spectators/ Participant	Total Visitors	Local Visitors	Out of Town Visitors	Total Expenditures
2/6-2/7	Anthony Ford Pond Hockey	250	175	425	1.5	1063	1063	0	\$ 22,312.50
6/18	North Star Bicycle Grand Prix		250	250	N/A	850	850	0	\$ 17,850.00
6/25	Rip Roar Triathlon	129		129	1.9	374	10	364	\$ 23,148.30
8/14	North Mankato Triathlon	47	207	254	1.5-1.9	654	654	0	\$ 13,729.80
Total Annual Visitors		176	457	633		2,940	2,576	364	\$ 77,040.60

* North Star Bicycle Grand Prix is based 600 estimated spectators and 250 participants.