

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 June 20, 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 Spears and Steiner, City Administrator Harrenstein, Attorney Kennedy, City Planner Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent: Council Member Freyberg and Council Member Norland.

### **Approval of Agenda**

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

### **Approval of Minutes**

**Council Member Steiner moved, seconded by Council Member Spears to approve the minutes of the Council meeting of June 6, 2016. Vote on the motion: Spears, Steiner and Dehen aye; no nays. Motion carried.**

### **Public Hearing, 7 pm-Proposed Complete Streets Plan.**

Jake Huebsch, of the Mankato/North Mankato Area Planning Organization (MAPO) appeared before Council and stated he has been working with City staff and City Engineer Dan Sarff on the Complete Streets Plan. The purpose of the plan is to construct streets and sidewalks that are designed to serve everyone including pedestrians, bicyclists and drivers while taking into account the transportation needs of all people including children, older adults and people with disabilities. MAPO has been working with community groups and City staff to complete the draft together. Tom Hagen, 927 Lake Street, appeared before Council and stated he believes the minimum width for sidewalks should be reduced from 6-feet to 3-feet or 4-feet to decrease potential removal of trees, ground water run-off and decrease the cost to both citizens and the City. Council Member Steiner reported the City reduced the sidewalk width in the 2016 Roe Crest Drive improvement project from 6-feet to 5-feet with making it so only one tree will be eliminated. Administrator Harrenstein indicated City staff is not opposed to considering reducing the minimum required sidewalk width to 5-feet.

### **Public Hearing, 7 pm-Proposed Sidewalk Maintenance and Installation Policy.**

Mayor Dehen reported staff presented a sidewalk maintenance and installation policy to Council on May 16, 2016. The policy is currently under review with a display in City Hall allowing for public comment and two planned public hearings. Barb Church, 102 Wheeler Avenue, appeared before Council and requested that the planned sidewalk on Cedar Street be removed from the plan due to lack of space. Ms. Church read a letter from Heidi Pengilly, 102 Cleveland Avenue, concerning the Sidewalk Maintenance and Installation Policy. Ms. Pengilly stated Cleveland Avenue does not need a sidewalk and there are better uses for tax payer dollars.

### **Certificate of Recognition**

*WHEREAS, Gary and Mary Zellmer, Arlene Glaser, Lynn Solo, Bess Tsaouse and Eunice Simonson rendered service to this community which deserves special recognition; and*

*WHEREAS, Gary, Mary, Arlene, Lynn, Bess and Eunice volunteered their time to help the Parks Department plant flowers at Benson, Centennial and Wheeler Parks; and*

*WHEREAS, their dedication and enthusiasm in beautifying the City is appreciated by both the residents of the community and the City of North Mankato staff.*

*NOW, THEREFORE, on behalf of all our citizens, I am pleased to tender this Certificate of Recognition to Gary, Mary, Arlene, Lynn, Bess and Eunice, with our sincere thanks for their hard work to help beautify the City of North Mankato.*

*Dated this 20<sup>th</sup> day of June 2016.*

### **Certificate of Recognition**

*WHEREAS, Shawn Ange rendered service to this community which deserves special recognition; and*

*WHEREAS, he has volunteered countless hours promoting the City of North Mankato by chairing event committees and donating time and supplies for local festivals and events; and*

*WHEREAS, Shawn has tirelessly supported the community as an active member of Business on Belgrade and the Civic and Commerce Association and as the successful owner of Spinners, a quality bar and grill; and*

*WHEREAS, Shawn and his family will be missed in the greater Mankato area as they pursue other dreams.*

*NOW, THEREFORE, on behalf of all our citizens, I am pleased to tender this Certificate of Recognition to Shawn, with our sincere thanks for his hard work in promoting and developing the City of North Mankato.*

*Dated this 20<sup>th</sup> day of June 2016.*

### **Consent Agenda**

**Council Member Steiner moved, seconded by Council Member Spears, to approve the**

**Consent Agenda which included:**

- A. Bills and Appropriations.
- B. Res. No. 50-16 Approving Donations/Contributions/Grants.
- C. Res. No. 51-16 Declaring the Official Intent of the City of North Mankato to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City.

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

### **Public Comments**

Tom Hagen, 927 Lake Street, appeared before Council and stated the Rip Roar Triathlon coordinators provided residents with a contact sheet for use during their event on June 25, 2016. He appreciated the effort. Mr. Hagen stated a citizen park board should be instituted to help City staff make decisions concerning park use.

Barb Church, 102 Wheeler Avenue, appeared before Council and stated the resolution placing the Godzilla statue at the intersection of Highway 169 and Belgrade Avenue should be reconsidered as it could be a distraction for drivers.

**Business Items**

**Consider Preliminary and Final Plat of Innovative Power Subdivision, Replat of Lots 1 and 2, Block 1 of Lutz Park Subdivision, a Request from NMP Holdings, LLC.** City Planner Fischer reported the applicant owns Lots 1 and 2, Lutz Park Subdivision which is the location of Thin Film Technology on Commerce Drive. There are currently two buildings on the property which is zoned for industrial purposes. The smaller building has been vacant and on the market for the past five years. The applicant is proposing to sell the smaller building and request that the property is replatted to accommodate sale of the building and property. The Planning Commission reviewed the proposal and recommends the replat. The applicant is also requesting the property be zoned B-3 to accommodate the potential buyers use of the property. Council Member Spears reported that Thin Films neighbor, Coloplast, was concerned with security if the property is zoned B-3. Attorney Kennedy indicated the Planning Commission discussed possible issues with rezoning the property and still recommends the replat and rezoning. Attorney Kennedy indicated the nature of the street is becoming less industrial and more commercial. **Council Member Steiner moved, seconded by Mayor Dehen to Approve the Preliminary and Final Plat of Innovative Power Subdivision, Replat of Lots 1 and 2, Block 1 of Lutz Park Subdivision, a Request from NMP Holdings, LLC. Vote on the motion: Spears, Steiner and Dehen aye; no nays. Motion carried.**

**Z-3-16, a Request to Rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. Ordinance No. 74 Fourth Series, Rezoning Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. Council Member Steiner moved, seconded by Council Member Spears to Adopt Ordinance No. 74 Fourth Series, Rezoning Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. Vote on the motion; Spears, Steiner and Dehen aye; no nays. Motion carried.**

**Res. No. 52-16 Approving Plans and Specifications and Ordering Advertisements for Bids Project No. 16-01EF City Hall Building Entrance/Parking Lot Modifications.** City Engineer Sarff reported the plans and specifications have been completed for the portion of the project involving the relocation and reconstruction of the parking lot, construction of new assessable sidewalk accessing the building, and related landscaping work. City Engineer Sarff stated the estimates for the municipal building entrance modifications would likely approach \$200,000. Since this is significantly more than the allowances included in previous estimates staff recommends that the City Council consider delaying the front entrance modifications and only complete the parking lot relocation and reconstruction. Portions of the parking lot relocation and reconstruction will be completed by Public Works staff and portions will be contracted out. The total estimated project cost is approximately \$243,000 with \$138,000 from CDBG funding the City's estimated cost would be \$105,000. Council Member Spears stated he is opposed to using HUD funds because the national debt continues to rise and this does not seem like an appropriate use of Federal funds. **Council Member Steiner moved, seconded by Mayor Dehen to adopt Res. No. 52-16 Approving Plans and Specifications and Ordering Advertisements for Bids Project No. 16-01EF City Hall Building Entrance/Parking Lot Modifications. Vote on the motion: Steiner and Dehen aye; Spears nay. Motion carried.**

**Res. No. 53-16 Authorizing Preparation of Plans and Specifications and Advertisement for Bids, Project No.16-02E 2016 Street Mill and Overlay Projects.** City Engineer Sarff reported City staff has been reviewing the pavement management plan and prioritizing projects. The City included \$350,000 in the 2016 budget for street mill and overlay rehabilitation projects. However, it is

anticipated that up to \$100,000 of those funds may be required for the reconstruction of the City Hall Parking lot. This leaves approximately \$250,000 for mill & overlay projects. City staff recommends that bids be solicited for the following three projects; Hoover Drive from Marie Lane to Northway Drive, Commerce Drive from Lor Ray Drive to Colette Drive and Commerce Drive from Colette Drive to Mary Circle with an estimated total cost of \$250,000. Council Member Spears requested clarification on where Cliff Court was in the prioritization of streets for reconstruction. Administrator Harrenstein indicated the road will be discussed during the budget season. **Council Member Steiner moved, seconded by Council Member Spears to adopt Res. No. 53-16 Authorizing Preparation of Plans and Specifications and Advertisement for Bids, Project No.16-02E 2016 Street Mill and Overlay Projects. Vote on the motion: Steiner, Spears and Dehen aye; no nays. Motion carried.**

**Res. No. 54-16 Supporting a Location for the Godzilla Statue.** City Administrator Harrenstein reported the 2015 Walking Sculpture People's Choice award winner requires more space than it is allotted at its current location so the City is requesting Council approve the relocation of the statue to the northwest quadrant of the intersection of the Highway 169 southbound off ramp and Belgrade Avenue in downtown North Mankato. Council Member Spears stated concern over the location of the statue was legitimate and requested City staff consider options to ensure safety at the site. **Council Member Steiner moved, seconded by Mayor Dehen to adopt Res. No. 54-16 Supporting a Location for the Godzilla Statue. Vote on the motion: Spears, Steiner and Dehen aye; no nays. Motion carried.**

#### **City Administrator and Staff Comments**

City Administrator Harrenstein thanked Public Works Director Swanson, his staff, law enforcement agencies and volunteers for the successful running of the North Star Bike Fest on Saturday, June 18, 2016.

City Administrator Harrenstein thanked Library Director Lowry and her staff for the successful ArtSplash event held on June 18, 2016.

City Administrator Harrenstein thanked resident and business owner Shawn Ange for his work in the City of North Mankato.

Public Works Director Swanson thanked the many law enforcement agencies who worked with the City to provide security and safety for the North Star Bike Fest.

City Engineer Sarff reported a neighborhood meeting was held for residents of Roe Crest Drive to address concerns about the 2016 Roe Crest Drive reconstruction.

#### **Mayor and Council Comments**

Mayor Dehen stated RipRoar Kids Triathlon would be held on June 25, 2016 in Spring Lake Park.

Mayor Dehen stated a joint Mankato/North Mankato Council Meeting would be held on Wednesday, June 22, 2016 at 6 p.m. at 1961 Premier Drive, in Greater Mankato Growth's Sakatah Trail Room.

Mayor Dehen stated voting for the Highway 14 Trail name would commence on June 27 and end on July 6. Announcement of the new name would occur during Fun Days.

#### **Public Comments**

Phil Henry, 1300 Noretta Drive, appeared before Council and stated he wanted a North Mankato debt sign in the front of City Hall.

There being no further business, on a motion by Council Member Steiner, seconded by Council Member Spears, the meeting adjourned at 7:55 p.m.

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Mayor

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City Clerk



CITY OF NORTH MANKATO

OFFICE OF THE MAYOR

MEMORIAL TRIBUTE

WHEREAS, the City of North Mankato lost a valued member and leader on June 25, 2016 with the passing of former City Administrator Bob Ringhofer; and

WHEREAS, Bob served as City Administrator for 33 years from 1963-1995; and

WHEREAS, he left an indelible mark on the City through his efforts and planning which nearly doubled the size of the City of North Mankato; and

WHEREAS, Bob’s vision for industrial growth is evident in the nearly 1,100 jobs currently in the North Port Industrial Park; and

WHEREAS, his lobbying efforts following the floods of 1965 and 1969 helped develop community flood controls; and

WHEREAS, Bob helped drive the construction of Caswell Park a nationally recognized sporting facility; and

WHEREAS, he helped establish many of the beautiful parks in North Mankato because of his belief that parks are the “jewels of the community” and a gift for future generations; and

WHEREAS, Bob was well respected by his colleagues, well-regarded by North Mankato’s business owners, a friend to those he worked with and appreciated by the citizens he served.

NOW THEREFORE, I Mark Dehen, Mayor of the City of North Mankato, Minnesota, on behalf of the City of North Mankato honor Bob Ringhofer and remember his service to the community and extend our sincerest condolences to his friends and family.

Dated this 5<sup>th</sup> day of July 2016.



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Mark Dehen, Mayor





City of North Mankato, MN

# Claims List - Regular

By Vendor Name

Date Range: 7-5-2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	**Void**	06/17/2016	Regular	0	-	85076
	**Void**	06/17/2016	Regular	0	-	85077
	**Void**	06/30/2016	Regular	0	-	85100
	**Void**	07/05/2016	Regular	0	-	85152
00416	1st LINE/LEEWEES VENTURES LLC	07/05/2016	Regular	0	58.55	85102
00009	A-1 KEY CITY LOCKSMITHS, INC	07/05/2016	Regular	0	219.00	85103
00019	ADDICTIONS & STRESS CLINIC	07/05/2016	Regular	0	200.00	85104
02025	AFFOLTER, RON	06/21/2016	Regular	0	100.00	85086
00050	ALPHA WIRELESS COMMUNICATIONS	07/05/2016	Regular	0	224.40	85105
00067	AMERICAN WATER WORKS ASSOC.	07/05/2016	Regular	0	191.00	85106
00102	AUDIO EDITIONS	07/05/2016	Regular	0	309.47	85107
02373	AUTHENTICALLY YOU LLC	07/05/2016	Regular	0	120.00	85108
00118	BARNES & NOBLE, INC.	07/05/2016	Regular	0	750.00	85109
00119	BARRON'S	07/05/2016	Regular	0	199.00	85110
00142	BETHANY LUTHERAN COLLEGE	07/05/2016	Regular	0	10,562.50	85111
00163	BLUE VALLEY SOD, INC.	07/05/2016	Regular	0	66.00	85112
00174	BOLTON & MENK, INC.	07/05/2016	Regular	0	69,464.68	85113
00176	BORDER STATES ELECTRIC SUPPLY	07/05/2016	Regular	0	37.57	85114
00187	BRANDT, INC.	07/05/2016	Regular	0	226.60	85115
00195	BROCK WHITE COMPANY LLC	07/05/2016	Regular	0	793.10	85116
00206	BRUNTON, COREY	07/05/2016	Regular	0	17.34	85117
00216	C & S SUPPLY CO, INC.	07/05/2016	Regular	0	398.06	85118
00219	CARDMEMBER SERVICE	06/17/2016	Regular	0	7,415.18	85075
00227	CARQUEST AUTO PARTS STORE	07/05/2016	Regular	0	291.37	85119
00234	CENTER POINT ENERGY	07/05/2016	Regular	0	1,264.65	85120
00255	CITY OF MANKATO	07/05/2016	Regular	0	79,000.00	85121
00312	CULVER'S OF NORTH MANKATO	07/05/2016	Regular	0	200.00	85122
00315	CUSHMAN MOTOR CO., INC	07/05/2016	Regular	0	14.09	85123
00320	DAIRY QUEEN WEST	07/05/2016	Regular	0	155.00	85124
00336	DELTA DENTAL	06/23/2016	Regular	0	947.40	85090
00337	DEMCO, INC.	07/05/2016	Regular	0	431.05	85125
02275	DEM-CON MATERIALS & RECOVERY	07/05/2016	Regular	0	417.97	85126
00343	DH ATHLETICS LLC	07/05/2016	Regular	0	580.89	85127
00344	DIAMOND VOGEL PAINT CENTER	07/05/2016	Regular	0	398.30	85128
00364	DRUMMER'S GARDEN CENTER & FLORAL	07/05/2016	Regular	0	2,465.66	85129
00376	EESLEY, THOMAS	07/05/2016	Regular	0	271.96	85130
00432	FLEETPRIDE	07/05/2016	Regular	0	472.23	85131
00447	FREE PRESS	07/05/2016	Regular	0	381.63	85132
00453	FREYBERG PETROLEUM SALES, INC.	07/05/2016	Regular	0	26.97	85133
00462	G & K SERVICES	07/05/2016	Regular	0	172.54	85134
00463	G & L AUTO SUPPLY, LLC	07/05/2016	Regular	0	224.00	85135
00465	GALE/CENGAGE LEARNING	07/05/2016	Regular	0	30.39	85136
00477	GIRL SCOUTS OF MN & WI RIVER VALLEYS	06/28/2016	Regular	0	500.00	85094
00493	GOODWIN, TONY	07/05/2016	Regular	0	1,075.00	85137
00519	HACH COMPANY	07/05/2016	Regular	0	2,034.23	85138
00538	HAWKINS, INC.	07/05/2016	Regular	0	7,873.97	85139
00570	HAZEL L. HOERST	07/05/2016	Regular	0	2,000.00	85140
00560	HILDI, INC.	07/05/2016	Regular	0	290.00	85141
00595	HY-VEE, INC.	07/05/2016	Regular	0	432.37	85142
00599	ICMA MEMBERSHIP RENEWALS	07/05/2016	Regular	0	969.60	85143
00600	ICMA RETIREMENT TRUST ROTH IRA	06/21/2016	Regular	0	650.00	85081
00601	ICMA RETIREMENT TRUST-457	06/21/2016	Regular	0	2,615.00	85082
00608	INGRAM LIBRARY SERVICES	07/05/2016	Regular	0	945.15	85144
00609	INMAN, RICH	07/05/2016	Regular	0	304.56	85145
Zip	JOHN DEERE FINANCIAL	07/05/2016	Regular	0	21.85	85146
00657	JT SERVICES	07/05/2016	Regular	0	405.03	85147
02371	KNOCKERBALL MANKATO	07/05/2016	Regular	0	374.00	85148

00733	LAKES GAS CO #10	07/05/2016	Regular	0	105.40	85149
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	06/21/2016	Regular	0	441.00	85083
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	07/05/2016	Regular	0	3,598.97	85150
00776	LLOYD LUMBER CO.	07/05/2016	Regular	0	2,845.68	85151
00796	MAC QUEEN EQUIPMENT, INC.	07/05/2016	Regular	0	5,021.01	85153
00805	MAGFA	06/28/2016	Regular	0	509.91	85095
00819	MANKATO FORD, INC.	07/05/2016	Regular	0	1,361.22	85154
00825	MANKATO MOTOR COMPANY	07/05/2016	Regular	0	46.40	85155
00837	MANTRONICS MAILING SYSTEMS, INC.	07/05/2016	Regular	0	187.00	85156
02374	MASSAGE BY KARMELLA	07/05/2016	Regular	0	240.00	85157
00874	MENARDS-MANKATO	07/05/2016	Regular	0	416.38	85158
02372	MID AMERICA FIRE APPARATUS, INC	06/21/2016	Regular	0	414,650.00	85087
02272	MINNESOTA COUNCIL OF CHURCHES/TAPESTRY	07/05/2016	Regular	0	3,000.00	85159
02377	MINNESOTA FASTPITCH COACHES ASSN.	06/28/2016	Regular	0	102.33	85096
00935	MINNESOTA PIPE & EQUIPMENT	07/05/2016	Regular	0	1,220.78	85160
00906	MINNESOTA STATE HIGH SCHOOL LEAGUE	06/28/2016	Regular	0	2,430.33	85097
00910	MINNESOTA VALLEY TESTING LAB, INC.	07/05/2016	Regular	0	50.00	85161
00970	MOBILE GLASS SERVICE	07/05/2016	Regular	0	375.59	85162
00996	MT BALLOONS	07/05/2016	Regular	0	225.00	85163
00997	MTI DISTRIBUTING CO	07/05/2016	Regular	0	184.18	85164
01003	MUNICIPAL BUILDERS, INC.	07/05/2016	Regular	0	77,864.95	85165
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	06/23/2016	Regular	0	1,065.91	85091
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	06/23/2016	Regular	0	573.74	85092
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	06/23/2016	Regular	0	110.50	85093
01018	NCPERS MINNESOTA-UNIT 662400	06/21/2016	Regular	0	192.00	85084
01033	NEWMAN TRAFFIC SIGNS	07/05/2016	Regular	0	993.98	85166
01035	NICOLLET COUNTY SHERIFF'S OFFICE	07/05/2016	Regular	0	1,197.24	85167
01083	OVERDRIVE, INC.	07/05/2016	Regular	0	1,416.03	85168
02005	PANTHEON COMPUTERS	07/05/2016	Regular	0	5,852.50	85169
01106	PETTY CASH	07/05/2016	Regular	0	142.16	85170
01133	POWERPLAN/RDO EQUIPMENT	06/21/2016	Regular	0	91,608.00	85088
01133	POWERPLAN/RDO EQUIPMENT	07/05/2016	Regular	0	1,811.40	85171
01160	QUALITY OVERHEAD DOOR CO, INC	07/05/2016	Regular	0	84.00	85172
01179	RED FEATHER PAPER CO.	07/05/2016	Regular	0	767.60	85173
02378	REGION NINE DEVELOPMENT COMMISSION	06/30/2016	Regular	0	2,400.00	85101
01187	REICHS QUALITY IRONWORKS, INC.	07/05/2016	Regular	0	70.00	85174
01190	REINHART FOODSERVICE LLC	07/05/2016	Regular	0	1,411.40	85175
01198	RETROFIT COMPANIES, INC.	07/05/2016	Regular	0	170.73	85176
01208	RIST, ALBERT J.	07/05/2016	Regular	0	2,000.00	85177
01209	RIST, JOHN A.	07/05/2016	Regular	0	2,000.00	85178
01210	RIST, LOREN E.	07/05/2016	Regular	0	2,000.00	85179
01211	RIVER BEND BUSINESS PRODUCTS	07/05/2016	Regular	0	383.41	85180
01278	SHERWIN-WILLIAMS CO.	07/05/2016	Regular	0	245.10	85181
02108	SIREK'S HYDRAULIC SERVICE, INC.	07/05/2016	Regular	0	1,007.27	85182
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	07/05/2016	Regular	0	4,120.67	85183
02375	SPOONER, LISA	07/05/2016	Regular	0	100.00	85184
01335	STAPLES ADVANTAGE	07/05/2016	Regular	0	148.37	85185
01349	STONE & STEEL DESIGN, LLC	07/05/2016	Regular	0	252.40	85186
01352	STREICHER'S, INC	07/05/2016	Regular	0	226.98	85187
01377	TELRITE CORPORATION	06/21/2016	Regular	0	216.23	85089
01398	TIESLER, JOSHUA	07/05/2016	Regular	0	314.17	85188
01402	TIRE ASSOCIATES	07/05/2016	Regular	0	559.65	85189
01445	UNITED WAY INC	06/21/2016	Regular	0	166.47	85085
01453	UPSTART	07/05/2016	Regular	0	149.85	85190
01465	VANEPS, ERIC	07/05/2016	Regular	0	263.52	85191
01471	VERIZON WIRELESS CENTER	07/05/2016	Regular	0	19,110.78	85192
01473	VERSCHELDE, DAVID	07/05/2016	Regular	0	4.53	85193
01477	VIKING ELECTRIC SUPPLY, INC.	07/05/2016	Regular	0	690.99	85194
01489	VOYAGEUR WEB	07/05/2016	Regular	0	1,920.00	85195
02340	WALRATH, TORREY	07/05/2016	Regular	0	275.00	85196
01507	WAYNE'S AUTO BODY, INC.	07/05/2016	Regular	0	692.83	85197
01523	WENZEL AUTO ELECTRIC CO	07/05/2016	Regular	0	129.00	85198
01524	WERNER ELECTRIC SUPPLY	07/05/2016	Regular	0	310.56	85199
01531	WIECHMANN PAINTING, LLC	07/05/2016	Regular	0	1,660.00	85200
01550	WSB & ASSOCIATES, INC.	07/05/2016	Regular	0	2,286.00	85201
01552	WW BLACKTOPPING, INC	07/05/2016	Regular	0	781.40	85202
01557	XCEL ENERGY	06/30/2016	Regular	0	22,777.38	85099

01568	ZIEGLER, INC.	07/05/2016	Regular	0	310.00	85203
00012	ABDO, EICK & MEYERS, LLP	06/29/2016	Bank Draft	0	6,650.00	DFT0000384
00062	AMERICAN PAYMENT CENTERS	06/21/2016	Bank Draft	0	93.00	DFT0000381
00241	CHARTER COMMUNICATIONS	06/21/2016	Bank Draft	0	7.76	DFT0000382
02058	CONSOLIDATED COMMUNICATIONS	06/20/2016	Bank Draft	0	209.70	DFT0000368
02058	CONSOLIDATED COMMUNICATIONS	06/20/2016	Bank Draft	0	159.29	DFT0000369
02058	CONSOLIDATED COMMUNICATIONS	06/20/2016	Bank Draft	0	52.44	DFT0000370
02058	CONSOLIDATED COMMUNICATIONS	06/20/2016	Bank Draft	0	29.91	DFT0000371
02058	CONSOLIDATED COMMUNICATIONS	06/20/2016	Bank Draft	0	32.06	DFT0000372
01322	SPRINT	06/21/2016	Bank Draft	0	75.05	DFT0000383

**Bank Code APBNK Summary**

	Payable	Payment	Discount	Payment
Payment Type	Count	Count		
Regular Checks	395	121	0.00	889,435.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	9	9	0.00	7,309.21
EFT's	0	0	0.00	0.00
	<b>404</b>	<b>134</b>	<b>0.00</b>	<b>896,744.40</b>

**Authorization Signatures**

All Council

The above manual and regular claims lists are approved by:

\_\_\_\_\_  
MARK DEHEN- MAYOR

\_\_\_\_\_  
KIM SPEARS- COUNCIL MEMBER

\_\_\_\_\_  
DIANE NORLAND- COUNCIL MEMBER

\_\_\_\_\_  
WILLIAM STEINER- COUNCIL MEMBER

\_\_\_\_\_  
ROBERT FREYBERG- COUNCIL MEMBER



APPLICATION FOR LICENSE  
CITY OF NORTH MANKATO

TYPE OF LICENSE: <sup>Permit</sup> On-sale Intox. soft Drink  
Sunday on-sale

Application Fee: \$ 2,600

BUSINESS NAME: TWIN CITY LODGING LLC  
BUSINESS ADDRESS: 1111 RANGE ST MANKATO MN 56003  
MINNESOTA TAX I.D. # 1118330 FEDERAL TAX I.D. # 94-3479478

Applicant's Name: DILJIT S KHOSA  
(Include full middle name)

Applicant's Social Security #: \_\_\_\_\_ Citizenship Status: U.S.A

Applicant's Present Address: 11716 ARNOLD PALMER CT NE  
BLAINE MN 55449

Length of time at this address: 2009 - CURRENT

Applicant's Occupation: OWNER

Applicant's Place of Employment: INDIA PALACE ROSEVILLE

Length of time so engaged: 1998 TO CURRENT

Applicant's addresses and occupations for the three (3) years prior to the date of application (if different from above):  
SAME ABOVE

Has applicant ever been convicted of a felony, gross misdemeanor, or misdemeanor, including violation of a municipal ordinance but excluding traffic violations, and if so, the date and place of conviction and the nature of the offense:  
NONE

List four (4) character references if applicant has not resided in the City for two (2) years prior to the date of application:  
PERCY BOONIWALA

References continued ---

DENISE KOONIWALA

ANUP SHARMA

TOM FOX

I, the applicant, understand that it is unlawful to intentionally make a false statement or omission upon this application form. Further, I understand that any false statement in such application, or any willful omission to state any information called for on such application form, shall, upon discovery of such falsehood, work an automatic refusal of license, or if already issued, shall render any license or permit issued pursuant thereto, void, and of no effect to protect me from prosecution for violation of Chapter 6, or any part hereto, of the City Code for the City of North Mankato.

*DK*

Signature of Applicant

08.07.1973

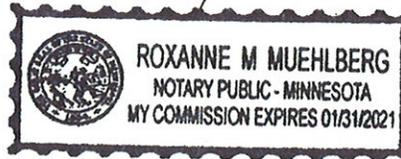
Date of Birth

06.17.2016

Date of Signing

*Roxanne M. Muehlberg*

Subscribed and sworn to before me this 17<sup>th</sup> day of June, 2016.



City Clerk

OFFICE USE If needed:

POLICE approved  not approved

*Chief Boyer #701*  
Date: 06-29-16

COUNCIL ACTION approved  not approved  Date:

Application Fee paid on: 6/20/16

License Issued on: \_\_\_\_\_



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:  
 1) City issued on sale intoxicating and Sunday liquor licenses  
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License NORTH MANLY License Period From: \_\_\_\_\_ To: \_\_\_\_\_

Circle One: New License License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ \_\_\_\_\_ Sunday License fee: \$ \_\_\_\_\_ 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: TWINCITY LODGING LLC DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Business Trade Name BEST WESTERN Business Address 1111 RANCE ST City NORTH MANLY

Zip Code 56003 County NICOLLET Business Phone 507-625-9333 Home Phone 651-402-7959

Home Address 11716 ARNOLD PALM City NORTH MANLY Licensee's MN Tax ID # 1118330

Licensee's Federal Tax ID # 94-3079478  
(To apply call IRS 800-829-4933) (To Apply call 651-296-6181)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

<u>DILIPS KHOSLA</u>			<u>11716 ARNOLD PALM</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: INTEGRITY MUTUAL Policy # WCP 2654823 00

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**



APPLICATION FOR LICENSE  
CITY OF NORTH MANKATO

2787.50

TYPE OF LICENSE: Prorated on-sale intoxicating  
Sunday on-sale, soft drink, cabaret

Application Fee:

BUSINESS NAME: D2, LLC dba Spinners Bar  
BUSINESS ADDRESS: 301 Belgrade Ave, North Mankato, MN 56003  
MINNESOTA TAX I.D. # \_\_\_\_\_ FEDERAL TAX I.D. # 81-3020192

Applicant's Name: SANDRA RENEE DACHS  
(Include full middle name)

Applicant's Social Security #: \_\_\_\_\_ Citizenship Status: \_\_\_\_\_

Applicant's Present Address: 2310 Abbywood Lane  
North Mankato, MN 56003

Length of time at this address: 8 years

Applicant's Occupation: owner/sales

Applicant's Place of Employment: Spinners Bar

Length of time so engaged: \_\_\_\_\_

Applicant's addresses and occupations for the three (3) years prior to the date of application  
(if different from above):

Hilton Garden Inn, Mankato Downtown  
20 Civic Center Plaza, Mankato MN 56001

Has applicant ever been convicted of a felony, gross misdemeanor, or misdemeanor, including violation of a municipal ordinance but excluding traffic violations, and if so, the date and place of conviction and the nature of the offense:

NO

List four (4) character references if applicant has not resided in the City for two (2) years prior to the date of application:

N/A

References continued ---

---



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I, the applicant, understand that it is unlawful to intentionally make a false statement or omission upon this application form. Further, I understand that any false statement in such application, or any willful omission to state any information called for on such application form, shall, upon discovery of such falsehood, work an automatic refusal of license, or if already issued, shall render any license or permit issued pursuant thereto, void, and of no effect to protect me from prosecution for violation of Chapter 6, or any part hereto, of the City Code for the City of North Mankato.

Sandra R. Cat  
 Signature of Applicant

6-6-74  
 Date of Birth

6/27/16  
 Date of Signing

Subscribed and sworn to before me this  
27<sup>th</sup> day of June, 2016.

[Signature]  
 City Clerk

OFFICE USE If needed:

POLICE approved  not approved  Date: Chief C.J. Boyer #701  
06-28-2016

COUNCIL ACTION approved  not approved  Date: \_\_\_\_\_

Application Fee paid on: \_\_\_\_\_

License Issued on: \_\_\_\_\_



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:  
 1) City issued on sale intoxicating and Sunday liquor licenses  
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Nicollet License Period From: 7/26/16 To: 12/31/16

Circle One: New License License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ \_\_\_\_\_ Sunday License fee: \$ \_\_\_\_\_ 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: O2 LLC DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Business Trade Name SPINNERS BAR Business Address 301 BELGRADE AVE City NORTH MANKATO

Zip Code 56003 County NICOLLET Business Phone 507-625-9751 Home Phone 507-382-8394

Home Address 2310 ABBYWOOD LANE City NORTH MANKATO Licensee's MN Tax ID # 4594275  
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 81-3020192  
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

<u>SANDRA RENEE DACHS</u>	<u>1-1</u>	<u>1-1</u>	<u>2310 Abbywood Lane, N. Mankato</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>CLAYTON LEE DACHS</u>	<u>1-1</u>	<u>1-1</u>	<u>2310 Abbywood Lane, N. Man</u>
(Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>N/A</u>			
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Key City Insurance Policy # 76398.201

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.  
 City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**



SPINN-4

OP ID: DJ

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/30/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Key City Insurance Agency 334 Belgrade Avenue P.O. Box 2138 North Mankato, MN 56002-2138 Key City Ins. Agency	<b>CONTACT NAME:</b> Key City Ins. Agency <b>PHONE (A/C, No, Ext):</b> 507-625-7667 <b>E-MAIL ADDRESS:</b> jim@keycityins.com <b>FAX (A/C, No):</b> 507-625-3349														
<b>INSURED</b> Spinners Bar O2 LLC 301 Belgrade Ave North Mankato, MN 56003	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : State Fund Mutual Ins.</td> <td></td> </tr> <tr> <td>INSURER B : First Mercury Insurance Co</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : State Fund Mutual Ins.		INSURER B : First Mercury Insurance Co		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$												
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$												
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	76398.201	07/25/2016	07/25/2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">PER STATUTE</th> <th style="width: 5%;">OTH-ER</th> <th style="width: 10%;">LIMIT</th> </tr> <tr> <td></td> <td></td> <td>E.L. EACH ACCIDENT \$ 100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - EA EMPLOYEE \$ 100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - POLICY LIMIT \$ 500,000</td> </tr> </table>	PER STATUTE	OTH-ER	LIMIT			E.L. EACH ACCIDENT \$ 100,000			E.L. DISEASE - EA EMPLOYEE \$ 100,000			E.L. DISEASE - POLICY LIMIT \$ 500,000
PER STATUTE	OTH-ER	LIMIT																	
		E.L. EACH ACCIDENT \$ 100,000																	
		E.L. DISEASE - EA EMPLOYEE \$ 100,000																	
		E.L. DISEASE - POLICY LIMIT \$ 500,000																	
B	Liquor Liability			103470FA0	07/25/2016	12/31/2016	Occurrenc 1,000,000 Aggregate 1,000,000												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF N

City of North Mankato  
 City Hall  
 1001 Belgrade Ave  
 North Mankato, MN 56003

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
 Key City Ins. Agency

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1001 Belgrade Ave., PO Box 2055 North  
 Mankato, MN 56003  
 ☎ 507-625-4141 📠 Fax: 507-625-4525  
 www.northmankato.com

## Application For PARK PERMIT

- ✓ All fees due at time of application.
- ✓ Make payment by Cash or Check payable to *City of North Mankato*.

<b>Organization Name:</b> <u>Luthern Social Service Reach Drop in Center</u>	
<b>Person Responsible for Reservation:</b> <u>Heather O'Malley</u>	<b>Contact Phone #:</b> <u>507-381-5204 (cell)</u>
<b>Address:</b> <u>125 E. Liberty St</u>	<b>City/Zip:</b> <u>Mankato 56001</u>
<b>Type of Activity:</b> <u>Talent Show</u>	<b>Date of Event:</b> <u>July 26, 2016</u>
<b>Use of Tents</b> (or anything requiring staking; including bounce house) : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>* If Yes, Please contact Gopher State One Call 800-252-1166 1 week prior to event</small>	<b>Time Block:</b> <b>Setup Time:</b> <u>2:30</u> <b>Event Time:</b> <u>5:30</u> <b>Cleanup By:</b> <u>9:00</u>  <i>Your rental ends promptly at the stated time. Please ensure space is left as it was found, penalties may apply for any damage or time spent by staff for clean up.</i>
<b>Will amplified sound be used?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>See Audio Permit Instructions. No sound after 10:00pm</small> <b>Please specify:</b> <input checked="" type="checkbox"/> Live Music / Band <span style="margin-left: 100px;">Begin Time: _____</span> <input checked="" type="checkbox"/> DJ / Karaoke Machine <span style="margin-left: 100px;">End Time: _____</span> <input checked="" type="checkbox"/> Other: <u>Microphone</u>	<b>RESERVATION FEES</b>  <b>Shelter Reservation Fee: \$80 per day</b>  <input type="checkbox"/> Spring Lake Shelter #1 <input type="checkbox"/> Spring Lake Shelter #2 <input checked="" type="checkbox"/> <b>Wheeler Park Indoor Shelter</b> <span style="float: right;">Total of fees: \$ <u>800</u></span>
<b>Will alcohol (beer &amp; wine only) be served?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, Alcohol Permit must be completed)</small> <b>Please specify:</b> <input type="checkbox"/> Keg (*\$250 refundable deposit and \$25 fee) <input type="checkbox"/> Catering: _____	

- |   |  |
|---|--|
| <p style="text-align: center;"><b>Allowed</b></p> <ul style="list-style-type: none"> <li>Personal grills may be brought in</li> <li>Keg beer is allowed only with a permit</li> <li>Fishing/Ice fishing on Ladybug Lake and Spring Lake only</li> <li>Pets in Benson Park and Bluff park (must be on a 6' leash)</li> <li>Canoes and kayaks on Ladybug Lake and Spring Lake (Children under 12 must be accompanied by an adult; Flotation device required)</li> <li>Hog roasts are allowed in the parks on hard-surfaced lots only</li> </ul> | <p style="text-align: center;"><b>Prohibited</b></p> <ul style="list-style-type: none"> <li>Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department</li> <li>Pets (Allowed in Benson Park and Bluff Park Only)</li> <li>Glass containers</li> <li>Campfires/Bonfires/Fire rings</li> <li>Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices</li> <li>Dunk Tanks</li> <li>Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices shall end at 10 p.m.</li> </ul> |
|---|--|

<input checked="" type="checkbox"/> I, the undersigned, understand that the park shelter reservation fee is non-refundable. If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines. <b>SIGNED:</b> <u>[Signature]</u> <i>Applicant</i>	<input checked="" type="checkbox"/> I, the undersigned, have received the Audio Permit Instructions and understand that failure to comply with the audio instructions may terminate the event and prevent future ability to obtain an audio permit.  <u>6/21/16</u> <i>Date</i>
--	--

- FOR OFFICE USE ONLY -

<b>PERMIT NUMBER:</b> <u>82-2016</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> Refer to Council  _____ <i>City Clerk</i>	<b>FEES:</b> Reservation Fee: \$ _____ Keg Fee: \$ _____ Keg Deposit: \$ _____  Total Amount Due: \$ <u>0</u> <input type="checkbox"/> All Fees Paid On _____  Date Entered: _____ Staff Initials: <u>JR</u>
--	--

online ✓ Book ✓ Park Police



**NOTICE OF PUBLIC HEARING ON CHARTER FRANCHISE  
ORDINANCE AMENDMENT**

The City of North Mankato, Minnesota will hold a public hearing on Monday, July 18, 2016 at 7:00 p.m. at City Hall to consider amending the Cable Communications Franchise Ordinance No. 156, Third Series, granted to Charter Communications. The Ordinance amendment will be available for review by the public at the North Mankato City Hall. The City Hall building is located at 1001 Belgrade Avenue, North Mankato, Minnesota.

Any person may speak to the City Council concerning the proposed Ordinance amendment at the time of the public hearing. Any person may submit written comments by addressing those comments to the City Council at 1001 Belgrade Avenue, North Mankato, Minnesota.

Dated this 6<sup>th</sup> day of July 2016.

*/s/ April Van Genderen*  
April Van Genderen  
City Clerk

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA  
AMENDING ORDINANCE NO. 156 THIRD SERIES BY EXTENDING THE FRANCHISE  
TERM, AMENDING THE FRANCHISE FEE AND DELETING THE PEG FEE OBLIGATION

THE CITY COUNCIL OF NORTH MANKATO, MINNESOTA, ORDAINS:

1. The City of North Mankato, Minnesota ("City") adopted a Cable Television Franchise Ordinance No. 156 Third Series ("Franchise"), which is currently held by CC VIII Operating, LLC ("Charter"). Charter Communications, Inc. is the manager of Charter and is authorized to execute this Ordinance on behalf of Charter.

2. The Franchise at Section 2.3, Franchise Term, is hereby amended as follows:

2.3 Franchise Term. This Franchise shall be in effect until December 18, 2021 for a period of fifteen years from the date of acceptance by Grantee, unless renewed, revoked or terminated sooner as herein provided.

3. The Franchise at Section 7.1(A), Franchise Fee, is hereby amended as follows:

A.) Grantee shall pay to the City a Franchise Fee in an annual amount equal to ~~three~~ five percent (53%) of its annual Gross Revenues.

4. The Franchise at Section 6.4, Access Operating Fee, is hereby deleted in its entirety as shown below:

~~6.4) — Access Operating Fee. Within ninety (90) days of the Effective Date of this Franchise, Grantee shall commence collecting on behalf of City a per Subscriber fee solely to fund access-related expenditures (hereinafter "Access Operating Fee") as follows;~~

~~———— Year One — Sixty (.60) per Subscriber per month;  
———— Year Two — Eighty (.80) per Subscriber per month; and  
———— Year Three and thereafter — One dollar (\$1.00) per Subscriber per  
———— month.~~

~~For purposes of this section "Subscriber" shall include Bulk Subscribers Equivalents.~~

~~Commencing at Year Two, Grantee may withhold ten (.10) cents per Subscriber per month in order to reimburse the cost of Microwave Equipment provided to the Cities, estimated at \$70,000 in total, until the actual out-of-pocket costs of such Microwave Equipment advanced by Grantee, plus actual carrying charges, have been reimbursed.~~

5. Except as specifically modified herein, the Franchise shall remain in full force and effect.

6. The City and Charter hereby agree that the elimination of Section 6.4 of the Franchise in no way impacts the rights of the City during Franchise renewal to assess the future cable-related needs and interests of the City which may include financial support for public,

educational or governmental programming ("Needs Assessment") nor Charter's rights during Franchise renewal to contest the findings of the Needs Assessment consistent with applicable state and federal law.

7. After adoption, signing and attestation, this Ordinance shall be published once in the official newspaper of the City and shall be in effect on or after the date following such publication. The effective date for the Ordinance modifications set forth in paragraphs 3 and 4 above regarding the Franchise Fee and the Access Operating Fee shall be September 16, 2016.

Adopted by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF NORTH MANKATO, MINNESOTA

By: \_\_\_\_\_  
Its: Mayor

ATTEST:

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

**ACCEPTANCE BY CHARTER**

CC VIII Operating, LLC hereby agrees to and accepts this Ordinance No. \_\_\_\_\_.

DATED: \_\_\_\_\_, 2016

CC VIII Operating, LLC,  
By: its Manager, Charter Communications,  
Inc.

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Notary Public

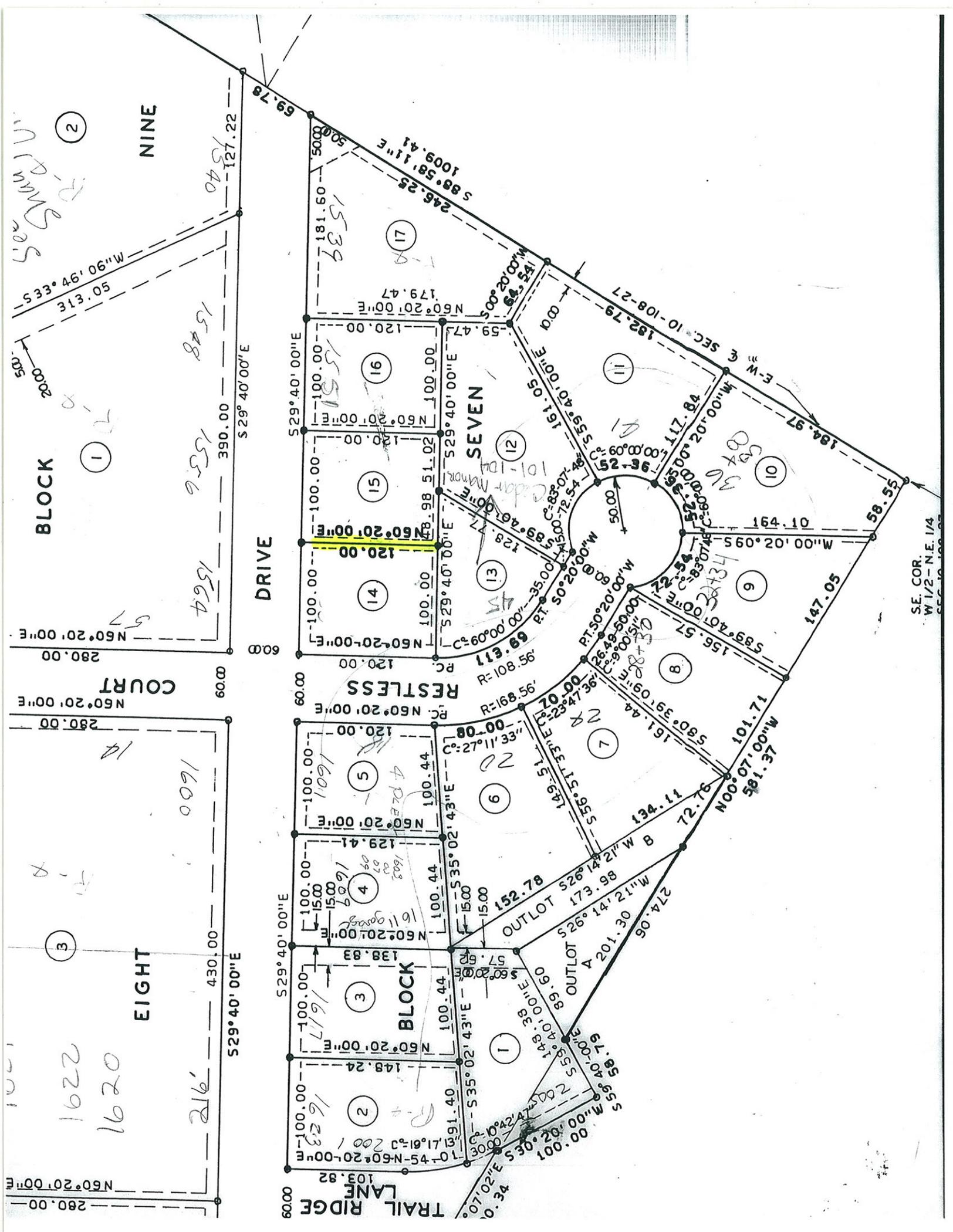
NOTICE OF HEARING ON UTILITY EASEMENTS VACATION  
BETWEEN LOTS 14 AND 15 BLOCK SEVEN RESTLESS COURT TOWNHOMES PLAT

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a Public Hearing on Monday, July 18, 2016, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue to consider the vacation of the following utility easements vacation between Lots 14 and 15 Block Seven Restless Court Townhomes Plat:

All that part of the 5 foot wide utility easements dedicated per the recorded plat of North Ridge Estates, City of North Mankato, Nicollet County, Minnesota, on each side of the line adjoining the common line between Lots 14 and 15 of Block Seven, except the easterly 10 feet and the westerly 8 feet of each easement all located across the Restless Court Townhomes plat.

Dated this 6<sup>th</sup> day of July 2016.

April Van Genderen  
City Clerk  
City of North Mankato, Minnesota





## PETITION FOR VACATION

The undersigned property owners hereby petition the City Council of the City of North Mankato, Minnesota, to vacate the following described utility easements:

All that part of the 5 foot wide utility easements dedicated per the recorded plat of North Ridge Estates, City of North Mankato, Nicollet County, Minnesota, on each side of the line adjoining the common line between Lots 14 and 15 of Block Seven, except the easterly 10 feet and the westerly 8 feet of each easement all located across the Restless Court Townhomes plat

Dated this \_\_\_\_ day of June 2016.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Joelyn Sherley

Dated this 24 day of June 2016.

Karla C. Van Eman  
Witness

Kevin W. Ling  
Kevin W. Ling

Dated this 27 day of June 2016.

Franky Cannon  
Witness

Sally Molitor  
Sally Molitor

**PETITION FOR VACATION**

The undersigned property owners hereby petition the City Council of the City of North Mankato, Minnesota, to vacate the following described utility easements:

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Dated this 25<sup>th</sup> day of June 2016.

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Joelyn Sherley

Dated this \_\_\_ day of June 2016.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Kevin W. Ling

Dated this \_\_\_ day of June 2016.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Sally Molitor

Dated this \_\_\_ day of June 2016.

  
Witness

  
Ronald J. Malchow

Dated this 24 day of June 2016.

  
Witness

  
Karen R. Malchow

Received by City Clerk:

June 28, 2016  
Date

  
City Clerk



CITY OF NORTH MANKATO  
APPLICATION FOR PARADE PERMIT

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

Applicant Information

Name: nathan herrington

Address: 6674 Cortlawn circle E.

City: Golden Valley State: MN Zip: 55426

Telephone: 612-532-0250

Sponsoring Organization: apple adventure racing

Address: SAME AS ABOVE

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: 612-532-0250

Occasion for Parade: FUN RUN (Repeat from 2015)

Date of Parade: 8/20/16 Estimated Length of Parade: 5k fun run

Estimated Starting Time: 11AM Estimated Finish Time: 12 noon

Estimated Number of Participants: 200

General Composition of Parade: Fun Run, untimed, no road closures. Repeat route from 2015 (attached)

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

nate herrington  
Applicant

5/14/16  
Date

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

[Signature] #701  
Chief of Police

06-28-16  
Date

COMMENTS/ADDITIONAL STIPULATIONS:

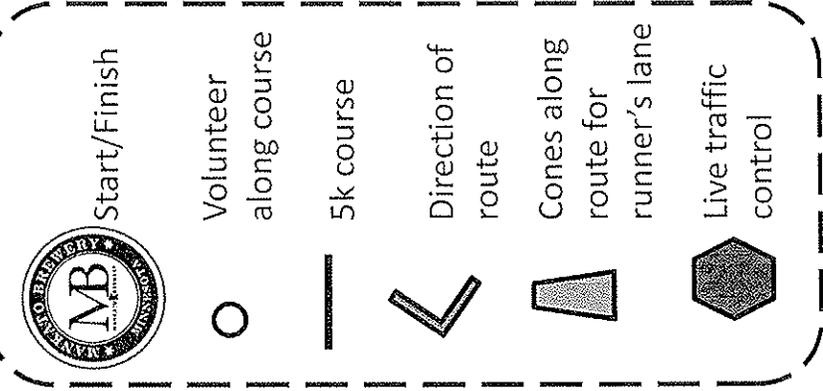
X 5 AME AS 2015 \*

# Mankato Brewery FUN RUN

Saturday, Aug 20th - FUN RUN Starts at 11am

## PROPOSED Map of FUN RUN COURSE

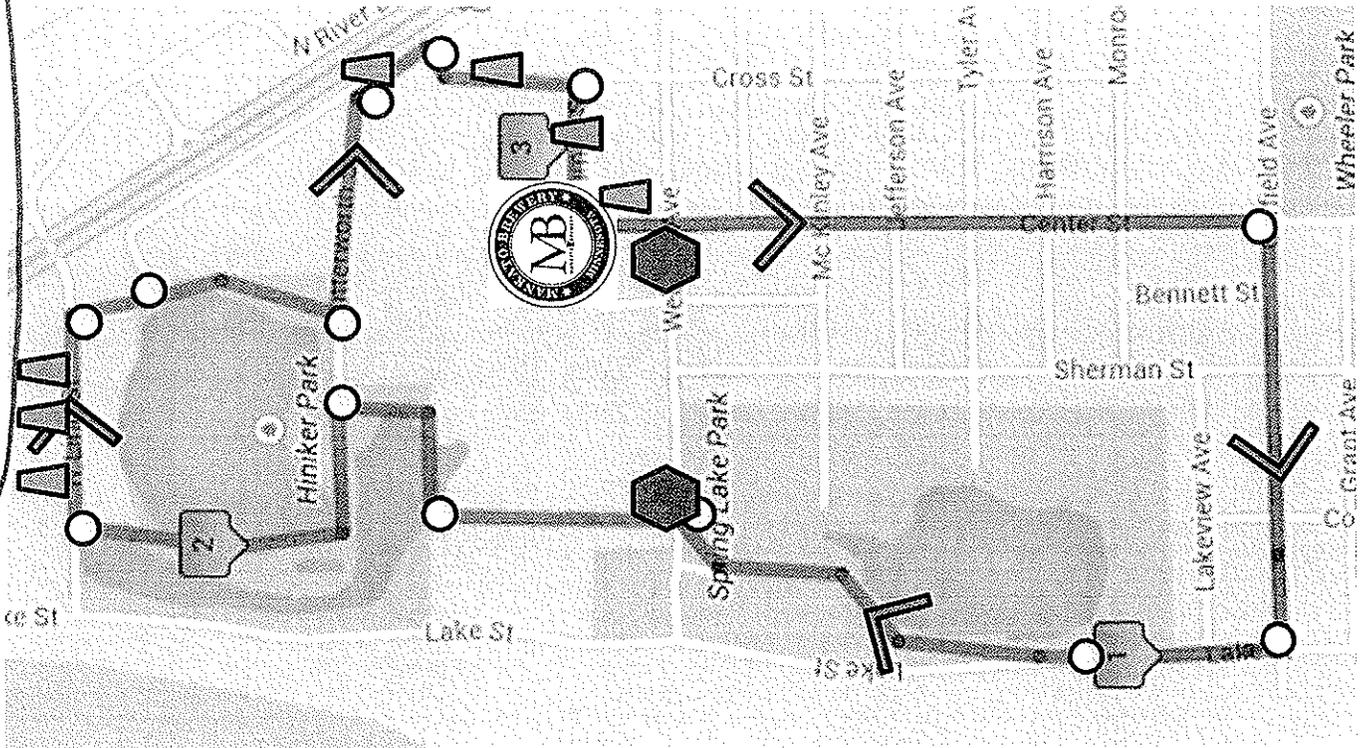
This is an untimed, fun run. All participants are informed it is an "Open" course and must follow traffic signals.



- Start/Finish
- Volunteer along course
- 5k course
- Direction of route
- Cones along route for runner's lane
- Live traffic control

### ROUTE DETAILS:

- Start: Mankato brewing (1119 Center St)
- South on Center St (CONES to Webster)
  - Traffic control crossing Webster
- West on Garfield Ave
- North on Lake St
- Enter trail in Spring Lake Park off Lake St
- North on Trail through Spring Lake Park
- Follow trail North across Webster Ave
  - Traffic control crossing Webster
- Enter Hiniker Park on trail, go North around Hiniker Pond
- East on Lind St (CONES)
- Trail South along East side of Hiniker Pond
- East on Butterworth St
- South on Range St (CONES)
- South/west on Cross St (CONES)
- West on Truman St (CONES)
- South on Center St (CONES)
- End: Mankato brewing (1119 Center St)





Permit #: 89 -2016 Start time: NOON Fee: \$ X
Date: 7/23/16 Stop time: 11:00 pm
Shelter: [ ] Spring Lake Shelter #1 [ ] Spring Lake Shelter #2 [ ] Wheeler Park Indoor Shelter

Event Name: Blues on Belgrade

Name: Jim Whitlock

Address: 332 Belgrade

Phone: 507-469-0415 # of People:

Use of Tents (or anything requiring staking) [ ] No [X] Yes \*If Yes, Please contact Gopher State One Call 800-252-1166 one week prior to event. \*Bounce House requires waiver

Notes: on Belgrade - Central Business District bands -

Alcoholic Beverages (wine & beer only) [ ] No [X] Yes \*\$250 refundable deposit and \$25 keg permit

Please specify: Cans Keg Catering\* (must contact City Hall)

Audio (requires audio permit) [X] Yes [ ] No

Allowed

- Personal grills
Keg beer provided a permit is obtained
Fishing/ice fishing on Ladybug Lake and Spring Lake only
Pets in Benson Park and Bluff Park provided they are on a 6' leash
Canoes and kayaks on Ladybug Lake and Spring Lake (children under 12 must be accompanied by an adult and wear a life preserver)
Hog roasts provided they are on a hard-surfaced lot

Prohibited

- Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Parks Department.
Pets (allowed in Benson Park and Bluff Park only)
Glass containers
Campfires / Bonfires / Fire Rings
Snowmobiles, ATVs, golfing, swimming, boating and motorized
flotation devices
Dunk Tanks
Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices must end at 10 PM

- I, the undersigned, understand that the park shelter reservation fee is non-refundable. If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines.
I, the undersigned, have received the Audio Permit Instructions and understand that failure to comply with the audio instructions may terminate the event and prevent future ability to obtain an audio permit.

X SIGNED: [Signature] Applicant Date: 6-30-16

[ ] APPROVED [ ] DENIED [X] REFER TO COUNCIL

[Signature] City Clerk Date: 6/30/16

Receipt # \_\_\_\_\_ Book \_\_\_\_\_ Online \_\_\_\_\_ Park \_\_\_\_\_ Police \_\_\_\_\_ Staff Initials \_\_\_\_\_



1001 Belgrade Avenue  
 North Mankato, MN 56003  
 507-625-4141 Fax: 507-625-4151  
[www.northmankato.com](http://www.northmankato.com)

Audio Permit	89	2016
Park Permit	89	2016

## Audio Permit

### About:

An audio permit is required for anyone operating outdoor amplified sound (i.e a loudspeaker, public address system, or sound amplifying equipment). The sound system cannot be operated before 7:00 am or after 10:00 pm.

### Audio Permit Responsibilities:

- An onsite event coordinator must be available by mobile during the event.
- An applicant will provide a schedule of any music or entertainment proposed to occur during the event.
- A beginning and end time must be supplied on the application and the event coordinator must ensure compliance.
- Applicants must comply with City Code Ordinance 90.045 and Minnesota Rules Chapter 7030 which limits noise.
- Noise levels cannot exceed 60 dBA more than 50 percent of the time.

### What happens if there is a noise complaint?

- A North Mankato Patrol Officer will meet with the complainant and evaluate and measure the noise using a decibel reader at the location of the complainant.
- If the noise is found out of compliance the Patrol Officer will contact the onsite event coordinator and the amplified sound must be turned down.
- If the onsite event coordinator does not comply, the event will be immediately terminated and the group will be disbursed.
- Failure to comply will affect future ability to obtain an audio permit.

AMPLIFIED SOUND:  LIVE MUSIC/BAND  
 DJ/KARAOKE MACHINE  
 OTHER: \_\_\_\_\_

LOCATION: 200 Block Belgrad BEGIN TIME: NOON  
 ONSITE COORDINATOR MOBILE NUMBER: 469-0415 END TIME: 11:00 pm

I, THE UNDERSIGNED, HAVE RECEIVED THE AUDIO PERMIT AND UNDERSTAND THAT FAILURE TO COMPLY WITH THE AUDIO POLICY MAY TERMINATE THE EVENT AND PREVENT FUTURE ABILITY TO OBTAIN AN AUDIO PERMIT.

PRINT NAME: James Whitbeck DATE: 6-30-16

SIGNATURE: [Signature] CITY CLERK \_\_\_\_\_

BOOK  POLICE  ONLINE  DENIED  APPROVED STAFF INITIALS \_\_\_\_\_

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10A	Department: Administration	Council Meeting Date: 7/05/16
------------------	----------------------------	-------------------------------

**TITLE OF ISSUE: Consider Accepting the 2015 Comprehensive Annual Financial Report (CAFR).**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Mr. Kyle Meyers, of Abdo, Eick & Meyers, will present the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2015.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Accept Report and Place it on File.**

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

Vote Record:

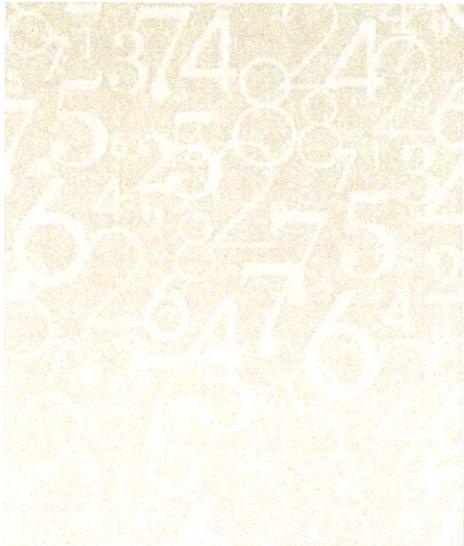
	Aye	Nay	
_____	_____	_____	Steiner
_____	_____	_____	Norland
_____	_____	_____	Freyberg
_____	_____	_____	Spears
_____	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) <u>2015 Management Letter</u>				
_____				
_____				
_____				

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

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



# Management Letter

## City of North Mankato

North Mankato, Minnesota

For the Year Ended  
December 31, 2015



People  
+ Process.  
Going  
Beyond the  
Numbers

Management, Honorable Mayor and City Council  
City of North Mankato, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of North Mankato (the City) for the year ended December 31, 2015 and have issued our report thereon dated June 20, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 16, 2015. Professional standards also require that we communicate to you the following information related to our audit.

**Our Responsibility under Auditing Standards Generally Accepted in the United States of America, *Government Auditing Standards and the Uniform Guidance***

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of financial statements does not relieve you or your management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

**Significant Audit Findings**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control described on the following page as items 2015-001 and 2015-002 that we consider to be significant deficiencies.

## 2015-001 Preparation of financial statements

*Condition:* As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. However, based on recent auditing standards, it is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.

*Criteria:* Internal controls should be in place to ensure adequate internal control over safeguarding of assets and the reliability of financial records and reporting.

*Cause:* From a practical standpoint, we prepare the statements and determine the fairness of the presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.

*Effect:* The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors. As in prior years, we have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.

*Recommendation:* Under these circumstances, the most effective controls lie in management's knowledge of the Organization's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendation: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

### *Management response:*

For now, the City's management accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

## 2015-002 Audit adjustment

*Condition:* During our audit, an adjustment of \$523,029 was needed to record additional contracts and retainage payable.

*Criteria:* The financial statements are the responsibility of the City's management.

*Cause:* City staff has not prepared a year-end trial balance reflecting all necessary accounting entries.

*Effect:* This indicates that it would be likely that a misstatement may occur and not be detected by the City's system of internal control. The audit firm cannot serve as a compensating control over this deficiency.

*Recommendation:* We recommend that management review each journal entry, obtain an understanding of why the entry was necessary and modify current procedures to ensure that future corrections are not needed.

### *Management response:*

Management will continue to review and gain an understanding of the audit adjustments in order to reduce the number of entries necessary for future audits.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements and for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported in accordance with the Uniform Guidance, *Government Auditing Standards* or Minnesota statutes.

## Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 8 to the financial statements, the City changed accounting policies related to accounting and financial reporting for pension by adopting Statement of Governmental Accounting Standards (GASB) Statements No. 68 and 71 in 2015. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is disclosed in Note 8. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Significant estimates affecting the financial statements include the capital asset basis, the depreciation on capital assets, allowance for doubtful accounts and the liabilities for the City's Other Post-employment Benefits (OPEB) and City's pensions.

- Capital asset basis is based on estimated historical cost of the capital assets.
- Depreciation is based on the estimated useful lives of capital assets.
- Management's estimate of the allowance is based on past uncollectible accounts.
- OPEB liability is based on several factors including, but not limited to, anticipated retirement age for active employees, life expectancy, turnover, and healthcare cost trend rate.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

## **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. During our audit a material adjustment was needed to record additional contracts and retainages payable. Management has corrected all such misstatements. We also assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year-end entries is completed internally.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated June 20, 2016.

## **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Other Matters**

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios, the Schedules of Employer's Contributions and the Schedule of Funding Progress for Other Post-Employment Benefits Plan), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules and the Schedule of Expenditures of Federal Awards), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

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**Going  
Beyond the  
Numbers**

**Financial Position and Results of Operations**

Our principal observations and recommendations are summarized below. These recommendations resulted from our observations made in connection with our audit of the City’s financial statements for the year ended December 31, 2015.

**General Fund**

All general governmental functions of the City which are not accounted for in separate funds are included in the General fund.

Minnesota municipalities must maintain substantial amounts of fund balance in order to meet their liquidity and working capital needs as an operating entity. That is because a substantial portion of your revenue sources (taxes and intergovernmental revenues) are received in the last two months of each six-month cycle.

As you can see from the following information, it is necessary to maintain fund balance in order to keep pace with the increasing operating budget. *This information is also presented in graphic form below.*

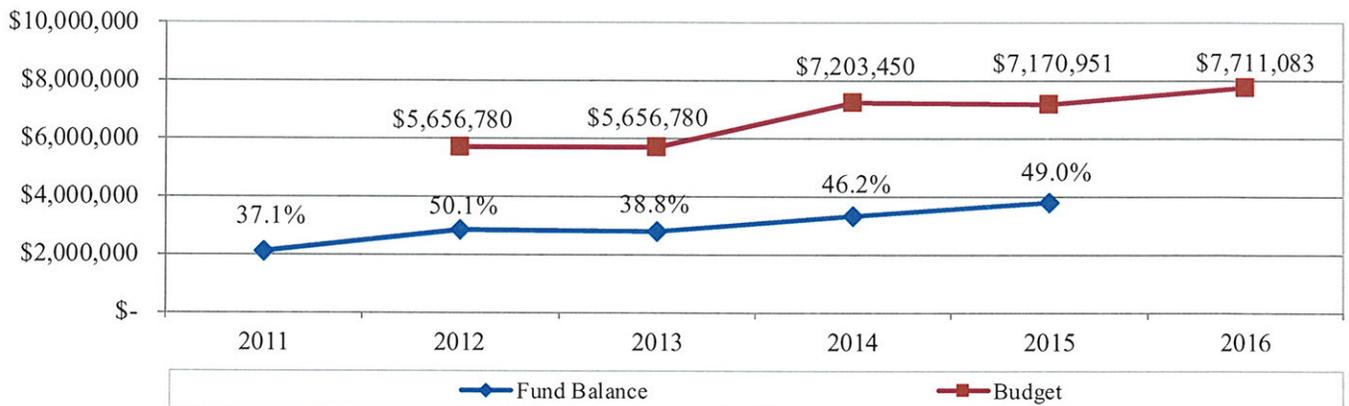
Year	Fund Balance December 31	Budget Year	General Fund Budget	Percent of Fund Balance to Budget
2011	\$ 2,096,451	2012	5,656,780	37.1 %
2012	2,836,811	2013	5,656,780	50.1
2013	2,794,394	2014	7,203,450	38.8
2014	3,315,704	2015	7,170,951 *	46.2
2015	3,776,206	2016	7,711,083	49.0

\* Starting in 2014, certain special revenue funds were closed and budgeted into the General fund causing the percent of fund balance to budget for 2013 to decrease. Also, the General fund balance includes interfund receivable offset that is nonspendable.

We compiled a peer group average derived from information we requested from the Office of the State Auditor for Cities of the 3rd class which have populations of 10,000-20,000. In 2013 and 2014, the average General fund balance as a percentage of expenditures was 76 percent and 74 percent, respectively. The City’s total General fund balance is 51.0 percent of expenditures. Based on comparison to the peer groups, the City’s total General fund balance is below that average.

The following is an analysis of the General fund’s balance for the past five years compared to the following year’s budget:

**Fund Balance/Budget Comparison**



The General fund balance increased by \$460,502 in 2015. The total fund balance of \$3,776,206 represents 49.0 percent of the 2016 budget. Many other organizations, including the Office of the State Auditor (the OSA) and League of Minnesota Cities (LMC) recommend that unassigned fund balance be anywhere from 35 to 50 percent of planned expenditures. We concur with those recommendations.

Although there is no legislation regulating fund balance, it is a good policy to assign intended use of fund balance. This helps address citizen concerns as to the use of fund balance and tax levels. The City should consider documenting assignments for intended use of fund balance at and above the fifty percent level. This documentation could be accomplished by an annual resolution to identify intended use of available fund balance. We recommend a minimum unassigned fund balance be approximately 40 percent to 50 percent of planned disbursements. So at the current level, the fund balance is considered about what is recommended.

The purposes and benefits of a fund balance are as follows:

- Expenditures are incurred somewhat evenly throughout the year. However, property tax and state aid revenues are not received until the second half of the year. An adequate fund balance will provide the cash flow required to finance the governmental fund expenditures.
- The City is vulnerable to legislative actions at the State and Federal level. The State continually adjusts the local government aid formulas. We also have seen the State mandate levy limits for cities over 2,500 in population. An adequate fund balance will provide a temporary buffer against those aid adjustments or levy limits.
- Expenditures not anticipated at the time the annual budget was adopted may need immediate Council action. These would include capital outlay, replacement, lawsuits and other items. An adequate fund balance will provide the financing needed for such expenditures.
- A strong fund balance will assist the City in maintaining, improving or obtaining its bond rating. The result will be better interest rates in future bond sales.

The 2015 General fund operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 7,186,219	\$ 7,525,637	\$ 339,418
Expenditures	7,220,951	7,336,985	(116,034)
Excess (deficiency) of revenues over (under) expenditures	(34,732)	188,652	223,384
Other financing sources (uses)			
Sale of assets	-	100	100
Transfers in	279,750	271,750	(8,000)
Total other financing sources (uses)	279,750	271,850	(7,900)
Net change in fund balances	<u>\$ 245,018</u>	460,502	<u>\$ 215,484</u>
Fund balances, January 1		<u>3,315,704</u>	
Fund balances, December 31		<u>\$ 3,776,206</u>	

Some of the larger variance items are as follows:

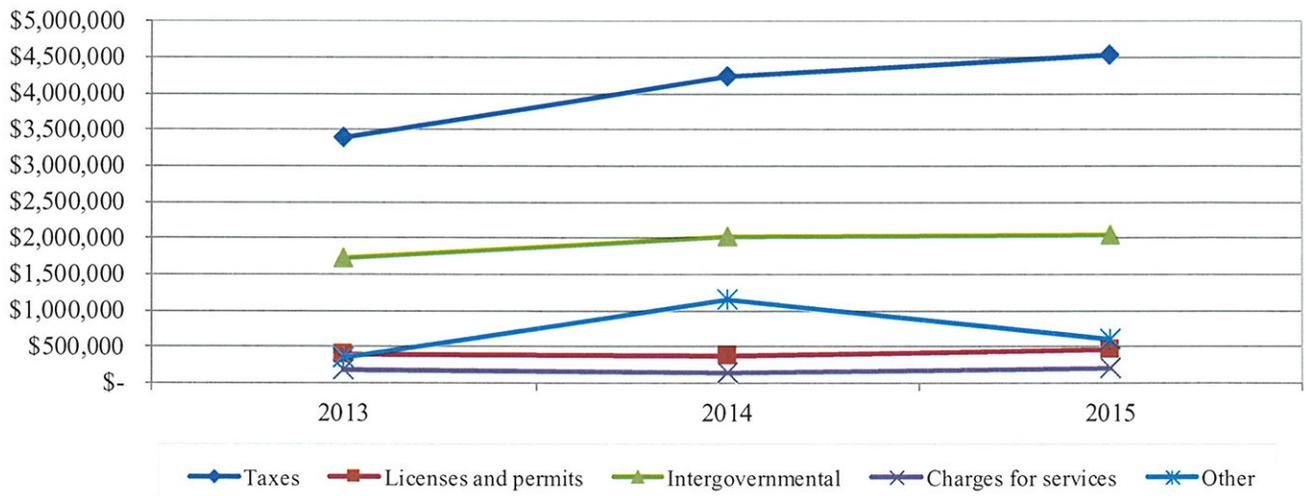
- Tax revenue was over budget by \$81,645
- Intergovernmental revenue was over budget by \$87,942
- Miscellaneous revenue was over budget by \$66,284
- Public works expenditures were under budget by \$98,634
- Housing and economic development expenditures were over budget by \$51,377
- Mass transit and other expenditures were over budget by \$91,978
- Capital outlay expenditures were under budget by \$63,125
- Debt service expenditures were over budget by \$61,595

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 Going  
Beyond the  
Numbers

A comparison of General fund revenues and transfers for the last three years is presented below:

Source	2013	2014	2015	Percent of Total	Per Capita
Taxes	\$ 3,371,326	\$ 4,220,158	\$ 4,521,694	57.8 %	\$ 332
Special assessments	13,755	13,949	29,140	0.4	2
Licenses and permits	388,769	357,809	448,871	5.8	33
Intergovernmental	1,703,588	2,011,965	2,036,034	26.1	150
Charges for services	166,102	134,075	199,242	2.6	15
Fines and forfeits	21,599	20,068	27,578	0.4	2
Investment earnings	1,367	2,504	3,926	0.1	-
Miscellaneous	99,966	229,902	259,152	3.3	19
Transfers in	200,026	868,516	271,750	3.5	20
<b>Total revenues and transfers</b>	<b>\$ 5,966,498</b>	<b>\$ 7,858,946</b>	<b>\$ 7,797,387</b>	<b>100.0 %</b>	<b>\$ 573</b>

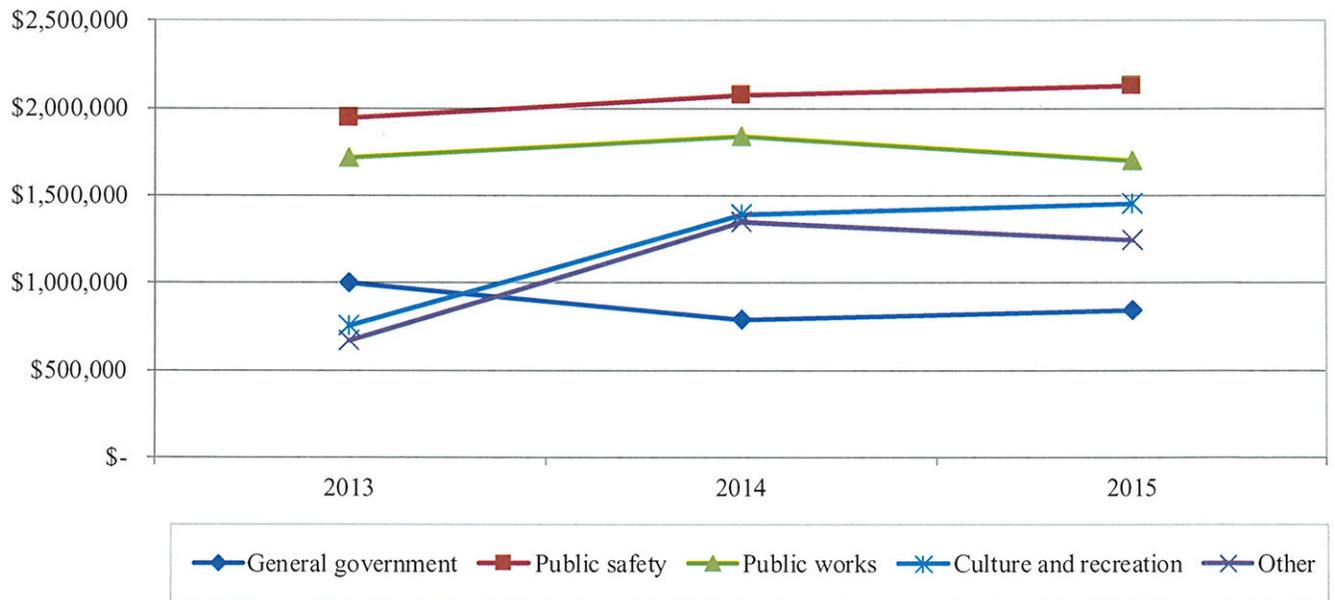
### General Fund Revenues by Source



A comparison of General fund expenditures and transfers for the last three years is presented below:

Program	2013	2014	2015	Percent of Total	Per Capita	Peer Group Per Capita
<b>Current</b>						
General government	\$ 992,041	\$ 785,958	\$ 839,835	11.4 %	\$ 62	\$ 104
Public safety	1,936,966	2,071,785	2,120,907	28.9	156	227
Public works	1,707,461	1,831,894	1,693,925	23.1	124	106
Culture and recreation	748,216	1,389,252	1,444,506	19.7	106	59
Housing and economic development	267,499	454,594	555,517	7.6	41	6
Miscellaneous	81,906	250,780	358,907	4.9	26	15
<b>Total current</b>	<b>5,734,089</b>	<b>6,784,263</b>	<b>7,013,597</b>	<b>95.6</b>	<b>515</b>	<b>517</b>
Capital outlay	271,617	389,745	243,875	3.3	18	14
Debt service	17,918	17,918	79,513	1.1	6	-
Transfers out	21,643	235,000	-	-	-	-
<b>Total expenditures and transfers</b>	<b>\$ 6,045,267</b>	<b>\$ 7,426,926</b>	<b>\$ 7,336,985</b>	<b>100.0 %</b>	<b>\$ 539</b>	<b>\$ 531</b>

### General Fund Expenditures by Program



## Special Revenue Funds

Special revenue funds have revenue from specific sources to be used for specific purpose. Listed below are the special revenue funds of the City along with the fund balances for 2015 and 2014 and the net change:

Fund	Fund Balances December 31,		Increase (Decrease)
	2015	2014	
Nonmajor			
Library Endowment	\$ 41,168	\$ 51,049	\$ (9,881)
Community Development Block Grant	37,086	-	37,086
Local Option Sales Tax	62,795	91,378	(28,583)
Park Development	10,911	15,680	(4,769)
Port Authority	138,428	192,648	(54,220)
Federal Revolving Loan	1,631,436	1,588,259	43,177
Local Revolving Loan	245,928	239,895	6,033
State Revolving Loan	-	993	(993)
Joint Economic Development	171,649	59,030	112,619
Marigold TIF #8	(397,107)	(402,351)	5,244
Webster Redevelopment TIF #14	39,885	20,719	19,166
Creative Companies TIF #16	-	35,704	(35,704)
National Dentex TIF #17	-	-	-
Webster Avenue TIF #2	1,015	909	106
LJP Enterprises TIF #18	3,978	-	3,978
Ziegler Caterpillar TIF #20	2,127	-	2,127
422 Belgrade TIF #19	21,886	22,114	(228)
Lindsay TIF #22	402	-	402
Allstate Peterbuildt TIF #21	634	-	634
Total	<u>\$ 2,012,221</u>	<u>\$ 1,916,027</u>	<u>\$ 96,194</u>

## Debt Service Funds

Debt Service funds are a type of governmental fund to account for the accumulation of resources for the payment of interest and principal on debt (other than enterprise fund debt).

Debt Service funds may have one or a combination of the following revenue sources pledged to retire debt as follows:

- Property taxes - Primarily for general City benefit projects such as parks and municipal buildings. Property taxes may also be used to fund special assessment bonds which are not fully assessed.
- Tax increments - Pledged exclusively for tax increment/economic development districts.
- Capitalized interest portion of bond proceeds - After the sale of bonds, the project may not produce revenue (tax increments or special assessments) for a period of one to two years. Bonds are issued with this timing difference considered in the form of capitalized interest.
- Special assessments - Charges to benefited properties for various improvements.

In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows:

- Residual project proceeds from the related capital projects fund
- Investment earnings
- State or Federal grants
- Transfers from other funds

The following is a summary of Debt Service fund assets and outstanding debt as of December 31, 2015:

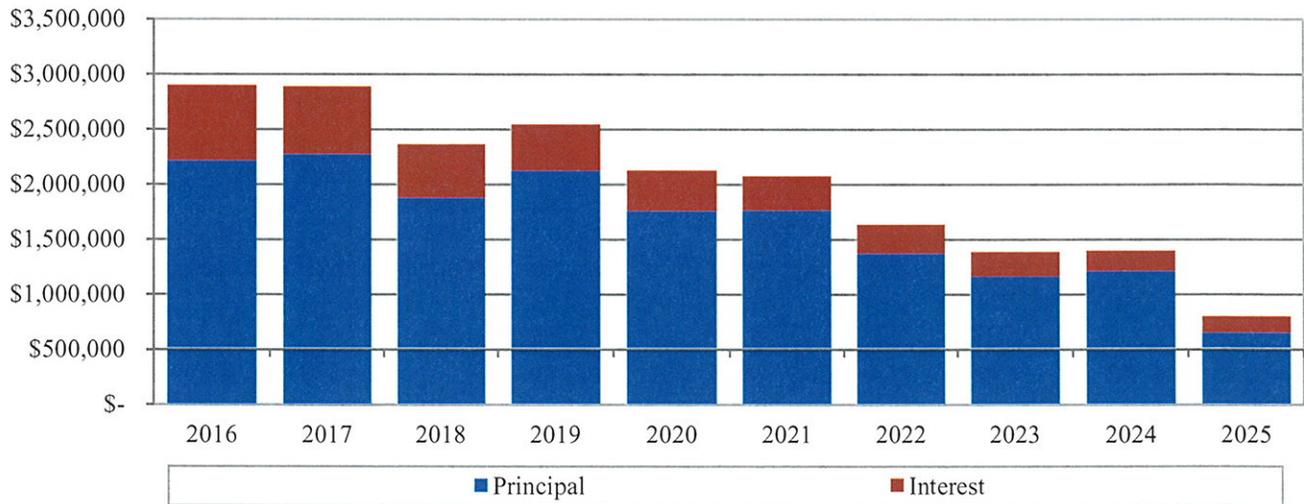
Debt Description	Total Cash and Temporary Investments	Total Assets	Outstanding Debt	Maturity Date
<b>General Obligation Bonds</b>				
Bond Reserve	\$ 350,617	\$ 1,026,110	\$ -	N/A
G.O. Capital Improvements - 2008C	-	-	815,000	02/01/19
General Obligations - 2011A	-	-	3,085,000	02/01/34
G.O. Capital Improvements - 2012A	-	-	430,000	02/01/20
General Obligations - 2014A	-	20,746	875,000	12/01/29
General Obligations - 2015A	-	-	580,000	12/01/30
<b>Total G.O. Bonds</b>	<b>350,617</b>	<b>1,046,856</b>	<b>5,785,000</b>	
<b>Tax Increment Bonds</b>				
Taxable G.O. Tax Increment Bonds of 2010D	90,391	90,391	810,000	02/01/37
Taxable G.O. Tax Increment Revenue Bonds of 2011B	31,883	31,883	435,000	02/01/35
<b>Total Tax Increment Bonds</b>	<b>122,274</b>	<b>122,274</b>	<b>1,245,000</b>	
<b>G.O. Special Assessment Bonds</b>				
2004 G.O. Improvement Bonds	-	743	-	Matured
2005D G.O. Improvement Bonds	-	846,838	-	Matured
2007A G.O. Improvement Bonds	298,328	933,174	360,000	02/01/18
2008A G.O. Improvement Bonds	-	52,975	700,000	02/01/19
2009D G.O. Improvement Bonds	1,961,633	4,487,393	2,250,000	04/01/17
2010A G.O. Improvement Bonds	6,454	925,249	2,005,000	12/01/27
2010C G.O. Refunding Bonds	542,213	1,646,789	2,765,000	02/01/22
2012A G.O. Crossover Refunding Bonds	-	-	150,000	02/01/16
2015A G.O. Improvement Bonds (West Carlson)	-	348,286	-	
2015A G.O. Improvement Bonds	354,549	354,549	1,480,000	12/01/30
2015B G.O. Crossover Refunding Bonds	-	-	2,115,000	12/01/28
<b>Total G.O. Special Assessment Bonds</b>	<b>3,163,177</b>	<b>9,595,996</b>	<b>11,825,000</b>	
<b>G.O. Revenue Bonds</b>				
G.O. Port Authority Taxable Refunding Bonds of 2009A	-	-	660,000	02/01/19
2009C G.O. Sales Tax Revenue Bonds	-	-	1,725,000	12/01/24
2010B G.O. Sales Tax Revenue Bonds	-	-	550,000	12/01/25
<b>Total G.O. Revenue Bonds</b>	<b>-</b>	<b>-</b>	<b>2,935,000</b>	
<b>Total All Debt Service Funds</b>	<b>\$ 3,636,068</b>	<b>\$ 10,765,126</b>	<b>\$ 21,790,000</b>	
Future Interest on Debt			<u>\$ 4,206,257</u>	

**People  
+ Process.**  
 Going  
Beyond the  
Numbers

The City's outstanding debt is required to be funded by various resources such as special assessments, tax increments, property taxes, transfers from enterprise funds, etc. Special assessments and tax increments are usually certified once to the County for collection, but tax levies need to be certified annually. We recommend management pay particular attention to annual tax levies and transfers listed in each bond issue book to ensure proper funding of debt service. We recommend the City continue to monitor these deficits and future funding of debt service payments.

Any funds whose debt has matured can be closed to other funds. At December 31, 2015, the City has the 2004 and 2005D Improvement Bonds funds that can be closed.

The annual debt service requirements for the next 10 years for the debt (excluding refunded bonds) detailed above are as follows:



**Capital Projects Funds**

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds. The table below compares 2015 fund balances with 2014:

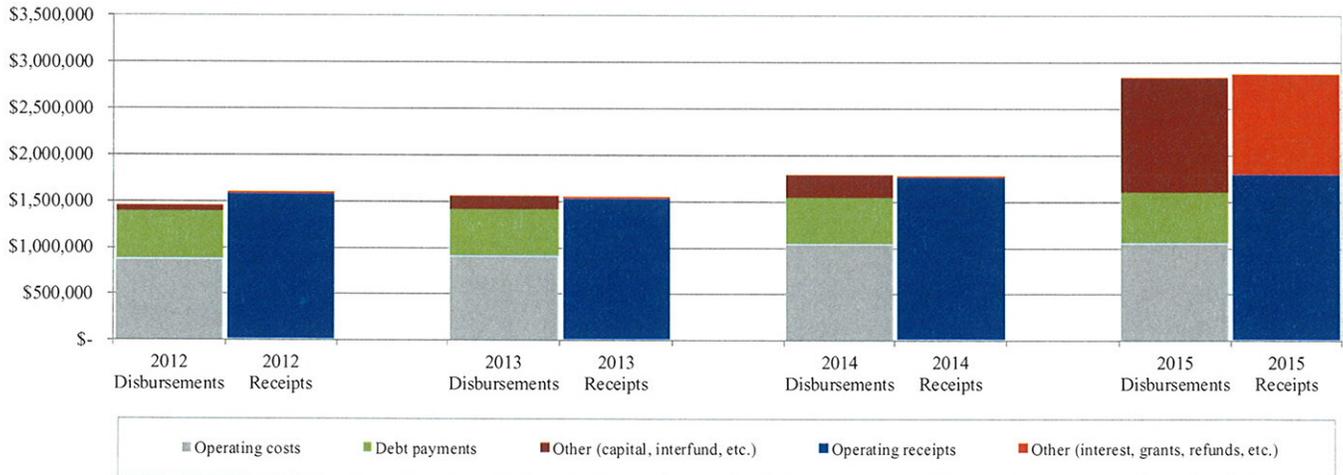
Fund	Fund Balances December 31,		Increase (Decrease)
	2015	2014	
Major			
2014 Construction	\$ 175,174	\$ 930,556	\$ (755,382)
2015 Construction	(1,478,131)	(29,681)	(1,448,450)
Nonmajor			
Capital Facilities and Equipment Replacement - General	213,738	241,889	(28,151)
2011 Construction	(6,840)	(1,995)	(4,845)
2016 Construction	(22,672)	-	(22,672)
<b>Total</b>	<b>\$ (1,118,731)</b>	<b>\$ 1,140,769</b>	<b>\$ (2,259,500)</b>

The City should analyze project's status each year and close those that are completed. The 2015 Construction fund deficit was caused by the State advancing Municipal State Aid Funds for Streets (\$1,738,272) that were received in cash by the City in 2015 but will not be recognized as revenue until 2016.

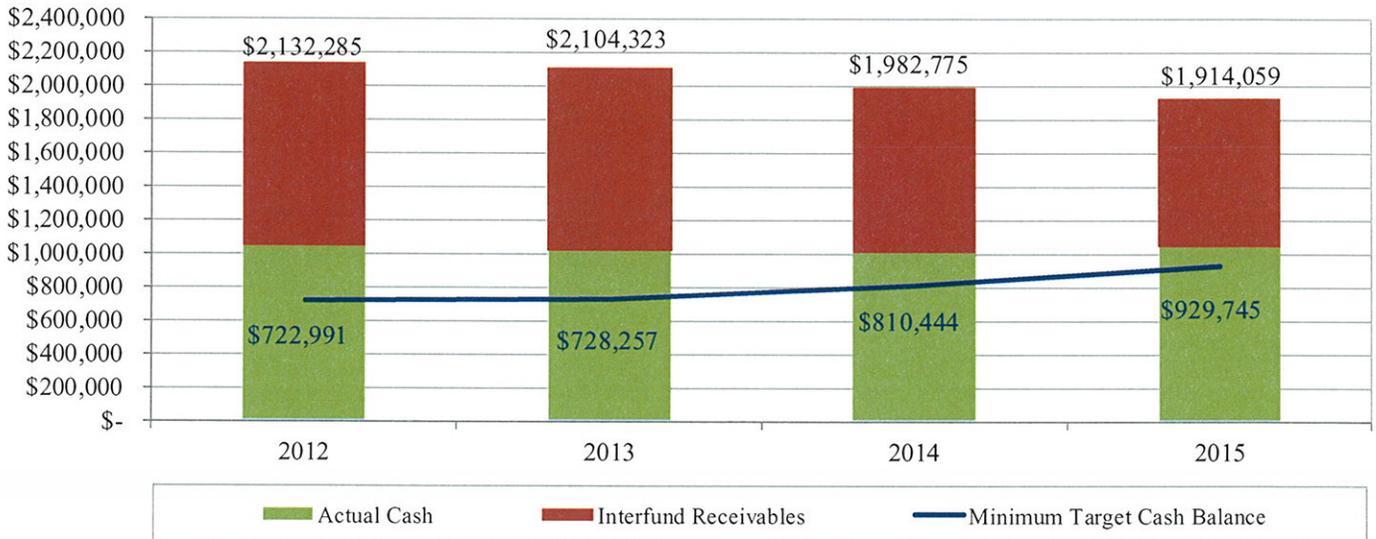
## Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises—where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. A comparison of enterprise fund cash flows and cash balances for the past four years is as follows:

### Water Utility Fund Cash Flows



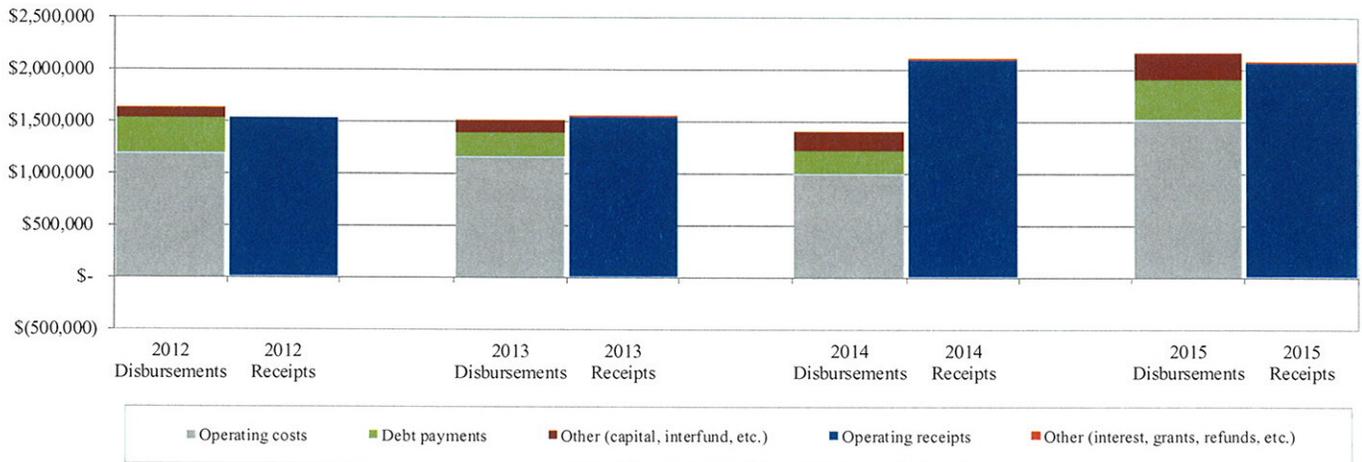
### Water Utility Fund Cash Balances



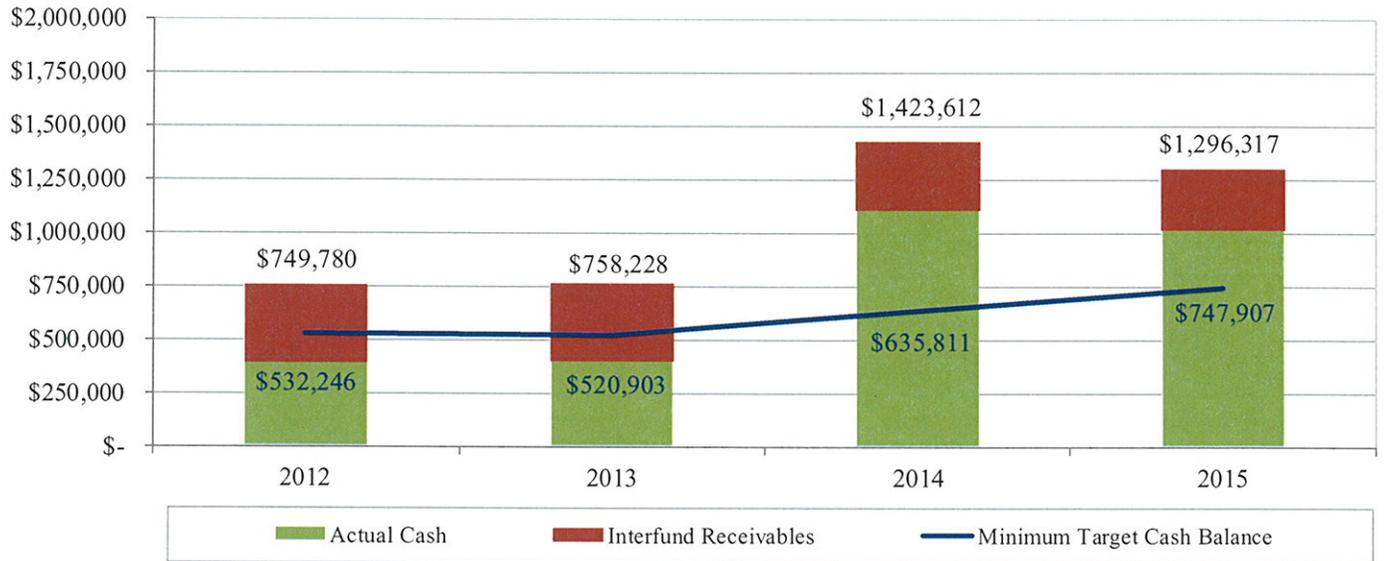
The minimum target cash balance is based off 25 percent of operating costs plus the next year's debt payments for the fund.

	2012	2013	2014	2015
Bonds payable	<u>\$ 4,471,083</u>	<u>\$ 4,118,250</u>	<u>\$ 3,758,750</u>	<u>\$ 7,048,815</u>

### Sewer Utility Fund Cash Flows



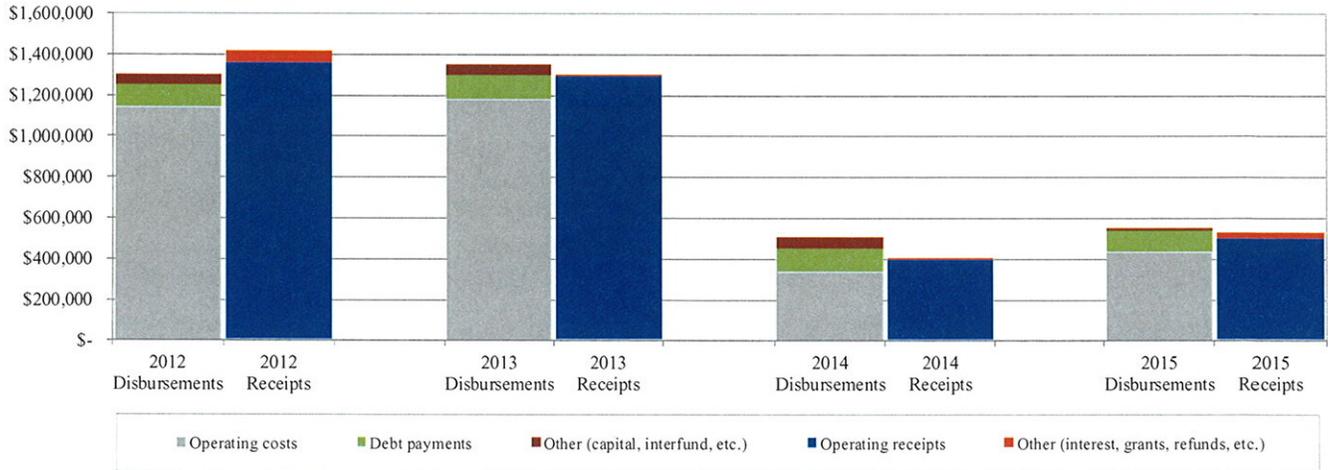
### Sewer Utility Fund Cash Balances



The minimum target cash balance is based off of 25 percent of operating costs plus the next year's debt payments for the fund.

	2012	2013	2014	2015
Bonds payable	<u>\$ 1,622,018</u>	<u>\$ 1,446,926</u>	<u>\$ 1,268,847</u>	<u>\$ 2,762,216</u>

### Sanitary Collection Fund Cash Flows



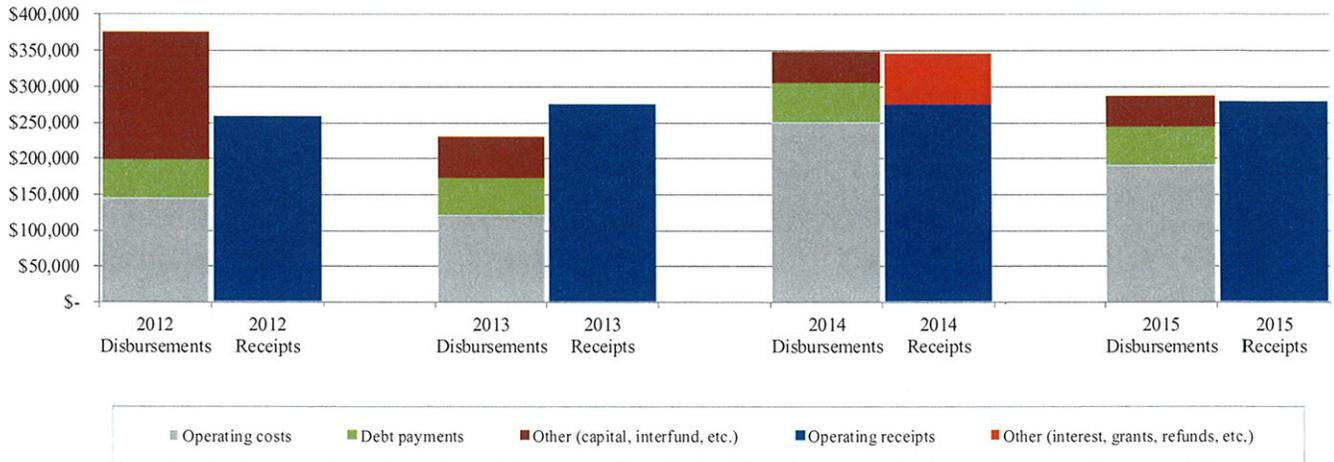
### Sanitary Collection Fund Cash Balances



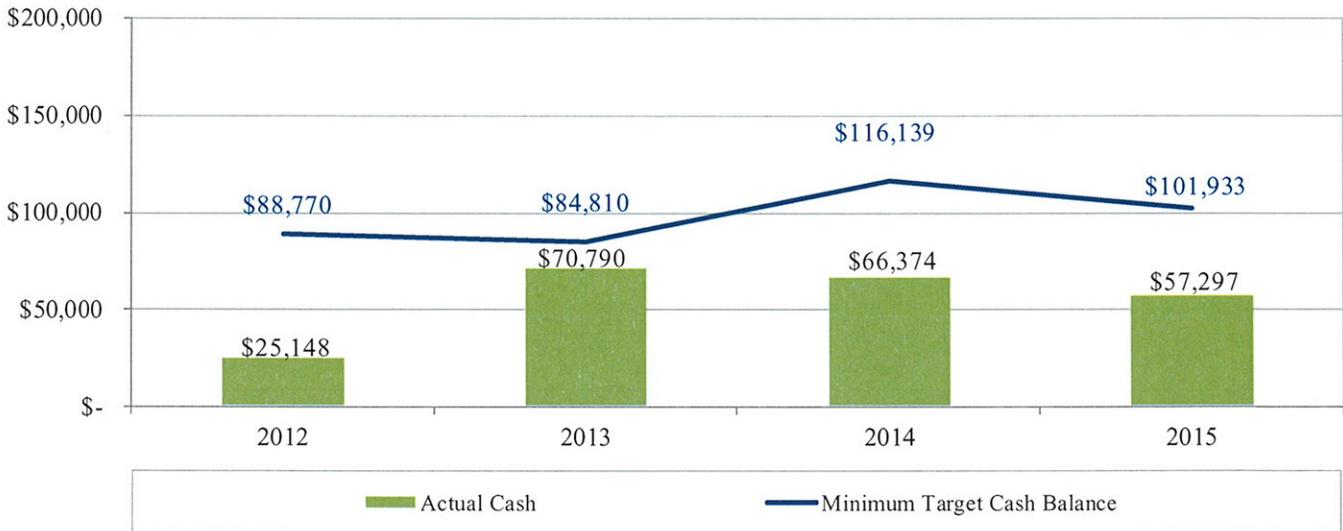
The minimum target cash balance is based off of 25 percent of operating costs plus the next year's debt payments for the fund.

	2012	2013	2014	2015
Bonds payable	<u>\$ 1,995,000</u>	<u>\$ 1,930,000</u>	<u>\$ 1,865,000</u>	<u>\$ 935,000</u>

### Storm Water Fund Cash Flows



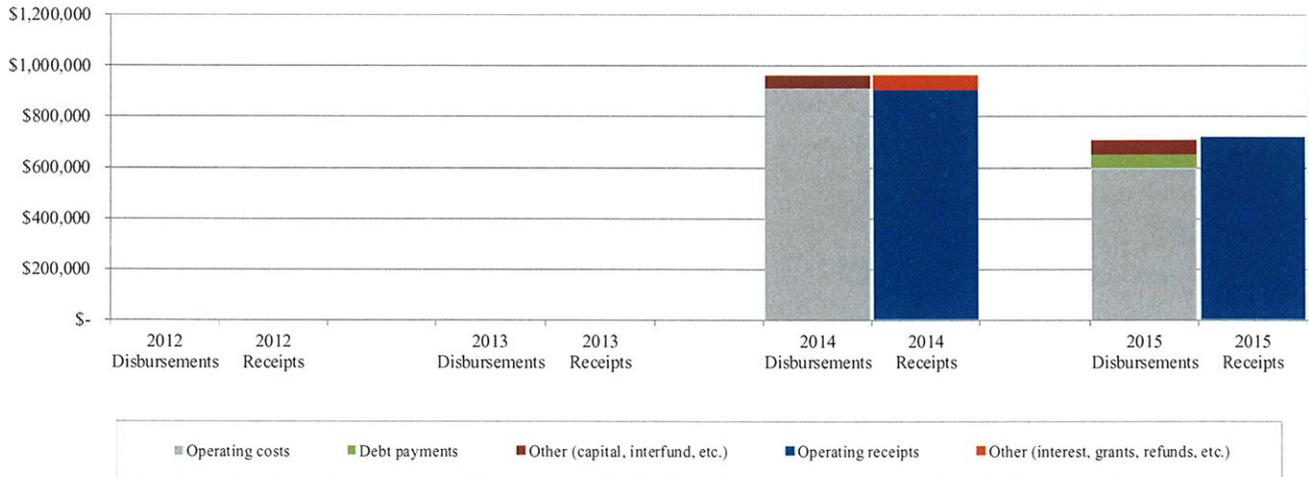
### Storm Water Fund Cash Balances



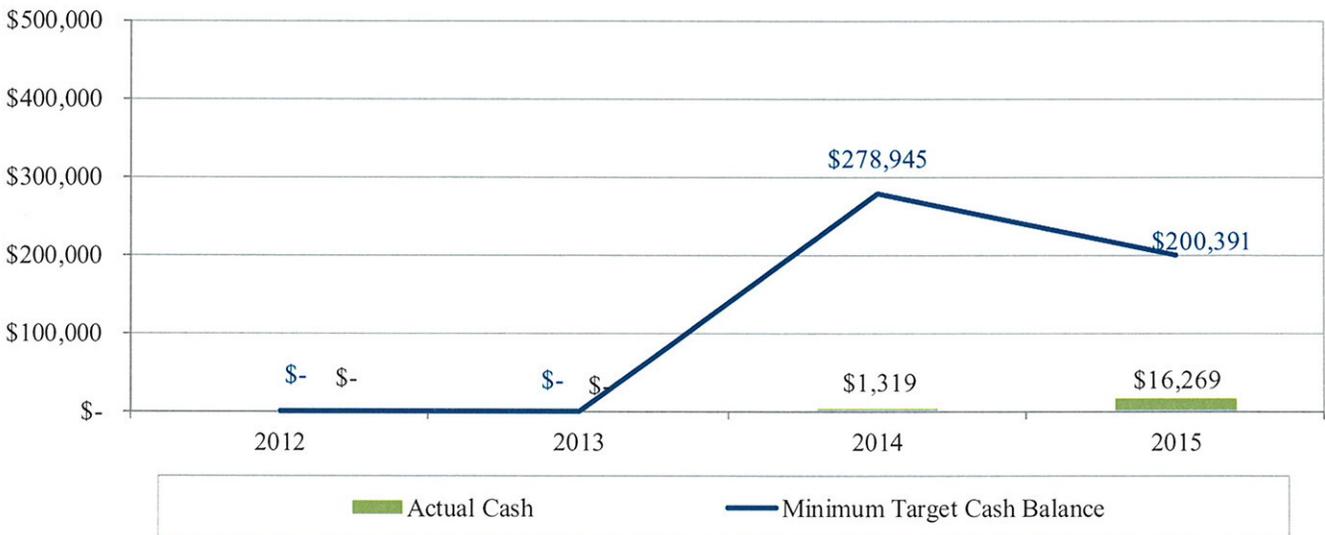
The minimum target cash balance is based off of 25 percent of operating costs plus the next year's debt payments for the fund.

	2012	2013	2014	2015
Bonds payable	<u>\$ 493,167</u>	<u>\$ 458,250</u>	<u>\$ 420,000</u>	<u>\$ 435,000</u>

### Solid Waste Fund Cash Flows



### Solid Waste Fund Cash Balances



The minimum target cash balance is based off of 25 percent of operating costs plus the next year's debt payments for the fund.

	2012	2013	2014	2015
Bonds payable	\$ -	\$ -	\$ -	\$ 360,000

We recommend the City continue to review rates annually and determine if increases are required to:

- Fund continuing operating expenses.
- Maintain contingency requirements for unexpected repairs.
- Provide for capital replacement requirements.

## Ratio Analysis

The following captures a few ratios from the City's financial statements that give some additional information for trend and peer group analysis. The peer group average is derived from information available from the Office of the State Auditor for cities of the 3rd class (10,000 to 20,000). The majority of these ratios facilitate the use of economic resources focus and accrual basis of accounting at the government-wide level. A combination of liquidity (ability to pay its most immediate obligations), solvency (ability to pay its long-term obligations), funding (comparison of financial amounts and economic indicators to measure changes in financial capacity over time) and common-size (comparison of financial data with other cities regardless of size) ratios are shown below.

Ratio	Calculation	Source	Year			
			2012	2013	2014	2015
Debt to assets	Total liabilities/total assets	Government-wide	44%	43%	40%	43%
			33%	32%	31%	N/A
Debt service coverage	Net cash provided by operations/ enterprise fund debt payments	Enterprise funds	1.2	1.4	2.1	1.5
			1.2	1.4	1.4	N/A
Debt per capita	Bonded debt/population	Government-wide	\$ 2,557	\$ 2,273	\$ 2,576	\$ 2,821
			\$ 2,641	\$ 2,637	\$ 2,369	N/A
Taxes per capita	Tax revenues/population	Government-wide	\$ 458	\$ 494	\$ 496	\$ 514
			\$ 465	\$ 485	\$ 492	N/A
Current expenditures per capita	Governmental fund current expenditures / population	Governmental funds	\$ 524	\$ 605	\$ 584	\$ 569
			\$ 601	\$ 633	\$ 650	N/A
Capital expenditures per capita	Governmental fund capital expenditures / population	Governmental funds	\$ 401	\$ 181	\$ 288	\$ 666
			\$ 295	\$ 267	\$ 260	N/A
Capital assets % left to depreciate - Governmental	Net capital assets/ gross capital assets	Government-wide	59%	54%	53%	55%
			60%	59%	58%	N/A
Capital assets % left to depreciate - Business-type	Net capital assets/ gross capital assets	Government-wide	69%	68%	66%	68%
			62%	61%	60%	N/A

**Represents City of North Mankato**

*Represents Peer Group Ratio*

### **Debt-to-Assets Leverage Ratio (Solvency Ratio)**

The debt-to-assets leverage ratio is a comparison of a city's total liabilities to its total assets or the percentage of total assets that are provided by creditors. It indicates the degree to which the City's assets are financed through borrowings and other long-term obligations (i.e. a ratio of 50 percent would indicate half of the assets are financing with outstanding debt).

### **Debt Service Coverage Ratio (Solvency Ratio)**

The debt coverage ratio is a comparison of cash generated by operations to total debt service payments (principal and interest) of enterprise funds. This ratio indicates if there are sufficient cash flows from operations to meet debt service obligations. Except in cases where other nonoperating revenues (i.e. taxes, assessments, transfers from other funds, etc.) are used to fund debt service payments, an acceptable ratio would be above 1.

### **Bonded Debt per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total bonded debt by the population of the city and represents the amount of bonded debt obligation for each citizen of the city at the end of the year. The higher the amount, the more resources are needed in the future to retire these obligations through taxes, assessments or user fees.

### **Taxes per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total tax revenues by the population of the city and represents the amount of taxes for each citizen of the city for the year. The higher this amount is, the more reliant the city is on taxes to fund its operations.

### **Current Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total current governmental expenditures by the population of the City and represents the amount of governmental expenditure for each citizen of the City during the year. Since this is generally based on ongoing expenditures, we would expect consistent annual per capita results.

### **Capital Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total governmental capital outlay expenditures by the population of the City and represents the amount of capital expenditure for each citizen of the City during the year. Since projects are not always recurring, the per capita amount will fluctuate from year to year.

### **Capital Assets Percentage (Common-size Ratio)**

This percentage represents the percent of governmental or business-type capital assets that are left to be depreciated. The lower this percentage, the older the city's capital assets are and may need major repairs or replacements in the near future. A higher percentage may indicate newer assets being constructed or purchased and may coincide with higher debt ratios or bonded debt per capita.

## Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: <sup>(1)</sup>

### **GASB Statement No. 72 - Fair Value Measurement and Application**

#### **Summary**

This statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

#### **Effective Date and Transition**

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2015. Earlier application is encouraged.

#### **How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will enhance comparability of financial statements among governments by requiring measurement of certain assets and liabilities at fair value using a consistent and more detailed definition of fair value and accepted valuation techniques. This Statement also will enhance fair value application guidance and related disclosures in order to provide information to financial statement users about the impact of fair value measurements on a government's financial position.

### **GASB Statement No. 73 - Accounting and financial reporting for pension and related assets that are not within the scope of GASB Statement No. 68, and amendments to certain provisions of GASB Statements No. 67 and No. 68**

#### **Summary**

The objective of this Statement is to improve the usefulness of information about pensions included in the general purpose external financial reports of state and local governments for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, Accounting and Financial Reporting for Pensions, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of Statement 68. It also amends certain provisions of Statement No. 67, Financial Reporting for Pension Plans, and Statement 68 for pension plans and pensions that are within their respective scopes.

The requirements of this Statement extend the approach to accounting and financial reporting established in Statement 68 to all pensions, with modifications as necessary to reflect that for accounting and financial reporting purposes, any assets accumulated for pensions that are provided through pension plans that are not administered through trusts that meet the criteria specified in Statement 68 should not be considered pension plan assets. It also requires that information similar to that required by Statement 68 be included in notes to financial statements and required supplementary information by all similarly situated employers and nonemployer contributing entities.

This Statement also clarifies the application of certain provisions of Statements 67 and 68 with regard to the following issues:

1. Information that is required to be presented as notes to the 10-year schedules of required supplementary information about investment-related factors that significantly affect trends in the amounts reported.
2. Accounting and financial reporting for separately financed specific liabilities of individual employers and nonemployer contributing entities for defined benefit pensions.
3. Timing of employer recognition of revenue for the support of nonemployer contributing entities not in a special funding situation.

## Future Accounting Standard Changes - Continued

### Effective Date and Transition

The requirements of this Statement that address accounting and financial reporting by employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68 are effective for financial statements for fiscal years beginning after June 15, 2016, and the requirements of this Statement that address financial reporting for assets accumulated for purposes of providing those pensions are effective for fiscal years beginning after June 15, 2015. The requirements of this Statement for pension plans that are within the scope of Statement 67 or for pensions that are within the scope of Statement 68 are effective for fiscal years beginning after June 15, 2015. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by establishing a single framework for the presentation of information about pensions, which will enhance the comparability of pension-related information reported by employers and nonemployer contributing entities.

### *GASB Statement No. 74 - Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*

#### Summary

The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces Statements No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in Statement No. 25, Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans, as amended, Statement 43, and Statement No. 50, Pension Disclosures.

Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, as well as for certain nonemployer governments that have a legal obligation to provide financial support for OPEB provided to the employees of other entities.

The scope of this Statement includes OPEB plans-defined benefit and defined contribution-administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, and the OPEB plan administrator. If the plan is a defined benefit OPEB plan, plan assets also are legally protected from creditors of the plan members.

This Statement also includes requirements to address financial reporting for assets accumulated for purposes of providing defined benefit OPEB through OPEB plans that are not administered through trusts that meet the specified criteria.

### Effective Date and Transition

This Statement is effective for financial statements for fiscal years beginning after June 15, 2016. Earlier application is encouraged.

## Future Accounting Standard Changes - Continued

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting primarily through enhanced note disclosures and schedules of required supplementary information that will be presented by OPEB plans that are administered through trusts that meet the specified criteria. The new information will enhance the decision-usefulness of the financial reports of those OPEB plans, their value for assessing accountability, and their transparency by providing information about measures of net OPEB liabilities and explanations of how and why those liabilities changed from year to year. The net OPEB liability information, including ratios, will offer an up-to-date indication of the extent to which the total OPEB liability is covered by the fiduciary net position of the OPEB plan. The comparability of the reported information for similar types of OPEB plans will be improved by the changes related to the attribution method used to determine the total OPEB liability. The contribution schedule will provide measures to evaluate decisions related to the assessment of contribution rates in comparison with actuarially determined rates, if such rates are determined. In addition, new information about rates of return on OPEB plan investments will inform financial report users about the effects of market conditions on the OPEB plan's assets over time and provide information for users to assess the relative success of the OPEB plan's investment strategy and the relative contribution that investment earnings provide to the OPEB plan's ability to pay benefits to plan members when they come due.

### **GASB Statement No. 75** - *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension*

#### Summary

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans, for OPEB. Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

In this Statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, the OPEB plan administrator, and the plan members.

## Future Accounting Standard Changes - Continued

### Effective Date

This Statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire OPEB liability and a more comprehensive measure of OPEB expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information, as follows:

- More robust disclosures of assumptions will allow for better informed assessments of the reasonableness of OPEB measurements.
- Explanations of how and why the OPEB liability changed from year to year will improve transparency.
- The summary OPEB liability information, including ratios, will offer an indication of the extent to which the total OPEB liability is covered by resources held by the OPEB plan, if any.
- For employers that provide benefits through OPEB plans that are administered through trusts that meet the specified criteria, the contribution schedules will provide measures to evaluate decisions related to contributions.

The consistency, comparability, and transparency of the information reported by employers and governmental nonemployer contributing entities about OPEB transactions will be improved by requiring:

- The use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources, rather than utilizing only the long-term expected rate of return regardless of whether the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and is expected to be invested using a strategy to achieve that return.
- A single method of attributing the actuarial present value of projected benefit payments to periods of employee service, rather than allowing a choice among six methods with additional variations.
- Immediate recognition in OPEB expense, rather than a choice of recognition periods, of the effects of changes of benefit terms.
- Recognition of OPEB expense that incorporates deferred outflows of resources and deferred inflows of resources related to OPEB over a defined, closed period, rather than a choice between an open or closed period.

### **GASB Statement No. 76 - *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments***

#### Summary

The objective of this Statement is to identify-in the context of the current governmental financial reporting environment-the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP.

This Statement supersedes Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.

#### Effective Date

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2015, and should be applied retroactively. Earlier application is permitted.

People  
+ Process.  
Going  
Beyond the  
Numbers

## Future Accounting Standard Changes - Continued

### How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement improve financial reporting by (1) raising the category of GASB Implementation Guides in the GAAP hierarchy, thus providing the opportunity for broader public input on implementation guidance; (2) emphasizing the importance of analogies to authoritative literature when the accounting treatment for an event is not specified in authoritative GAAP; and (3) requiring the consideration of consistency with the GASB Concepts Statements when evaluating accounting treatments specified in nonauthoritative literature. As a result, governments will apply financial reporting guidance with less variation, which will improve the usefulness of financial statement information for making decisions and assessing accountability and enhance the comparability of financial statement information among governments.

### GASB Statement No. 77 - Tax Abatement Disclosures

#### Summary

Financial statements prepared by state and local governments in conformity with generally accepted accounting principles provide citizens and taxpayers, legislative and oversight bodies, municipal bond analysts, and others with information they need to evaluate the financial health of governments, make decisions, and assess accountability. This information is intended, among other things, to assist these users of financial statements in assessing (1) whether a government's current-year revenues were sufficient to pay for current-year services (known as interperiod equity), (2) whether a government complied with finance-related legal and contractual obligations, (3) where a government's financial resources come from and how it uses them, and (4) a government's financial position and economic condition and how they have changed over time.

Financial statement users need information about certain limitations on a government's ability to raise resources. This includes limitations on revenue-raising capacity resulting from government programs that use tax abatements to induce behavior by individuals and entities that is beneficial to the government or its citizens. Tax abatements are widely used by state and local governments, particularly to encourage economic development. For financial reporting purposes, this Statement defines a tax abatement as resulting from an agreement between a government and an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens.

Although many governments offer tax abatements and provide information to the public about them, they do not always provide the information necessary to assess how tax abatements affect their financial position and results of operations, including their ability to raise resources in the future. This Statement requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and that reduce the reporting government's tax revenues.

This Statement requires governments that enter into tax abatement agreements to disclose the following information about the agreements:

- Brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients.
- The gross dollar amount of taxes abated during the period.
- Commitments made by a government, other than to abate taxes, as part of a tax abatement agreement.

Governments should organize those disclosures by major tax abatement program and may disclose information for individual tax abatement agreements within those programs.

## Future Accounting Standard Changes - Continued

Tax abatement agreements of other governments should be organized by the government that entered into the tax abatement agreement and the specific tax being abated. Governments may disclose information for individual tax abatement agreements of other governments within the specific tax being abated. For those tax abatement agreements, a reporting government should disclose:

- The names of the governments that entered into the agreements.
- The specific taxes being abated.
- The gross dollar amount of taxes abated during the period.

### Effective Date and Transition

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2015. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement improve financial reporting by giving users of financial statements essential information that is not consistently or comprehensively reported to the public at present. Disclosure of information about the nature and magnitude of tax abatements will make these transactions more transparent to financial statement users. As a result, users will be better equipped to understand (1) how tax abatements affect a government's future ability to raise resources and meet its financial obligations and (2) the impact those abatements have on a government's financial position and economic condition.

### **GASB Statement No. 78 - Pension Provided Through Certain Multiple-Employer Defined Benefit Pension Plans**

#### Summary

The objective of this Statement is to address a practice issue regarding the scope and applicability of Statement No. 68, Accounting and Financial Reporting for Pensions. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to state or local governmental employers whose employees are provided with such pensions.

Prior to the issuance of this Statement, the requirements of Statement 68 applied to the financial statements of all state and local governmental employers whose employees are provided with pensions through pension plans that are administered through trusts that meet the criteria in paragraph 4 of that Statement.

This Statement amends the scope and applicability of Statement 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above.

#### Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2015. Earlier application is encouraged.

## Future Accounting Standard Changes - Continued

### **GASB Statement No. 79 - *Certain External Investment Pools and Pool Participants***

#### **Summary**

This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. Professional judgment is required to determine if instances of noncompliance with the criteria established by this Statement during the reporting period, individually or in the aggregate, were significant.

If an external investment pool does not meet the criteria established by this Statement, that pool should apply the provisions in paragraph 16 of Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, as amended. If an external investment pool meets the criteria in this Statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this Statement, the pool's participants should measure their investments in that pool at fair value, as provided in paragraph 11 of Statement 31, as amended.

This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals.

#### **Effective Date**

The requirements of this Statement are effective for reporting periods beginning after June 15, 2015, except for the provisions in paragraphs 18, 19, 23-26, and 40, which are effective for reporting periods beginning after December 15, 2015.

#### **How the Changes in This Statement Will Improve Financial Reporting**

This Statement will enhance comparability of financial statements among governments by establishing specific criteria used to determine whether a qualifying external investment pool may elect to use an amortized cost exception to fair value measurement. Those criteria will provide qualifying external investment pools and participants in those pools with consistent application of an amortized cost-based measurement for financial reporting purposes. That measurement approximates fair value and mirrors the operations of external investment pools that transact with participants at a stable net asset value per share.

### **GASB Statement No. 80 - *Blending Requirements for Certain Component Units - an Amendment of GASB Statement No. 14***

#### **Summary**

The objective of the Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity, as amended*.

This Statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations Are Component Units*.

## Future Accounting Standard Changes - Continued

### Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement enhance the comparability of financial statements among governments. Greater comparability improves the decision-usefulness of information reported in financial statements and enhances its value for assessing government accountability.

<sup>(1)</sup> *Note.* From GASB Pronouncements Summaries. Copyright 2015 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

\* \* \* \* \*

### Restriction on Use

This communication is intended solely for the information and use of management, City Council, others within the City, and the Minnesota Office of the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

The comments and recommendation in this report are purely constructive in nature, and should be read in this context. Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service, and for the courtesy and cooperation extended to us by your staff.

*Abdo, Eick & Meyers, LLP*

ABDO, EICK & MEYERS, LLP  
Mankato, Minnesota  
June 20, 2016

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10B	Department: Administration	Council Meeting Date: 7/05/16
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**TITLE OF ISSUE: Consider Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2016A, in the Proposed Aggregate Principal Amount of \$1,805,000.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: Senior Vice President Tammy Omdal from Northland Securities will be present to discuss the bond sale.**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2016A, in the Proposed Aggregate Principal Amount of \$1,805,000.**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

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

Other (specify) Notice of Sale, Finance Plan Summary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**NOTICE OF SALE**

\$1,805,000\*  
GENERAL OBLIGATION BONDS, SERIES 2016A

CITY OF NORTH MANKATO, MINNESOTA  
(Book-Entry Only)

NOTICE IS HEREBY GIVEN that these Bonds will be offered for sale according to the following terms:

**TIME AND PLACE:**

Proposals will be opened by the City's Administrator, or designee, on Monday, August 1, 2016, at 10:30 A.M., CT, at the offices of Northland Securities, Inc., 45 South 7th Street, Suite 2000, Minneapolis, Minnesota 55402. Consideration of the Proposals for award of the sale will be by the City Council at its meeting at the City Offices beginning Monday, August 1, 2016, at 7:00 P.M., CT.

**SUBMISSION OF PROPOSALS**

Proposals may be:

- a) submitted to the office of Northland Securities, Inc.,
- b) faxed to Northland Securities, Inc. at 612-851-5918,
- c) for proposals submitted prior to the sale, the final price and coupon rates may be submitted to Northland Securities, Inc. by telephone at 612-851-5900 or 612-851-4920, or
- d) submitted electronically.

Notice is hereby given that electronic proposals will be received via PARITY™, or its successor, in the manner described below, until 10:30 A.M., CT, on Monday, August 1, 2016. Proposals may be submitted electronically via PARITY™ or its successor, pursuant to this Notice until 10:30 A.M., CT, but no Proposal will be received after the time for receiving Proposals specified above. To the extent any instructions or directions set forth in PARITY™, or its successor, conflict with this Notice, the terms of this Notice shall control. For further information about PARITY™, or its successor, potential bidders may contact Northland Securities, Inc. or i-Deal® at 1359 Broadway, 2<sup>nd</sup> floor, New York, NY 10018, telephone 212-849-5021.

Neither the City nor Northland Securities, Inc. assumes any liability if there is a malfunction of PARITY™ or its successor. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

**BOOK-ENTRY SYSTEM**

The Bonds will be issued by means of a book-entry system with no physical distribution of bond certificates made to the public. The Bonds will be issued in fully registered form and one bond certificate, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds.

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\* The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread.

Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the City through U.S. Bank National Association, Saint Paul, Minnesota (the "Paying Agent/Registrar"), to DTC, or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The successful bidder, as a condition of delivery of the Bonds, will be required to deposit the bond certificates with DTC. The City will pay reasonable and customary charges for the services of the Paying Agent/Registrar.

**DATE OF ORIGINAL ISSUE OF BONDS**

August 15, 2016

**AUTHORITY/PURPOSE/SECURITY**

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 475, 444 and 412.301. Proceeds will be used to finance street, sewer and water improvements and the purchase of a fire truck. The Bonds are payable from special assessments on benefited properties, water and sewer utility revenues and tax levies. The full faith and credit of the City is pledged to their payment and the City has validly obligated itself to levy ad valorem taxes in the event of any deficiency in the debt service account established for this issue.

**INTEREST PAYMENTS**

Interest is due semiannually on each February 1 and August 1, commencing August 1, 2017, to registered owners of the Bonds appearing of record in the Bond Register as of the close of business on the fifteenth day (whether or not a business day) of the calendar month preceding such interest payment date.

**MATURITIES**

Principal is due annually on February 1, inclusive, in each of the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2018	\$120,000	2023	\$140,000	2028	\$95,000
2019	130,000	2024	140,000	2029	95,000
2020	130,000	2025	140,000	2030	100,000
2021	135,000	2026	140,000	2031	105,000
2022	135,000	2027	95,000	2032	105,000

Proposals for the Bonds may contain a maturity schedule providing for any combination of serial bonds and term bonds, subject to mandatory redemption, so long as the amount of principal maturing or subject to mandatory redemption in each year conforms to the maturity schedule set forth above.

**INTEREST RATES**

All rates must be in integral multiples of 1/20th or 1/8th of 1%. *Rates must be in level or ascending order.* All Bonds of the same maturity must bear a single uniform rate from date of issue to maturity.

## **ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER PROPOSALS**

The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread. Such adjustments shall be made promptly after the sale and prior to the award of Proposals by the City and shall be at the sole discretion of the City. The successful bidder may not withdraw or modify its Proposal once submitted to the City for any reason, including post-sale adjustment. Any adjustment shall be conclusive and shall be binding upon the successful bidder.

## **OPTIONAL REDEMPTION**

Bonds maturing on February 1, 2025 through 2032 are subject to redemption and prepayment at the option of the City on February 1, 2024 and any date thereafter, at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and principal amounts within each maturity to be redeemed shall be determined by the City and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar.

## **CUSIP NUMBERS**

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder thereof to accept delivery of and pay for the Bonds in accordance with terms of the purchase contract. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the successful bidder.

## **DELIVERY**

Delivery of the Bonds will be within forty days after award, subject to an approving legal opinion by Kennedy & Graven Chartered, Bond Counsel. The legal opinion will be paid by the City and delivery will be anywhere in the continental United States without cost to the successful bidder at DTC.

## **TYPE OF PROPOSAL**

Proposals of not less than \$1,782,437.50 (98.75%) and accrued interest on the principal sum of \$1,805,000 must be filed with the undersigned prior to the time of sale. Proposals must be unconditional except as to legality. Proposals for the Bonds should be delivered to Northland Securities, Inc. and addressed to:

John Harrenstein, City Administrator  
North Mankato City Hall  
1001 Belgrade Ave.  
North Mankato, Minnesota 56002

A good faith deposit (the "Deposit") in the amount of \$36,100 in the form of a federal wire transfer (payable to the order of the City) is only required from the apparent winning bidder, and must be received within two hours after the time stated for the receipt of Proposals. The apparent winning bidder will receive notification of the wire instructions from the Municipal Advisor promptly after the sale. If the Deposit is not received from the apparent winning bidder in the time allotted, the City may choose to reject their Proposal and then proceed to offer the Bonds to the next lowest bidder based on the terms of their original proposal, so long as said bidder wires funds for the Deposit amount within two hours of said offer.

The City will retain the Deposit of the successful bidder, the amount of which will be deducted at settlement and no interest will accrue to the successful bidder. In the event the successful bidder fails to comply with the accepted Proposal, said amount will be retained by the City. No Proposal can be withdrawn after the time set for receiving Proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made.

### **AWARD**

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The City's computation of the interest rate of each Proposal, in accordance with customary practice, will be controlling. In the event of a tie, the sale of the Bonds will be awarded by lot. The City will reserve the right to: (i) waive non-substantive informalities of any Proposal or of matters relating to the receipt of Proposals and award of the Bonds, (ii) reject all Proposals without cause, and (iii) reject any Proposal which the City determines to have failed to comply with the terms herein.

### **INFORMATION FROM SUCCESSFUL BIDDER**

The successful bidder will be required to provide, in a timely manner, certain information relating to the initial offering price of the Bonds necessary to compute the yield on the Bonds pursuant to the provisions of the Internal Revenue Code of 1986, as amended.

### **OFFICIAL STATEMENT**

By awarding the Bonds to any underwriter or underwriting syndicate submitting a Proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide to the senior managing underwriter of the syndicate to which the Bonds are awarded, the Final Official Statement in an electronic format as prescribed by the Municipal Securities Rulemaking Board (MSRB).

### **FULL CONTINUING DISCLOSURE UNDERTAKING**

The City will covenant in the resolution awarding the sale of the Bonds and in a Continuing Disclosure Undertaking to provide, or cause to be provided, annual financial information, including audited financial statements of the City, and notices of certain material events, as required by SEC Rule 15c2-12.

### **BANK QUALIFICATION**

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**BOND INSURANCE AT UNDERWRITER'S OPTION**

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the successful bidder, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the successful bidder of the Bonds. Any increase in the costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the successful bidder, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the successful bidder. Failure of the municipal bond insurer to issue the policy after the Bonds have been awarded to the successful bidder shall not constitute cause for failure or refusal by the successful bidder to accept delivery on the Bonds.

The City reserves the right to reject any and all Proposals, to waive informalities and to adjourn the sale.

Dated: July 5, 2016

BY ORDER OF THE NORTH MANKATO CITY COUNCIL

/s/ John Harrenstein  
City Administrator

Additional information may be obtained from:

Northland Securities, Inc.  
45 South 7<sup>th</sup> Street, Suite 2000  
Minneapolis, Minnesota 55402  
Telephone No.: 612-851-5900

STATE OF MINNESOTA            )  
  )  
COUNTY OF NICOLLET         )  
  )  
CITY OF NORTH MANKATO        )

I, the undersigned, being the duly qualified and acting City Clerk of the City of North Mankato, Minnesota (the "City"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Tuesday, July 5, 2016, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City's General Obligation Bonds, Series 2016A, in the proposed aggregate principal amount of \$1,805,000.

WITNESS My hand as City Clerk and the corporate seal of the City this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk  
City of North Mankato, Minnesota

(SEAL)

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

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE  
OF GENERAL OBLIGATION BONDS, SERIES 2016A, IN THE  
PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$1,805,000**

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

1. Improvement Bonds.

(a) The City is authorized by Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"), to issue obligations in an amount deemed necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by the Improvement Act.

(b) Certain assessable public improvements in the City (the "Assessable Improvements") have been made, duly ordered, or contracts let pursuant to the provisions of the Improvement Act.

(c) It is necessary and expedient to the sound financial management of the affairs of the City to issue general obligations in the proposed principal amount of \$920,000 (the "Improvement Bonds") in accordance with the Improvement Act to provide financing for the Assessable Improvements.

2. Utility Revenue Bonds.

(a) The City engineer has recommended the construction of various improvements to the City's water and sewer systems (the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (collectively, the "Utility Revenue Act").

(b) It is necessary and expedient to the sound financial management of the affairs of the City to issue its obligations in the proposed principal amount of \$420,000 (the "Utility Revenue Bonds") in accordance with the Utility Revenue Act to provide financing for the Utility Improvements.

3. Equipment Certificates.

(a) The City is authorized by Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 412.301 (collectively, the "Equipment Financing Act"), to issue its general obligation certificates of indebtedness on such terms and in such manner as the City determines to finance the purchase of items of capital equipment (the "Equipment"), subject to certain limitations contained in the Equipment Financing Act.

(b) The City will purchase and acquire various items of Equipment, which items are anticipated to be those listed on EXHIBIT A attached hereto and made a part hereof, or other similar equipment to be purchased pursuant to the Equipment Financing Act.

(c) As required by the Equipment Financing Act:

(i) the expected useful life of each item of Equipment is or will be at least as long as the term of the equipment certificates issued to finance such Equipment; and

(ii) the principal amount of equipment certificates to be issued in the year 2016 will not exceed one-quarter of one percent (0.25%) of the estimated market value of taxable property in the City for the year 2016.

(d) It is necessary and expedient to the sound financial management of the affairs of the City to issue general obligations in the aggregate principal amount of \$465,000 (the "Equipment Certificates") in accordance with the Equipment Financing Act to provide financing for the acquisition of the Equipment.

4. Sale Authorized.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2016A (the "Bonds"), in the proposed aggregate principal amount of \$1,805,000, pursuant to the Improvement Act, the Utility Revenue Act, and the Equipment Financing Act (collectively, the "Act"), to provide financing for the construction of the Assessable Improvements and the Utility Improvements and the acquisition of the Equipment. The Bonds will be issued, sold and delivered in accordance with the terms of the official Notice of Sale attached hereto as EXHIBIT B (the "Notice of Sale").

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent financial advisor in connection with such sale. The actions of the City staff and the City's municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

5. Authority of Municipal Advisor. Northland Securities, Inc. is authorized and directed to advertise the Bonds for sale in accordance with the foregoing Notice of Sale in the manner required by law. The City Council will meet at 7:00 P.M. on Monday, August 1, 2016, to consider bids on the Bonds and take any other appropriate action with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

7. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

8. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with Northland Securities, Inc., and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

**EXHIBIT A**  
**LIST OF EQUIPMENT**

<u>Equipment</u>	<u>Cost</u>
Fire Engine	<u>\$450,000</u>
Total:	<u>\$450,000</u>

**EXHIBIT B**  
**NOTICE OF SALE**

# FINANCE PLAN SUMMARY

FOR

**CITY OF NORTH MANKATO, MINNESOTA**

**\$1,805,000**

**GENERAL OBLIGATION BONDS, SERIES 2016A**

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45 South 7<sup>th</sup> Street  
Suite 2000  
Minneapolis, MN 55402  
612-851-5900 800-851-2920

July 5, 2016

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**City of North Mankato, Minnesota**  
**\$1,805,000**  
**General Obligation Bonds, Series 2016A**

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**Financing Overview**

The Bonds will be issued pursuant to Minnesota Statutes, Chapter 475, 429, 444 and 412.301 to finance the following projects:

- Street, sewer and water utility improvements
- Capital Equipment (Fire Truck)

The net financing requirement for these projects is \$1,805,000 inclusive of all project and financing costs. A detailed illustration of the sources and uses of funds is presented below.

	Street Improvement Portion	Water Portion	Sewer Portion	Equipment Portion	Issue Summary
<b>Sources Of Funds</b>					
Par Amount of Bonds	\$920,000.00	\$240,000.00	\$180,000.00	\$465,000.00	\$1,805,000.00
<b>Total Sources</b>	<b>\$920,000.00</b>	<b>\$240,000.00</b>	<b>\$180,000.00</b>	<b>\$465,000.00</b>	<b>\$1,805,000.00</b>
<b>Uses Of Funds</b>					
Total Underwriter's Discount (1.250%)	11,500.00	3,000.00	2,250.00	5,812.50	22,562.50
Costs of Issuance	19,019.29	4,961.55	3,721.16	9,613.00	37,315.00
Deposit to Project Construction Fund	886,622.00	231,483.00	174,695.00	450,000.00	1,742,800.00
Rounding Amount	2,858.71	555.45	(666.16)	(425.50)	2,322.50
<b>Total Uses</b>	<b>\$920,000.00</b>	<b>\$240,000.00</b>	<b>\$180,000.00</b>	<b>\$465,000.00</b>	<b>\$1,805,000.00</b>

The Bonds will be a general obligation of the City. However, the City anticipates paying debt service from a combination of special assessment revenue, water and sewer utility revenues, and a debt service tax levy.

The total principal and interest estimate assumes an average coupon of 1.90% and is shown in Exhibit A.

The debt service fund and cash flow projection for each of the portions (or purposes) is illustrated in Exhibits B1 through B6.

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## Structure and Security

### *The Street Improvement Portion*

The Street Improvement Portion assumes \$886,622 in project costs and is expected to be paid from special assessment revenues filed in 2016 for first collection in 2017 in the amount of \$224,000 for a term of 15 years at a rate 2.00% over the bond rate. The remaining portion of the debt service payments is expected to be paid by tax levy.

### *The Water Utility Portion*

The Water Utility Portion assumes \$231,483 in project costs and is expected to be paid entirely from water utility revenues.

### *The Sewer Utility Portion*

The Sewer Utility Portion assumes \$174,695 in project costs and is expected to be paid entirely from sewer utility revenues.

### *The Equipment Portion*

The Equipment Portion assumes \$450,000 in capital equipment costs and is expected to be paid from annual tax levies.

## Related Considerations

- *Bank Qualified* - because total tax-exempt debt issued by the City in calendar year 2016 is expected to be less than \$10 million, the Bonds will be designated as “bank qualified” obligations pursuant to Federal Tax Law. The impact of this designation may result in slightly lower interest rates since banking institutions will be interested in purchasing the Bonds. We have adjusted the estimated interest rates accordingly.
- *Arbitrage Compliance* –
  - Project / Construction Fund – All tax exempt issues are subject to federal rebate requirements which require all arbitrage earned to be rebated to the U.S. Treasury. However, there are exemptions available if the City meets certain criteria. The rebate exemption the City expects to qualify for is the Small Issuer Exemption.
  - Debt Service Fund – The City must maintain a bona fide debt service fund for the bonds or be subject to yield restriction in the debt service fund. A bona fide debt service fund involves an equal matching of revenues to debt service expense with a balance forward permitted equal to the greater of the investment earnings in the fund during that year or 1/12 of the debt service of that year.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Resolution explains the requirements in greater detail. We are also available to assist the City in meeting these requirements.

- *Book Entry* - The Bonds will be *global book entry with a bank designated as the paying agent*. As "paperless" certificates, you will avoid the cost of bond printing and annual registrar charges. The Paying Agent will invoice you for the interest semiannually and on an annual basis for the principal coming due.
- *Continuing Disclosure* - Because the City's outstanding debt exceeds \$10 million, it is subject to the Securities and Exchange Commission's continuing disclosure requirements. Northland Securities is prepared to assist the City in this capacity

### Summary of Recommended Terms

- |                          |  |
|--------------------------|--|
| 1. Type of Bond Sale     | Public Sale - Competitive Bids   |
| 2. Public Sale Date      | Monday, August 1, 2016 at 10:30 A.M.   |
| 3. Council Consideration | Monday, August 1, 2016 at 7:00 P.M.  |
| 4. Statutory Authority   | The Bonds are being issued pursuant to Minnesota Statutes, Chapters 475, 429, 444 and 412.301.   |
| 5. Repayment Term        | The Bonds will mature annually each February 1, 2018 - 2032. Interest on the Bonds will be payable on August 1, 2017 and semiannually thereafter on each February 1 and August 1.                                      |
| 6. Security              | General Obligation pledge of the City. In addition the City will pledge special assessments from benefitted properties, water and sewer utility revenues and tax levies to the payment of the Bonds.                   |
| 7. Prepayment Option     | The Bonds due on or after February 1, 2025 will be subject to redemption on February 1, 2024 and any date thereafter at price of par.  |
| 8. Tax Status            | Kennedy and Graven, Chartered, Minneapolis, will provide a tax-exempt legal opinion on the Bonds.  |
| 9. Credit Enhancement    | The City's general obligation bonds are currently rated "AA" by Standard and Poor's Global Ratings ("S&P"). We believe a credit rating on these bonds will be cost beneficial and recommend seeking a rating from S&P. |

## EXHIBIT A - Combined Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2016	-	-	-	-	-
08/01/2017	-	-	29,032.76	29,032.76	-
02/01/2018	120,000.00	1.000%	15,103.75	135,103.75	164,136.51
08/01/2018	-	-	14,503.75	14,503.75	-
02/01/2019	130,000.00	1.100%	14,503.75	144,503.75	159,007.50
08/01/2019	-	-	13,788.75	13,788.75	-
02/01/2020	130,000.00	1.200%	13,788.75	143,788.75	157,577.50
08/01/2020	-	-	13,008.75	13,008.75	-
02/01/2021	135,000.00	1.300%	13,008.75	148,008.75	161,017.50
08/01/2021	-	-	12,131.25	12,131.25	-
02/01/2022	135,000.00	1.400%	12,131.25	147,131.25	159,262.50
08/01/2022	-	-	11,186.25	11,186.25	-
02/01/2023	140,000.00	1.500%	11,186.25	151,186.25	162,372.50
08/01/2023	-	-	10,136.25	10,136.25	-
02/01/2024	140,000.00	1.600%	10,136.25	150,136.25	160,272.50
08/01/2024	-	-	9,016.25	9,016.25	-
02/01/2025	140,000.00	1.700%	9,016.25	149,016.25	158,032.50
08/01/2025	-	-	7,826.25	7,826.25	-
02/01/2026	140,000.00	1.800%	7,826.25	147,826.25	155,652.50
08/01/2026	-	-	6,566.25	6,566.25	-
02/01/2027	95,000.00	1.950%	6,566.25	101,566.25	108,132.50
08/01/2027	-	-	5,640.00	5,640.00	-
02/01/2028	95,000.00	2.050%	5,640.00	100,640.00	106,280.00
08/01/2028	-	-	4,666.25	4,666.25	-
02/01/2029	95,000.00	2.150%	4,666.25	99,666.25	104,332.50
08/01/2029	-	-	3,645.00	3,645.00	-
02/01/2030	100,000.00	2.250%	3,645.00	103,645.00	107,290.00
08/01/2030	-	-	2,520.00	2,520.00	-
02/01/2031	105,000.00	2.350%	2,520.00	107,520.00	110,040.00
08/01/2031	-	-	1,286.25	1,286.25	-
02/01/2032	105,000.00	2.450%	1,286.25	106,286.25	107,572.50
<b>Total</b>	<b>\$1,805,000.00</b>	<b>-</b>	<b>\$275,979.01</b>	<b>\$2,080,979.01</b>	<b>-</b>

### Date And Term Structure

Dated	8/15/2016
Delivery Date	8/15/2016
First available call date	2/01/2024
Call Price	100.00%
Average Coupon	1.9036573%
Net Interest Cost (NIC)	2.0592896%
True Interest Cost (TIC)	2.0606818%

**EXHIBIT B1**  
**Street Improvement Portion**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2016	-	-	-	-	-
08/01/2017	-	-	15,536.36	15,536.36	-
02/01/2018	50,000.00	1.000%	8,082.50	58,082.50	73,618.86
08/01/2018	-	-	7,832.50	7,832.50	-
02/01/2019	55,000.00	1.100%	7,832.50	62,832.50	70,665.00
08/01/2019	-	-	7,530.00	7,530.00	-
02/01/2020	55,000.00	1.200%	7,530.00	62,530.00	70,060.00
08/01/2020	-	-	7,200.00	7,200.00	-
02/01/2021	60,000.00	1.300%	7,200.00	67,200.00	74,400.00
08/01/2021	-	-	6,810.00	6,810.00	-
02/01/2022	60,000.00	1.400%	6,810.00	66,810.00	73,620.00
08/01/2022	-	-	6,390.00	6,390.00	-
02/01/2023	60,000.00	1.500%	6,390.00	66,390.00	72,780.00
08/01/2023	-	-	5,940.00	5,940.00	-
02/01/2024	60,000.00	1.600%	5,940.00	65,940.00	71,880.00
08/01/2024	-	-	5,460.00	5,460.00	-
02/01/2025	60,000.00	1.700%	5,460.00	65,460.00	70,920.00
08/01/2025	-	-	4,950.00	4,950.00	-
02/01/2026	60,000.00	1.800%	4,950.00	64,950.00	69,900.00
08/01/2026	-	-	4,410.00	4,410.00	-
02/01/2027	65,000.00	1.950%	4,410.00	69,410.00	73,820.00
08/01/2027	-	-	3,776.25	3,776.25	-
02/01/2028	65,000.00	2.050%	3,776.25	68,776.25	72,552.50
08/01/2028	-	-	3,110.00	3,110.00	-
02/01/2029	65,000.00	2.150%	3,110.00	68,110.00	71,220.00
08/01/2029	-	-	2,411.25	2,411.25	-
02/01/2030	65,000.00	2.250%	2,411.25	67,411.25	69,822.50
08/01/2030	-	-	1,680.00	1,680.00	-
02/01/2031	70,000.00	2.350%	1,680.00	71,680.00	73,360.00
08/01/2031	-	-	857.50	857.50	-
02/01/2032	70,000.00	2.450%	857.50	70,857.50	71,715.00
<b>Total</b>	<b>\$920,000.00</b>	<b>-</b>	<b>\$160,333.86</b>	<b>\$1,080,333.86</b>	<b>-</b>

**EXHIBIT B2**  
**Street Improvement Portion**  
**Revenue vs Debt Service**

**105% Levy**

Date	Total P+I	105% Levy	Special Assessment Revenue*	City Net Levy	Levy Year	Collection Year
02/01/2017	-	-	-	-		
02/01/2018	73,618.86	77,299.80	20,245.82	57,053.98	2016	2017
02/01/2019	70,665.00	74,198.25	20,245.82	53,952.43	2017	2018
02/01/2020	70,060.00	73,563.00	20,245.81	53,317.19	2018	2019
02/01/2021	74,400.00	78,120.00	20,245.82	57,874.18	2019	2020
02/01/2022	73,620.00	77,301.00	20,245.82	57,055.18	2020	2021
02/01/2023	72,780.00	76,419.00	20,245.81	56,173.19	2021	2022
02/01/2024	71,880.00	75,474.00	20,245.82	55,228.18	2022	2023
02/01/2025	70,920.00	74,466.00	20,245.82	54,220.18	2023	2024
02/01/2026	69,900.00	73,395.00	20,245.82	53,149.18	2024	2025
02/01/2027	73,820.00	77,511.00	20,245.82	57,265.18	2025	2026
02/01/2028	72,552.50	76,180.13	20,245.83	55,934.30	2026	2027
02/01/2029	71,220.00	74,781.00	20,245.81	54,535.19	2027	2028
02/01/2030	69,822.50	73,313.63	20,245.82	53,067.81	2028	2029
02/01/2031	73,360.00	77,028.00	20,245.82	56,782.18	2029	2030
02/01/2032	71,715.00	75,300.75	20,245.81	55,054.94	2030	2031
<b>Total</b>	<b>\$1,080,333.86</b>	<b>\$1,134,350.55</b>	<b>\$303,687.27</b>	<b>\$830,663.28</b>		

\*Special Assessments total \$224,000 (project 25% assessed) spread over fifteen years at 4.00% (2.00% above the bond rate).

**EXHIBIT B3**  
**Water Utility Portion**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2016	-	-	-	-	-
08/01/2017	-	-	4,058.29	4,058.29	-
02/01/2018	15,000.00	1.000%	2,111.25	17,111.25	21,169.54
08/01/2018	-	-	2,036.25	2,036.25	-
02/01/2019	15,000.00	1.100%	2,036.25	17,036.25	19,072.50
08/01/2019	-	-	1,953.75	1,953.75	-
02/01/2020	15,000.00	1.200%	1,953.75	16,953.75	18,907.50
08/01/2020	-	-	1,863.75	1,863.75	-
02/01/2021	15,000.00	1.300%	1,863.75	16,863.75	18,727.50
08/01/2021	-	-	1,766.25	1,766.25	-
02/01/2022	15,000.00	1.400%	1,766.25	16,766.25	18,532.50
08/01/2022	-	-	1,661.25	1,661.25	-
02/01/2023	15,000.00	1.500%	1,661.25	16,661.25	18,322.50
08/01/2023	-	-	1,548.75	1,548.75	-
02/01/2024	15,000.00	1.600%	1,548.75	16,548.75	18,097.50
08/01/2024	-	-	1,428.75	1,428.75	-
02/01/2025	15,000.00	1.700%	1,428.75	16,428.75	17,857.50
08/01/2025	-	-	1,301.25	1,301.25	-
02/01/2026	15,000.00	1.800%	1,301.25	16,301.25	17,602.50
08/01/2026	-	-	1,166.25	1,166.25	-
02/01/2027	15,000.00	1.950%	1,166.25	16,166.25	17,332.50
08/01/2027	-	-	1,020.00	1,020.00	-
02/01/2028	15,000.00	2.050%	1,020.00	16,020.00	17,040.00
08/01/2028	-	-	866.25	866.25	-
02/01/2029	15,000.00	2.150%	866.25	15,866.25	16,732.50
08/01/2029	-	-	705.00	705.00	-
02/01/2030	20,000.00	2.250%	705.00	20,705.00	21,410.00
08/01/2030	-	-	480.00	480.00	-
02/01/2031	20,000.00	2.350%	480.00	20,480.00	20,960.00
08/01/2031	-	-	245.00	245.00	-
02/01/2032	20,000.00	2.450%	245.00	20,245.00	20,490.00
<b>Total</b>	<b>\$240,000.00</b>	<b>-</b>	<b>\$42,254.54</b>	<b>\$282,254.54</b>	<b>-</b>

**EXHIBIT B4**  
**Sewer Utility Portion**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2016	-	-	-	-	-
08/01/2017	-	-	3,114.00	3,114.00	-
02/01/2018	10,000.00	1.000%	1,620.00	11,620.00	14,734.00
08/01/2018	-	-	1,570.00	1,570.00	-
02/01/2019	10,000.00	1.100%	1,570.00	11,570.00	13,140.00
08/01/2019	-	-	1,515.00	1,515.00	-
02/01/2020	10,000.00	1.200%	1,515.00	11,515.00	13,030.00
08/01/2020	-	-	1,455.00	1,455.00	-
02/01/2021	10,000.00	1.300%	1,455.00	11,455.00	12,910.00
08/01/2021	-	-	1,390.00	1,390.00	-
02/01/2022	10,000.00	1.400%	1,390.00	11,390.00	12,780.00
08/01/2022	-	-	1,320.00	1,320.00	-
02/01/2023	10,000.00	1.500%	1,320.00	11,320.00	12,640.00
08/01/2023	-	-	1,245.00	1,245.00	-
02/01/2024	10,000.00	1.600%	1,245.00	11,245.00	12,490.00
08/01/2024	-	-	1,165.00	1,165.00	-
02/01/2025	10,000.00	1.700%	1,165.00	11,165.00	12,330.00
08/01/2025	-	-	1,080.00	1,080.00	-
02/01/2026	10,000.00	1.800%	1,080.00	11,080.00	12,160.00
08/01/2026	-	-	990.00	990.00	-
02/01/2027	15,000.00	1.950%	990.00	15,990.00	16,980.00
08/01/2027	-	-	843.75	843.75	-
02/01/2028	15,000.00	2.050%	843.75	15,843.75	16,687.50
08/01/2028	-	-	690.00	690.00	-
02/01/2029	15,000.00	2.150%	690.00	15,690.00	16,380.00
08/01/2029	-	-	528.75	528.75	-
02/01/2030	15,000.00	2.250%	528.75	15,528.75	16,057.50
08/01/2030	-	-	360.00	360.00	-
02/01/2031	15,000.00	2.350%	360.00	15,360.00	15,720.00
08/01/2031	-	-	183.75	183.75	-
02/01/2032	15,000.00	2.450%	183.75	15,183.75	15,367.50
<b>Total</b>	<b>\$180,000.00</b>	<b>-</b>	<b>\$33,406.50</b>	<b>\$213,406.50</b>	<b>-</b>

**EXHIBIT B5**  
**Equipment Portion**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2016	-	-	-	-	-
08/01/2017	-	-	6,324.11	6,324.11	-
02/01/2018	45,000.00	1.000%	3,290.00	48,290.00	54,614.11
08/01/2018	-	-	3,065.00	3,065.00	-
02/01/2019	50,000.00	1.100%	3,065.00	53,065.00	56,130.00
08/01/2019	-	-	2,790.00	2,790.00	-
02/01/2020	50,000.00	1.200%	2,790.00	52,790.00	55,580.00
08/01/2020	-	-	2,490.00	2,490.00	-
02/01/2021	50,000.00	1.300%	2,490.00	52,490.00	54,980.00
08/01/2021	-	-	2,165.00	2,165.00	-
02/01/2022	50,000.00	1.400%	2,165.00	52,165.00	54,330.00
08/01/2022	-	-	1,815.00	1,815.00	-
02/01/2023	55,000.00	1.500%	1,815.00	56,815.00	58,630.00
08/01/2023	-	-	1,402.50	1,402.50	-
02/01/2024	55,000.00	1.600%	1,402.50	56,402.50	57,805.00
08/01/2024	-	-	962.50	962.50	-
02/01/2025	55,000.00	1.700%	962.50	55,962.50	56,925.00
08/01/2025	-	-	495.00	495.00	-
02/01/2026	55,000.00	1.800%	495.00	55,495.00	55,990.00
<b>Total</b>	<b>\$465,000.00</b>	<b>-</b>	<b>\$39,984.11</b>	<b>\$504,984.11</b>	<b>-</b>

**EXHIBIT B6**  
**Equipment Portion**  
**Revenue vs Debt Service**

**105% Levy**

Date	Total P+I	105% Levy	Levy Year	Collection Year
02/01/2017	-	-		
02/01/2018	54,614.11	57,344.82	2016	2017
02/01/2019	56,130.00	58,936.50	2017	2018
02/01/2020	55,580.00	58,359.00	2018	2019
02/01/2021	54,980.00	57,729.00	2019	2020
02/01/2022	54,330.00	57,046.50	2020	2021
02/01/2023	58,630.00	61,561.50	2021	2022
02/01/2024	57,805.00	60,695.25	2022	2023
02/01/2025	56,925.00	59,771.25	2023	2024
02/01/2026	55,990.00	58,789.50	2024	2025
<b>Total</b>	<b>\$504,984.11</b>	<b>\$530,233.32</b>		

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10C	Department: City Planner	Council Meeting Date: 7/05/16
------------------	--------------------------	-------------------------------

**TITLE OF ISSUE:** Consider Resolution Adopting Sidewalk Maintenance and Installation Policy.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** On May 16, 2016 City Staff presented a draft Sidewalk Maintenance and Installation Policy. City Staff recommended locating a booth in City Hall for citizens to stop by and review the plan and submit comments. Two Public Hearings were heard on June 6, 2016 and June 20, 2016 and comments were taken. The attached Sidewalk Maintenance and Installation Policy has several tracked changes including staff recommendation to reduce City portion of cost for repair or replacement of sidewalks from 60% to 50% and increasing the property owner's cost from 40% to 50%. City Staff also requests direction on the minimum width of City sidewalks either 5 feet or 6 feet.

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

**REQUESTED COUNCIL ACTION:** Adopt Resolution Adopting Sidewalk Maintenance and Installation Policy.

Motion By: _____		
Second By: _____		
Vote Record:	Aye	Nay
_____	_____	Steiner
_____	_____	Norland
_____	_____	Freyberg
_____	_____	Spears
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) <u>Sidewalk Maintenance and Installation Policy</u>				
_____				
_____				
_____				

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

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

**RESOLUTION ADOPTING  
SIDEWALK MAINTENANCE AND INSTALLATION POLICY**

WHEREAS, the City of North Mankato has approximately 56 miles of public sidewalk in varying sizes, age and quality of condition; and

WHEREAS, sidewalks play a crucial role in providing safe pedestrian travel, improving public health and overall quality of life; and

WHEREAS, the City of North Mankato intends the Sidewalk Installation & Maintenance Policy to serve as a guide for public investment and future development of sidewalks ensuring connectivity throughout the City; and

WHEREAS, the policy specifies assessment procedures for the repair or replacement of sidewalks; and

WHEREAS, sidewalks are required on at least 1 side of any new residential street in accordance with City Code provision 155.46 (O); and

WHEREAS, City Council, during all street reconstruction projects, will consult the Future Sidewalk System Development Map to determine if a sidewalk will be included in the project; and

WHEREAS, the Sidewalk Maintenance and Installation Policy is guided by the City Code, Complete Streets Policy, Safe Routes to School Plan, the Comprehensive Plan and Subdivision Regulations.

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

1. The City Council of the City of North Mankato approves and adopts the Sidewalk Installation and Maintenance Policy attached to this Resolution.

This resolution shall become effective upon its adoption.

Dated this 5<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

# **Sidewalk Installation & Maintenance Policy**

## **Section 1: INTRODUCTION**

(1.1) In 2016, the City of North Mankato has approximately 56 miles of public sidewalks which vary in size, age and quality of condition. Some sidewalks lack connectivity and unmaintained sidewalks create unreasonable hazards for pedestrians. This policy, in addition to existing provisions in the city code and plans adopted by the city of North Mankato outline the installation, replacement, and maintenance policy for public sidewalks in the City.

## **Section 2: SIDEWALK REPAIR AND REPLACEMENT POLICY**

(2.1) As stated in City Code Section 90.026, it is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. This includes the timely removal of snow and ice as well as the physical condition of the sidewalk. In most cases, the poor conditions of sidewalks are brought to the attention of the City by citizen complaints. Not every inequality or irregularity in the surface of a public sidewalk rises to the level of a defect. To maintain consistency in the process of determining whether a particular sidewalk is in need a replacement or repair, the Sidewalk Inspection Form (Attachment A) will be used to determine if existing sidewalk must be replaced.

(2.2) If a sidewalk is identified either by complaint or by City Staff to have a condition(s) requiring maintenance or replacement, the City will send a letter by certified mail to the property owner recognized by Nicollet County, that it is necessary to either repair or replace the sidewalk. The property owner will be given sixty (60) days from the date of the letter to make the necessary improvements. The City will pay 60% of the cost to make the necessary improvements and the property owner will pay 40%. If after sixty (60) days the necessary 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.

## **Section 3: SIDEWALKS IN NEW SUBDIVISIONS**

(3.1) In all new residential subdivisions the installation of a sidewalk is required on at least 1 side of any new residential street in accordance with the specifications listed City Code provision 155.46 (O). The cost of the sidewalk will be the responsibility of the developer or property owner. The location of the sidewalk will be approved by the City Council by resolution approving plans and specifications and ordering advertisement by bids.

## **Section 4: SIDEWALKS IN STREET RECONSTRUCTION PROJECTS**

(4.1) As part of any full street and utility reconstruction project, existing sidewalks will be replaced with the size, type and location determined by the City Council by resolution approving

plans and specifications and ordering advertisements for bids. If no sidewalk(s) existed prior to street reconstruction, reference will be made to the Future Sidewalk System Development Map (Attachment B) in determining whether or not sidewalk will be installed. All associated costs will be assessed according to the City of North Mankato's Assessment Policy.

### **Section 5: SIDEWALK SYSTEM GAPS**

(5.1) As shown on Future Sidewalk System Development Map (Attachment B), there are "gaps" in the current sidewalk system and the addition of sidewalk segments will provide connectivity. To address these gaps, the City Council may order the installation of sidewalks to provide connectivity and improve the overall sidewalk system during as part of a reconstruction project or install the system to resolve connectivity as funds become available.

### **Section 6: SIDEWALK DAMAGE CAUSED BY TREE ROOTS**

(6.1) When it has been determined the roots of a tree in the public right of way have caused repairable damage to a sidewalk, should the City Forester determine that the tree is healthy, the tree will not be removed because of root damage to an adjacent sidewalk. It shall be the responsibility of the adjacent homeowner or contractor to remove the roots which caused the damage as part of the sidewalk replacement. Should the tree expire or become unsafe as part of this effort, the City will remove the tree. **Or, the tree roots could be left intact, if the City Forester deems the tree to be of value, by removing the sidewalk and repositioning the sidewalk around the tree.**

### **Section 7: GUIDING PLANS AND POLICIES**

(7.1) Decisions related to sidewalk installation or maintenance shall be based on this policy and the following plans, policies and City Code regulations:

#### **A. Complete Streets**

The North Mankato City Council Adopted a Complete Streets Policy directing the examination of accommodations for pedestrian and bicycle travel in the preliminary design stage when existing streets are to be reconstructed or new streets are constructed. Pedestrian accommodations may include sidewalks or off street multi-use trails.

#### **B. Safe Routes to Schools**

The North Mankato City Adopted a Safe Routes to School Plan for the elementary schools located in the City, including Dakota Meadows Middle School. The Plan includes an action plan for each school to address barriers and concerns for walking and biking to school.

**C. Comprehensive Plan**

Within the Comprehensive Plan, sidewalks and/or trails are recommended to be adjacent to all Minor Arterial, Major Collector and Minor Arterial roadways. Along Minor Arterial and Major Collector roadways, 8-foot wide bituminous or concrete trail and/or a 6-foot wide concrete sidewalk is recommended on either side of the roadway. Along Minor Collector roadways, 6-foot concrete sidewalk is recommended on at least one side of the roadway while sidewalk location on both sides of the roadway is preferred.

**D. Subdivision Regulations**

According to the City Code Subdivision Regulations, within all new residential subdivisions, the installation of a sidewalk at least six feet wide is required on at least one side of any new residential street. Wherever feasible, sidewalks will be installed in existing residential subdivisions as circumstances permit.

**E. City Code Provisions Related to Sidewalks**

See Attachment C.

**F. Other relevant policies and plans adopted by the City Council**

# ATTACHMENT C

## Sidewalk Installation & Maintenance Policy

### 90.026 SIDEWALK MAINTENANCE

It is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. Any construction shall conform to the requirements of this section. In the event that the property owner fails to conform to this requirement, then the city may take steps to perform the maintenance requirements and to assess the property owner in accordance with the provisions of this chapter.

### 90.125 RESPONSIBILITY OF OWNER AND OCCUPANT

The owner and occupant of private property abutting a public sidewalk shall remove accumulated snow from such sidewalk within 48 hours after it stops snowing. Furthermore, such owner and occupant are responsible for either removing ice from such public sidewalk or depositing within 48 hours of accumulation of the ice or snow enough sand and/or salt on the icy sidewalk to provide reasonable safety for the public.

### 90.126 FAILURE TO MAINTAIN

If the property owner or occupant fails to remove the ice or snow from a sidewalk as required by this section, the city may, without notice to the owner or occupant, remove the snow or ice from the public sidewalks, keeping an accurate account of the cost. The cost shall be assessed to the adjacent property in conformance with the provisions of this chapter.

### 155.46 STREETS, ALLEYS AND SIDEWALKS

(O) Within all new residential subdivisions, the installation of a sidewalk is required on at least 1 side of any new residential street. The specifications for sidewalks are as follows:

- (1) Minimum sidewalk width is 5 feet.
- (2) Minimum sidewalk depth is 5 inches.
- (3) Minimum Class 5 aggregate base of 6 inches.

(P) Sidewalks will be installed in existing residential subdivisions as identified in *the Future Sidewalk System Development Map* (Attachment A).

# ATTACHMENT A

## SIDEWALK INSPECTION FORM CITY OF NORTH MANKATO



DATE: \_\_\_\_\_  
 LOCATION/ ADDRESS OF DEFECT: \_\_\_\_\_  
 PROPERTY OWNER ADDRESS: \_\_\_\_\_  
 INSPECTOR: \_\_\_\_\_ DATE PASSED INSPECTION: \_\_\_\_\_

<p style="text-align: center;"><b>TYPE 1</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>IS DISPLACED 1 INCH OR MORE VERTICALLY AT ANY POINT IN THE PANEL</li> </ul> <p style="text-align: center;">1" or more</p>	<p style="text-align: center;"><b>TYPE 2</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>SIDEWALK IS RAISED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE</li> </ul> <p style="text-align: center;">4" OR MORE</p>	<p style="text-align: center;"><b>TYPE 3</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>IS DEPRESSED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE</li> <li>PONDS WATER</li> <li>COLLECTS DEBRIS</li> </ul> <p style="text-align: center;">4" OR MORE</p>
<p style="text-align: center;"><b>TYPE 4</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>IS CRACKED INTO 4 OR MORE PIECES</li> <li>IS MISSING A PIECE EQUAL TO OR EXCEEDING 15 SQUARE INCHES</li> <li>IS MISSING A FULL DEPTH PIECE OF ANY SIZE</li> </ul>	<p style="text-align: center;"><b>TYPE 5</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>IS MISSING 3 PIECES OR LESS WITH EACH PIECE BEING LESS THAN 15 SQUARE INCHES, BUT GREATER THAN 4 SQUARE INCHES</li> </ul>	<p style="text-align: center;"><b>TYPE 6</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>IS SPALLED 75% OR MORE OVER SURFACE</li> <li>HAS SPALLED AREA DEEPER THAN 1/2 INCH</li> <li>HAS LOOSE OR DETERIORATING DAMAGE OVER THE MAJORITY OF THE SURFACE</li> <li>DOES NOT DRAIN PROPERLY</li> </ul>
<p style="text-align: center;"><b>TYPE 7</b></p> <p><b>MINOR SURFACE DAMAGE</b></p> <ul style="list-style-type: none"> <li>SIDEWALK IS SPALLED BETWEEN 50%-75% OVER SURFACE</li> <li>MAJORITY OF THE PANEL DEEMED STRUCTURALLY SOUND WITHOUT DRAINAGE ISSUES</li> </ul>	<p style="text-align: center;"><b>TYPE 8</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>HAS SEPARATION EQUAL TO OR EXCEEDING 1/2 INCH AT ANY POINT IN THE PANEL</li> <li>HAS MORE THAN ONE SEPARATION</li> <li>HAS ELEVATION OR DRAINAGE ISSUES</li> <li>HAS SHIFTED MORE THAN 2 INCHES</li> </ul> <p style="text-align: center;">         (A) GREATER THAN 1/2 INCH          (B) GREATER THAN 2 INCHES     </p>	<p style="text-align: center;"><b>TYPE 9</b></p> <p><b>SIDEWALK</b></p> <ul style="list-style-type: none"> <li>HAS ONE SEPARATION GREATER THAN 1/4 INCH AND LESS THAN 1/2 INCH AT ANY POINT IN THE PANEL</li> <li>HAS NO OTHER APPARENT HAZARDS</li> </ul> <p style="text-align: center;">&gt; 1/4" &lt; 1/2"</p>

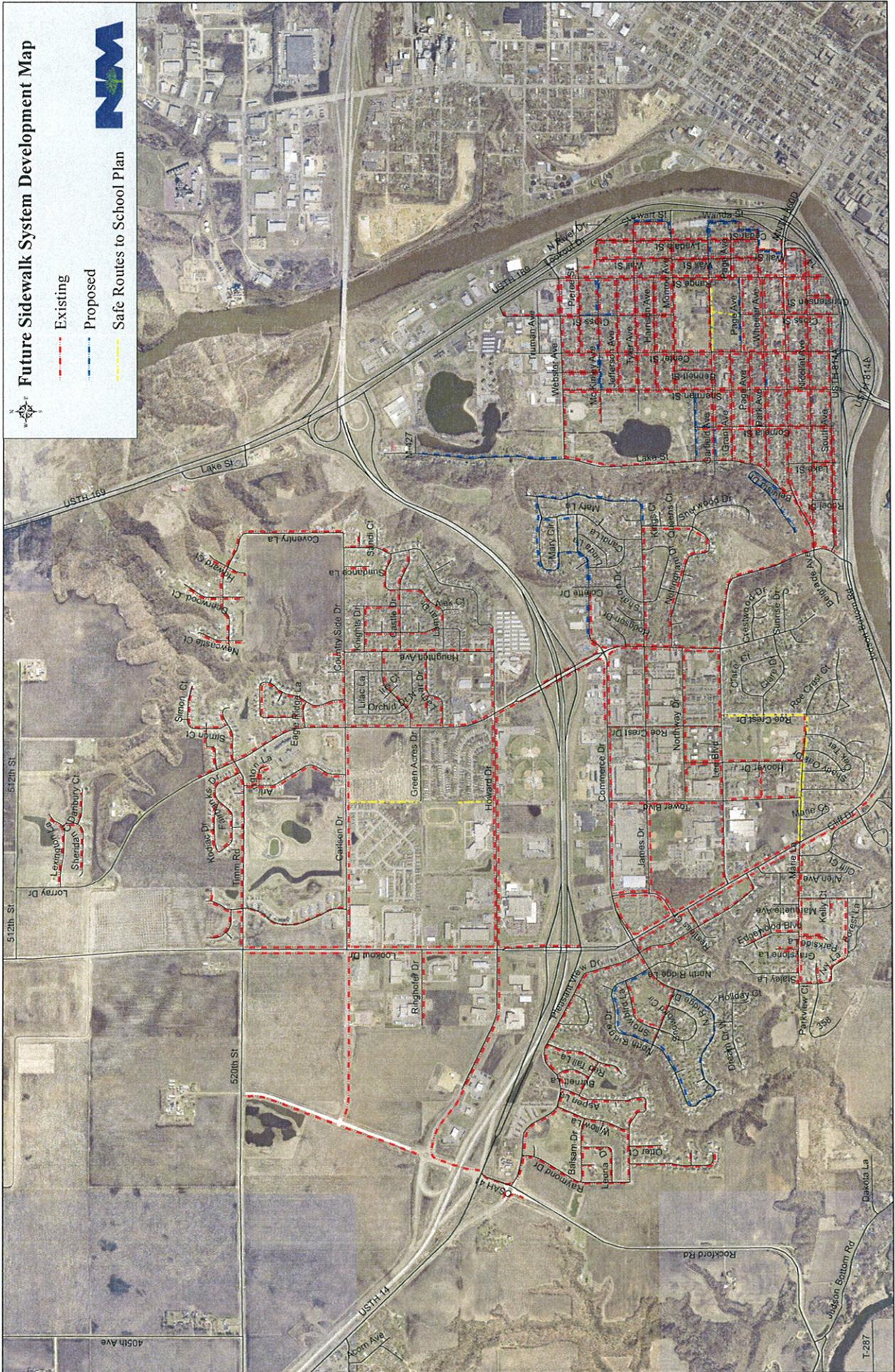
WIDTH OF SIDEWALK: \_\_\_\_\_ FEET      APPROX. SQ. FT. OF SIDEWALK TO BE REPLACED: \_\_\_\_\_

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Future Sidewalk System Development Map



- Existing
- Proposed
- Safe Routes to School Plan



# ATTACHMENT C

## Sidewalk Installation & Maintenance Policy

### 90.026 SIDEWALK MAINTENANCE

It is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. Any construction shall conform to the requirements of this section. In the event that the property owner fails to conform to this requirement, then the city may take steps to perform the maintenance requirements and to assess the property owner in accordance with the provisions of this chapter.

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### 90.126 FAILURE TO MAINTAIN

If the property owner or occupant fails to remove the ice or snow from a sidewalk as required by this section, the city may, without notice to the owner or occupant, remove the snow or ice from the public sidewalks, keeping an accurate account of the cost. The cost shall be assessed to the adjacent property in conformance with the provisions of this chapter.

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- (1) Minimum sidewalk width is 5 feet.
- (2) Minimum sidewalk depth is 5 inches.
- (3) Minimum Class 5 aggregate base of 6 inches.

(P) Sidewalks will be installed in existing residential subdivisions as identified in the *Future Sidewalk System Development Map* (Attachment A).



1001 Belgrade Ave., PO Box 2055  
North Mankato, MN 56003  
507-625-4141 Fax: 507-625-4252  
www.northmankato.com

**COMMENTS**

Date 6/6/16

**Name** Bess Tsaouse

**Address** 136 Mary Circle

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

I would like the City of North Mankato to consider the following:

See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Bess T

**sidewalks**

1 message

**Bess Tsaouse** < > Fri, Jun 3, 2016 at 6:07 AM  
To: Mark Dehen <markdehen@northmankato.com>, Diane Norland <djnorl@hickorytech.net>, Billy Steiner <billysteiner@northmankato.com>, Kim Spears <kimspears@northmankato.com>, John Harrenstein <johnharrenstein@northmankato.com>, Brad Swanson <bswanson@northmankato.com>, Michael Fischer <michaelf@northmankato.com>  
Bcc: Bess Tsaouse <btsaouse@gmail.com>

Dear Council and City of North Mankato Staff:

Although I really like the idea of a city having sidewalks everywhere in order to allow people to walk safely, I am concerned about the unintended consequences of installing sidewalks in already existing neighborhoods. Mary Circle and Commerce Drive are both on the map of the new sidewalk policy as slated for future sidewalks. Both streets contain many large trees in the right-of-way and I am assuming that a new sidewalk on these streets will involve removing these trees which would be a shame.

I have been thinking about this and have attached some illustrations for my idea of how NM could install "walkways" (not the usual traditional sidewalks) on these streets for minimal cost and minimal destruction of existing trees. This would involve narrowing the street for cars and allowing parking on one side of the street only. Not many people parallel park up here as most people have garages. The only place with lots of on-the-street-parking is the area of the apts. near Culvers, but the sidewalk is slated for the opposite side of the street & will not affect the parking situation for the apts.

I have also pasted a link to a great TED talk on how NYC solved some of their bike/walkability problems using creative, cheap, quick solutions. It's about 20 minutes long. Although it focuses on NYC, I think many of the ideas could be implemented in NM.

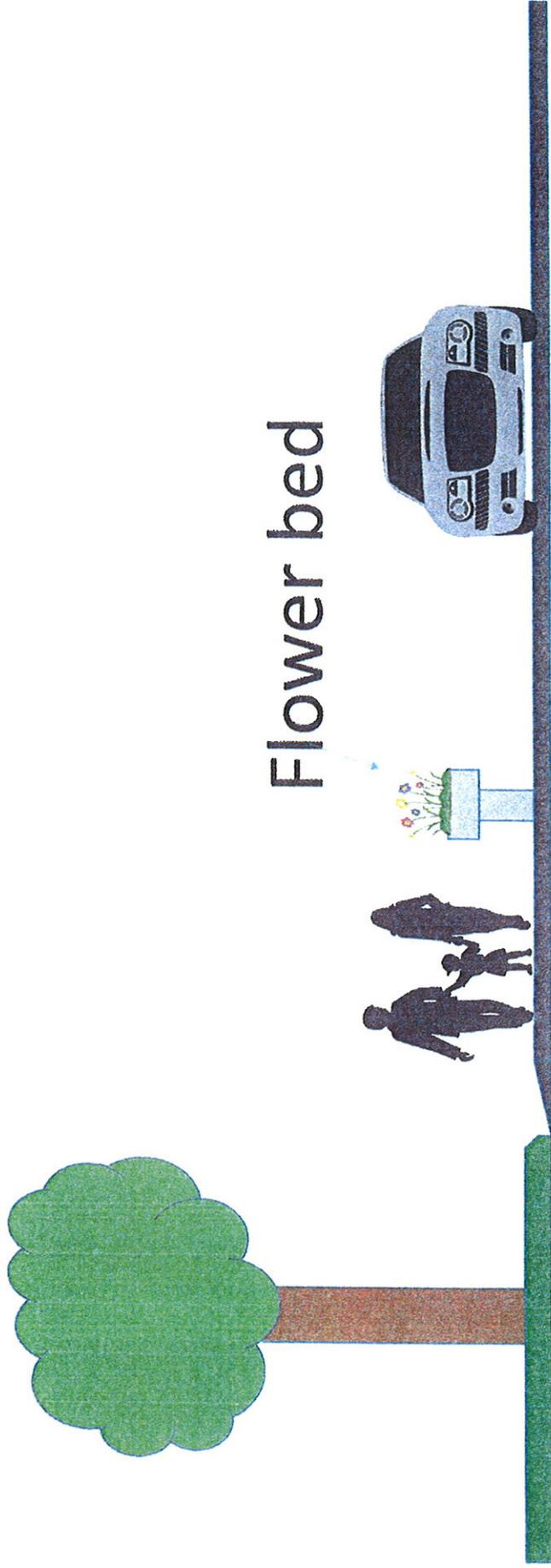
[https://www.ted.com/talks/janette\\_sadik\\_khan\\_new\\_york\\_s\\_streets\\_not\\_so\\_mean\\_any\\_more?language=en#t-814874](https://www.ted.com/talks/janette_sadik_khan_new_york_s_streets_not_so_mean_any_more?language=en#t-814874)

I hope you will at least take a look at the attached graphic. I hope that you will consider these ideas when you consider the sidewalk policy.

Thanks much,  
Bess

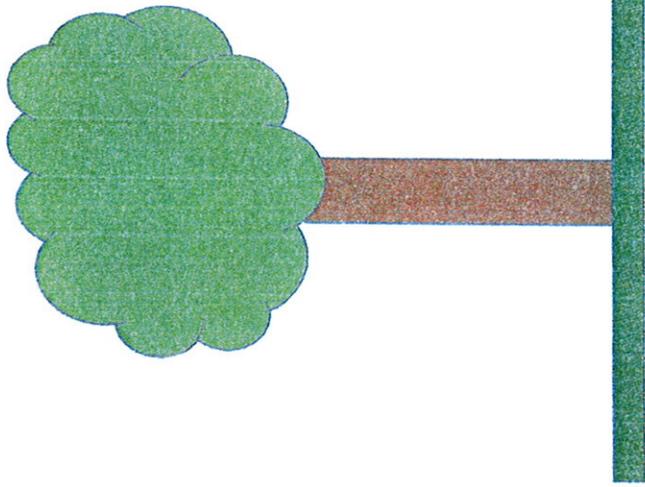
"Aging is Life." Dr. Bill Thomas

# “Save the trees”-sidewalk version 1



Flower bed

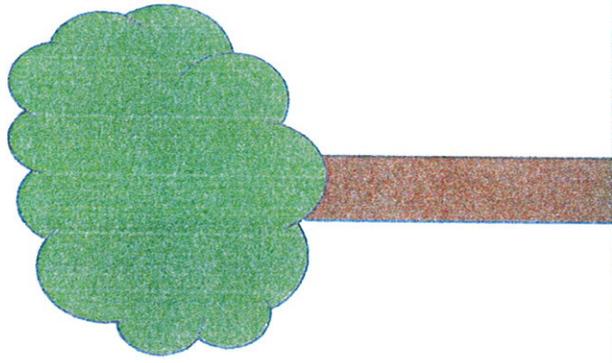
“Save the trees”-sidewalk version 2



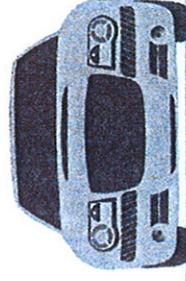
Concrete bump



# “Save the trees”-sidewalk version 3



Green paint





1001 Belgrade Ave., PO Box 2055  
North Mankato, MN 56003  
507-625-4141 Fax: 507-625-4252  
www.northmankato.com

**COMMENTS**

Date 6/6/14

Name Laure Church  
Address 102 E Wheeler  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

I would like the City of North Mankato to consider the following:

From: Cedar to Cleveland - No room  
for sidewalk - Parking on  
1 side only - will need  
all that for parking once  
Reverse side units empty out  
on Wheeler (20 stalls) -  
no room for  
parking on one side of  
Wheeler goes away (10061K)



1001 Belgrade Ave., PO Box 2055  
North Mankato, MN 56003  
507-625-4141 Fax: 507-625-4252  
www.northmankato.com

**COMMENTS**

Date 5/17/16

Name Johanne Kodet

Address 913 Sherman St.

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like the City of North Mankato to consider the following:

Redoing the walking path around  
Spring Lake Park so it is nicely  
tarred so you can roller blade  
around it because it would  
be smooth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #10D	Department: City Planner	Council Meeting Date: 7/05/16
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**TITLE OF ISSUE: Consider Approving Complete Streets Plan.**

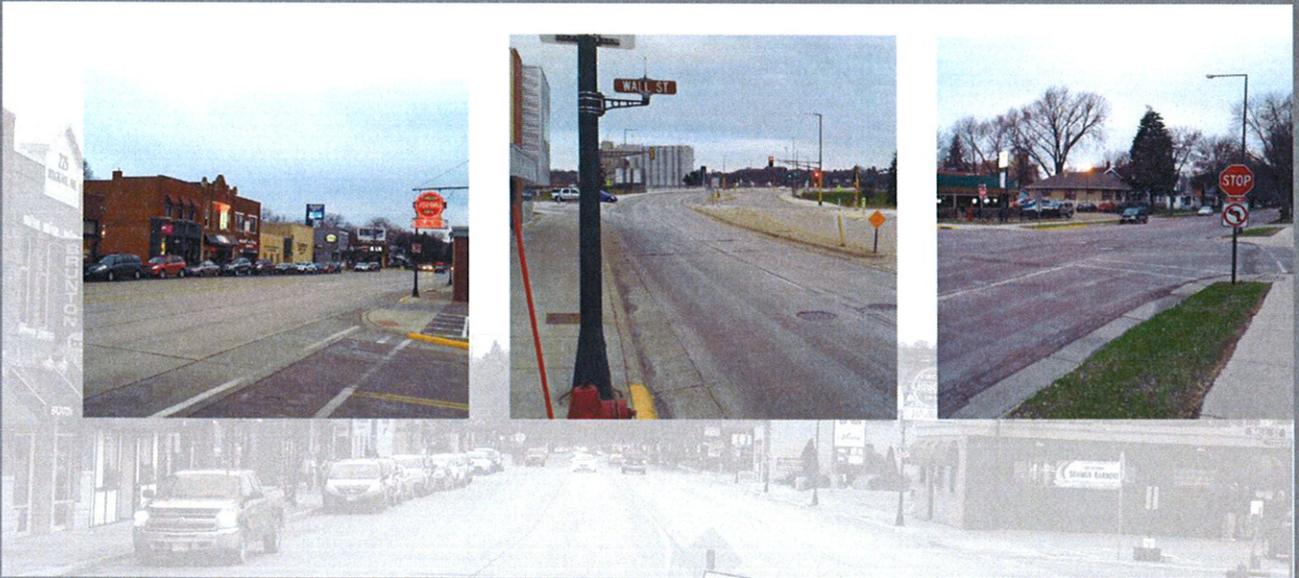
**BACKGROUND AND SUPPLEMENTAL INFORMATION:** On January 4, 2016 City Council adopted a Complete Streets Policy outlining design standards and maintenance, design standard exceptions and plan review process and reports to guide the Complete Streets Plan. The Complete Streets Plan was presented to Council on June 20, 2016. Staff requests Council to approve the Complete Streets Plan by motion as referenced in the existing Complete Streets Policy.

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

**REQUESTED COUNCIL ACTION: Approve the Complete Streets Plan by Motion as Referenced in the Existing Complete Streets Policy.**

Motion By: _____ Second By: _____  Vote Record:      Aye      Nay _____      _____      Steiner _____      _____      Norland _____      _____      Freyberg _____      _____      Spears _____      _____      Dehen	<p style="text-align: center;"><b>SUPPORTING DOCUMENTS ATTACHED</b></p> <table style="width:100%; text-align: center;"> <tr> <td>Resolution</td> <td>Ordinance</td> <td>Contract</td> <td>Minutes</td> <td>Map</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Complete Streets Plan</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>				
Resolution	Ordinance	Contract	Minutes	Map							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

<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: _____
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# CITY OF NORTH MANKATO

## *COMPLETE STREETS PLAN & POLICY:*

June 20, 2016



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## Introduction

### What Are Complete Streets

Complete Streets are streets and sidewalks that are designed and constructed to serve everyone – pedestrians, bicyclists, and drivers – and they take into account the transportation needs of all people, including children, older adults, and people with disabilities or impaired mobility.



As state and local governments have worked to improve the road network, they have primarily focused on efficiency or making the flow of traffic better for drivers. This has resulted in overbuilt roadways with additional turn or travel lanes that increase the walking distance across intersections and reduce shoulder area to bicyclists. Traffic signals are timed and phased to facilitate vehicles moving through intersections. The curve radius at intersections have increased so traffic can turn at higher speeds which also increases the walking distance across the intersection.

The emphasis on improving the efficiency of vehicle traffic had in many cases created streets that are unfriendly to pedestrians and bicyclists creating an increasing need to drive. Complete Streets policies and projects are aimed at changing streets from places where vehicles dominate to places where all users are accommodated.

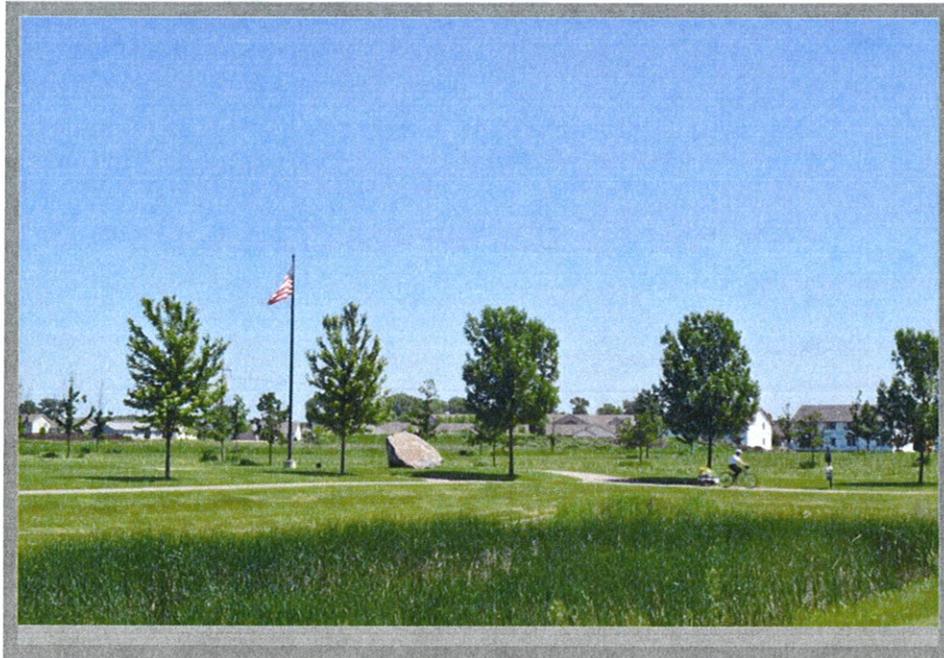
Complete Streets may include the following elements:

- Pedestrian and ADA Compliant Elements. Sidewalks, crosswalks, curb ramps, accessible pedestrian signals, detectable tactile cues and warning, and longer intervals;
- Bicycle Elements. Bicycle routes and lanes, signage and pavement marking, and bicycle racks;
- Streetscape Elements. Street trees, landscaping, rain gardens, permeable paving materials, and buffers between vehicles and people;
- Traffic Calming and Access Management Elements. Intersection bump outs, curb extensions, textured material, and center refuge islands. Driveway consolidations, modifications and closures; and
- Transit and Parking Elements. Accessible bus stops, shelters and pull-out integrated with pedestrian enhancements. Delineated on-street parking spaces and curb/sidewalk bump-outs.

## Benefits of Complete Streets

Streets are an integral part of North Mankato and they affect the quality of life and character of our community. They connect neighborhoods, and provide access to businesses, jobs, schools, shopping and services. Complete Streets provide multiple benefits to communities and residents:

- **Downtown Revitalization and Economic Health.** Business districts with Complete Streets that are inviting for pedestrian and bicyclists report higher retail sales, a higher percentage of residents shopping locally, and increased appeal to visitors;
- **Safe Places for Children to Walk, Bike and Play.** Complete Streets can help increase the percentage of children walking and biking to school, which has declined dramatically in the past 50 years;
- **Reduced Transportation Costs.** Complete Streets with improved options for walking and biking helps people save money as U.S. families typically spend between 20% and 40% of their income on transportation;
- **Active Living and Good Health.** Residents in neighborhoods with Complete Streets who have safe places to walk and bike close to home are more likely to be physically active, which is associated with lower rates of obesity and chronic disease;
- **Improved Mobility for Older Adults and People with Disabilities.** Complete Streets (including sidewalk networks) that are accessible and easy to navigate improve transportation options for older adults and people with physical, vision or cognitive disabilities or impairments; and
- **Environmental Health.** Complete Streets with improved options for walking and biking helps reduce vehicle miles driven and associated pollution, particularly pollution and greenhouse gases.



# North Mankato Complete Street Policy

## Background

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

What constitutes safe, convenient, and comfortable travel and access for users of all ages and abilities regardless of mode of transportation may change from time to time or from project to project to avoid confusion and heightened expectation of this policy. For example, pedestrians and bicycles can be adequately accommodated by allowing them to share the street with vehicles on low-volume residential streets. Based on these factors varying issues, the North Mankato City Council may request staff to further define what conditions, such as traffic volumes/speeds, truck volumes of topographic conditions, will trigger the need to construct designated pedestrian and bicycle facilities.

## Design Standards and Maintenance

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

## Design Standard Exceptions

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

- The City Council or their designee shall document the reasoning for their decision to exempt the particular project from the Complete Streets Policy during the engineering feasibility reporting process.

**Plan Review Process and Reports**

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

## Resolution Adopting Complete Streets Policy

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

WHEREAS, streets are a key factor in the experience of the public realm and play a crucial role in economic development, public safety and health and overall quality of life; and

WHEREAS, the design and function of our streets has often favored the motorist over other users, notably bicyclists, pedestrians, transit users and persons with disabilities; and

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

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

WHEREAS, the City of North Mankato has recently completed a Complete Streets Plan and Policy which serves as a guide for public investment and incorporating multimodal transportation; and

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

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

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

WHEREAS, it is recognized that certain streets may not be feasible, whether physically or financially, for Complete Streets accommodation.

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

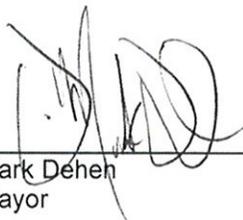
1. The City Council of the City of North Mankato approves and adopts the Complete Streets Policy attached to this Resolution.

This resolution shall become effective upon its adoption.

Passed this 4th day of January, 2016

ATTEST:

  
April Van Genderen  
City Clerk

  
Mark Dehen  
Mayor

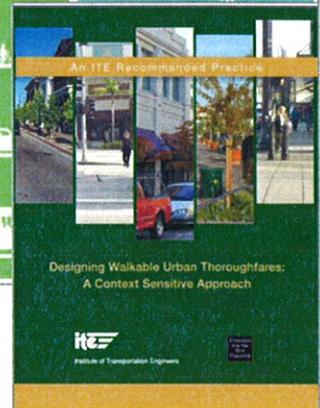
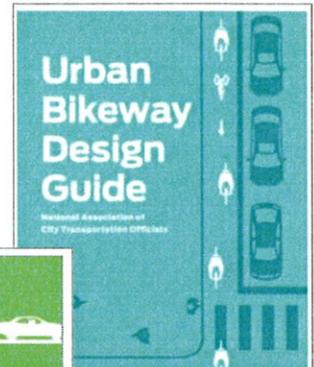
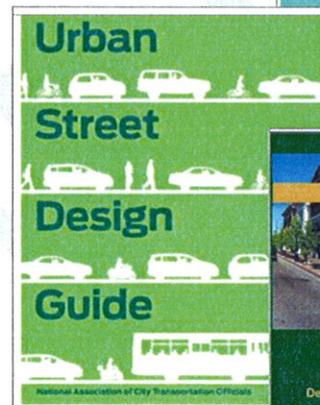
## Engineering Considerations

The Complete Streets plan is part of a City's Vision to meet the needs for various modes of transportation and providing a safe network of facilities to accommodate access and travel for all users. For Complete Streets to be successful, every road project should be evaluated for compliance with the Complete Streets Policy and guiding principles. Road projects vary across a spectrum from the new development of roadways in subdivision development to the reconstruction of existing streets. Other roadway projects can include surface improvements such as milling and overlay, seal coating, chip sealing and resurfacing projects. Modifications to streets within North Mankato shall be reviewed in accordance with proven and accepted design criteria. Transportation projects shall be reviewed to meet the criteria of safety, feasibility, proper application and policies established by the engineering department.

## Design Guidelines

When designing roadway projects within North Mankato, it is important to consider nationally and regionally recognized guidelines. This will provide the best approach for creating standards for new features or transportation facilities within the right of way. This will provide consistency and reduce the potential for conflict. The following is a list of commonly accepted guidelines for street design the City of North Mankato will utilize as resources:

- [A Policy on Geometric Design of Highways and Streets, 6th Edition](#), AASHTO
- [Guide for the Development of Bicycle Facilities, 4th Edition](#), AASHTO
- [Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition](#), AASHTO
- [Manual on Uniform Traffic Control Devices](#), Federal Highway Administration
  - [Bicycle Facilities and the Manual on Uniform Traffic Control Devices](#), Federal Highway Administration
- [Public Rights of Way Accessibility Guidelines](#), U.S. Access Board
- [Memorandum: Bicycle and Pedestrian Facility Design Flexibility](#), Federal Highway Administration
- [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach: An ITE Recommended Practice](#), Institute of Transportation Engineers and the Congress for the New Urbanism
- [Urban Bikeway Design Guide](#), National Association of City Transportation Officials



- [Urban Street Design Guide](#), National Association of City Transportation Officials
- [Highway Capacity Manual 2010](#), Transportation Research Board
- [Complete Streets Complete Networks](#), Active Transportation Alliance

## Vehicle Speed

Vehicle target speed is the 85th percentile speed that is desired for a given street. Lowering vehicle speeds is a primary goal for Complete Streets because it directly impacts the severity as well as number of crash-related injuries and fatalities.



Target speed can be achieved through a combination of engineering treatments, driver education, and police enforcement. Streets should be designed with target speeds and speed limits that are appropriate for both their current and future context, including roadway classification and street type, as well as adjacent land uses and user demand.



Specific design treatments are capable of achieving predictable speed and volume reductions, though their benefits must balance with the potential impacts on parking and emergency vehicles. On local roads and in school zones, target speeds should be set at or below 30 MPH in order for pedestrian safety to be maximized.

## Design Vehicles

A design vehicle is a vehicle type that needs to be accommodated in the design of the roadway or intersection. Street functional classification will help determine the intended vehicle type as well as the land use in the area. In order to design safe and efficient intersections along its route, it is extremely important to select the design vehicle which will be using them. All roadway designs shall meet the minimum standards for the needs of the fire department as well as other emergency vehicles.

## Intersections

Intersections are significant points of conflict within the street system. Their impact on safety, capacity, speed, and user costs is considerable. For this reason, intersections deserve special attention in their design. Design considerations should include the type of traffic control, capacity analysis, degree of access control for the functional classification of the street, pedestrian traffic, bicycle traffic and lighting. The use of small turning radii, raised intersections, crosswalks, lighting, textured pavement, roundabouts and other speed mitigating design elements should be prioritized whenever possible to improve that safety for all users.

## On-Street Parking

On-street parking is beneficial in the many areas of North Mankato that have limited off-street parking. On-street parking can also provide a traffic calming benefit providing increased safety

as drivers tend to travel at slower speeds. These slower speeds provide pedestrians, bicyclists and drivers more time to react; and when a crash does occur, the severity is greatly reduced. On-street parking designs can include parallel parking, 45 and 60 degree parking as well as reverse angle parking. The benefits of on-street parking should only be implemented with the use of appropriate design elements to avoid negative consequences.

### **Pedestrian and Bicycle Use**

All roadway designs shall take into consideration pedestrian and bicycle use of all ages and abilities. Factors that contribute to a quality environment for both bicyclists and pedestrians can include the following:

- Pleasant visual environment
- Network of existing infrastructure separated from traffic. Boulevards created along the street provide a more appealing sidewalk to walk along vs. a sidewalk that is built curbside
- Short street crossing distances
- American with Disabilities (ADA) Requirements

Safety of the pedestrian and separation from high speed traffic is of the utmost importance in planning for pedestrian facilities. Complete streets need to provide for a range of passive and active uses including, but not limited to walking, waiting for transit, and crossing the street. While specific treatments or dimensions may vary by context, the goal in any environment is to have a continuous pedestrian network that provides dedicated space for pedestrians and separation from vehicles.

Factors that contribute to successful bicycle routes include the following:

- a well-connected network of bicycling facilities
- well marked bicycle routes
- safe travel routes
- direct travel routes, particularly when bicycling for purposes other than strictly exercise or recreation

When determining bicycle routes, factors such as surrounding land use, the speed of vehicles on the street and the directness of the route connecting destination, should all be considered. An additional consideration includes the different types of bicyclists with varying levels of expertise and comfort riding in mixed traffic. Creating viable transportation options means that a variety of facility types should be provided to create a bicycling network.

## **Land Use**

Street designs should take into consideration the various land uses throughout North Mankato. Areas zoned as residential will have different design requirements than areas that are zoned as Central Business District or Commercial. Street designs will need to accommodate the adjacent land uses and the users of the street. Commercial and industrial areas will likely need larger turning radii and larger travel lanes to accommodate commercial trucks. Residential areas may have speed and traffic volume issues which may require other engineering treatments to provide necessary safety for all users.

## **Functional Classification Guide**

Like most jurisdictions in the United States, North Mankato's streets have been categorized in order to better understand how they serve motor vehicle traffic. Each road's classification has been determined by the state using guidelines developed by the American Association of State Highway and Transportation Officials (AASHTO). Complete Streets projects must take into consideration this roadway classification as it helps determine how the road and network needs to be treated to handle the traffic volumes and other conflicts that may arise as a result of design changes. It is also often used in determining Federal or State funding criteria when improvements are needed. The road classifications for the urban environment of North Mankato are as follows:

### **Principal Arterial**

- Serve major activity centers, highest traffic volume corridors and longest trip demands
- Carry high proportion of total urban travel on minimum mileage
- Interconnect and provide continuity for major rural corridors to accommodate trips entering and leaving urban area and movements through the urban area
- Serve demand for intra-area travel between the central business district and outlying residential areas

### **Minor Arterial**

- Interconnect and augment the higher-level Arterials
- Serve trips of moderate length at a somewhat lower level of travel mobility than Principal Arterials
- Distribute traffic to smaller geographic areas than those served by higher-level Arterials
- Provide more land access than Principal Arterials without penetrating identifiable neighborhoods
- Provide urban connections for Rural Collectors

### **Major Collector**

- Serve both land access and traffic circulation in higher density residential and commercial/industrial areas
- Penetrate residential neighborhoods, often for significant distances
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of greater than three-quarters of a mile
- Operating characteristics include higher speeds and more signalized intersections

#### Minor Collector

- Serve both land access and traffic circulation in lower density residential and commercial/industrial areas
- Penetrate residential neighborhoods, often only for a short distance
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of less than three-quarters of a mile
- Operating characteristics include lower speeds and fewer signalized intersections

#### Local Road

- Provide direct access to adjacent land
- Provide access to higher systems
- Carry no through traffic movement
- Constitute the mileage not classified as part of the Arterial or Collector systems

### **Creating and Designing Complete Streets**

A variety of design treatments and engineering solutions can be created in any street design. It is important to involve the community, provide engineering, and education necessary for successful implementation. The City of North Mankato has created a tool box which shows many possible treatments. This tool box, as documented below, will be utilized as a starting point. This toolbox will provide guidance in determining which elements are most appropriate and feasible to the street in design.

## Tool Kit & Design Guidelines

### Walking

We start and end nearly every trip as a pedestrian. Despite this, walking is often the least considered mode of travel when it comes to providing convenient, safe and adequate facilities. Well-designed pedestrian facilities can create a more walkable environment, where pedestrians feel safe and secure because they are not intimidated by adjacent traffic.

### Sidewalk Guidelines

While the design of a sidewalk depends on its location and function, the following general guidelines should be considered:

**Sidewalks should be at least 5 feet wide.** If sidewalks are too narrow, fewer people can use them, people have to walk single file, and people may be uncomfortably close to buildings and/or automobile traffic. Narrow sidewalks may not provide enough clear space for people who use walking aids or wheelchairs. Even wider sidewalks should be installed in areas near schools, on commercial streets, or in other areas where there will be many people walking. The minimum width for an Americans with Disabilities Act (ADA)-compliant sidewalk is 3 feet, but sidewalks this narrow should be limited to short distances and wider passing spaces may need be provided at set intervals if the sidewalk is less than 5' across. Wheel chair ramps with detectable warning domes should be installed where sidewalks cross a curb, and existing ramps should be upgraded to meet current ADA guidelines.

**Obstructions** – such as utility poles, untrimmed trees or shrubs, or illegally parked vehicles – can create even narrower spaces with little room to maneuver around them. Narrow sidewalks are also more likely to have driveway crossings with steep cross slopes and curb ramps with insufficient landings and/or steep ramp grades.

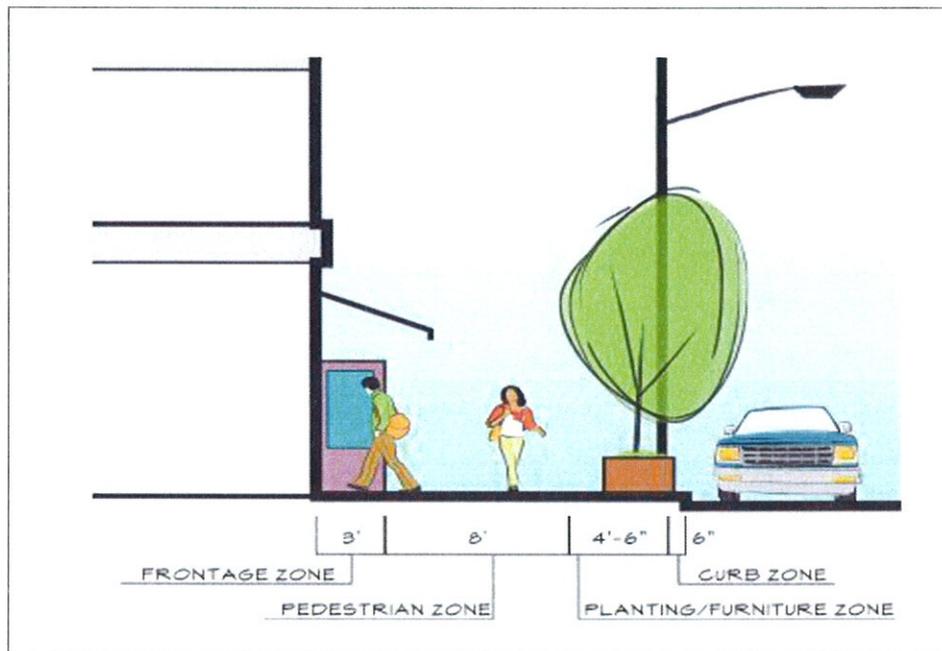
**There should be at least a 4-foot buffer between the sidewalk and the vehicle travel lane.** As pedestrians, we feel more secure when there is a buffer between ourselves and moving vehicles. The buffer may include an on-street parking lane, an on-street bike lane, greenspace or planting strips, raised curbs, space for street trees, street furniture, street lights or utility poles, or a combination of those elements.

**Sidewalks should be at least 8 feet wide where buildings abut the sidewalk.** The three additional feet of sidewalk is needed so that doors can be opened and people can enter and exit buildings without blocking the sidewalk for other pedestrians.

**Sidewalks should continue across driveways.** Sidewalks should not be paved over in order to maintain a continuous, level surface with minimal cross-slope.

**Sidewalks should be constructed of concrete or a material with a similar lifespan and performance.**

**Sidewalk Zones.** The sidewalk corridor can include several zones depending on the setting:



**Curb Zone.** For curbed streets, the curb zone is typically the first 6 inches of the sidewalk corridor immediately adjacent to the roadway. The curbs function both to prevent street run-off from flowing onto sidewalks and adjacent properties, and to discourage people from driving or parking off the roadway. People with vision impairments also use curbs to identify the border between the sidewalk corridor and the roadway.

**Planting/Furniture Zone.** The planting/furniture zone lies between the curb and pedestrian zones. Items such as signs, utility poles, fire hydrants, parking meters, benches, mailboxes and newspaper boxes should be located in this zone rather than within the pedestrian zone where they become obstacles. The planting/furniture zone is commonly an unpaved planting strip, particularly on residential or side streets. If the planting/furniture zone is paved, which is more typical in a downtown setting or on a commercial street, it is frequently distinguished from the pedestrian zone by a different surface color, texture and/or pattern.

**The planting/furniture zone also serves as a buffer between the pedestrian zone and the roadway.** To provide a sufficient buffer, this zone should be at least 2 feet wide. When adjacent to an on-street parking lane, the width should be at least 3 feet and have enough clear space to allow people to get in and out of the parked vehicles. If it will be serving as a planting strip, this zone should be at least 4' wide to provide enough space for street trees. A wider planting/furniture zone also provides a place to store snow cleared from the roadway and pedestrian zone.

**Pedestrian Zone.** The portion of the sidewalk corridor specifically reserved for people to walk on is the pedestrian zone. It should be completely free of obstacles, protruding objects, and vertical obstructions, which are particularly hazardous to pedestrians with vision impairments who may not be able to detect or avoid them. The appropriate width of this portion of the sidewalk corridor is discussed above.

**Frontage Zone.** The frontage zone is the area between the pedestrian zone and the property line. A frontage zone is needed when buildings are located right at the edge of the sidewalk, most common in a downtown setting or on a commercial street. This zone should not be less than 1 foot wide and may need to be wider to accommodate building doors that open out into the sidewalk corridor and other activities at the edge of the sidewalk. Sidewalk cafes, protruding display windows, street vendors, sandwich board signs, and sidewalk sales may all occur or be located within the frontage zone if there is adequate width. Like the planting/furniture zone, the frontage zone is frequently distinguished from the pedestrian zone by a different surface color, texture and/or pattern. If the sidewalk corridor is adjacent to lawns or landscaped areas, as is common on residential streets, a frontage zone will not be needed.

## **Crosswalks**

**Crosswalk Guidelines.** As pedestrians, we are at risk whenever we have to cross the roadway. For this reason, sidewalk networks should be designed to minimize the number of times people need to cross the road when walking between destinations. Marked crosswalks are an effective method for improving safety and reducing accidents.

Crosswalks indicate the preferred locations for pedestrians to cross a street and provide warning to motorists that people may be crossing. The following are guidelines for crosswalks which should be considered:

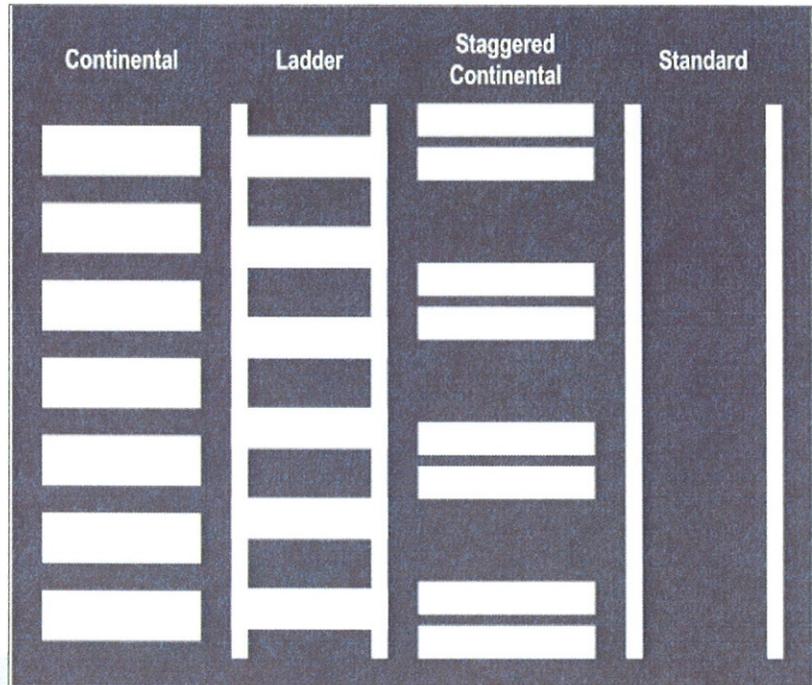
**The length of crosswalks should be minimized and signals appropriately timed to allow all pedestrians to cross safely.** A shorter crossing distance improves safety by minimizing pedestrians' exposure to moving traffic. Long crossing distances also make it more difficult for seniors, children and people with impaired mobility to safely cross a street. Median refuge islands should be considered for crossings that are more than 60 feet long.

**Crosswalks located at intersections are preferred to those located at mid-block.**

Typically, crosswalks should be installed at intersections controlled by either stop signs or a traffic control signal. Mid-block locations are acceptable when warranted by heavy pedestrian traffic or to provide access to a major pedestrian destination. When the distance to the nearest crosswalk is more than 500 feet, people are more likely to jaywalk rather than walking a long distance to the crosswalk and a mid-block crosswalk may be justified. Crosswalks are implied at all intersections whether or not they are marked, while mid-block crossings can only be created by a marked crosswalk.

**Marked crosswalks should be at**

**least 6 feet wide.** Marked crosswalks should be delineated by white lines and should be designed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). The MUTCD includes a number of options for crosswalk markings. Research indicates that the continental design is the most visible to drivers, and is recommended at high-traffic roadways. The painted lines should be 12 to 24 inches wide and separated by gaps of 12 to 60 inches. The gap between the lines should not be more than 2.5 times the width of the lines. The lines in the continental design can



be aligned so that vehicle wheels pass between, rather than over, them to extend their lifespan.

The standard design is typically the lowest cost to install and maintain, and is suitable for lower-traffic intersections. The width of the lines may be reduced to 6 inches at low-traffic intersections.

**Marked crosswalks can be an attractive streetscape element.** The travel portion of the crosswalk may be painted or have a tactile surface (ex. pavers or stamped concrete) to further distinguish it from the travel way. Decorative crosswalks are often installed as part of an overall streetscape design intended to create an attractive downtown or similar pedestrian-oriented destination. The surface material should be visible, non-slippery and not cause a tripping hazard.

**There are techniques for stamping patterns into concrete or asphalt to create the appearance and texture of brick or pavers.** A crosswalk painted brick red with white outlines closely mimics a crosswalk built of brick pavers and is much less expensive to build and maintain.



**Marked crosswalks require regular maintenance.** Crosswalk markings will require regular repainting or replacement, particularly on heavily traveled streets. The standard or solid designs are frequently used on low-volume residential or side streets, and their simple design reduces installation and maintenance costs.

**Street lighting should be installed at all street intersections.** Mid-block street lighting should typically be installed on residential and collector streets in areas of high pedestrian or bicycle activity (such as schools, parks, transit stops and centers, access to transit, and commercial and recreational facilities that draw large numbers of pedestrians) and along all arterial streets. There are many different types of lighting sources and fixtures available to the designer. Regardless of the lighting equipment used, the level and consistency of lighting provided, the design should normally conform to RP-8, "American National Standard Practice for Roadway Lighting," and guidance provided by the Illuminating Engineering Society of North America.

Complete street lighting designs should:

- Ensure pedestrian walkways and crossways are sufficiently lit;
- Consider adding pedestrian-level lighting in areas of higher pedestrian volumes, downtown, and at key intersections;
- Install lighting on both sides of streets in commercial districts; and use uniform lighting levels.

## Bicycling

Bicycling as a mode of transportation involves sharing the road with vehicles. Even in communities with separated bike paths, it will not be possible to travel between most destinations entirely off-road. Because of this, most streets should incorporate design elements that facilitate bicycling. It is not necessary to specifically designate streets as bicycle routes or provide bicycle lanes. Rather, all roadways should be maintained and upgraded to accommodate safe and convenient bicycle travel.



The type of accommodation depends on the type of road and characteristics of traffic. On low volume, residential streets, bicyclists can easily become integrated vehicles and may not require any separation. The street is a shared-space used by vehicles, bicyclists and pedestrians. However, special treatments are necessary and greater separation is required to accommodate bicyclists on higher-volume and/or higher-speed roadways.

## Types of Bicyclists

Three categories of bicyclists should be considered: young children, the average rider, and the advanced bicyclist. North Mankato allows young children to bicycle on the sidewalk, but older children and adults are encouraged to bike on the road. Advanced bicyclists are generally comfortable riding with vehicles even in high-traffic situations, but the average rider will probably not be comfortable where there is not a designated space for bicycling such as a bike lane or shoulder. Because the majority of bicyclists are young children or average riders, bicycle facilities should be designed to serve their needs.

Young children and average riders prefer low volume, low-speed roads or designated bicycle facilities with well-defined separation from motorized vehicles. These riders are best served by a well-marked network of neighborhood streets and designated bicycle facilities. However, on higher-volume and/or higher-speed roadways, special treatments are necessary and greater separation is required to accommodate bicyclists that are at least 4 feet wide to feel comfortable riding on shared roadways.

## Types of Bicycle Facilities

**Bicycle Advisory Lane**—An advisory bike lane is similar to a regular bike lane, but is used on low volume streets that are narrow. An advisory bike lane is marked with a dotted line to the left side of the lane. These markings give bicyclists a space to ride, but are also available to motorists if space is needed to pass oncoming traffic.



**Bicycle (Bike) Box**—A defined and/or colored area at a signalized intersection provided for bicyclists to pull in front of waiting traffic. The box is intended to reduce car-bike conflicts, particularly involving right-turning movements across the path of a bicyclist, and to increase bicyclist visibility.





**Bicycle (Bike) Lane**—A portion of a roadway that has been designated by striping, pavement markings, and signs for the preferential or exclusive use of bicyclists.

**Bicycle (Bike) Path**—A pathway that is intended for the exclusive use by bicyclists, where a separate, parallel path is provided for pedestrians and other wheeled users. Most pathways are shared between bicyclists and other uses.



**Bikeway**—A generic term for any road, street, path, or traveled way that is in some manner specifically or legally designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.



**Bus/Bikeway**—A marked lane for exclusive use by buses and cyclists. May also be referred to as a bus/bicycle lane.

**Contraflow Bicycle Lane**—A bicycle lane that allows bicyclists to travel the opposite direction of motor vehicle traffic on a one-way street.



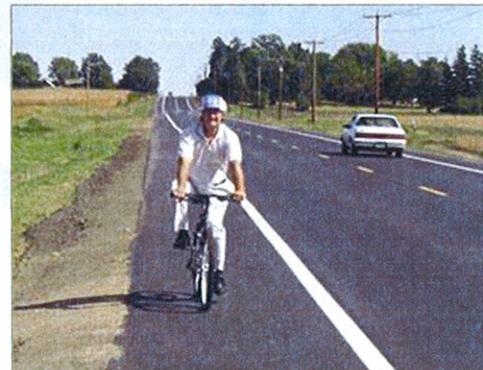
**Cycle Track**—A bicycle facility, typically unidirectional, that is separated from motor vehicle travel lanes, as well as sidewalks and pedestrians, by a physical barrier such as on-street parking or a curb, or is grade-separated.



**On-road Accommodation**—A facility that is part of the roadway or traveled way that is typically used by bicyclists and/or motor vehicles such as a shared lane, wide curb lane, bicycle lane, or bikeable shoulder.

**Off-road Accommodation**—A path that is separate from the roadway used by motor vehicles. This may be parallel to a roadway or separate, as it may pass through parks within the public right-of-way or on private right-of-way. This can be separated from pedestrian traffic (bicycle path) or shared with pedestrian traffic (shared use path).

**Paved Shoulder**—The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of sub-base, base, and surface courses. Use by cyclists may be allowed or prohibited based upon specific State laws.



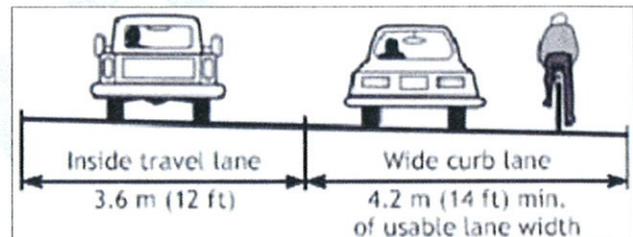
**Separated Bicycle Facility**—A bikeway within or adjacent to the roadway and separated from moving traffic by barriers or curbs, parking lanes, striped buffers, and other means. Separated bicycle facilities may be unidirectional or bidirectional.



**Shared Lane**—A lane of a traveled way that is open to bicycle travel and motor vehicle use.

**Narrow Lane**—A travel lane less than 14' in width, which does not allow bicyclists and motorists to travel side-by-side within the same traffic lane and maintain a safe separation distance.

**Wide Curb Lane**—A travel lane at least 14' wide, adjacent to a curb, which allows bicyclists and motorists to travel side-by-side within the same traffic lane.



**Shared Lane Marking (SLM or “Sharrow”)**

A pavement marking symbol that assists bicyclists with lateral positioning in lanes that are too narrow for a motor vehicle and a bicycle to travel side-by-side within the same traffic lane.

**Shared Roadway**—A roadway that is open to and legally permits both bicycle and motor vehicle travel; any existing street where bicycles are not prohibited.

**Shared Use Path**—A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared use paths may also be used by pedestrians, skaters, wheelchair users, joggers, and other non-motorized users. Such facilities are often referred to as “trails.”



**Signed Shared Roadway (Signed Bike Route)**—A shared roadway that has been designated by signing as a preferred route for bicycle use.

**Trail**—Non-descriptive general term typically referring to off-roadway facilities but with no standardized definition. Use should generally be avoided as it may refer to a range of facilities, including a coarse, unpaved hiking/biking route or a paved urbanized facility.



## Traffic Calming

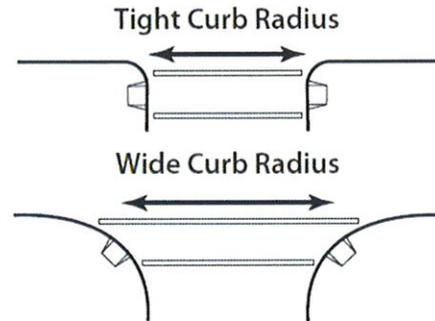
Pedestrian and bicyclist safety can also be addressed by altering how vehicles occupy and use the street. There are a variety of techniques, commonly referred to as traffic calming measures, that involve making physical changes to the roadway in order to alter driver behavior, reduce travel speeds and provide a safer environment for pedestrians and bicyclists.

The aim of traffic calming is to balance the needs of motorists with other users, including pedestrians and bicyclists. Instead of treating the street only as a conduit for vehicles passing through at the greatest possible speed, it becomes shared space that creates a sense of place. Traffic calming techniques are designed to reduce the impact of motor vehicle traffic by slowing traffic, or literally “calming” it. This makes streets friendlier to pedestrians and bicyclists. Traffic calming measures are frequently combined with streetscape improvements such as landscaping, decorative pavement, street lights, benches, bike racks, or similar amenities to make the street a pleasant place to be. Low-impact development approaches to managing storm water may also be integrated into traffic calming projects.

Traffic calming can be applied inexpensively and flexibly. Many of the strategies employ painting lines, colors and patterns on existing pavement; using planters, installing bollards, planters or other removable barriers; eliminating or adding parking; or installing sidewalk extensions or similar structures at intersections and crosswalks. Many traffic calming measures can be tested through temporary installations that once fine-tuned can be rebuilt with more permanent materials.

Common traffic calming measures include:

**Tighter Curb Radius.** The longer the radius of a curb, the faster a motorist can drive around that curve. Reducing the radius to less than 20 feet also narrows intersections and increases sidewalk space, which reduces the crossing distance. This gives pedestrians a better chance to see and be seen by approaching traffic.



**Curb Extensions.** Curb extensions, bump-outs, bulb-outs, chokers, or neck-downs extend the sidewalk or curb line out into the parking lane or road shoulder. This reduces the effective width of the street and has multiple pedestrian safety benefits. Curb extensions reduce the crossing distance, and therefore the time it takes a pedestrian to cross the street. They visually and physically narrow the roadway, which causes motorists to slow down. Curb extensions also improve the ability of pedestrians and drivers to see each other. Curb extensions can help define a gateway or entry point to a downtown or neighborhood. They can provide space for landscaping, signs, kiosks, street lamps or other amenities.



**Narrowing Travel Lanes.** Conventional traffic engineering has recommended travel lanes that are 12' wide (or greater) to meet safety standards, but newer evidence shows that lanes as narrow as 9' can still be safe for driving. Narrowing lanes also allows space for addition of bicycle lanes and improves crossing for pedestrians and gives them more space to walk.

**Raised Islands.** Raised islands are typically used on heavily traveled streets and/or multi-lane streets. They are placed in the center of the street at intersections or mid-block. Pedestrians do not have to cross the entire street at once, but can cross partway to the island and wait for another gap in traffic or turn of the lights to get across the remaining lane(s).





**Raised Crossing.** A raised pedestrian crossing is essentially a speed table or a speed hump with a flat portion the width of a crosswalk (typically 10' to 15' wide). Gently sloping ramps about 6' wide are placed on either side of the raised crossing. The raised crossing is generally at the same height as the sidewalk, while speed tables or bumps are typically between 3 to 6 inches.

**Raised Intersection.** A raised intersection is similar in concept to the raised crossing, except that the entire center of the intersection is raised to the height of the sidewalk. Raised intersections often incorporate a decorative or tactile surface treatment and serve as an aesthetic streetscape element.



**Roundabouts.** A raised, circular island in the center of an intersection around which all vehicles must travel until reaching their destination street. Roundabouts create a slower moving, steady flow of traffic and reduce conflict points, resulting in fewer accidents. Although roundabouts are not usually signalized, approaching vehicles naturally slow down as the streets narrow in their approach. Slower vehicles along with the installation of crosswalks provide pedestrians a safer, more obvious opportunity to cross. The center island can serve as a gateway to a downtown or neighborhood. A sloping ramp around the perimeter of the raised island allows buses, trucks and other large vehicles to maneuver the continuous curve while still maintaining a lowered speed.

## Transit

Well-planned and designed transit facilities provide safe, comfortable and intentional locations for riders to access transit. They send a message to all street users that transit is a legitimate and viable form of transportation. Generally speaking, there are three levels of transit facilities on complete streets:

- Stops – dedicated waiting areas with appropriate signage for passengers waiting to board a transit vehicle
- Benches – dedicated seating for transit passengers; and
- Shelters – covered locations, usually with seating and other amenities, for transit passengers

Ideally, passenger shelters should be located at occasional intervals along all transit routes and especially at stops with substantial passenger activity. However, factors such as cost and limited right-of-way may limit the placement of shelters. At stop locations with passenger activity throughout the day, a bench is recommended at minimum, while a shelter is preferred. Larger developments – shopping centers, office buildings, etc. – should be encouraged to build transit shelters concurrently with construction.

Regardless of the facility type chosen, the transit stop should be located on a level surface, such as a concrete pad, that provides a safe distance from moving vehicles in the traveled way. The stop should be located to provide passengers convenient access to and from their likely destinations, particularly passengers with disabilities. Transit stops also should maintain a clear area for disabled access from the bus shelter to a waiting transit vehicle. This depends on a number of factors, including sidewalks and ramps, building placement and street crossing opportunities (both mid-block and at intersections).

Transit Facility Guidelines:

**Transit Stop.** Minimum for all transit routes. Should include appropriate signage and be located on a flat, dry surface with safe clearance from moving vehicles.

**Bench.** Minimum at locations serving multiple passengers throughout the day.

**Shelter.** Preferred at locations serving multiple passengers throughout the day.



## Proposed On-Street Bicycle Accommodations Chart

Street Name	Speed Limit	ADT	Curb & Gutter Opening	Thru Traffic Lanes	Parking	Proposed Bicycle Accommodations		Notes
						Bike Lanes	Shared Lane	
Roe Crest (Lee to Marie)	30	1,200	41'	2 lanes	Both Sides		X	No Marking
Marie Lane (Roe Crest to Lookout)	30	1,650	44'	2 lanes	Both Sides		X	Center stripe
Tower (Marie to Lee)	30	810	44'	2 lanes	Both Sides		X	Center Stripe
Tower (Lee to Commerce)	30	2,500	44'	2 lanes	None		X	Center Stripe
Commerce (LorRay to Lookout)	30	4,100 to 11,000	52'	3 lanes	None		X	Center Turn Lane
Lee Boulevard (Lookout to Hoover)	30	3,250	44'	2 lanes	None		X	Center stripe
Lee Boulevard (Hoover to LorRay)	30	3,600 to 5,600	44'	2 lanes	One Side	South Side Only	X	Center stripe
Pleasantview (Northridge to Peregrine)	30	3,000	36'	2 lanes	One Side	East Side Only	X	No Marking
Pleasantview (Peregrine to Rockford Road)	30	3,000	40'	2 lanes	Both Sides		X	No Marking
Range Street (Nicollet to McKinley)	30	3,300 to 3,800	40'	2 lanes	West Side		X	Center stripe
Range Street McKinley to Webster)	30	3,300	44'	2 lanes	Both Sides		X	Center stripe
Webster Avenue (Range to TH 169)	30	4,150		2 lanes				Off-Street Bike Path
North River Road/Pauley Way	30		36'	2 lanes	Both Sides		X	No Marking
Commerce Drive (Lor Ray to Colette Drive)	30	2,000 (est.)	44'	2 lanes	One Side	South Side Only from Lor Ray Drive to 550' west of Collette	X	Center stripe
Commerce Drive (Collete Drive to Mary Circle)	30	1,000 (est.)	36'	2 lanes	Both Sides		X	No Marking
Mary Circle/Candi Lane/Mary Lane (Commerce to Bluff Park Entrance)	30	500 to 800 (est.)	36'	2 lanes	Both Sides		X	No Marking

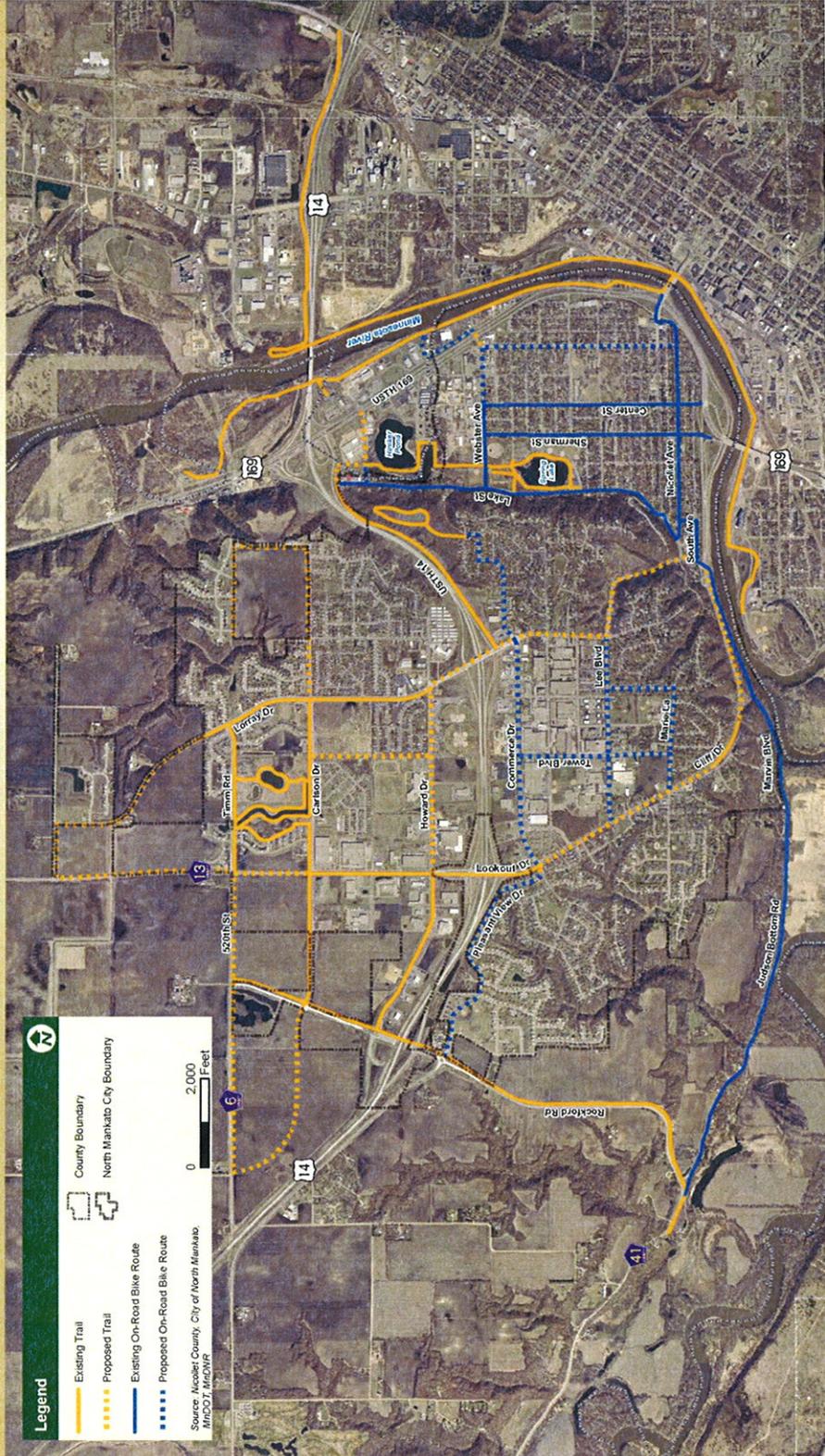
# Appendices

Existing and Proposed On-Street and Trail Facilities Map



Existing and Proposed Trails  
City of North Mankato, Minnesota

June, 2016



**Legend**

- Existing Trail
- Proposed Trail
- Existing On-Road Bike Route
- Proposed On-Road Bike Route
- County Boundary
- North Mankato City Boundary

0 2,000 Feet

Source: Aerial; County, City of North Mankato, MNDOT, MGNWR



Future Sidewalk System Development Map

ATTACHMENT B

