

Pursuant to due call and notice thereof, a Council Workshop of the North Mankato City Council was held in the Municipal Building Council Chambers on October 3, 2016. Mayor Dehen called the meeting to order at 5:30 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Steiner, Freyberg and Spears, Finance Director McCann, Public Works Director Swanson and City Clerk Van Genderen. Absent: City Administrator Harrenstein. Council Member Norland joined the meeting at 5:36 p.m.

Discussion of 2017 Proposed Budget and 2017-2021 Capital Improvement Plan.

Finance Director McCann stated the CIP is a flexible planning tool that is reviewed and updated on an annual basis. Major projects and equipment purchases over \$15,000 are incorporated into the plan. He indicated the City is expanding the CIP from a 5 year plan to a 10 year plan to help minimize fluctuations in the budget and create orderly replacement of facilities, infrastructure and equipment. The CIP is used to inform the public of future projects and establishes priorities and funding of largescale projects and equipment. Finance Director McCann reported development of the CIP includes City staff and City Council discussion using a ranking system to prioritize potential projects.

Finance Director McCann reviewed several projects/purchases planned for 2017 including \$80,000 to purchase public works equipment, \$40,000 for a Police Department squad car, \$50,000 for renovations to the Police Community Room and Finance and Community Development, \$15,000 for a large printer for the Community Development department, \$345,000 to fund the Parks Plan and \$400,000 for the Pavement Management Plan. Also included in the 2017 budget are space needs analysis for the Public Works building and Spring Lake Swim Facility.

Finance Director McCann stated Council would spend the remaining time reviewing and prioritizing projects. Council Member Freyberg indicated his personal view on what should be included in the CIP. He recommended raising the \$15,000 maximum that can be spent without being included in the CIP as these items should be managed by the Staff. He also recommended not including maintenance items, as maintenance should come out of operations. He provided a brief All Seasons Arena (ASA) update as an example of financial management. He stated the ASA created three funds with their reserve budget and in 2016 were able to purchase a Zamboni for \$120,000, pay \$28,000 for street assessments and \$60,000 for parking lot improvements. The ASA board was able to complete this without approaching the owners for additional revenue due to prudent management. He stated the City should strive to minimize peaks and valleys in the budget and manage smaller items and maintenance with the general fund, saving the capital improvement plan for big projects. Finance Director McCann stated funding sources for the projects/purchases will be included and some of them are in the general fund but items must be amortized and depreciated. Council Member Spears stated the CIP serves to provide transparency. Council Member Freyberg stated all of the information is included in the budget and it would be simpler if it was not also reviewed in the CIP. Mayor Dehen indicated Council should consider raising the \$15,000 maximum that can be spent without being included in the CIP to reduce micromanagement and trusting City staff to make wise decisions.

Discussion was held on Caswell Park projects. Council Members Spears and Steiner expressed concern that they did not have information regarding how Caswell projects would impact the operating budget. Finance Director McCann indicated all Caswell projects would have an impact on the operating budget. Mayor Dehen stated Caswell Park projects were also contingent upon passage of the local option sales tax. Council Member Norland stated funding from other groups and donors would also need to be taken into consideration. Council Member Freyberg indicated there were always joint power possibilities also. Mayor Dehen stated the Caswell Park projects should be held for 2026.

Discussion was held on Benson Park Shelter and Restroom, Benson Park north parking lot, Benson Park linear pond bridge and Spring Lake park restroom facility proposed for 2017. Council Members Steiner, Norland, Freyberg and Spears and Mayor Dehen agreed the projects should remain on the CIP for completion in 2017.

The Lady Bug Trail bridge was discussed for completion in 2018 or 2019. A trail from Mary Lane to Lake Street was discussed with concerns about trail stability and maintenance. Agreement was made to move the project out to 2019 or later and possibly combine it with another project. Development of neighborhood splash pads was discussed with Council Member's Spears and Norland and Mayor Dehen advocating for environmental studies to determine the impact of the project on water usage.

A trail along Lookout Drive was discussed with Public Works Director Swanson providing two options that could be studied to determine feasibility. City Engineer Sarff indicated building a trail up Lookout Drive has regional appeal and the City should consider applying for a federal grant that would cover 80% of the cost. Money would not be available for 5 to 6 years. Council directed staff to proceed with beginning the grant application.

Discussion was held concerning proceeding with I&I investigation and lining repairs. Council Member Spears requested clarification on the importance and cost of I&I lining repairs. Public Works Director Swanson stated there would be significant return on the I&I lining repairs. Finance Director McCann stated the proposed sewer rate increase would cover the debt service payment on the I&I repairs if the City bonded \$1.5 million.

Finance Director McCann stated a Public Works Facility study was budgeted for 2017. Council Member Spears indicated he did not believe the City should pay for a study, rather the City should be able to manage the study and building without additional engineering studies. Public Works Director Swanson stated the Public Works building is constructed on a closed dump and there are significant environmental issues that must be taken into consideration and City staff is not qualified to manage those risks. He also stated the City must consider the 50 year outlook for the property and the projected needs.

Discussion was held on the Belgrade Avenue street and sidewalk beautification project, Commerce Drive street redevelopment and Public Works building project. All three projects were left for future consideration.

The Spring Lake Park swim facility was discussed and it was determined to consider the filter upgrades, diving well upgrades and slide feature as one larger facility upgrade and earmark it for future consideration.

Finance Director McCann indicated Council had narrowed the list to six projects. Benson Park shelter, Benson Park parking, Spring Lake Park restroom, Benson Park linear bridge, Lookout Drive trail and I&I lining repairs.

Finance Director McCann stated that during the next council meeting the Council will be considering approving a debt policy. The policy under consideration will set a maximum G.O. debt ratio of 3%, the City currently has a debt ratio of 2.57%. The debt policy will also consider G.O. debt less revenue debt. The current G.O. debt less revenue ratio is 1.46% and the proposed debt policy target is 2%

There being no further business, on a motion by Council Member Steiner, seconded by Council Member Norland, the meeting adjourned at 6:30 p.m.

Mayor

City Clerk

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on October 3, 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 Norland, Freyberg, Spears and Steiner, Finance Director McCann, Attorney Kennedy, City Planner Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent: City Administrator Harrenstein.

Approval of Agenda

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

Approval of Council Meeting Minutes

Council Member Steiner moved, seconded by Council Member Norland to approve the minutes of the Council meeting of September 19, 2016. Vote on the motion: Norland, Freyberg, Spears, Steiner and Dehen aye; no nays. Motion carried.

Consent Agenda

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

- A. Bills and Appropriations.

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

Public Comments

Phil Henry, 1300 Noretta Drive, appeared before Council and expressed his belief that the Mayor's letter in the City News and Views was misleading and he questioned if it violated state law because he believes it promoted the local option sales tax.

Elaine Hardwick, 806 Garfield Avenue, appeared before Council and stated her concern about mud and debris that moves down a nearby bluff and flows onto her property. Public Works Director Swanson stated the hillside has a spring that becomes a problem every 3-5 years. This year with saturated soils it is worse. He indicated he has spoken with Ms. Hardwick and plans are in place to tile and create an intake for storm sewer in the area but the weather has prevented the work.

Barb Church, 102 Wheeler Avenue, appeared before Council and stated she believes monthly brush pick-up should be reinstated. She indicated she did not agree with the proposed sewer and water base rate increase, rather she believes the increase should be on the cost per gallon. Mayor Dehen indicated the cost of the facilities is increasing regardless of water usage. Ms. Church also asked if the residential and commercial rates were different. City Clerk Van Genderen indicated they were different. Ms. Church asked for clarification on the election signs. Attorney Kennedy indicated State Statute allows additional signs during an election year for a specified time.

Business Items

None.

City Administrator and Staff Comments

Public Works Director Swanson reported fall drop-off would be held at the Public Works Department, 610 Webster Avenue on October 14-16 from 8:00 a.m. to 4:00 p.m. Residents are encouraged to dispose of additional refuse and bulky items that are not collected as part of the regular garbage service.

Public Works Director Swanson stated the City of North Mankato staff brought equipment and man hours to local areas hit by flooding.

Mayor Dehen stated he spoke with Emergency Management who thanked North Mankato staff for their work.

Mayor and Council Comments

Mayor Dehen stated Coffee with the Council will be held on Saturday, October 8th from 11:00 a.m. to 12 noon at the American Bar located at 503 Belgrade Avenue.

Mayor Dehen indicated Dakota Meadows, Hoover and Garfield schools would be participating in Bike and Walk to School week by encouraging students to bike or walk to school on Wednesday, October 5th so drivers should be aware of possible increased student activity.

Mayor Dehen stated Monday, October 10th Dino's Pizzeria will be holding a Firemen's Relief Association Fundraiser.

Mayor Dehen reported Greater Mankato Growth would be hosting a sales tax educational public meeting on October 17th at 5:30 p.m. in the Council Chambers, 1001 Belgrade Avenue.

Public Comments

None.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 7:20 p.m.

Mayor

City Clerk



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 10-17-16

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	10/04/2016	Regular	0	-	85952
	Void	10/04/2016	Regular	0	-	85956
	Void	10/03/2016	Regular	0	(581.80)	85894
	Void	10/07/2016	Regular	0	(275.00)	80689
02433	ADVANCED AUTO PARTS	10/17/2016	Regular	0	65.84	85962
00031	AIM ELECTRONICS, INC.	10/17/2016	Regular	0	100.00	85963
02254	ALBRIGHT LAWNS	10/17/2016	Regular	0	90.00	85964
00039	ALL AMERICAN TOWING	10/17/2016	Regular	0	225.00	85965
00070	AMLAWN, INC.	10/17/2016	Regular	0	120.00	85966
00090	APT MACHINING & FABRICATING, INC.	10/17/2016	Regular	0	80.00	85967
00102	AUDIO EDITIONS	10/17/2016	Regular	0	593.44	85968
00124	BAUER'S UPHOLSTERY	10/17/2016	Regular	0	450.00	85969
00137	BENCO ELECTRIC COOPERATIVE	10/04/2016	Regular	0	29,216.29	85951
00142	BETHANY LUTHERAN COLLEGE	10/17/2016	Regular	0	10,562.50	85970
00174	BOLTON & MENK, INC.	10/17/2016	Regular	0	53,715.43	85971
00182	BOYER TRUCKS	10/17/2016	Regular	0	28.48	85972
00216	C & S SUPPLY CO, INC.	10/17/2016	Regular	0	67.04	85973
00304	CREATIVE AD SOLUTIONS, INC.	10/17/2016	Regular	0	147.50	85974
00310	CRYSTEEL TRUCK EQUIPMENT, INC	10/17/2016	Regular	0	57.64	85975
00322	DALCO	10/17/2016	Regular	0	605.09	85976
00337	DEMCO, INC.	10/17/2016	Regular	0	85.78	85977
02388	DESIGN RUBIC INC	10/17/2016	Regular	0	150.00	85978
00348	DIRT MERCHANT, INC.	10/17/2016	Regular	0	30,178.68	85979
02237	EMERGENCY RESPONSE SOLUTIONS	10/17/2016	Regular	0	94.68	85980
00401	EXPRESS SERVICES, INC.	10/04/2016	Regular	0	581.80	85953
00401	EXPRESS SERVICES, INC.	10/17/2016	Regular	0	1,101.28	85981
00404	FASTENAL COMPANY	10/17/2016	Regular	0	244.87	85982
00432	FLEETPRIDE	10/17/2016	Regular	0	37.54	85983
02458	FLEMING, JIM & MARY ELLEN	10/17/2016	Regular	0	1,150.00	85984
02470	FREDERICK, MICHAEL	10/17/2016	Regular	0	44.00	85985
00447	FREE PRESS	10/17/2016	Regular	0	182.75	85986
00462	G & K SERVICES	10/17/2016	Regular	0	229.51	85987
00463	G & L AUTO SUPPLY, LLC	10/17/2016	Regular	0	229.67	85988
00460	G AND H READY MIX, LLC	10/17/2016	Regular	0	424.00	85989
00476	GIEFER, DANIEL	10/17/2016	Regular	0	75.00	85990
00493	GOODWIN, TONY	10/17/2016	Regular	0	525.00	85991
00494	GOPHER STATE ONE-CALL	10/17/2016	Regular	0	199.80	85992
00503	GREAT AMERICAN BUSINESS PRODUCTS	10/17/2016	Regular	0	627.20	85993
00506	GREATER MANKATO GROWTH, INC.	10/17/2016	Regular	0	1,475.00	85994
00538	HAWKINS, INC.	10/17/2016	Regular	0	3,601.72	85995
02468	HOFF BARRY, PA	10/17/2016	Regular	0	2,753.00	85996
00608	INGRAM LIBRARY SERVICES	10/17/2016	Regular	0	1,135.77	85997
00609	INMAN, RICH	10/17/2016	Regular	0	75.00	85998
00680	J.J. KELLER & ASSOCIATES, INC.	10/17/2016	Regular	0	1,029.96	85999
01274	JADD SEPPMANN & SONS, INC.	10/17/2016	Regular	0	4,600.00	86000
01275	JADD SEPPMANN & SONS, LLP	10/17/2016	Regular	0	470.00	86001
02465	JANWAY COMPANY USA, INC.	10/17/2016	Regular	0	79.56	86002
00639	JOHN DEERE FINANCIAL	10/04/2016	Regular	0	1,595.00	85954
00646	JOHNSON, KATIE	10/17/2016	Regular	0	36.29	86003
02454	JUNKER, TANYA	10/17/2016	Regular	0	127.81	86004
02464	K & C PLUMBING, INC.	10/17/2016	Regular	0	2,181.61	86005
00691	KENNEDY & KENNEDY LAW OFFICE	10/17/2016	Regular	0	8,724.92	86006
00720	KWIK TRIP, INC.	10/17/2016	Regular	0	14,594.50	86007
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	10/17/2016	Regular	0	8.32	86008
00754	LEAGUE OF MINNESOTA CITIES	10/17/2016	Regular	0	60.00	86009
00761	LEON'S CUSTOM BACKHOE, INC.	10/17/2016	Regular	0	1,540.00	86010
00776	LOYD LUMBER CO.	10/17/2016	Regular	0	750.88	86011

00796	MAC QUEEN EQUIPMENT, INC.	10/17/2016	Regular	0	2,429.34	86012
00829	MANKATO PUBLIC SCHOOLS	10/17/2016	Regular	0	144.00	86013
00847	MATHESON TRI-GAS, INC.	10/17/2016	Regular	0	112.85	86014
00857	MC GOWAN WATER CONDITIONING, INC.	10/17/2016	Regular	0	68.40	86015
02463	MCCANN, KEVIN	10/17/2016	Regular	0	90.07	86016
00861	MCFOA REGION V	10/17/2016	Regular	0	15.00	86017
00874	MENARDS-MANKATO	10/17/2016	Regular	0	142.99	86018
00875	METRO SALES, INC.	10/17/2016	Regular	0	264.50	86019
02466	MIDWEST RECYCLING SOLUTIONS	10/17/2016	Regular	0	12,000.00	86020
00963	MINNESOTA BUREAU OF CRIMINAL APPREHE	10/17/2016	Regular	0	270.00	86021
02183	MINNESOTA DEPARTMENT OF COMMERCE	10/07/2016	Regular	0	317.19	85959
00902	MINNESOTA IRON & METAL CO	10/17/2016	Regular	0	165.41	86022
00935	MINNESOTA PIPE & EQUIPMENT	10/17/2016	Regular	0	893.15	86023
00936	MINNESOTA POLLUTION CONTROL AGENCY	10/17/2016	Regular	0	250.00	86024
00956	MINNESOTA WASTE PROCESSING CO.	10/17/2016	Regular	0	23,980.38	86025
00997	MTI DISTRIBUTING CO	10/17/2016	Regular	0	1,268.36	86026
01009	NAPA AUTO PARTS - MANKATO	10/17/2016	Regular	0	22.85	86027
01013	NATIONAL LEAGUE OF CITIES	10/17/2016	Regular	0	1,489.00	86028
01045	NIELSEN BLACKTOPPING	10/17/2016	Regular	0	91,525.37	86029
01052	NORTH CENTRAL INTERNATIONAL	10/17/2016	Regular	0	459.68	86030
01053	NORTH KATO SUPPLY, LLC	10/17/2016	Regular	0	320.00	86031
01057	NORTH MANKATO MOTOR VEHICLE REGISTRA	10/04/2016	Regular	0	16.00	85957
01083	OVERDRIVE, INC.	10/17/2016	Regular	0	936.52	86032
02005	PANTHEON COMPUTERS	10/17/2016	Regular	0	4,365.69	86033
01090	PARAGON PRINTING, MAILING & SPECIALTIES	10/17/2016	Regular	0	250.00	86034
01106	PETTY CASH	10/17/2016	Regular	0	78.34	86035
01107	PINE PRODUCTS, INC.	10/17/2016	Regular	0	2,340.00	86036
01133	POWERPLAN/RDO EQUIPMENT	10/17/2016	Regular	0	37.14	86037
01158	QUALITY 1 HR FOTO	10/17/2016	Regular	0	400.00	86038
01161	QUALITY TREE SERVICE	10/17/2016	Regular	0	700.00	86039
01211	RIVER BEND BUSINESS PRODUCTS	10/17/2016	Regular	0	390.34	86040
02182	RYAN, JESSICA	10/17/2016	Regular	0	131.76	86041
02471	SCC FOUNDATION	10/17/2016	Regular	0	2,250.00	86042
01263	SCHWICKERT'S TECTA AMERICA LLC	10/17/2016	Regular	0	661.20	86043
01290	SLETTEN, CORY	10/17/2016	Regular	0	75.00	86044
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	10/17/2016	Regular	0	599.00	86045
01354	SUBURBAN TIRE WHOLESAL, INC.	10/17/2016	Regular	0	1,012.00	86046
01380	TEXAS REFINERY CORP.	10/17/2016	Regular	0	595.50	86047
01402	TIRE ASSOCIATES	10/17/2016	Regular	0	150.94	86048
02467	TRAFFIC LOGIX	10/17/2016	Regular	0	3,794.00	86049
01433	TYLER TECHNOLOGIES	10/17/2016	Regular	0	600.00	86050
02150	U.S. BANK	10/17/2016	Regular	0	450.00	86051
01438	UNIFORMS UNLIMITED INC	10/17/2016	Regular	0	276.00	86052
01456	US HIGHWAY 14 PARTNERSHIP	10/17/2016	Regular	0	2,500.00	86053
01477	VIKING ELECTRIC SUPPLY, INC.	10/17/2016	Regular	0	2,385.50	86054
00486	W.W. GOETSCH ASSOCIATES, INC.	10/17/2016	Regular	0	586.00	86055
01523	WENZEL AUTO ELECTRIC CO	10/17/2016	Regular	0	283.87	86056
01525	WEST CENTRAL SANITATION, INC.	10/17/2016	Regular	0	25,760.95	86057
01557	XCEL ENERGY	10/04/2016	Regular	0	23,372.56	85955
01572	ZWASCHKA, JAMES	10/17/2016	Regular	0	75.00	86058
00012	ABDO, EICK & MEYERS, LLP	10/03/2016	Bank Draft	0	250.00	DFT0000583
00241	CHARTER COMMUNICATIONS	10/03/2016	Bank Draft	0	7.76	DFT0000580
00241	CHARTER COMMUNICATIONS	10/03/2016	Bank Draft	0	15.49	DFT0000581
00241	CHARTER COMMUNICATIONS	10/10/2016	Bank Draft	0	403.96	DFT0000590
02058	CONSOLIDATED COMMUNICATIONS	10/10/2016	Bank Draft	0	3,146.96	DFT0000589
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	30.61	DFT0000609
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	36.99	DFT0000610
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	40.62	DFT0000611
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	32.39	DFT0000612
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	250.92	DFT0000613
02058	CONSOLIDATED COMMUNICATIONS	10/12/2016	Bank Draft	0	42.94	DFT0000614
00311	CULLIGAN WATER CONDITIONING	10/10/2016	Bank Draft	0	54.00	DFT0000591
00733	LAKES GAS CO #10	10/12/2016	Bank Draft	0	105.40	DFT0000615
00749	LAWSON PRODUCTS, INC	10/12/2016	Bank Draft	0	534.62	DFT0000608
00923	MINNESOTA DEPARTMENT OF LABOR & INDU.	10/12/2016	Bank Draft	0	100.00	DFT0000616
00910	MINNESOTA VALLEY TESTING LAB, INC.	10/10/2016	Bank Draft	0	59.25	DFT0000592
01335	STAPLES ADVANTAGE	10/10/2016	Bank Draft	0	147.20	DFT0000593

01335	STAPLES ADVANTAGE	10/12/2016	Bank Draft	0	95.26	DFT0000604
01470	VERIZON WIRELESS	10/12/2016	Bank Draft	0	485.77	DFT0000606
01470	VERIZON WIRELESS	10/12/2016	Bank Draft	0	15.69	DFT0000607
02178	WASTE MANAGEMENT OF WI-MN	10/03/2016	Bank Draft	0	100.73	DFT0000582
01525	WEST CENTRAL SANITATION, INC.	10/12/2016	Bank Draft	0	3,838.15	DFT0000605
					<u>397,364.91</u>	<u>125</u>

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

Permit #: 4-2017 Start time: 10:30 am Fee: \$ 80.00

Date: 7/23/17 Stop time: 3:30 pm

Shelter: Spring Lake Shelter #1 Spring Lake Shelter #2 Wheeler Park Indoor Shelter

Event Name: Catholic Order of Foresters

Name: Dennis Huetti

Address: 412 Tyler Ave. N. MKTO

Phone: 387-8156 # of People: 80

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

Notes: _____

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

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

Audio (requires audio permit) No Yes

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.

SIGNED: _____

Applicant

10-3-2016

Date

APPROVED DENIED

REFER TO COUNCIL

City Clerk

Date

Receipt # R00050811

Book

Online

Park

Police

Staff Initials _____



1001 Belgrade Avenue
 North Mankato, MN 56003
 507-625-4141 Fax: 507-625-4151
www.northmankato.com

Audio Permit	6	2017 2016
Park Permit	6	2016 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 BEGIN TIME: _____
 DJ/KARAOKE MACHINE END TIME: _____
 OTHER: Small PA system

LOCATION / SHELTER: SLP #1 for Bingo

ONSITE COORDINATOR: PRINT NAME: DENNIS HAETT / DUANE MOSE
 MOBILE NUMBER: 507-779-9162

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.

SIGNATURE: *Dennis Haett* DATE: 10-3-2016

CITY CLERK: _____ DENIED APPROVED

BOOK POLICE ONLINE STAFF INITIALS _____

Permit #: 9-2017 Start time: 11:00 am Fee: \$ 25.00 keg permit
Date: 7/16/17 Stop time: 4:00 pm 80.00
Shelter: Spring Lake Shelter #1 Spring Lake Shelter #2 Wheeler Park Indoor Shelter (250.00 deposit)

Event Name: Fraternal Order of Eagles

Name: John Cedergren

Address: 708 N. Riverfront Dr. Mankato

Phone: 507-327-9405 (John) # of People: 200

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

Notes: _____

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

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

Audio (requires audio permit) No Yes

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.

SIGNED: John Cedergren Date: 10-6-16
Applicant

APPROVED DENIED
 REFER TO COUNCIL

City Clerk Date

Receipt # R00051845 _____ Book _____ Online _____ Park _____ Police _____ Staff Initials _____



1001 Belgrade Avenue
 North Mankato, MN 56003
 507-625-4141 Fax: 507-625-4151
www.northmankato.com

Audio Permit	<u>9</u>	2016
Park Permit	<u>9</u>	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: _____

BEGIN TIME: 1:00 pm
 END TIME: 3:00 pm

LOCATION / SHELTER: Wheeler

ONSITE COORDINATOR: PRINT NAME: John W Cedergren
 MOBILE NUMBER: 327-7405

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.

SIGNATURE: John W Cedergren DATE: 10-6-16

CITY CLERK: _____ DENIED APPROVED

BOOK POLICE ONLINE STAFF INITIALS _____

RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR
LEEP

WHEREAS, LEEP has made application for exemption from a charitable gambling license to conduct a raffle and Bingo on February 24, 2017 at the Mankato Brewery, 1119 Center Street, within the City of North Mankato, Minnesota, which application was received by the City on October 11, 2016;

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

Adopted by the City Council this 17th day of October 2016.

Mayor

ATTEST:

City Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: LEEP Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1403190

Mailing Address: 929 North 4th Street

City: Mankato State: MN Zip: 56001 County: Blue Earth

Name of Chief Executive Officer (CEO): Mandy Hunecke

Daytime Phone: 507-387-5122 Email: director@mankatoleep.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mankato Brewery

Address (do not use P.O. box): 1119 Center ST

City or Township: North Mankato Zip: 56003 County: Nicollet

Date(s) of activity (for raffles, indicate the date of the drawing): Friday, February 24, 2017

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year: \$ 4000.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
 The application is denied.

Print City Name: City of North Mankato

Signature of City Personnel: [Signature]

Title: City Clerk Date: 10-11-16

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
 The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
 On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 9/30/16
(Signature must be CEO's signature; designee may not sign)

Print Name: Mandy Hunecke

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Mike Fischer, Community Development Director

DATE: October 11, 2016

SUBJECT: October Traffic & Safety Committee Meeting

On Tuesday, October 11, 2016, the Traffic & Safety Committee met to discuss items of business. Committee members present: Council Liaison Kim Spears, Community Member Bill Borchardt, Police Chief Chris Boyer, Public Works Director Brad Swanson and Community Development Director Mike Fischer.

The following is a summary of the meeting:

2. Request to Review On-Street Parking on Rolling Green and Carlson Drive

Staff presented a request from the Rolling Green Townhome Association to review the current on-street parking conditions on Rolling Green Lane and near its intersection with Carlson Drive based on the high volume of on-street parking the area is experiencing. Jim Santori, 2102 Rolling Green Lane stated employees of the Minnesota Autism Center park along Rolling Green Lane as their parking lot cannot accommodate all of its employees. As a result, there are issues with mail delivery, garbage pick-up and visibility at driveways for those living in the Rolling Green Townhomes. Mr. Santori stated his association is requesting no parking on the east side of Rolling Green Lane adjacent to their townhomes with consideration given to areas of no parking on Carlson Drive near the Rolling Green Lane intersection.

RECOMMENDATION

The Traffic and Safety Committee recommends the following:

1. Installation of No Parking signs on the east side of Rolling Green Lane from the Carlson Drive intersection to the northernmost townhome building.
2. Installation of No Parking signs on the north side Carlson Drive 100 feet east of the Rolling Green Lane intersection.
3. Installation of No Parking signs on the north side of Carlson Drive 50 feet west of the Rolling Green Lane intersection.

1. Review of Traffic Conditions on Lookout Drive

At the request of the Traffic & Safety Committee, staff presented the results of a traffic speed and volume study conducted in Lookout Drive. The results showed a median southbound speed of 43 MPH and a northbound median speed of 47 MPH. Public Works Director Swanson stated the City recently purchased a mobile traffic speed sign which will be placed on northbound Lookout for a period a time. Chief Boyer indicated that he spoke with the manager of CHS about the use of air brakes for trucks leaving the facility traveling on Lookout Drive and stated he has ordered more patrol on Lookout Drive.

RECOMMENDATION

The Traffic & Safety Committee recommends the use of the electronic traffic speed sign on Lookout Drive with more Police patrol.

3. Request for a Crosswalk on Belgrade Avenue near the Lake Street Intersection.

Staff presented a citizen request for a pedestrian crosswalk on Belgrade Avenue near the Lake Street intersection. The committee reviewed existing traffic volumes, sightlines and street design in this area. Additionally, the committee discussed the false sense of security a crosswalk provides to pedestrians.

RECOMMENDATION

The Traffic & Safety Committee recommends no changes at this intersection based on review of the existing conditions

4. Review On-Street Parking Within Pleasant View Court.

Based on a citizen concern, staff presented a summary of the on-street parking conditions within Pleasant View Court. It was indicated this cul de sac was designed and constructed using on oversized radius. As a result, residents are parking perpendicular to the curb versus parallel to maximize on-street parking opportunities. The committee reviewed the opportunity to access the street for emergency, garbage pick-up and snow plowing purposes.

RECOMMENDATION

With no concerns being identified on the current on-street parking conditions, the Traffic & Safety Committee recommends no changes to on-street parking.

5. Review On Street Parking on Lyndale Street Near the Wheeler Avenue intersection

Council Liaison Spears presented a citizen concern for on-street parking on Lyndale Street near the Wheeler Avenue intersection. The concern was based on safety and visibility as a result of on-street parking near this intersection.

RCOMMENDATION

The Traffic & Safety Committee recommends the yellow painting of curbs on both sides Lyndale Street a distance of 10 back from the Wheeler Avenue intersection.

In other business, Council Liaison Spears the need to review conditions at the intersection of Lor Ray Drive and Carlson Drive. Staff indicated that the MPO may be conducting an Intersection Control Evaluation study for this intersection in the near future.

MEMORANDUM

TO: Traffic and Safety Committee

FROM: Mike Fischer, Community Development Director

DATE: September 30, 2016

SUBJECT: October Traffic & Safety Committee Meeting

A Traffic & Safety Committee meeting has been scheduled for **Tuesday, October 11, 2016 at 3:15 p.m. in the Municipal Building Council Chambers** to consider items of business

AGENDA

1. Review of Traffic Conditions on Lookout Drive
2. Request to Review On-Street Parking on Rolling Green Lane and Carlson Drive
3. Request for a Crosswalk on Belgrade Avenue near the Lake Street Intersection
4. Review On-Street Vehicle Parking within Pleasant View Court

1. Review traffic conditions on Lookout Drive

In August of 2016, the Traffic & Safety Committee met to discuss a citizen request to review traffic conditions on Lookout Drive. After review of the request, the Committee recommended that traffic tubes be placed on Lookout Drive to collect current traffic volumes and speeds for further consideration by the Committee. Attached are the results that show the median speed on southbound Lookout Drive was 43 mph and northbound was 47 mph. Therefore, it is necessary for the Committee to review the data to consider if any changes are warranted.



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

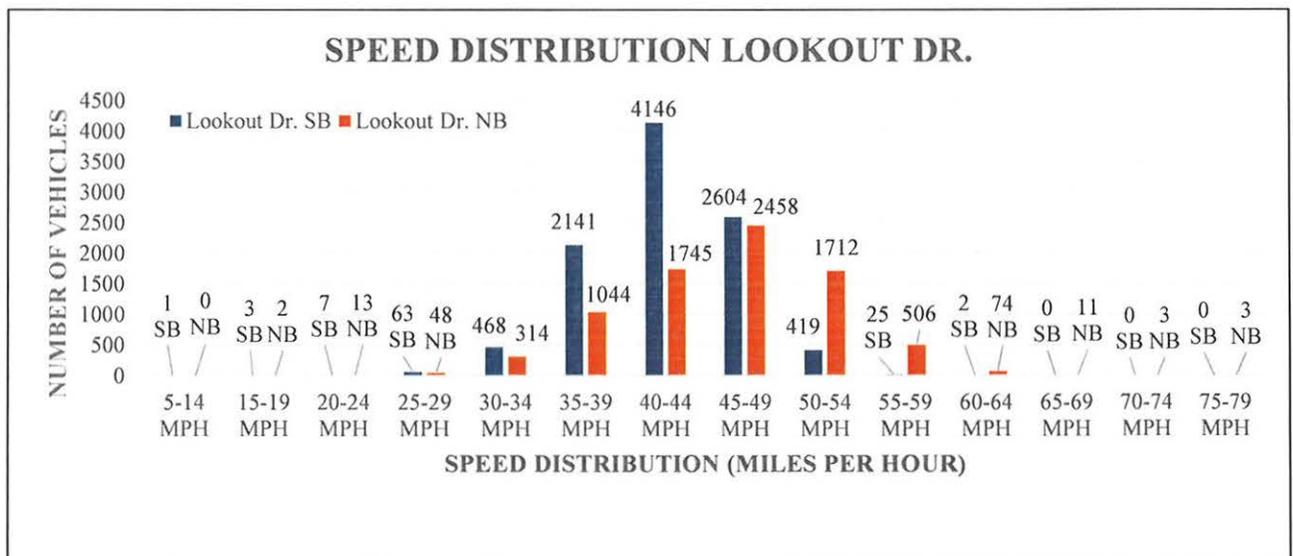
Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: 9/22/2016
To: City of North Mankato
From: Ross Tillman, P.E.
 Curt Brezina, E.I.T.
Subject: Speed study on Lookout Dr. near Commerce Dr.
 City of North Mankato
 Project No.: M18.111274

The City of North Mankato requested a speed study along the corridor of Lookout Dr. near the cross streets of Commerce Dr. and Restless Ct. The posted speed on Lookout Dr. in this area is 45 MPH. Traffic tube counters were used to assess the vehicle speeds traveling in both directions. The dates the study occurred were from Wednesday August 31st to Thursday September 1st, along with Tuesday September 13th to Wednesday September 14th.

It was determined that traffic traveling along Lookout Dr. in the southbound direction, had an 85th percentile speed of 48 MPH and a median speed of 43 MPH. Vehicles traveling northbound had an 85th percentile speed of 53 MPH with a median speed of 47 MPH. The speed distribution is graphed below.



Please refer to attachments for all speed data collected for this study.

Daily Southbound Speeds (MPH)

Study Date: Tuesday, 09/13/2016

Unit ID:

Location: Lookout Dr. SB Traffic

Posted Speed: 45

	5-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-99	Total
00:00 - 00:59	0	0	0	0	1	8	13	6	2	0	0	0	0	0	0	30
01:00 - 01:59	0	0	0	0	2	5	5	4	0	0	0	0	0	0	0	16
02:00 - 02:59	0	0	0	1	0	1	5	3	0	0	0	0	0	0	0	10
03:00 - 03:59	0	0	0	0	2	2	1	4	0	0	0	0	0	0	0	9
04:00 - 04:59	0	0	0	0	3	7	7	4	2	0	0	0	0	0	0	23
05:00 - 05:59	0	0	0	2	2	14	25	22	6	1	0	0	0	0	0	72
06:00 - 06:59	0	0	0	1	8	34	77	52	6	0	0	0	0	0	0	178
07:00 - 07:59	0	0	1	5	52	175	233	162	31	3	0	0	0	0	0	662
08:00 - 08:59	0	0	0	3	21	90	183	87	12	1	1	0	0	0	0	398
09:00 - 09:59	0	0	0	0	10	34	78	65	13	4	0	0	0	0	0	204
10:00 - 10:59	0	0	0	1	7	44	81	55	7	1	0	0	0	0	0	196
11:00 - 11:59	1	1	0	3	11	57	124	79	12	0	0	0	0	0	0	288
12:00 - 12:59	0	1	0	2	11	60	131	70	11	1	0	0	0	0	0	287
13:00 - 13:59	0	0	0	2	15	54	94	56	10	1	0	0	0	0	0	232
14:00 - 14:59	0	0	0	4	10	75	105	67	10	1	0	0	0	0	0	272
15:00 - 15:59	0	0	1	4	12	89	182	87	13	0	0	0	0	0	0	388
16:00 - 16:59	0	0	1	2	12	96	180	129	15	1	0	0	0	0	0	436
17:00 - 17:59	0	0	0	1	14	80	211	124	12	1	0	0	0	0	0	443
18:00 - 18:59	0	0	0	2	7	56	121	62	8	0	0	0	0	0	0	256
19:00 - 19:59	0	0	0	2	10	48	94	38	5	0	0	0	0	0	0	197
20:00 - 20:59	0	0	0	1	11	37	68	23	4	0	0	0	0	0	0	144
21:00 - 21:59	0	0	0	0	2	23	37	19	2	0	0	0	0	0	0	83
22:00 - 22:59	0	0	0	0	2	15	25	8	0	0	0	0	0	0	0	50
23:00 - 23:59	0	0	0	0	3	6	15	2	0	0	0	0	0	0	0	26
Totals	1	2	3	36	228	1110	2095	1228	181	15	1	0	0	0	0	4900
Percent of Total	0.0	0.0	0.1	0.7	4.7	22.7	42.8	25.1	3.7	0.3	0.0	0.0	0.0	0.0	0.0	100
Percent of AM	0.0	0.0	0.0	0.8	5.7	22.6	39.9	26.0	4.4	0.5	0.0	0.0	0.0	0.0	0.0	100
Percent of PM	0.0	0.0	0.1	0.7	3.9	22.7	44.9	24.3	3.2	0.2	0.0	0.0	0.0	0.0	0.0	100

Standard Deviation:	5.0 MPH	Ten Mile Pace:	40 to 49 MPH	85th Percentile:	47.8 MPH
Mean Speed:	42.4 MPH	Percent in Ten Mile Pace:	67.8%	15th Percentile:	37.1 MPH
Median Speed:	42.6 MPH			90th Percentile:	48.8 MPH
Modal Speed:	42.5 MPH			95th Percentile:	49.8 MPH

Daily Southbound Speeds (MPH)

Study Date: Wednesday, 09/14/2016

Unit ID:

Location: Lookout Dr. SB Traffic

Posted Speed: 45

	5-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-99	Total
00:00 - 00:59	0	0	0	0	3	8	13	1	1	0	0	0	0	0	0	26
01:00 - 01:59	0	0	0	1	0	2	11	2	0	0	0	0	0	0	0	16
02:00 - 02:59	0	0	0	0	1	0	1	1	3	0	0	0	0	0	0	6
03:00 - 03:59	0	0	0	0	4	2	1	2	2	0	0	0	0	0	0	11
04:00 - 04:59	0	0	0	1	5	4	8	6	1	0	0	0	0	0	0	25
05:00 - 05:59	0	0	0	1	6	18	28	10	7	0	0	0	0	0	0	70
06:00 - 06:59	0	0	0	2	8	42	51	52	7	0	0	0	0	0	0	162
07:00 - 07:59	0	0	1	6	40	147	248	157	31	1	0	0	0	0	0	631
08:00 - 08:59	0	0	0	2	22	76	166	99	11	0	0	0	0	0	0	376
09:00 - 09:59	0	0	0	1	12	50	92	60	16	1	0	0	0	0	0	232
10:00 - 10:59	0	0	0	0	12	55	83	50	7	1	1	0	0	0	0	209
11:00 - 11:59	0	1	0	0	7	56	110	74	14	1	0	0	0	0	0	263
12:00 - 12:59	0	0	0	0	17	60	118	89	13	2	0	0	0	0	0	299
13:00 - 13:59	0	0	0	2	10	46	105	78	16	0	0	0	0	0	0	257
14:00 - 14:59	0	0	0	0	7	59	111	98	20	1	0	0	0	0	0	296
15:00 - 15:59	0	0	1	0	16	63	162	122	28	0	0	0	0	0	0	392
16:00 - 16:59	0	0	0	2	11	71	187	147	14	1	0	0	0	0	0	433
17:00 - 17:59	0	0	0	2	13	85	229	165	23	2	0	0	0	0	0	519
18:00 - 18:59	0	0	0	3	10	51	116	60	11	0	0	0	0	0	0	251
19:00 - 19:59	0	0	0	2	10	54	101	48	7	0	0	0	0	0	0	222
20:00 - 20:59	0	0	0	0	15	51	60	31	2	0	0	0	0	0	0	159
21:00 - 21:59	0	0	1	0	9	20	32	10	2	0	0	0	0	0	0	74
22:00 - 22:59	0	0	1	2	2	11	18	14	2	0	0	0	0	0	0	50
Totals	0	1	4	27	240	1031	2051	1376	238	10	1	0	0	0	0	4979
Percent of Total	0.0	0.0	0.1	0.5	4.8	20.7	41.2	27.6	4.8	0.2	0.0	0.0	0.0	0.0	0.0	100
Percent of AM	0.0	0.0	0.0	0.7	5.9	22.7	40.1	25.4	4.9	0.2	0.0	0.0	0.0	0.0	0.0	100
Percent of PM	0.0	0.0	0.1	0.4	4.1	19.3	42.0	29.2	4.7	0.2	0.0	0.0	0.0	0.0	0.0	100

Standard Deviation:	5.1 MPH	Ten Mile Pace:	40 to 49 MPH	85th Percentile:	48.2 MPH
Mean Speed:	42.8 MPH	Percent in Ten Mile Pace:	68.8%	15th Percentile:	37.3 MPH
Median Speed:	42.9 MPH			90th Percentile:	49.1 MPH
Modal Speed:	42.5 MPH			95th Percentile:	50.0 MPH

Daily Northbound Speeds (MPH)

Study Date: Wednesday, 08/31/2016

Unit ID:

Location: Lookout Dr. NB Traffic

Posted Speed: 45

	5-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-99	Total
00:00 - 00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00 - 01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00 - 02:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00 - 03:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00 - 04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 - 05:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00 - 06:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00 - 07:59	0	0	2	0	5	13	53	92	66	16	1	0	0	0	0	248
08:00 - 08:59	0	0	2	0	4	26	53	109	76	17	2	1	0	0	0	290
09:00 - 09:59	0	0	1	2	10	26	48	66	40	5	3	0	0	0	0	201
10:00 - 10:59	0	0	0	3	11	30	42	61	31	18	1	0	0	0	0	197
11:00 - 11:59	0	1	0	1	15	45	62	69	41	12	6	0	0	0	0	252
12:00 - 12:59	0	0	0	1	8	30	80	89	84	40	1	2	0	0	0	335
13:00 - 13:59	0	0	0	1	12	54	50	95	67	22	6	1	0	0	0	308
14:00 - 14:59	0	0	1	3	6	47	58	83	59	23	2	0	0	1	0	283
15:00 - 15:59	0	0	0	2	19	48	88	110	77	23	0	1	1	0	0	369
16:00 - 16:59	0	0	0	1	16	52	77	130	102	26	9	0	0	0	0	413
17:00 - 17:59	0	0	1	3	7	37	78	143	113	35	5	1	1	0	0	424
18:00 - 18:59	0	0	0	3	6	20	52	75	72	14	2	0	0	0	0	244
19:00 - 19:59	0	0	0	0	9	34	38	71	39	17	1	2	0	0	0	211
20:00 - 20:59	0	0	0	0	5	25	54	55	30	6	2	0	0	0	0	177
21:00 - 21:59	0	0	0	1	4	15	36	38	18	4	0	0	0	0	0	116
22:00 - 22:59	0	0	0	0	7	8	33	30	19	5	0	0	0	0	0	102
23:00 - 23:59	0	0	0	0	1	7	8	16	10	3	0	0	0	0	0	45
Totals	0	1	7	21	145	517	910	1332	944	286	41	8	2	1	0	4215
Percent of Total	0.0	0.0	0.2	0.5	3.4	12.3	21.6	31.6	22.4	6.8	1.0	0.2	0.0	0.0	0.0	100
Percent of AM	0.0	0.1	0.4	0.5	3.8	11.8	21.7	33.4	21.4	5.7	1.1	0.1	0.0	0.0	0.0	100
Percent of PM	0.0	0.0	0.1	0.5	3.3	12.5	21.5	30.9	22.8	7.2	0.9	0.2	0.1	0.0	0.0	100

Standard Deviation:	6.8 MPH	Ten Mile Pace:	45 to 54 MPH	85th Percentile:	53.4 MPH
Mean Speed:	46.5 MPH	Percent in Ten Mile Pace:	54.0%	15th Percentile:	39.4 MPH
Median Speed:	46.9 MPH			90th Percentile:	54.6 MPH
Modal Speed:	47.5 MPH			95th Percentile:	57.2 MPH

Daily Northbound Speeds (MPH)

Study Date: Thursday, 09/01/2016

Unit ID:

Location: Lookout Dr. NB Traffic

Posted Speed: 45

	5-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-99	Total
00:00 - 00:59	0	0	0	0	2	1	2	7	2	0	0	0	0	0	0	14
01:00 - 01:59	0	0	0	0	1	4	4	5	1	2	0	0	0	0	0	17
02:00 - 02:59	0	0	0	0	3	0	0	4	1	0	0	0	0	0	0	8
03:00 - 03:59	0	0	0	0	2	2	3	3	4	2	1	0	0	0	0	17
04:00 - 04:59	0	0	0	0	3	2	9	13	12	3	0	0	0	0	0	42
05:00 - 05:59	0	0	0	1	1	5	17	21	15	6	3	0	0	0	0	69
06:00 - 06:59	0	0	0	1	1	10	31	67	47	14	2	0	0	0	0	173
07:00 - 07:59	0	0	0	1	5	18	61	144	98	17	1	0	0	0	0	345
08:00 - 08:59	0	0	0	1	6	29	43	68	61	9	4	1	0	0	0	222
09:00 - 09:59	0	1	0	1	11	30	44	50	22	5	1	0	0	0	0	165
10:00 - 10:59	0	0	0	3	10	33	38	41	25	8	1	0	0	0	0	159
11:00 - 11:59	0	0	2	2	16	38	51	56	23	14	3	1	0	0	0	206
12:00 - 12:59	0	0	0	1	10	40	61	71	65	14	2	0	0	1	0	265
13:00 - 13:59	0	0	1	1	13	45	52	60	29	14	4	0	1	1	0	221
14:00 - 14:59	0	0	0	1	13	32	49	55	63	13	3	0	0	0	0	229
15:00 - 15:59	0	0	1	2	7	54	71	74	51	20	2	0	0	0	0	282
16:00 - 16:59	0	0	2	4	11	52	87	85	61	23	2	0	0	0	0	327
17:00 - 17:59	0	0	0	4	11	33	56	77	77	25	3	0	0	0	0	286
18:00 - 18:59	0	0	0	1	6	33	46	54	40	14	0	0	0	0	0	194
19:00 - 19:59	0	0	0	0	17	25	40	76	29	9	0	1	0	0	0	197
20:00 - 20:59	0	0	0	2	4	17	25	46	24	3	0	0	0	0	0	121
21:00 - 21:59	0	0	0	0	9	13	25	31	14	2	1	0	0	0	0	95
22:00 - 22:59	0	0	0	1	7	11	20	18	4	3	0	0	0	0	0	64
Totals	0	1	6	27	169	527	835	1126	768	220	33	3	1	2	0	3718
Percent of Total	0.0	0.0	0.2	0.7	4.5	14.2	22.5	30.3	20.7	5.9	0.9	0.1	0.0	0.1	0.0	100
Percent of AM	0.0	0.1	0.1	0.7	4.2	12.0	21.1	33.3	21.6	5.6	1.1	0.1	0.0	0.0	0.0	100
Percent of PM	0.0	0.0	0.2	0.7	4.7	15.6	23.3	28.4	20.0	6.1	0.7	0.0	0.0	0.1	0.0	100

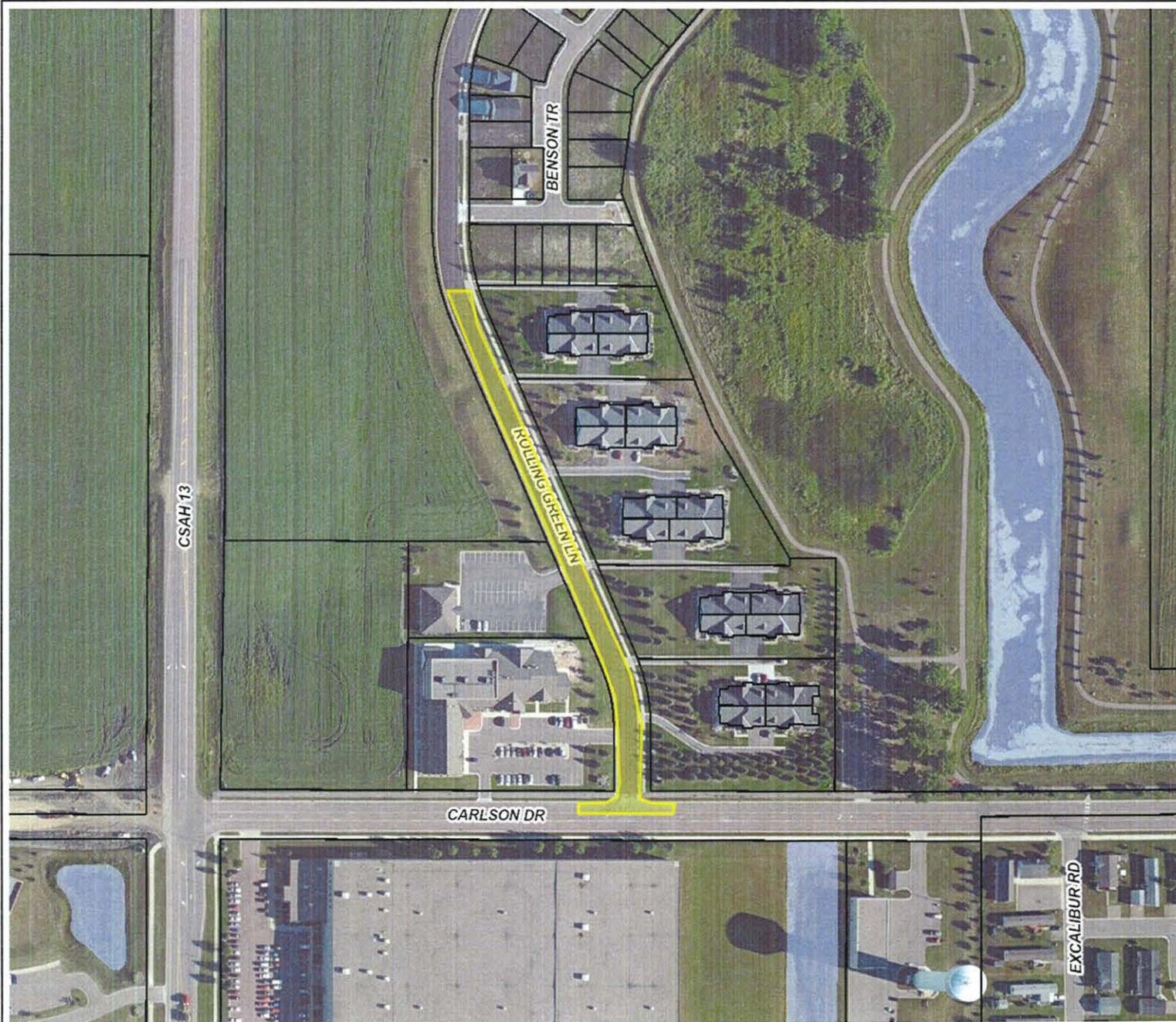
Standard Deviation:	6.9 MPH	Ten Mile Pace:	40 to 49 MPH	85th Percentile:	53.1 MPH
Mean Speed:	45.9 MPH	Percent in Ten Mile Pace:	52.7%	15th Percentile:	38.4 MPH
Median Speed:	46.3 MPH			90th Percentile:	54.3 MPH
Modal Speed:	47.5 MPH			95th Percentile:	56.7 MPH

2. Request to review on-street parking on Rolling Green Lane and Carlson Drive.

The City has received a request from the Rolling Green Townhome Association to review current on-street parking conditions on Rolling Green Lane and Carlson Drive near the Rolling Green Lane intersection. Attached is a map showing the location of the area in question. In summary, residents within the Rolling Green Townhomes are concerned with the number of vehicles that park on Rolling Green Lane during the work week, particularly on the east side. The concerns relate to vehicles parking near the driveways on the east side of Rolling Green Lane causing visibility issues when exiting onto the street as well as issues related to mail delivery and garbage pick-up. Additionally, there are concerns for traffic visibility near the intersection of Rolling Green Lane and Carlson Drive as a result of on-street parking.

The main source of the on-street parking is from the employees of the Minnesota Autism Center. Due to the number of employees that have, their parking lot cannot accommodate all employees. As a result, some employees park on Rolling Green Lane. Another area employer, BuyFun.com utilizes on-street parking on Carlson Drive as their parking lot cannot accommodate the number of seasonal employees they have during the fall months.

It is requested that the Traffic & Safety Committee review the existing conditions and if necessary, make recommendations for change.



Legend

- City Limits
- Medians
- Roadways
- Parcels (5-24-2016)
- Lakes & Ponds
- Minnesota River



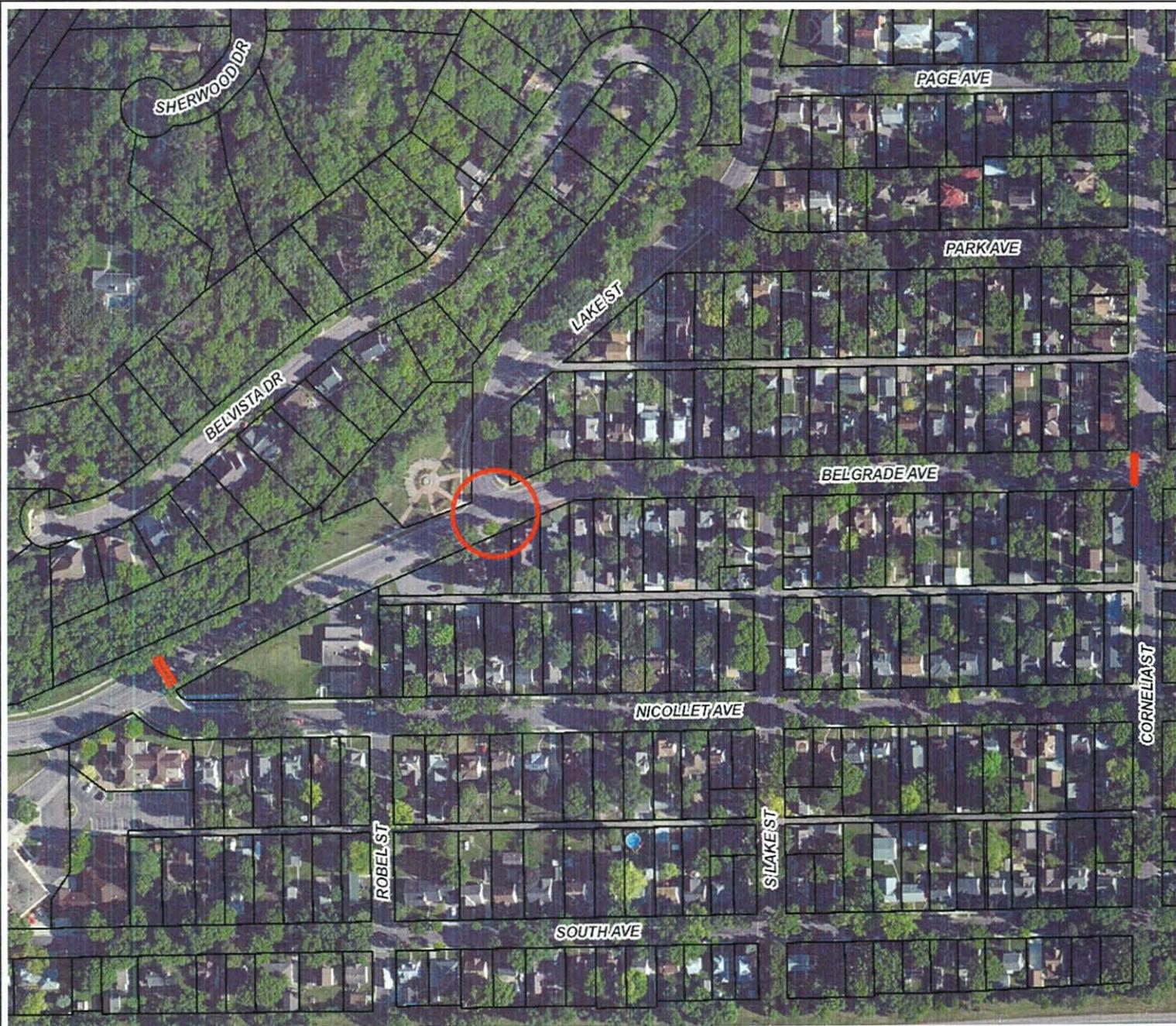
Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference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



3. Request for a crosswalk on Belgrade Avenue near the Lake Street intersection

The City has received a citizen request to consider the addition of a pedestrian crosswalk across Belgrade Avenue near the intersection of Lake Street. Attached is a map showing the location of the intersection. At this intersection the speed limit is 30 mph with on-street parking permitted on the south side of Belgrade Avenue. While there is crosswalk across Lake Street at this intersection, there is not a crosswalk across Belgrade Avenue. Just east of the intersection, there is a bend in Belgrade Avenue which may be responsible for limited visibility at this intersection. From this intersection, the nearest crosswalks across Belgrade Avenue are at Nicollet Avenue or Cornelia Street as shown on the attached map.

It is requested that the Traffic & Safety Committee review the existing conditions at the intersection. If a crosswalk is not preferred, consideration should be given to alternatives.



Legend

- City Limits
- Medians
- Roadways
- Parcels (5-24-2016)
- Lakes & Ponds
- Minnesota River



Disclaimer:
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4. Review on-street parking within Pleasant View Court

Pleasant View Court is a cul-de-sac street with a location shown on the attachment. There are four, 2-unit townhomes which have driveway access from Pleasant View Court. While the radius of most cul-de-sacs is 50 feet, Pleasant View Court was platted and constructed with a 60 foot radius. This was a decision made by the original developer. The result is that it is a larger street.

According to one resident who lives within the townhomes, other residents are parking vehicles within the cul-de-sac as shown on the attached pictures. In summary, due to the larger size of the cul-de-sac, residents are parking perpendicular with the curb rather than parallel. It is believed that residents are parking in this manner because it provides additional parking opportunities for residents.

As a citizen concern has been made regarding the on-street parking within Pleasant View Court, it is requested that the Traffic & Safety Committee review the issue.



Legend

- City Limits
- Medians
- Roadways
- Parcels (5-24-2016)
- Lakes & Ponds
- Minnesota River



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







CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #10A	Department: Administration	Council Meeting Date: 10/17/16
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TITLE OF ISSUE: Consider Adopting Joint Economic Development Services Agreement Regarding the Greater Mankato Regional Marketplace.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached please find a redlined and clean version of the 2017-2019 REDA Joint Services Agreement. Jonathan Zierdt will present a PowerPoint and provide answers to questions.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Joint Economic Development Services Agreement Regarding the Greater Mankato Regional Marketplace.

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

<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: _____

**JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT
REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE**

THIS JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE (this "Agreement") is made and entered into this ____ day of _____ 20132016, by and among Greater Mankato Growth, Inc. and the governmental entities listed herein under the heading "Definition of Greater Mankato Regional Marketplace" and who execute this Agreement (collectively "cities and counties" or in the singular a "city or county")

WHAT WE AGREE TO

Purpose

It has become broadly accepted, embraced and understood that economic prosperity and activities do not stop at jurisdictional boundaries. Rather our economic and community prosperity lies in the success of our collective marketplace.

For this reason, the parties wish to facilitate economic development of the communities that make up the Greater Mankato Regional Marketplace. This endeavor will offer a "forum to strategically facilitate individual and regional assets and opportunities" for the purpose of business development and will enable us to enhance our future economic prosperity.

Guiding Principles

- **economic prosperity** – economic prosperity and continued strategic development and redevelopment are goals common to the interest of our individual entities, with regional economic prosperity strengthening all communities
- **atmosphere of cooperation** – to promote an atmosphere of cooperation in pursuit of economic development in the Greater Mankato area, while seeking to ensure a cooperative and equitable approach to development of the cities and counties
- **unique strengths and characteristics** – we must foster relationships which allow contribution of our individual expertise toward the common goal and promote the individual strengths and unique characteristics of each entity to best match potential development prospects with sites and services to fit their needs
- **direct technical assistance** – cities and counties will provide the direct development assistance necessary in potential facility siting, improvements and public financing, and will work to provide a smooth transition from the development and marketing effort to the ultimate acquisition of a site/facility for a development prospect
- **efficient and effective delivery** – successful economic development processes and marketing can best be achieved through cooperative efforts focused on increasing the tax base, growing the primary-economy, and providing employment in the Greater Mankato Regional Marketplace.

- supportive – our work is both passive and active, providing general market expertise, analytics and information consistently and constantly; and when a specific development opportunity arises will actively focus and customize such business and community intelligence.

Commented [JZ1]: Substantive Addition (1): adds what seemed to be a natural 6th principle and represents our actions.

Definition of Greater Mankato Regional Marketplace

In December, 2008 the Federal Government designated Mankato – North Mankato as a Metropolitan Statistical Area (MSA), including all of Blue Earth and Nicollet counties. The Greater Mankato Regional Marketplace has included the MSA as well as-and those communities immediately adjacent having a historical relationship.

Commented [JZ2]: Substantive Revision (2): this language was discussed and inserted to recognize those currently participating, while being cognizant of other previously expressed and future interests in joining. The "historical" reference grounds us in our original formation, while being deliberate about chaings such should we collectively agree to "expand."

Consistent with this designation, the parties as communities within that geography wish to participate in this Agreement, and further acknowledges there may be additional communities outside of and adjacent to this geography that we collectively agree are integral to the marketplace.

The cities, counties and government entities participating in this revised Agreement (original agreement dated September 2009) are as follows:

- Blue Earth County
- Nicollet County
- City of Eagle Lake
- City of Lake Crystal
- City of LeSueur
- ~~City of Madison Lake~~
- City of Mankato
- City of North Mankato
- City of Saint Peter
- Region Nine Development Commission (advisory only, unless fiscal participation)

General Context and Parameters of the Parties Obligations

Greater Mankato Growth, Inc.'s (GMG) principal responsibility under this Agreement is to provide, marketing efforts (as described herein) relating to economic development of the overall regional marketplace, cities, and counties, including the development and implementation of programs that identify and support expansions and new business in the community and region, whether from firms currently operating locally or through recruitment of new enterprises. In carrying out its responsibility, GMG agrees to serve as the primary contact for expanding and locating private sector firms. This includes all prospects whether or not they are derived directly from the development and marketing programs established by GMG and this Agreement. Participants of this Agreement acknowledge economic development is a collaborative endeavor and understand GMG does not itself have all the necessary resources (i.e. sites, buildings or financial resources) available for projects, but rather will serve as a facilitator, working with the parties and/or providers of these resources to best serve the need of new, expanding or locating companies.

The cities and counties are responsible for the execution of their municipal regulatory duties and provision of public services in support of local economic development. The cities and counties agree to administer

their individual economic development programs and initiatives, business permit/licensing functions in a manner that encourages business expansion and new business starts consistent with their responsibility to protect the health and safety of local residents. Further, the cities and counties agree to the extent practical, to coordinate their infrastructure development and redevelopment programs with the needs of expanding and locating businesses.

~~This Agreement and the development process apply to economic development and marketing services related to the primary/industrial economy including job-creating service sector businesses. Consumer retail store and professional service sector development are not encompassed as the chief focus in this Agreement; however, GMG can provide a platform for supporting and showcasing the communities' opportunities and assets. To this end GMG will assist as able with the development and redevelopment of the central place functions of each of the cities (e.g. housing, main street businesses, implement dealers). Each of the cities and counties will continue to be the primary entity responsible for guiding commercial and professional service sector development or overall redevelopment in their respective city or county.~~

Commented [JZ3]: Note: this language moved to page 10 in Marketing, Communication and Program Services section.

STRATEGIC FOCUS OF THE PARTIES

Objective & Strategic Areas

To retain and grow the primary economic base of the Greater Mankato Regional Marketplace.

- 1) Business Retention
To retain and expand the existing business base, and includes such activities as conducting regular business visits (i.e. Grow Minnesota! Visits), and facilitating resources and services for expansion or other business development assistance.
- 2) New Enterprise & Emerging Business Development
To nurture the development of entrepreneurial and new enterprise activity by assisting and serving as a resource for connecting such to the extensive business development resources and tools available in or connected to the regional marketplace (e.g., Small Business Development Center).
- 3) New Business Development
To attract non-local businesses to the marketplace through proactive marketing and recruiting strategies, as well as supporting and facilitating responses to development opportunities from businesses that approach/contact the cities, counties or GMG.

The Business Development Process

Expansion of existing businesses:

- 1) Substantive expansion requests from an existing business may happen directly between the business and its current city or county or between the business and GMG.
 - a. If the city or county is contacted directly by the business, GMG will be involved if determined necessary by the parties, but at minimum will be kept informed by the applicable city or county.

- b. If GMG is contacted by the business, GMG will first be an advocate and facilitator for expansion within the existing city or county and will coordinate with the city or county to assist with such.
 - c. If a business directly contacts a city or county in which it is not currently located, the contacted city or county will inform either the existing host city or county of the business as well as GMG.
- 2) If the city or county in which the business currently exists is not able to meet the business' facility or expansion needs, then GMG will facilitate exploration of alternative considerations with other entities. (Note: consistent with the guiding principles of the parties contained in this Agreement, cities and counties will not engage in relocating a business from one city or county to another but rather provide proposals when GMG invites such).

Commented [JZ4]: Substantive Revision & Addition (3): these revisions help clarify our internal rules of engaging and our responsibility to one another as regional partners; while we cannot control how business appears before any one of us, we are able to control our own responses, behaviors and interactions.

Locating businesses into the area from outside of the regional marketplace:

- 1) GMG will act as an advocate for the cities and counties in the marketing and recruitment of new businesses and will coordinate closely with the staff of each entity to reflect the opportunities of each as desired.
- 2) GMG will receive prospects resulting from its business development and marketing efforts and programs, as well as the Minnesota Department of Employment and Economic Development (DEED) or other development entities, and will inform the cities and counties meeting of the specified development criteria of the potential new business. Those cities and counties will then have the opportunity to assemble a competitive proposal through a standardized and coordinated process to attract the business.

Commented [JZ5]: Substantive Revision (4): this single word change is intended to be sure all the participating entities are aware of ALL potential development opportunities, while also protecting GMG from inadvertently and wrongfully being seen as "directing" or "selecting" who gets to see what deal and respond.

GMG and its staff shall serve as the primary point of contact in facilitating DEED, site selector, and other business location specialists. Staff will gather as much information and clarity as possible related to the development inquiry and its viability, in order to allow development response to be as thorough as possible.

- 3) At the time a city or county is selected by a business, the entity and business will discuss and finalize incentives and the locating of the business.

Commented [JZ6]: Substantive Addition (5): this language is intended to get at concern previously expressed, to do what GMG staff can to ensure development requests aren't sparse on details or too ambiguous.

Economic Development Marketing, Communication and Program Services

GMG's economic development marketing and communications strategy and responsibilities will be as follows:

- Marketing and Communications:
 - GMG will develop a comprehensive marketing and communications plan, updated as needed with input from the cities and counties. The plan will market the collective strengths of the regional marketplace as a site for growing or expanding an existing business or locating potential businesses, organizations and site selectors from outside and within the regional marketplace. The plan will include goals, objectives and a comprehensive strategy for communicating to key audiences with consistent messaging and the most effective tactics that make the best use of our collective marketing resources. Tactics that may be considered in this plan include, but are not limited to: advertising, internet, digital, social media, press news releases, relationship marketing, special events and direct mail. GMG will provide periodic reports on the achievement of the objectives outlined in this plan.

- GMG ~~has~~ will continually redesigned and retooled its website to ~~be remain increasingly~~ business development centric and as such will continue to be positioned as a one stop, comprehensive location that site selectors and organizations can visit to learn about the collective assets of the marketplace and individual strengths of the cities and counties.
- GMG ~~has invested in an annual~~ will maintain website interface and tools (e.g., Location One Information Systems – LOISGIS Planning) designed to provide ~~an~~ efficient means for each of the cities and counties, as well as other property owners and agents, to update their information on available properties on-line, thereby creating a comprehensive area-wide inventory. This information will be available on the Greater Mankato Growth web site ~~and others~~ (e.g., MN DEED website, MNCAR, etc., MNPROspector and ZoomProspector) providing greater visibility to site selectors and organizations who might consider building or expanding their business anywhere in our regional marketplace.
- GMG will work with the cities, counties and other entities a part of or related to this agreement to establish links to ~~it~~ GMG tools and resources ~~via their respective online tools~~.
- GMG will maintain copies of closed or pending project files or other mechanisms, enabling the cities and counties to be advised of the ongoing business development opportunities resulting from its economic development marketing and communications efforts.
- Program Services:
 - GMG will facilitate initiatives targeted at retaining and growing existing businesses, including an annual program of company visits for the purpose of assessing individual and area business needs as well as identifying potential development and expansion opportunities. These visits will be coordinated with the primary city or county in which the business is located.
 - GMG, in support of business development and with respect to the balance of membership offerings versus general economic development offerings, will continue to bring to the regional economic development strategy initiatives and programming that have a direct impact on the development of business. Such initiatives may include: supply chain development, workforce/ talent development (including promotion and development support of directly related housing efforts), assist with site readiness programs and/or initiatives, talent fulfillment work, improving connections to development resources (e.g., Higher Education), interaction and relationship with the Ag Business EpiCenter initiative, while not leading, being cognizant of and facilitating sharing on common community development elements (e.g. housing); and further development of an annual regional economic development ~~summit~~ forum.
- This Agreement and the development process apply to economic development and marketing services related to the primary economy including job creating service sector businesses. Consumer brick and mortar retail development are not encompassed as the chief focus in this Agreement; however, GMG can provide a platform for supporting and showcasing the communities' opportunities and assets. GMG will assist as able with the development and redevelopment of the central place functions of each of the cities (e.g. housing, main street businesses). Each of the cities and counties will continue to be the primary entity responsible for guiding commercial and professional service sector development or overall redevelopment in their respective city or county.
- GMG will provide the cities and counties with an annual report, providing outcomes and impact from the previous year.

Commented [JZ7]: Substantive Revision (6): more than bringing current this language, it also better identifies some new areas where GMG can add value, as well as engage appropriately with related subjects not within its competency.

Commented [JZ8]: Substantive Revision (7): this language moved from page 4/5... attempts to define primary, and establish distinction with brick and mortar retail; but allowing for GMG's business intelligence and facilitation to support main street and brick and mortar retail development.

FINANCIAL OBLIGATIONS AND ADVISORY COMMITTEE

Financial

The cities and counties agree to share in funding and payment of the economic development services described in this Agreement with Greater Mankato Growth, Inc. Accordingly, each City and County agrees to pay Greater Mankato Growth, Inc. on an annual basis, which shall be invoiced by Greater Mankato Growth, Inc., that amount set forth in Addendum 1 which describes the funding calculation/amounts).

Given the variance of services and activity relative to a municipalities size and role (city compared to county), a diversified per capita rate structure has evolved over time and shall be as follows going forward:

- \$4.38 / capita – City of Mankato
- \$2.19 / capita – all cities with a population greater than 2,000
- \$0.54 / capita – County (on total population)*

* Cities with a population of less than 2,000 are not apt to derive similar value or participate in the same fashion as those with a population exceeding 2,000 and having a direct investment of time and dollars. However, all participants in this Agreement acknowledge there may be specific instances identified where REDA services will be helpful to one of these cities, on an ad hoc basis when requested, and thereby the regional marketplace. As a result, County investments are calculated on total population to allow for such interaction and service (services will be coordinated with and as appropriate done in collaboration with Region Nine Development Commission). Additionally, all cities within a participating County will be (a) invited to participate in REDA's annual summit, and (b) will be included in the distribution of the monthly REDA Report upon request.

Commented [JZ9]: Substantive Revision (8): embedding the formula within the Agreement.

Governance

Greater Mankato Growth, Inc. Board of Directors

- A representative of the cities and counties (selected as provided below) will be an ex officio Director(s) with full voting rights and privileges. One (1) such ex-officio Director will be added for the first six (6) cities and counties, and two (2) ex-officio Directors added if there are seven (7) or more cities and counties.

Advisory Committee

- The cities and counties will establish an Advisory Committee. The Advisory Committee will be comprised of a GMG board member and one governmental member from each of the cities and counties along with the appropriate staff participant for each.
- The Advisory Committee will select a Chair and Vice-Chair for meeting administration (since the City of Mankato has an ex-officio seat with full voting rights on the Greater Mankato Growth, Inc. Board of Directors, it shall not be considered for either of these positions).
- This Advisory Committee will meet on an as needed basis to discuss issues related, but not limited to, inviting additional entities beyond the initial cities and counties to join the Advisory Committee and/or become parties to this Agreement, funding and amendments to this Agreement.

Commented [JZ10]: Modification (07/18/16) 9.5: intent here is to include all of the cities in the Counties in the distribution; the "upon request" language was simply out of respect to not overwhelm the email boxes of those not interested, however, when implemented during the first distribution this will be changed to an "opt out" approach for those not interested in receiving regular distribution of the report.

Commented [JZ11]: Substantive Addition (9): this is transformational language to the Agreement; establishes a threshold at which value can be derived, but given the County's investment allows resources to be shared when helpful to all within the Greater Mankato Regional Marketplace.

“Staff” Operating Interaction

In addition to regular interaction between the cities and counties and Greater Mankato Growth staff, GMG will facilitate monthly meetings of the “economic development staff” of the cities and counties to discuss business prospects, share information on pending economic development projects, develop appropriate responses, and provide updates.

Term, Termination and Prior Agreements

The term of this Agreement shall commence on the 1st day of January ~~2013-2017~~ and continue until the 31st day of December ~~2015~~2019. Notwithstanding the forgoing, any party may terminate this Agreement annually before the end of the calendar year by providing ninety (90) days advance written notice to the other parties. Additional government entities may be added, at any time, as parties to this Agreement with the written consent of the all the cities, counties and entities then parties to this Agreement and upon execution of a document pursuant to which such additional person agrees to be bound by the terms of this Agreement.

Unless terminated sooner, this Agreement will automatically renew for an additional one-year term, and any per capita fee increases will be mutually agreed upon by all parties.

When executed by the parties this Agreement will supersede and replace the existing Joint Economic Development Services Agreement dated ~~September 30, 2009—December 31, 2012~~ January 1, 2013 – December 31, 2016.

Miscellaneous

This Agreement shall constitute the entire agreement between the parties and supersede all prior agreements. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota. This Agreement may be executed in several counterparts, including facsimile counterparts, and signatures, each of which shall be deemed to be an original copy, all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding that all parties shall not have signed the same counterparts.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth opposite a parties signature.

Blue Earth County

Drew Campbell Kip Bruender Date
Chair – Board of Commissioners

Robert W. Meyer Date
County Administrator

Nicollet County

Bruce Beatty Date
Chair – Board of Commissioners

Ryan Krosch Date
County Administrator

City of Eagle Lake

Tim Auringer Date
Mayor

Sack Thongvanh Brad Potter Date
City Administrator

City of Lake Crystal

Brad Ahrenstorff Date
Mayor

Bob Hauge Taylor Gronau Date
City Administrator

City of LeSueur

Bob Oberle Robert Broeder Date
Mayor

Rick Almich Jenelle Teppen Date
City Administrator

City of Madison Lake

Kenneth Reichel Date
Mayor

Kelly Steele Date
City Administrator

City of Mankato

Eric Anderson Date
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Patrick Hentges Date
City Manager

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As of today (May 2, 2016) the most currently available population estimate from the State Demographer is 2014 population estimates. For projecting 2017, 2018, 2019 and 2020 a growth rate is applied to the 2014 population. The 2017 participation fee is based upon the population in 2016.

Notes

State Demographer estimates are annually released in July each year for the previous year.

JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE

THIS JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE (this “Agreement”) is made and entered into this ____ day of _____ 2016, by and among Greater Mankato Growth, Inc. and the governmental entities listed herein under the heading “Definition of Greater Mankato Regional Marketplace” and who execute this Agreement (collectively “cities and counties” or in the singular a “city or county”)

WHAT WE AGREE TO

Purpose

It has become broadly accepted, embraced and understood that economic prosperity and activities do not stop at jurisdictional boundaries. Rather our economic and community prosperity lies in the success of our collective marketplace.

For this reason, the parties wish to facilitate economic development of the communities that make up the Greater Mankato Regional Marketplace. This endeavor will offer a “forum to strategically facilitate individual and regional assets and opportunities” for the purpose of business development and will enable us to enhance our future economic prosperity.

Guiding Principles

- **economic prosperity** – economic prosperity and continued strategic development and redevelopment are goals common to the interest of our individual entities, with regional economic prosperity strengthening all communities
- **atmosphere of cooperation** – to promote an atmosphere of cooperation in pursuit of economic development in the Greater Mankato area, while seeking to ensure a cooperative and equitable approach to development of the cities and counties
- **unique strengths and characteristics** – we must foster relationships which allow contribution of our individual expertise toward the common goal and promote the individual strengths and unique characteristics of each entity to best match potential development prospects with sites and services to fit their needs
- **direct technical assistance** – cities and counties will provide the direct development assistance necessary in potential facility siting, improvements and public financing, and will work to provide a smooth transition from the development and marketing effort to the ultimate acquisition of a site/facility for a development prospect
- **efficient and effective delivery** – successful economic development processes and marketing can best be achieved through cooperative efforts focused on increasing the tax base, growing the economy, and providing employment in the Greater Mankato Regional Marketplace.
- **supportive** – our work is both passive and active, providing general market expertise, analytics and information consistently and constantly; and when a specific development opportunity arises will actively focus and customize such business and community intelligence.

Definition of Greater Mankato Regional Marketplace

In December, 2008 the Federal Government designated Mankato – North Mankato as a Metropolitan Statistical Area (MSA), including all of Blue Earth and Nicollet counties. The Greater Mankato Regional Marketplace has included the MSA as well as those communities immediately adjacent having a historical relationship.

Consistent with this designation, the parties as communities within that geography wish to participate in this Agreement, and further acknowledges there may be additional communities outside of and adjacent to this geography that we collectively agree are integral to the marketplace.

The cities, counties and government entities participating in this revised Agreement (original agreement dated September 2009) are as follows:

- Blue Earth County
- Nicollet County
- City of Eagle Lake
- City of Lake Crystal
- City of LeSueur
- City of Mankato
- City of North Mankato
- City of Saint Peter
- Region Nine Development Commission (advisory only, unless fiscal participation)

General Context and Parameters of the Parties Obligations

Greater Mankato Growth, Inc.'s (GMG) principal responsibility under this Agreement is to provide, marketing efforts (as described herein) relating to economic development of the overall regional marketplace, cities, and counties, including the development and implementation of programs that identify and support expansions and new business in the community and region, whether from firms currently operating locally or through recruitment of new enterprises. In carrying out its responsibility, GMG agrees to serve as the primary contact for expanding and locating private sector firms. This includes all prospects whether or not they are derived directly from the development and marketing programs established by GMG and this Agreement. Participants of this Agreement acknowledge economic development is a collaborative endeavor and understand GMG does not itself have all the necessary resources (i.e. sites, buildings or financial resources) available for projects, but rather will serve as a facilitator, working with the parties and/or providers of these resources to best serve the need of new, expanding or locating companies.

The cities and counties are responsible for the execution of their municipal regulatory duties and provision of public services in support of local economic development. The cities and counties agree to administer their individual economic development programs and initiatives, business permit/licensing functions in a manner that encourages business expansion and new business starts consistent with their responsibility to protect the health and safety of local residents. Further, the cities and counties agree to the extent practical, to coordinate their infrastructure development and redevelopment programs with the needs of expanding and locating businesses.

STRATEGIC FOCUS OF THE PARTIES

Objective & Strategic Areas

To retain and grow the economic base of the Greater Mankato Regional Marketplace.

1) Business Retention

To retain and expand the existing business base, and includes such activities as conducting regular business visits (i.e. Grow Minnesota! Visits), and facilitating resources and services for expansion or other business development assistance.

2) New Enterprise & Emerging Business Development

To nurture the development of entrepreneurial and new enterprise activity by assisting and serving as a resource for connecting such to the extensive business development resources and tools available in or connected to the regional marketplace (e.g., Small Business Development Center).

3) New Business Development

To attract non-local businesses to the marketplace through proactive marketing and recruiting strategies, as well as supporting and facilitating responses to development opportunities from businesses that approach/contact the cities, counties or GMG.

The Business Development Process

Expansion of existing businesses:

- 1) Substantive expansion requests from an existing business may happen directly between the business and its current city or county or between the business and GMG.
 - a. If the city or county is contacted directly by the business, GMG will be involved if determined necessary by the parties, but at minimum will be kept informed by the applicable city or county.
 - b. If GMG is contacted by the business, GMG will first be an advocate and facilitator for expansion within the existing city or county and will coordinate with the city or county to assist with such.
 - c. If a business directly contacts a city or county in which it is not currently located, the contacted city or county will inform either the existing host city or county of the business as well as GMG.
- 2) If the city or county in which the business currently exists is not able to meet the business' facility or expansion needs, then GMG will facilitate exploration of alternative considerations with other entities. (Note: consistent with the guiding principles of the parties contained in this Agreement, cities and counties will not engage in relocating a business from one city or county to another but rather provide proposals when GMG invites such).

Locating businesses into the area from outside of the regional marketplace:

- 1) GMG will act as an advocate for the cities and counties in the marketing and recruitment of new businesses and will coordinate closely with the staff of each entity to reflect the opportunities of each as desired.

- 2) GMG will receive prospects resulting from its business development and marketing efforts and programs, as well as the Minnesota Department of Employment and Economic Development (DEED) or other development entities, and will inform the cities and counties of the specified development criteria of the potential new business. Those cities and counties will then have the opportunity to assemble a competitive proposal through a standardized and coordinated process to attract the business.

GMG and its staff shall serve as the primary point of contact in facilitating DEED, site selector, and other business location specialists. Staff will gather as much information and clarity as possible related to the development inquiry and its viability, in order to allow development response to be as thorough as possible.

- 3) At the time a city or county is selected by a business, the entity and business will discuss and finalize incentives and the locating of the business.

Economic Development Marketing, Communication and Program Services

GMG's economic development marketing and communications strategy and responsibilities will be as follows:

- Marketing and Communications:
 - GMG will develop a comprehensive marketing and communications plan, updated as needed with input from the cities and counties. The plan will market the collective strengths of the regional marketplace as a site for growing or expanding an existing business or locating potential businesses, organizations and site selectors from outside and within the regional marketplace. The plan will include goals, objectives and a comprehensive strategy for communicating to key audiences with consistent messaging and the most effective tactics that make the best use of our collective marketing resources. Tactics that may be considered in this plan include, but are not limited to: advertising, digital, social media, news releases, relationship marketing, special events and direct mail. GMG will provide periodic reports on the achievement of the objectives outlined in this plan.
 - GMG will continually redesign and retool its website to remain business development centric and as such will continue to be positioned as a one stop, comprehensive location that site selectors and organizations can visit to learn about the collective assets of the marketplace and individual strengths of the cities and counties.
 - GMG will maintain website interface and tools (e.g., Location One Information Systems – LOIS) designed to provide efficient means for each of the cities and counties, as well as other property owners and agents, to update their information on available properties on-line, thereby creating a comprehensive area-wide inventory. This information will be available on the Greater Mankato Growth web site and others (e.g., MN DEED website, MNCAR, etc.) providing greater visibility to site selectors and organizations who might consider building or expanding their business anywhere in our regional marketplace.
 - GMG will work with the cities, counties and other entities a part of or related to this agreement to establish links to GMG tools and resources.
- GMG will maintain copies of closed or pending project files or other mechanisms, enabling the cities and counties to be advised of the ongoing business development opportunities resulting from its economic development marketing and communications efforts.

- Program Services:
 - GMG will facilitate initiatives targeted at retaining and growing existing businesses, including an annual program of company visits for the purpose of assessing individual and area business needs as well as identifying potential development and expansion opportunities. These visits will be coordinated with the primary city or county in which the business is located.
 - GMG, in support of business development and with respect to the balance of membership offerings versus general economic development offerings, will continue to bring to the regional economic development strategy initiatives and programming that have a direct impact on the development of business. Such initiatives may include: assist with site readiness programs and/or initiatives; talent fulfillment work; improving connections to development resources (e.g., Higher Education); interaction and relationship with the Ag Business EpiCenter initiative; while not leading, being cognizant of and facilitating sharing on common community development elements (e.g. housing); and further development of an annual regional economic development summit.
- This Agreement and the development process apply to economic development and marketing services related to the primary economy including job creating service sector businesses. Consumer brick and mortar retail development are not encompassed as the chief focus in this Agreement; however, GMG can provide a platform for supporting and showcasing the communities' opportunities and assets. GMG will assist as able with the development and redevelopment of the central place functions of each of the cities (e.g. housing, main street businesses). Each of the cities and counties will continue to be the primary entity responsible for guiding commercial and professional service sector development or overall redevelopment in their respective city or county.
- GMG will provide the cities and counties with an annual report, providing outcomes and impact from the previous year.

FINANCIAL OBLIGATIONS AND ADVISORY COMMITTEE

Financial

The cities and counties agree to share in funding and payment of the economic development services described in this Agreement with Greater Mankato Growth, Inc. Accordingly, each City and County agrees to pay Greater Mankato Growth, Inc. on an annual basis, which shall be invoiced by Greater Mankato Growth, Inc., that amount set forth in Addendum 1 which describes the funding calculation/amounts).

Given the variance of services and activity relative to a municipalities size and role (city compared to county), a diversified per capita rate structure has evolved over time and shall be as follows going forward:

- \$4.38 / capita – City of Mankato
- \$2.19 / capita – all cities with a population greater than 2,000
- \$0.54 / capita – County (on total population) *

** Cities with a population of less than 2,000 are not apt to derive similar value or participate in the same fashion as those with a population exceeding 2,000 and having a direct investment of time and dollars. However, all participants in this Agreement acknowledge there may be specific instances identified where REDA services will be helpful to one of these cities, on an ad hoc basis when requested, and thereby the regional marketplace. As a result, County investments are calculated on total*

population to allow for such interaction and service (services will be coordinated with and as appropriate done in collaboration with Region Nine Development Commission). Additionally, all cities within a participating County will be (a) invited to participate in REDA's annual summit, and (b) will be included in the distribution of the monthly REDA Report.

Governance

Greater Mankato Growth, Inc. Board of Directors

- A representative of the cities and counties (selected as provided below) will be an ex officio Director(s) with full voting rights and privileges. One (1) such ex-officio Director will be added for the first six (6) cities and counties, and two (2) ex-officio Directors added if there are seven (7) or more cities and counties.

Advisory Committee

- The cities and counties will establish an Advisory Committee. The Advisory Committee will be comprised of a GMG board member and one governmental member from each of the cities and counties along with the appropriate staff participant for each.
- The Advisory Committee will select a Chair and Vice-Chair for meeting administration (since the City of Mankato has an ex-officio seat with full voting rights on the Greater Mankato Growth, Inc. Board of Directors, it shall not be considered for either of these positions).
- This Advisory Committee will meet on an as needed basis to discuss issues related, but not limited to, inviting additional entities beyond the initial cities and counties to join the Advisory Committee and/or become parties to this Agreement, funding and amendments to this Agreement.

"Staff" Operating Interaction

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Chuck Zieman Date
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Todd Prafke Date
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Greater Mankato Growth, Inc.

Todd Loosbrock Date
Chair – Board of Directors

Jonathan G. Zierdt Date
President & CEO

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CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #10B	Department: Administration	Council Meeting Date: 10/17/16
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TITLE OF ISSUE: Consider Resolution Creating the Rental Density Advisory Group.

BACKGROUND AND SUPPLEMENTAL INFORMATION: On September 6, 2016 City Council passed Ordinance No. 80 Fourth Series An Ordinance of the City of North Mankato, Minnesota, Amending North Mankato City Code, Chapter 151 Residential Rental Property Licensing Code. At that time Council requested the creation of a Rental Density Advisory Group to advise the City Administrator, Community Development Director, Chief of Police and City Council regarding the goals and objectives of Ordinance No. 80.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Creating the Rental Density Advisory Group.

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

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

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

RESOLUTION NO.

A RESOLUTION CREATING THE RENTAL DENSITY ADVISORY GROUP

WHEREAS, chapter four of the Comprehensive Land Use Plan of North Mankato calls for advancement of the goal to “Maintain residential properties to a high standard while encouraging redevelopment opportunities; and

WHEREAS, a policy recommendation of that goal was to “Consider a policy that permits a limited number of rental units in a specific area to minimize turnover of owner occupied single family homes to rental units within established neighborhoods”; and

WHEREAS, the City Council acted on these goals and policy recommendations in 2016 with revisions to Chapter 151 of the city code regulating Residential Rental Property; and

WHEREAS, the City Council requests a Rental Density Advisory Group be formed to provide feedback to the City Council on the effectiveness of the revisions to Chapter 151 to ensure rental density limits achieve the best living environment possible for both homeowners and renters ; and

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

1. *Creation & Name:* A Rental Density Advisory Group is hereby established.
2. *Membership:* The Rental Density Advisory Group shall be comprised of six members that include two homeowners, one renter, one landlord, one rental management professional, and one realtor. All must be citizens of North Mankato, Minnesota
3. *Term:* The advisory group shall meet for a period of twenty four months.
4. *Purpose:* The Rental Density Advisory Group is to advise the City Administrator, Community Development Director, Chief of Police and City Council regarding the goals and objectives of the Comprehensive Land Use Plan and the Rental Density Study as they relate specifically to maintaining residential properties to a high standard while encouraging redevelopment opportunities and as to how the revisions of Chapter 151 of the city code adopted in 2016 are ensuring rental density limits achieve the best living environment possible for both homeowners and renters. In addition, the Advisory Group should review proposed changes to the enforcement standards for rental properties.
5. *Initial Appointment and Terms:*
 - Homeowner – Christine Good, 24 month term, beginning at adoption of resolution
 - Homeowner – Jim Mongeau, 24 month term, beginning at adoption of resolution
 - Renter – Ryan Gustafson, 24 month term, beginning at adoption of resolution
 - Landlord – John Baker, 24 month term, beginning at adoption of resolution
 - Rental Management Professional – Sarah Collins, 24 month term, beginning at adoption of resolution
 - Realtor – Jack Kolars, 24 month term, beginning at adoption of resolution

Adopted by the City Council this 17th day of October 2016.

Mayor

Attest:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #10C	Department: Finance	Council Meeting Date: 10/17/16
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TITLE OF ISSUE: Consider Resolution Adopting Debt Management Policy.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The creation of a debt management policy was identified in the City of North Mankato Strategic Plan adopted by Council on November 17, 2014. Finance Director McCann will answer questions concerning the policy.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Debt Management Policy

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

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

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

RESOLUTION ADOPTING DEBT MANAGEMENT POLICY

WHEREAS, the North Mankato City Council recognizes the need to adopt a Debt Management Policy;
and

WHEREAS, said policy will provide guidance for the types of debt issued, the issuance process and the administration of the debt portfolio, and;

WHEREAS, said policy is intended to guide decisions, identify policy goals, and demonstrate a commitment to financial planning.

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

SECTION 1. The City of North Mankato, Minnesota hereby adopts by Resolution, the attached Debt Management Policy.

SECTION 2. This Resolution shall be in effect immediately from and after its passage and approval.

Adopted by the City Council this 17th day of October 2016.

Mayor

ATTEST:

City Clerk

**CITY OF NORTH MANKATO, MN
DEBT MANAGEMENT POLICY**

PURPOSE

The use of borrowing and the issuance of debt is an important and flexible revenue source available to the City of North Mankato. The issuance of debt is a mechanism which allows capital improvements to proceed when necessary and in advance of when it may otherwise be feasible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future property owners and customers of the City.

Debt management is an integral part of the financial management of the City. Adequate financial resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain and/or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a financial burden on taxpayers and can create challenges for the local economy as a whole.

POLICY STATEMENT

Fiscally prudent and managed use of debt provides financial and operating advantages. Extensive use of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

1. The City will restrict long-term borrowing to planned capital improvements, as included in the City's Ten Year Capital Improvement Plan (CIP), and a limited use of short-term debt for capital outlay and acquisition.
1. The City will not use long-term debt for current operations.
2. The City will strive to maintain a "pay-as-you-go" capital funding policy, supporting capital spending without use of debt whenever appropriate and feasible.
3. The City will pay back debt within a period not to exceed the expected useful life of the projects.
4. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond disclosure document.
5. When feasible the City will use refunding mechanisms to reduce interest cost and evaluate the use of debt reserves to lower overall annual debt service where possible.

6. During the annual budget process, a debt analysis will be prepared in conjunction with the Capital Improvement Plan to provide information about the City's debt structure. The annual debt study shall include at a minimum:
 - a. Future estimated total debt outstanding, both existing debt and new debt issuance plans, by type of debt (general obligation, revenue, etc.)
 - b. Annual estimated source of revenue by type (i.e., property tax levy, special assessments, utility revenue, etc.) for payment of debt service (principal and interest), both existing debt and new debt issuance plans

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #10D	Department: Finance	Council Meeting Date: 10/17/16
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TITLE OF ISSUE: Consider Resolution Adopting Investment Policy.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The creation of an investment policy was identified in the City of North Mankato Strategic Plan adopted by Council on November 17, 2014. Finance Director McCann will answer questions concerning the policy.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Investment Policy

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

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

SUPPORTING DOCUMENTS ATTACHED

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

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

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

RESOLUTION ADOPTING INVESTEMENT POLICY

WHEREAS, the North Mankato City Council recognizes that effective investing is essential to good fiscal management; and

WHEREAS, the City Council realizes the need to adopt an investment policy for the City of North Mankato, Minnesota.

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

SECTION 1. That the investment policy, more fully described in Exhibit "A" attached hereto and made a part hereof, is hereby adopted as the official investment policy of the City of North Mankato, Minnesota.

SECTION 2. This Resolution shall be in effect immediately from and after its passage and approval.

Adopted by the City Council this 17th day of October 2016.

Mayor

ATTEST:

City Clerk

City of North Mankato - Investment Policy

Safety: is the first investment objective. Investment options shall be considered in a manner that seeks to ensure the preservation of the principal. To obtain this objective, diversification is to be considered in the type of investment, maturity and the investment institution where the investment is located. For checking accounts and savings accounts collateral may be required. Such collateral requirements will be monitored on a monthly basis. Certificates of deposit will not be purchased beyond the FDIC limitations on insurance of said certificates.

Liquidity: is the second investment objective to be considered. The investment portfolio must remain sufficiently liquid to enable the City to meet its cash flow requirements as may be reasonably anticipated. Liquidity in the face of changing market conditions will also be a consideration in determining the term of any investment purchased. Criteria consisting of liquidity target ranges of cash and investments maturing within one year at 40% or more of portfolio, investments maturing within 1 to 3 years is 35% or less of portfolio, and investments maturing within 3 to 5 years is 25% or less of portfolio. These criteria will be periodically reviewed to determine the appropriate proportions of the portfolio invested at less than one year, one to three years and three to five years. The maximum maturity authorized for investment is five years from the date of purchase unless otherwise authorized by the City Council. The City's liquidity will be reviewed on a monthly basis to enable the City to meet all reasonably anticipated operating requirements.

The Return on the Investment: is the third investment objective. The investment portfolio should be designed with the objective of attaining a market rate of return through the budgetary and economic cycles taking into constraints of risk and cash flow characteristics of the investment portfolio.

The city's Investment policy and practices will conform to Minnesota Statutes 118A. Management of the City's investment activity is delegated to the City Administrator or designee. No person will engage in an investment transaction on behalf of the City's except as provided under the terms of this policy and the procedures established to maintain this program.

Employees and other city officials involved in the investment process shall refrain from personal business activity that could conflict with the City's investment program or could reasonably expect the public to question or doubt the ability to make impartial, objective investment decisions. Any such conflict or potential conflicts must be declared to the City Administrator as soon as such conflict or potential conflict is known. The City Council will annually approve the financial institutions or broker/dealers authorized to provide investment services. All broker/dealers providing investment services shall have a Broker Certification form properly completed annually and on file with the City.

Investment authorized and permitted by this policy are as follows:

- United States Securities including governmental bonds, notes, bills, mortgages and other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress (e.g. U.S. Treasury bills, Federal Home Loan Bank Notes, other government backed securities, etc.).
- Minnesota Joint Powers Investment Trust agreements or contracts for shares of a Minnesota joint powers investment trust whose investments are restricted to securities authorized for investment by the City and shares of an investment company registered under the Federal Securities Act of 1940, whose shares are registered under the Federal Securities Act of 1933, as long as the investment company receives the highest credit rating and is rated in one of the two highest risk categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity of no longer than 13 months (e.g. the Minnesota Municipal Money Market (4M Fund).
- State and local government obligations including any security that is a general obligation of any state or local government with taxing powers rated "A" or is a revenue obligation of any state or local government with is rated "AA" or better by a national bond rating service.
- Commercial paper issued by a United States Corporation or their Canadian subsidiary that are rated in the highest quality category by at least two nationally recognized rating agencies. The rating of such commercial paper is referred to as "A1P1".
- Time deposits/certificate of deposits fully insured by the Federal Deposit Insurance Corporation.

Investment transactions are to be documented by the City's finance department. Investment confirmations are received from banks and/or brokers for each transaction. The finance department maintains all investment transactions on a monthly summary of cash and investments. Annual reports on composition of the investment portfolio (type, financial institution, yield, purchase and maturity dates, and amount invested) will be also be prepared.