

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on December 21, 2015. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Spears, Steiner, Norland and Freyberg, City Administrator Harrenstein, Finance Director Thorne, Attorney Kennedy, City Planner Fischer, and City Clerk Van Genderen. Absent: Public Works Director Swanson.

Approval of Agenda

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

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Norland to approve the minutes of the Council meeting of December 7, 2015. Vote on the motion: Spears, Steiner, Norland, Freyberg 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.
- B. Approved Parade Permit for MS Society 5K Walk, Spring Lake Park, on April 30, 2015 from 9 am to 12 noon.
- C. Res. No. 95-15 Setting Council Meeting Dates for Year 2016.
- D. Res. No. 96-15 Declaring Costs to Be Assessed for Municipal Charges-512 Range Street.
- E. Res. No 97-15 Declaring Costs to be Assessed for Municipal Charges-306 Nicollet Avenue.

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

Public Comments

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

Business Items

Res. No. 98-15 Approving the General Fund Budget and Auxiliary Fund Budget for Fiscal Year 2016. Finance Director Thorne stated the General Fund Budget was set at \$7,711,083 and the Auxiliary Fund Budget was set at \$11,500,214 for a total 2016 Budget of \$19,211,297. Council Member Spears moved to amend the budget and remove funding to Business on Belgrade. With no second to the motion Mayor Dehen dismissed the motion. **Council Member Freyberg moved, seconded by Council Member Steiner to adopt Res. No. 98-15 Approving the General Fund Budget and Auxiliary Fund Budget for Fiscal Year 2016. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.**

Res. No. 99-15 Approving the 2015 Tax Levy Collectible in 2016. Finance Director Thorne stated the 2015 Tax Levy Collectible in 2016 was \$5,794,404. **Council Member Steiner moved, seconded by Council Member Norland to adopt Res. No. 99-15 Approving the 2015 Tax Levy,**

Collectible in 2016. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Res. No. 100-15 Approving the Capital Improvement Plan 2016-2020. Council Member Norland moved, seconded by Council Member Steiner to adopt Res. No. 100-15 Approving the Capital Improvement Plan 2016-2020. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Consider Safe Routes to School Funding Applications. City Engineer Dan Sarff appeared before Council and stated there were two primary sources of funding for Safe Routes to School infrastructure improvements. The MnDOT SRTS Grant Program which is a competitive statewide solicitation with set-aside federal funds to support the SRTS Program. Selected projects will receive 80 percent of the eligible project costs reimbursed with federal funds and will be funded in 2016. The MnDOT Transportation Alternatives Program (TAP) which is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities. Selected projects would be funded in Fiscal year 2020 with up to 80 percent of the eligible project costs reimbursed with federal funds. City Engineer Sarff reviewed the information for the Dakota Meadows funding application and the Garfield Elementary/Monroe Elementary funding information reporting on the specific improvements that would be included with each project. City Engineer Sarff reported the Dakota Meadows SRTS grant and TAP funding applications had an estimated SRTS infrastructure funding (80% of Construction Cost) of \$248,768 with an estimated local share between the City and ISD 77 (20% of Construction Cost plus Engineering) of \$124,384. The Garfield Elementary/Monroe Elementary TAP funding application had an estimated TAP Federal Fund (80% of Construction Cost) of \$257,692 with the estimated local share between the City and ISD 77 (20% of Construction Cost plus Engineering) of \$128,846. Council Member Spears stated he was concerned that the trail along Avalon Park did not have a crosswalk at its intersection with Carlson Drive. City Engineer Sarff agreed and the plan could be modified. Council Member Norland stated she approved of the Safe Routes to School Plan as a means to improve bicycle and walking paths to school. Administrator Harrenstein stated the plan was not included in the 2016 Budget and before the City would move forward with the improvements City staff would present Council with amendments to the Budget. City Engineer Sarff reported these were competitive grants and funding was not guaranteed. Council Member Spears stated the project would not move forward unless funding was guaranteed. Administrator Harrenstein stated if the project was funded a crosswalk across Carlson Drive would be included in the project.

Res. No. 101-15 Authorizing Transportation Alternatives Program Funding Application for Dakota Meadows Safe Routes to School Project. Council Member Norland moved, seconded by Council Member Steiner to adopt Res. No. 101-15 Authorizing Transportation Alternatives Program Funding Application for Dakota Meadows Safe Routes to School Project. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Res. No. 102-15 Authorizing Safe Routes to School Funding Application for the Dakota Meadows Safe Routes to School Project. Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 102-15 Authorizing Safe Routes to School Funding Application for the Dakota Meadows Safe Routes to School Project. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Res. No. 103-15 Authorizing Transportation Alternatives Program Funding Application for the Monroe Elementary/Garfield Elementary Safe Routes to School Project. Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 103-15 Authorizing Transportation Alternatives Program Funding Application for the Monroe Elementary/Garfield Elementary Safe Routes to School Project. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Consider Setting Public Hearing for 7 pm on January 4, 2016 to Discuss the Complete Streets Resolution. Administrator Harrenstein reported the City of North Mankato has a commitment to pedestrian safety and pursues active and passive recreational opportunities for its citizens. The Complete Streets resolution presented requires consideration of safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. The resolution identifies standards of design and maintenance, as well as exceptions to the policy. Administrator Harrenstein stated the Council has discussed the complete streets idea during the discussion of the reconstruction of Cliff Court where it was decided there was no need for sidewalk accommodations, this ability would remain. Administrator Harrenstein reported the recommendations for bicycle and pedestrian infrastructure would now be included in the feasibility reports. Council Member Spears stated he was concerned about adopting the policy as it would add engineering costs to the feasibility studies and the City could continue an informal approach and look at each improvement project individually. Mayor Dehen stated the requested action was setting a Public Hearing. Council Member Freyberg stated information was missing from policy. He read a paragraph from Chapter 6 of the Mankato Area Planning Organization (MAPO) which stated that with the "adoption of a complete streets policy, Mankato is committing to provide bicycle and pedestrian facilities on all new and reconstructed streets. What constitutes a pedestrian and bicycle facility may require additional definition in order to avoid confusion and heightened expectations. For example, pedestrians and bicycles can be adequately accommodated by allowing them to share the street with vehicles on low-volume residential streets. MAPO may want to define what conditions, such as traffic volumes/speeds, truck volumes or topographic conditions, which will trigger the need to construct designated pedestrian and bicycle facilities." City Engineer Sarff stated the exceptions for the street was more of a local transportation concern and not big picture as with MAPO. Council Member Freyberg indicated it would be good to institute parameters. Council Member Spears indicated he was hesitant to support a special policy when bicycles already have the ability to use the roads. **Council Member Freyberg moved, seconded by Council Member Norland to approve Setting a Public Hearing for 7 pm on January 4, 2016 to Discuss the Complete Streets Resolution. Vote on the motion: Steiner, Norland, Freyberg and Dehen aye; Spears nay. Motion carried.**

City Administrator and Staff Comments

Administrator Harrenstein wished the Council, Staff, and North Mankato Citizens a Merry Christmas and stated he is looking forward to another successful and productive year in North Mankato.

Mayor and Council Comments

Council Member Steiner wished everyone a Merry Christmas and a Happy New Year.

Council Member Norland wished everyone Happy Holidays and thanked Administrator Harrenstein, Finance Director Thorne, City Planner Fischer and Attorney Kennedy for their hard work.

Appointment of Boards and Commissions. Mayor Dehen reported the list of new and returning Commission and Board members was included in the packet. Council Member Spears

moved to amend the appointments and appoint Matthias Leyrer to the Planning Commission instead of Jason Beal. He stated Matthias would be a better fit because of his passion about urban affairs. Mayor Dehen reported he discussed the appointments with staff. With no second to the motion, the motion failed. **Council Member Norland moved, seconded by Council Member Freyberg to approve the appointments to the Boards and Commissions. Vote on the motion: Steiner, Norland, Freyberg and Dehen aye; Spears nay. Motion carried.**

Res. No. 104-15 Approving City Council Committee Assignments. Council Member Norland made a motion to add participation on the Region Nine Area Inc. (RNAI) to the list with Council Member Norland as the City representative. **Council Member Steiner moved, seconded by Council Member Freyberg to amend the Committee Assignments to include Region Nine Area Inc. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried. Council Member Steiner moved, seconded by Council Member Norland to adopt Res. No. 104-15 Approving City Council Committee Assignments. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.**

Certification of Achievement for Excellence in Financial Reporting. Mayor Dehen reported the City received a certificate of achievement for the comprehensive annual financial report(s) for the year(s) ended December 31, 2014.

Mayor Dehen reported Coffee with the Council will be held on January 9th at 10 a.m. at the Realtor's Association of Southern Minnesota office located at 2115 Rolling Green Lane.

Public Comments

None.

There being no further business, on a motion by Council Member Freyberg, seconded by Council Member Steiner, the meeting adjourned at 7:41 p.m.

Mayor

City Clerk

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item: 7	Department: Administration	Council Meeting Date: 01/04/16																																	
TITLE OF ISSUE: Public Hearing, 7 pm, Complete Streets Resolution.																																			
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review attached resolution and policy.																																			
<i>If additional space is required, attach a separate sheet</i>																																			
REQUESTED COUNCIL ACTION: Action is requested in Agenda Item 10A.																																			
For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Steiner		_____	_____	Norland		_____	_____	Freyberg		_____	_____	Spears		_____	_____	Dehen	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> SUPPORTING DOCUMENTS ATTACHED </div> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> X</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Policy, Notice of Public Hearing,</u> <u>Affidavit of Publication</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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NOTICE OF PUBLIC HEARING FOR
COMPLETE STREETS POLICY

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

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

Dated this 21st day of December 2015.

April Van Genderen
City Clerk
City of North Mankato, Minnesota

AFFIDAVIT OF PUBLICATION

State of Minnesota, ss.
County of Blue Earth

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

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

(B) The printed _____ Notice _____

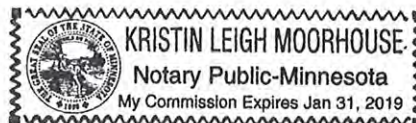
which is attached was cut from the columns of said newspaper, and was printed and published once each week, for ¹ _____ successive weeks; it was first published on _____ Thursday _____, the ²⁴ _____ day of December _____, 20¹⁵, and was thereafter printed and published on every _____ Thursday _____ to and including _____ Thursday _____, the ²⁴ _____ day of December _____, 20¹⁵; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

abcdefghijklmnopqrstuvwxyz

By: John T. Elchert
Publisher

Subscribed and sworn to before me on this ²⁴ _____ day of _____ December _____, 20¹⁵.

Kristin Moorhouse
Notary Public



December 24, 2015
NOTICE OF
PUBLIC HEARING FOR
COMPLETE STREETS POLICY
Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 4th day of January to hold a public hearing to consider a resolution adopting a complete streets policy. Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56003.
Dated this 21st day of December 2015.
April Van Genderen
City Clerk
City of North Mankato, Minnesota

RESOLUTION ADOPTING COMPLETE STREETS POLICY

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

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

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

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

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

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

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

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

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

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

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

This resolution shall become effective upon its adoption.

Passed this ____ the day of _____, 2016

Mark Dehen
Mayor

ATTEST: _____
April Van Genderen
City Clerk

COMPLETE STREETS POLICY

Background

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

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

Design Standards and Maintenance

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

Design Standards Exceptions

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

Plan Review Process and Reports

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



City of North Mankato, MN

Claims List - Regular

By Vendor Name

1/4/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00062	AMERICAN PAYMENT CENTERS	01/04/2016	Regular	0	93.00	83740
00090	APT MACHINING & FABRICATING, INC.	12/31/2015	Regular	0	40.00	83659
00102	AUDIO EDITIONS	12/31/2015	Regular	0	422.87	83660
00120	BARRY STROCK CONSULTING ASSOCIATES, INC	12/31/2015	Regular	0	675.00	83661
00153	BLUE EARTH COUNTY	12/31/2015	Regular	0	960.00	83662
00174	BOLTON & MENK, INC.	12/31/2015	Regular	0	108336.88	83663
00176	BORDER STATES ELECTRIC SUPPLY	12/31/2015	Regular	0	229.29	83664
00181	BOY SCOUT TROOP #29	12/31/2015	Regular	0	500.00	83665
	BUTZER MANAGEMENT	12/18/2015	Regular	0	26.91	83646
00216	C & S SUPPLY CO, INC.	12/31/2015	Regular	0	393.00	83666
00227	CARQUEST AUTO PARTS STORE	12/31/2015	Regular	0	921.30	83667
00234	CENTER POINT ENERGY	12/31/2015	Regular	0	4141.99	83668
00241	CHARTER COMMUNICATIONS	12/31/2015	Regular	0	7.76	83656
00244	CHILDREN'S MUSEUM OF SOUTHERN MINNESOTA	12/31/2015	Regular	0	1000.00	83669
00249	CIRCLE INN	01/04/2016	Regular	0	12000.00	83741
00252	CITY CENTER PARTNERSHIP	01/04/2016	Regular	0	1000.00	83742
00255	CITY OF MANKATO	01/04/2016	Regular	0	81833.00	83743
00274	COALITION OF GREATER MINNESOTA CITIES	01/04/2016	Regular	0	26135.00	83744
02058	CONSOLIDATED COMMUNICATIONS	12/22/2015	Regular	0	269.26	83652
02058	CONSOLIDATED COMMUNICATIONS	12/31/2015	Regular	0	209.70	83657
00310	CRYSTEEL TRUCK EQUIPMENT, INC	12/31/2015	Regular	0	276.00	83670
00322	DALCO	12/31/2015	Regular	0	267.80	83671
00336	DELTA DENTAL	12/23/2015	Regular	0	886.80	83655
00349	DISCOUNT PAPER PRODUCTS, INC.	12/31/2015	Regular	0	211.48	83672
00370	ECHO FOOD SHELF	12/31/2015	Regular	0	1000.00	83673
00373	ECKERT, LELAND LAVERNE	12/31/2015	Regular	0	1367.00	83674
02236	EHLERS	01/04/2016	Regular	0	280.00	83745
00380	ELECTRIC PUMP, INC.	12/31/2015	Regular	0	1690.00	83675
00386	EMERGENCY APPARATUS MAINTENANCE, INC	12/31/2015	Regular	0	3931.99	83676
02237	EMERGENCY RESPONSE SOLUTIONS	01/04/2016	Regular	0	76439.72	83746
00401	EXPRESS SERVICES, INC.	12/31/2015	Regular	0	822.00	83677
00404	FASTENAL COMPANY	12/31/2015	Regular	0	7.96	83678
00432	FLEETPRIDE	12/31/2015	Regular	0	16.66	83679
00449	FREE PRESS MEDIA	01/04/2016	Regular	0	287.88	83747
00447	FREE PRESS	12/31/2015	Regular	0	26.35	83680
00453	FREYBERG PETROLEUM SALES, INC.	12/31/2015	Regular	0	1404.60	83681
00462	G & K SERVICES	12/31/2015	Regular	0	183.24	83682
00463	G & L AUTO SUPPLY, LLC	12/31/2015	Regular	0	126.45	83683
00465	GALE/CENGAGE LEARNING	12/31/2015	Regular	0	216.73	83684
00477	GIRL SCOUTS OF MN & WI RIVER VALLEYS	12/31/2015	Regular	0	500.00	83685
00505	GREATER MANKATO DIVERSITY COUNCIL	01/04/2016	Regular	0	150.00	83748
00508	GREEN TECH RECYCLING, LLC	12/31/2015	Regular	0	7630.60	83686
00525	HANCOCK CONCRETE PRODUCTS LLC	12/31/2015	Regular	0	11382.44	83687
00538	HAWKINS, INC.	12/31/2015	Regular	0	2140.29	83688
00570	HAZEL L. HOERST	01/04/2016	Regular	0	27500.00	83749
00557	HIGH SCHOOL GRADUATION CELEBRATION	12/31/2015	Regular	0	500.00	83689
00567	HLAVAC, STEVEN, JR.	12/31/2015	Regular	0	152.98	83690
00575	HOLIDAY SHARING TREE	12/31/2015	Regular	0	500.00	83691
00577	HOLTMEIER CONSTRUCTION	12/31/2015	Regular	0	29135.91	83692
00600	ICMA RETIREMENT TRUST ROTH IRA	12/22/2015	Regular	0	450.00	83647
00601	ICMA RETIREMENT TRUST-457	12/22/2015	Regular	0	2835.00	83648
00608	INGRAM LIBRARY SERVICES	12/31/2015	Regular	0	530.87	83693
00627	JACKSON-HIRSH, INC	12/31/2015	Regular	0	90.97	83694
	KNUTSON, TIM	12/18/2015	Regular	0	16.99	83645
00733	LAKES GAS CO #10	12/31/2015	Regular	0	106.40	83695
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	12/22/2015	Regular	0	490.00	83649
00759	LEEP SUMMER REC	12/31/2015	Regular	0	500.00	83696

00773	LIP ENTERPRISES OF ST. PETER, LLC	12/31/2015	Regular	0	270.00	83697
00776	LLOYD LUMBER CO.	12/31/2015	Regular	0	305.22	83698
00805	MAGFA	12/31/2015	Regular	0	500.00	83699
00810	MANKATO AREA LACROSSE PROGRAM	12/31/2015	Regular	0	500.00	83700
00811	MANKATO AREA PUBLIC SCHOOLS DIST. 77	12/31/2015	Regular	0	3000.00	83701
00818	MANKATO FAMILY YMCA	12/31/2015	Regular	0	1000.00	83702
00819	MANKATO FORD, INC.	12/31/2015	Regular	0	548.24	83703
00819	MANKATO FORD, INC.	01/04/2016	Regular	0	26456.00	83750
00825	MANKATO MOTOR COMPANY	12/31/2015	Regular	0	239.24	83704
00834	MANKATO UNITED SOCCER CLUB	12/31/2015	Regular	0	500.00	83705
00865	MCMA	12/31/2015	Regular	0	140.00	83706
00874	MENARDS-MANKATO	12/31/2015	Regular	0	397.88	83707
00900	MINNESOTA DEPARTMENT OF AGRICULTURE	01/04/2016	Regular	0	20.00	83751
00340	MINNESOTA DEPARTMENT OF TRANSPORTATION	12/31/2015	Regular	0	72.68	83708
00902	MINNESOTA IRON & METAL CO	12/31/2015	Regular	0	293.10	83709
00935	MINNESOTA PIPE & EQUIPMENT	12/31/2015	Regular	0	4965.21	83710
00950	MINNESOTA STATE UNIVERSITY-MANKATO	12/22/2015	Regular	0	173.25	83653
00908	MINNESOTA TRANSPORTATION ALLIANCE, INC.	01/04/2016	Regular	0	485.00	83752
00910	MINNESOTA VALLEY TESTING LAB, INC.	12/31/2015	Regular	0	59.25	83711
00969	MNMYF FOOTBALL	12/31/2015	Regular	0	500.00	83712
01003	MUNICIPAL BUILDERS, INC.	12/31/2015	Regular	0	32524.20	83713
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	01/04/2016	Regular	0	578.73	83753
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	01/04/2016	Regular	0	1129.50	83754
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	01/04/2016	Regular	0	79.50	83755
01018	NCPERS MINNESOTA-UNIT 662400	12/22/2015	Regular	0	208.00	83650
01025	NEOPOST USA, INC.	12/31/2015	Regular	0	4050.00	83714
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	12/31/2015	Regular	0	92.00	83715
01052	NORTH CENTRAL INTERNATIONAL	12/31/2015	Regular	0	481.01	83716
01062	NORTHERN SAFETY TECHNOLOGY, INC.	01/04/2016	Regular	0	6362.39	83756
01063	NORTHERN SEWER EQUIPMENT CO., INC.	12/31/2015	Regular	0	1052.70	83717
02127	NORTHLAND FARM SYSTEMS	12/31/2015	Regular	0	654.00	83718
01078	OLYMPIC FIRE PROTECTION CORP.	12/31/2015	Regular	0	5088.38	83719
01083	OVERDRIVE, INC.	12/31/2015	Regular	0	885.47	83720
02005	PANTHEON COMPUTERS	12/31/2015	Regular	0	2990.77	83721
02005	PANTHEON COMPUTERS	01/04/2016	Regular	0	4412.50	83757
01133	POWERPLAN	12/31/2015	Regular	0	136.91	83722
01160	QUALITY OVERHEAD DOOR CO, INC	12/31/2015	Regular	0	75.00	83723
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOTA	12/31/2015	Regular	0	24.64	83724
01198	RETROFIT COMPANIES, INC.	12/31/2015	Regular	0	170.82	83725
01208	RIST, ALBERT J.	01/04/2016	Regular	0	27500.00	83758
01209	RIST, JOHN A.	01/04/2016	Regular	0	27500.00	83759
01210	RIST, LOREN E.	01/04/2016	Regular	0	27500.00	83760
01211	RIVER BEND BUSINESS PRODUCTS	12/31/2015	Regular	0	1529.26	83726
02235	RIVER CITY ELECTRIC CO	12/31/2015	Regular	0	1386.00	83727
01212	RIVER VALLEY FOUNDATION	12/31/2015	Regular	0	200.00	83728
01257	SCHULTZ, BRADLEY S	12/31/2015	Regular	0	155.00	83729
01281	SIGN PRO	01/04/2016	Regular	0	469.00	83761
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	12/31/2015	Regular	0	1185.46	83730
01300	SOUTH CENTRAL COLLEGE	12/31/2015	Regular	0	1300.00	83731
01322	SPRINT	12/31/2015	Regular	0	74.62	83658
01323	SPS COMPANIES, INC.	12/31/2015	Regular	0	65.43	83732
01335	STAPLES ADVANTAGE	12/31/2015	Regular	0	199.95	83733
01377	TELRITE CORPORATION	12/22/2015	Regular	0	484.14	83654
01402	TIRE ASSOCIATES	12/31/2015	Regular	0	835.91	83734
01416	TOYS FOR TOTS	12/31/2015	Regular	0	500.00	83735
01432	TWIN RIVERS COUNCIL FOR THE ARTS	01/04/2016	Regular	0	12000.00	83762
01445	UNITED WAY INC	12/22/2015	Regular	0	211.27	83651
01446	UNIVERSAL TRUCK EQUIPMENT, INC.	12/31/2015	Regular	0	1977.50	83736
01456	US HIGHWAY 14 PARTNERSHIP	01/04/2016	Regular	0	2500.00	83763
01477	VIKING ELECTRIC SUPPLY, INC.	12/31/2015	Regular	0	793.56	83737
01515	WELLS FARGO BANK, N.A.	12/31/2015	Regular	0	500.00	83738
01523	WENZEL AUTO ELECTRIC CO	12/31/2015	Regular	0	110.00	83739

Bank Code APBNK Summary				
	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	262	119	0.00	623,648.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	262	119	0.00	623,648.76

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

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minnesota Statute 465.03 and 465.04 allows the governing body of any city, county, school district or town to accept gifts for the benefit of its citizens in accordance with terms prescribed by the donor;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following donations/contributions/grants are approved as follows:

Donor	Restriction	Amount
Cash	Library Endowment Fund – Book Club Bag	\$80.00
Cash	Library Endowment Fund – Library	\$20.00
Barbara Eide	General Fund – Police Department	\$100.00
Kato Community Club	General Fund – Fire Department	\$133.50
L. Joy Lutzi	Library Endowment Fund – Library	\$350.00
Lawrence A. Sanders	General Fund – Fire Department	\$25.00
Business on Belgrade Assoc	Library Endowment Fund – Bells on Belgrade Books	\$1,385.66
Cindy Kirschbaum	Library Endowment Fund – Library	\$40.00

Adopted by the City Council this 4th day of January 2016.

Mayor

City Clerk



CITY OF NORTH MANKATO APPLICATION FOR PARADE PERMIT

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

Applicant Information


Name:	<u>Tim Mart</u>		
Address:	<u>2080 Lookout Dr.</u>		
City:	<u>North Mankato</u>	State:	<u>MN</u> Zip: <u>56003</u>
Telephone:	<u>507-386-8494</u>		
Sponsoring Organization:	<u>Mankato League of N. Mankato</u>		
Address:			
City:	<u>N. Mankato</u>	State:	<u>MN</u> Zip: <u>56003</u>
Telephone:			
Occasion for Parade:	<u>Fuh.com Charity 5K</u>		
Date of Parade:	<u>4/30/16</u>	Estimated Length of Parade:	<u>3 miles</u>
Estimated Starting Time:	<u>12:30pm</u>	Estimated Finish Time:	<u>2:00pm</u>
Estimated Number of Participants:	<u>2,000 runners/walkers</u>		
General Composition of Parade:	<u>runners</u>		

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


Applicant

12/17/15
Date

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

 #701
Chief of Police

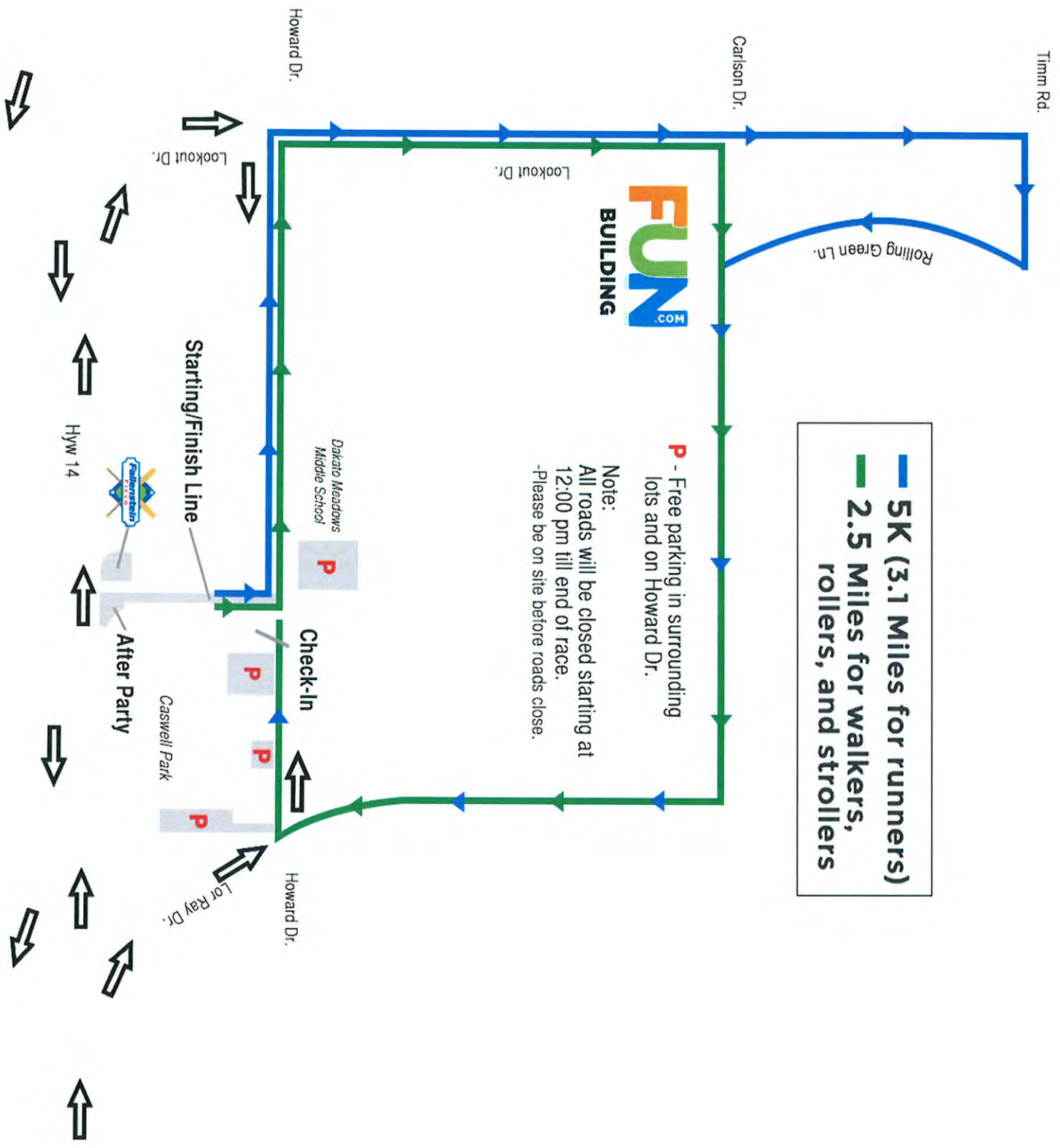
12-17-2015
Date

COMMENTS/ADDITIONAL STIPULATIONS:

5K (3.1 Miles for runners)
2.5 Miles for walkers, rollers, and strollers

P - Free parking in surrounding lots and on Howard Dr.

Note:
All roads will be closed starting at 12:00 pm till end of race.
-Please be on site before roads close.



CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 20 -2016 SHELTER: Caswell FEE: Set-up 9am
TYPE OF EVENT: 5k Gorilla Run DATE VALID: 4-30-15 HOURS: Run 12:30-2:00
After Party
close by 7pm
ORGANIZATION: Miracle League NM SIZE: 2,000
APPLICANT NAME: Fun. Com
ADDRESS: _____ CITY: N. MKTO
ZIP: _____ DAYTIME PHONE #: 507-386-8494 Tim Mart

TENTS: Yes ELECTRICITY: yes ALCOHOL: yes

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

AUDIO DEVICES: DJ - 11am - 7pm
Amplified music or band requires Council approval

Food - Beer (Busters) - catered

OTHER: _____

PERMIT APPROVED: _____ DATE: _____

PERMIT DENIED: _____

REFER TO COUNCIL: _____

City Clerk

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

PROHIBITED

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

ALLOWED

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

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

SIGNED: _____

Applicant

12/17/15
Date

For Office Use Only

Receipt # _____

Online _____

☒ Book

Park _____

Police _____

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 19 -2016 SHELTER: SLP #1 & #2 FEE: 160.00

TYPE OF EVENT: MS Walk DATE VALID: 4-30-16 HOURS: 8A - 10P

ORGANIZATION: MS Society SIZE: 400

APPLICANT NAME: Joslyn Manske

ADDRESS: 241 Pinehurst Dr CITY: Mankato

ZIP: 56001 DAYTIME PHONE #: 507-848-5029

TENTS: Yes ELECTRICITY: Yes ALCOHOL: —

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

AUDIO DEVICES: X

Amplified music or band requires Council approval

OTHER: _____

PERMIT APPROVED: _____

DATE: 12-9-15

PERMIT DENIED: _____

REFER TO COUNCIL: X

City Clerk

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

PROHIBITED

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

ALLOWED

- * Personal grills may be brought in.
- * Keg beer is allowed only with a permit.
- * Fishing/Ice fishing on Ladybug Lake and Spring Lake only.
- * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake. Children under 12 must be accompanied by an adult. Flotation device required.
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I, the undersigned, understand that the park shelter reservation fee is NOT a deposit and is NOT refundable for any reason other than inclement weather making it impossible to hold a picnic. Cancellation of this park shelter reservation will NOT result in a refund of the fee. **If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines.**

SIGNED: Joslyn Manske

Applicant

12/9/15

Date

For Office Use Only

Receipt # R 00011428

Online

X

Book

Park

Police



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number	
Business on Belgrade		2004	27-0582894	
Address	City	State	Zip Code	
332 Belgrade Ave	North Mankato	MN	56003	
Name of person making application	Cell	Business phone	Home phone	
James Whitlock		507-469-0415	Same	
Date(s) of event	Type of organization			
February 6 & 7 2016	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name	City	State	Zip Code	
James Whitlock	North Mankato	MN	56003	
Organization officer's name	City	State	Zip Code	
Shawn Ange	"	MN	"	
Organization officer's name	City	State	Zip Code	
Jim Downais	"	MN	"	
Organization officer's name	City	State	Zip Code	
Dan Louis	"	MN	"	

Location where permit will be used. If an outdoor area, describe.

Spring Lake Park, North Mankato
Enclosed park shelter #3

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Tow Distributing, P.O. Box 3527 Mankato, MN. 56001
507.388-2931

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

North Mankato	
City or County approving the license	Date Approved
	Permit Date
Fee Amount	City or County E-mail Address
12-28-15	City or County Phone Number
Date Fee Paid	
April P. Van Sinderen	
Signature City Clerk or County Official	Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

RESOLUTION NO.

RESOLUTION SETTING GAS MILEAGE
REIMBURSEMENT RATE

WHEREAS, periodically it is necessary for City employees to use their personal vehicles for City business; and

WHEREAS, the federal government has set the standard mileage rate for reimbursement of business mileage at \$0.54 per mile effective January 1, 2016;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, the mileage reimbursement rate for use of personal vehicles is hereby set at \$0.54 per mile effective January 1, 2016.

Adopted this 4th day of January 2016.

Mayor

City Clerk

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

WHEREAS, pursuant to M.S. 412.831, it is necessary for the City to designate a legal newspaper of general circulation within the City as its official newspaper; and

WHEREAS, the *Mankato Free Press* meets such qualifications:

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

That the *Mankato Free Press* is designated the legal newspaper for the City of North Mankato.

Adopted by the City Council this 4th day of January 2016.

Mayor

ATTEST:

City Clerk

RESOLUTION NO.

RESOLUTION DESIGNATING DEPOSITORIES
FOR THE CITY OF NORTH MANKATO

WHEREAS, it is necessary for the City to designate depositories for City funds and establish the terms therefore;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following banks are designated as City depositories:

Bremer Bank
Citizens Community Federal
Community Bank
First National Bank Minnesota
Frandsen Bank & Trust
Minnstar Bank
Northern Star Bank
Pioneer Bank
TCF Bank
United Prairie Bank
US Bank
Wells Fargo Bank
Morgan Stanley
Northland Securities
Oppenheimer & Co. Inc
UBS Financial Services
Wells Fargo Securities

AND, FURTHER, that the City checking account shall be maintained at Frandsen Bank & Trust and shall be interest-bearing, and that any deposits at any of the aforementioned banks shall be collateralized as required by Minnesota statute.

Adopted by the City Council this 4th day of January 2016.

Mayor

City Clerk

NOTICE OF PUBLIC HEARING FOR
COMPREHENSIVE PLAN AMENDMENT
FIGURE 3-2: FUTURE LAND USE
CITY OF NORTH MANKATO

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 19th day of January to hold a public hearing to consider an amendment to the Comprehensive Plan Figure 3-2: Future Land Use. The amendment would change the zoning for Lots 31-41, Pleasant View Subdivision from B-1, Neighborhood Business to B-2, Community Business.

Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56001.

Dated this 4th day of January 2016.

April Van Genderen
City Clerk
City of North Mankato, Minnesota

RESOLUTION NO.

RESOLUTION SETTING PUBLIC HEARING ON
PROPOSED AMENDMENT TO THE COMPREHENSIVE PLAN
FIGURE 3-2: FUTURE LAND USE
CITY OF NORTH MANKATO

WHEREAS, The City of North Mankato adopted the City of North Mankato Comprehensive Plan under section 462.355, Minnesota State Statute; and

WHEREAS, Section 462.355, Minnesota State Statutes, established the required procedure for a local government to amend a comprehensive plan once it has been initially adopted; and

WHEREAS, a Public Hearing must be held to amend the Comprehensive Plan; and

WHEREAS, the City has been petitioned by Mankato Clinic to amend Figure 3-2: Future Land Use of the Comprehensive Plan; and

WHEREAS, the Planning Commission will present a recommendation on January, 19, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that a Public Hearing will be set for 7 p.m. on January 19, 2016 in the North Mankato City Council Chambers to review the proposed amendment to the Comprehensive Plan Figure 3-2: Future Land Use.

Adopted by the City Council this 4th day of January 2016.

Mayor

ATTEST:

City Clerk

NOTICE OF PUBLIC HEARING FOR
COMPREHENSIVE PLAN AMENDMENT
FIGURE 3-2: FUTURE LAND USE
CITY OF NORTH MANKATO

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 19th day of January to hold a public hearing to consider an amendment to the Comprehensive Plan Figure 3-2: Future Land Use. The amendment would change the zoning for parts of Lot 1, Block 1, Camelot II Subdivision from R-3, Limited Multiple Dwelling to M-2 Heavy Industrial.

Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56001.

Dated this 4th day of January 2016.

April Van Genderen
City Clerk
City of North Mankato, Minnesota

RESOLUTION NO.

RESOLUTION SETTING PUBLIC HEARING ON
PROPOSED AMENDMENT TO THE COMPREHENSIVE PLAN
FIGURE 3-2: FUTURE LAND USE
CITY OF NORTH MANKATO

WHEREAS, The City of North Mankato adopted the City of North Mankato Comprehensive Plan under section 462.355, Minnesota State Statute; and

WHEREAS, Section 462.355, Minnesota State Statutes, established the required procedure for a local government to amend a comprehensive plan once it has been initially adopted; and

WHEREAS, a Public Hearing must be held to amend the Comprehensive Plan; and

WHEREAS, the City has been petitioned by Richard Lundin to amend Figure 3-2: Future Land Use of the Comprehensive Plan; and

WHEREAS, the Planning Commission will present a recommendation on January, 19, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that a Public Hearing will be set for 7 p.m. on January 19, 2016 in the North Mankato City Council Chambers to review the proposed amendment to the Comprehensive Plan Figure 3-2: Future Land Use.

Adopted by the City Council this 4th day of January 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: 10A	Department: Administration	Council Meeting Date: 01/04/16																											
TITLE OF ISSUE: Consider Resolution Adopting Complete Streets Policy.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: The Complete Streets Policy Resolution and Complete Streets Policy includes two changes from what was presented at Council on December 21, 2015. The Complete Streets Policy's second paragraph has been modified to clarify expectations, and the word plan has been struck from the Complete Streets Resolution as no plan is presented for adoption.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Adopt the Complete Streets Policy Resolution.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Policy</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																												
_____	_____	Steiner																											
_____	_____	Norland																											
_____	_____	Freyberg																											
_____	_____	Spears																											
_____	_____	Dehen																											
Resolution	Ordinance	Contract	Minutes	Map																									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																												

RESOLUTION ADOPTING COMPLETE STREETS POLICY

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

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

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

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

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

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

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

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

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

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

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

This resolution shall become effective upon its adoption.

Passed this ____ the day of _____, 2016

Mark Dehen
Mayor

ATTEST:

April Van Genderen
City Clerk

COMPLETE STREETS POLICY

Background

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

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

Design Standards and Maintenance

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

Design Standards Exceptions

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

Plan Review Process and Reports

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

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: 10B	Department: City Engineer	Council Meeting Date: 01/04/16																																																																																								
TITLE OF ISSUE: Consider Resolution Authorizing Funding Application for the Commerce Drive Improvement Project.																																																																																										
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review attached memo, Statewide Transportation Improvement Program Application and resolution.																																																																																										
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BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

MEMORANDUM

Date: December 29, 2015

To: Mayor Dehen and City Council Members

From: Daniel R. Sarff, P.E., City Engineer

CC: John Harrenstein, City Administrator
Brad Swanson, Public Works Director
Michael Fischer, City Planner

Subject: Federal Funding Application for Commerce Drive Improvements
Surface Transportation Program – Small Urban

Federal funding is available through the Surface Transportation Program (STP) for the improvement streets and bridges in cities in District 7 with population greater than 5,000. This is a competitive grant opportunity available to the eight eligible cities in MnDOT District 7. Selected projects from the current solicitation will be placed on the Statewide Transportation Improvement Program (STIP) and funded in Fiscal year 2020. Up to 80 percent of the eligible project costs will be reimbursed with federal funds.

Through discussions with City staff, it was determined that funding applications for improvements to Commerce Drive between Lookout Drive and Lor Ray Drive will be submitted for funding under the current solicitations.

The proposed project would include the partial reconstruction of Commerce Drive between Lookout Drive and Lee Boulevard. The project would include the complete removal of the existing full-depth bituminous pavement section and replacement of a new bituminous pavement section with aggregate base and edge drains. The project would include isolated removal and replacement of the existing curb and gutter and sidewalk as well as ADA pedestrian ramp improvements at the intersecting streets. New streets lights would be provided along the length of the project. The new street section will be re-stripped to provide for one lane in each direction, a center turn lane and designated bicycle lanes on both sides of the street. It is anticipated that the project will also include the closure of some of the driveways between Roe Crest Drive and Lor Ray Drive to improve safety by reducing conflicting left turn movements and reduce traffic congestion.

The estimated total project cost is \$1,984,200. The federal funding would cover approximately \$1,380,300 which is 80% of the estimated construction cost. The estimated local share would be \$603,900, which is 20% of the estimated construction cost plus engineering and other expenses.

A resolution authorizing the application for funding of this project are included in the City Council packet for your consideration. I will be available at the January 4 council meeting to answer any questions you may have.

ATP-7
2017-2020 Project Identification/Reporting Form

Type of Project: (Check Appropriate Category)

STP Rural – County Roads ☐

STP Small Urban – City Streets ☒

STP Rural – County Bridges ☐

STP Small Urban – City Bridges ☐

Applicant Information	County or City Name (Applicant): City of North Mankato Applicant contact information: Name: Daniel R. Sarff, P.E., Bolton & Menk, Inc. Title: City Engineer Address: 1960 Premier Drive, Mankato, MN 56001 Phone: 507-327-0666
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Sponsor Information	Sponsoring Agency: City of North Mankato Name: John Harrenstein, City Administrator Address: 1001 Belgrade Avenue, North Mankato, MN 56003
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Funding Information	<table><tr><td>Years funding will be accepted (Check all years acceptable)</td><td>Funding</td></tr><tr><td>2017 <input type="checkbox"/> 2018 <input type="checkbox"/> Preferred</td><td>Federal Funds: \$1,380,300</td></tr><tr><td>2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> YearClick here to enter text.</td><td>Matching Funds: \$603,900</td></tr><tr><td></td><td>Total Cost: \$1,984,200</td></tr></table>	Years funding will be accepted (Check all years acceptable)	Funding	2017 <input type="checkbox"/> 2018 <input type="checkbox"/> Preferred	Federal Funds: \$1,380,300	2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> YearClick here to enter text.	Matching Funds: \$603,900		Total Cost: \$1,984,200
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2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> YearClick here to enter text.	Matching Funds: \$603,900								
	Total Cost: \$1,984,200								

Project Information	Project Information (as applicable):		
	Route Number: Commerce Drive (MSAS Route 119)		Functional Class: Major Collector
	From: Lookout Drive	To: Lor Ray Drive	Length: Click here to enter text.
	From Reference Post: Click here to enter text.		To Reference Post: Click here to enter text.
	Old Bridge Number: Click here to enter text. Bridge Location: Click here to enter text.		
	Section, Township and Range: Sect. 11 T108N R27W		
	Legislative District: 23A		Congressional District: 1
	Project map attached: <input checked="" type="checkbox"/>		
	Brief Project Description:		
	<p>Partial reconstruction of Commerce Drive between Lookout Drive and Lee Boulevard. The project would include the complete removal of the existing full-depth bituminous pavement section and replacement of a new bituminous pavement section with aggregate base and edge drains. The project would include isolated removal and replacement of the existing curb and gutter and sidewalk as well as ADA pedestrian ramp improvements at the intersecting streets. The new street section will be re-stripped to provide for one lane in each direction, a center turn lane and designated bicycle lanes on both sides of the street. New street lights are proposed along the length of the project. It is anticipated that the project will also include the closure of some of the driveways between Roe Crest Drive and Lor Ray Drive to improve safety by reducing conflicting left turn movements and reduce traffic congestion.</p>		

ATP 7, 2017-2020 REGIONAL SIGNIFICANCE / IMPACT

Fill out the information as it applies to the project. Regional Development Commissions/MAPO will utilize this and their additional data to provide a regional ranking.

IDENTIFY PROJECT
Partial reconstruction of Commerce Drive between Lookout Drive and Lee Boulevard.
ECONOMIC FACTORS
See Attached
HEALTH, SOCIAL, ENVIRONMENTAL FACTORS
See Attached
ACCESS FACTOR
See Attached
PROJECT DESIGN
See Attached
OTHER
See Attached

The following factors have been identified as having or potentially having Regional Significance / Impact.

ECONOMIC FACTORS include agriculture related, business, tourism and special facilities:

- Agriculture Related: dairy routes, elevators, livestock buying stations, sugar beet dumps, fertilizer distribution centers, anhydrous distribution centers, farm implement dealers, large livestock / poultry operations.
- Business: retail business >\$1 million, wholesale business >\$1 million, employee payroll >\$500,000, employers of > 30, manufacturing > \$1 million, service industries >\$1 million, regional centers, casinos, UPS.
- Tourism: national, state, regional parks; historic sites, natural preservation routes, scenic by-ways, resorts / camping.
- Special Facilities: fuel pipeline, mining (kaolin, sand, gravel).

HEALTH, SOCIAL, ENVIRONMENTAL FACTORS: hospitals, pharmacies, clinics, DAC's, senior center / meal sites, waste hauling routes.

ACCESS FACTORS: Interstate, water crossings, bikeways, airports, rail, inter / intrastate bus routes, alternative route or application, intermodal, freight routes, school bus routes / sites.

PROJECT DESIGN: impact, local match, efficient use of funds, other sources of funds.

OTHER: prior commitments to STIP, mandated projects, political commitments, multiple partners in the projects, staged construction, etc.

REGIONAL SIGNIFICANCE INFORMATION

Economic Factors

Commerce Drive is major collector urban street extending between Lookout Drive and Lor Ray Drive. This section of Commerce Drive serves as a major access route to the largest commercial area in the City of North Mankato. Access from Trunk Highway (TH) 14 to Commerce Drive is at the Lookout Drive and Lor Ray Drive interchanges. Commerce Drive provides direct access to approximately 44 businesses, characterized as follows:

- General Retail/Office (9)
- Manufacturing (6)
- Restaurants/bars (6)
- Banks/Insurance/Financial (8)
- Health/Medical/Child Care (8)
- Hair/Nail Salons (4)
- Gas/Convenience/Auto Repair (2)
- Church (1)
- Vacant (3)

The retail and commercial businesses are concentrated primarily in the area between Lookout Drive and Lor Ray Drive. It is proposed that an access management plan will be implemented within this segment along with this project. The goal of the access management will be to close some of the driveways in order to reduce conflicting left turns, reduce congestion and to improve safety for all modes of travel.

Commerce Drive also provides one of the primary access points for a number businesses owned and operated by the Taylor Corporation and its subsidiaries. The Taylor "business park" encompasses approximately 70 acres just south of Commerce Drive and includes at least five separate businesses that employ over 1,500 people.

The improvements proposed in this project will maintain and enhance safe and efficient travel through this corridor, which will be essential in order to maintain the economic viability of the businesses in the surrounding area.

Health, Social, Environmental Factors

The improvements to this segment of Commerce Drive will maintain and enhance safe and reliable movement of traffic, bicycles and pedestrians. In addition to the business and commercial areas that depend on Commerce Drive for access, this street also facilitates access to a pharmacy, a medical clinic, an elementary school, South Central College, a church and the surrounding residential areas. As such, the proposed improvements will enhance reliable access for not only business traffic and commuters, but also for emergency services and those traveling to and from schools, parks and medical facilities. No adverse environmental impacts are expected.

Access Factors

Commerce Drive serves as a significant east/west collector roadway south of Trunk Highway 14 and is one of the primary routes for commuters traveling to and from TH 14 and the commercial and manufacturing businesses in the immediate area. Reconstruction of the deteriorated pavement must be implemented to meet the present and future traffic needs. The westerly portion of Commerce Drive provides heavy truck access to several manufacturing facilities from TH 14 and TH 169 via Lookout Drive. The project will also include enhancements for pedestrian and bicycle access. The on-street bicycle lanes will provide connectivity between recently completed off-street trails on Lookout Drive and adjacent to Lor Ray Drive (TH 14 Trail). The ADA pedestrian improvements proposed at all intersection along the project corridor will enhance access for pedestrians and individuals with disabilities.

Project Design

The project includes the partial reconstruction of Commerce Drive between Lookout Drive and Lee Boulevard. The project would include the complete removal of the existing full-depth bituminous pavement section and replacement of a new bituminous pavement section with aggregate base and edge drains. The project would include isolated removal and replacement of the existing curb and gutter and sidewalk as well as ADA pedestrian ramp improvements at the intersecting streets. The new street section will be re-stripped to provide for one lane in each direction, a center turn lane and designated bicycle lanes on both sides of the street. New street lights would be provided along the length of the

project. It is anticipated that the project will also include the closure of some of the driveways between Roe Crest Drive and Lor Ray Drive to improve safety by reducing conflicting left turn movements and reduce traffic congestion.

The City intends to use a combination of Municipal State Aid Funds, general funds, and possibly special assessments to finance the local share of the project.

Other

The City of North Mankato has projects on the STIP in FY 2015 (Lookout Drive HSIP and TH 14 Trail TAP) and FY 2018 (Lookout Drive STP.). The Lookout Drive project was constructed in 2015 by Advance Construction. MSA advances were used to fund the local share of the 2015 construction projects. If the Commerce Drive project is selected for STP-Small Urban funding, it is anticipated that the federal funds would be available in FY 2019 and the project would be constructed at that time. Sufficient MSA funds will be available in the City's account or through advances to pay the necessary portion of the local share. The attached resolution adopted by the City Council authorizes the submission of the funding application and provides a commitment to implement the project if it is selected for funding.

DISTRICT 7 STP SMALL URBAN FUNDS

Ranking of City Streets/Bridges

ATP 7, 2017 - 2020

City of North Mankato

(Applicant name)

Commerce Drive Street Rehabilitation Project

(Project Description)

Unit Feature	Submitters Pts Assigned	Examples	X this Factor	Total Pts (Ranking)	Max Pts Available	Comments
Traffic Safety and Hazard Elimination	7	10 Prevent deaths with documented accident history	2	14	20	Proposed access management measures and street lighting will enhance safety for vehicular traffic, bicycles and pedestrians..
		5 Proactive safety with no accident history (incl. new roadway)				
		3 Reconstruction - no safety improvement				
		1 Reconditioning - no safety improvement				
Traffic Volume * Existing/estimated ADT for new constr/reconstr and reconditioning	6	10 > 18,000 ADT	1	6	10	Current ADT between Lor Ray Drive and Tower Boulevard is 11,000 vpd.
		9 16,000 - 18,000				
		8 14,000 - 16,000				
		7 12,000 - 14,000				
		6 10,000 - 12,000				
		5 8,000 - 10,000				
		4 6,000 - 8,000				
		3 4,000 - 6,000				
		2 2,000 - 4,000				
		1 < 2,000 ADT				
RQI - (Ride Quality Index) - or equivalent rating system	3	5 Less than 2.5	4	12	20	RQI is estimated
		3 2.5 - 3				
		1 Greater than 3				
Economic Development	5	10 Leads to new business opportunities	1	5	10	
		5 Creates opportunities for existing businesses				
		1 Maintains status quo				
Recent or Prior Project	2	5 Do not have a project in the current STIP	3	6	15	
		4 Have a project in Year 1 of the STIP				
		3 Have a project in Year 2 of the STIP				
		2 Have a project in Year 3 of the STIP				
		1 Have a project in Year 4 of the STIP				
Multi-jurisdictional	1	10 3 or more entities (each contributing financially toward the required match)	1	1	10	
		5 2 entities (both contributing financially toward the required match)				
		1 Stand-alone project				
Multi-modal/Complete Streets	10	10 Promotes safe and convenient access and travel for all users	1	10	10	Addition of on-street bike lanes in both directions is proposed as well as ADA improvements on the existing sidewalk system.
		5 Provides limited access to some modes/users				
		1 Addresses motor vehicle traffic only				
Identified in a local, regional, or state plan	5	5 Project has been identified in a plan that involved a robust public input process	1	5	5	The project is identified a priority project in the MAPO Long Range Transportation Plan.
		3 Project has been identified in a plan, but the plan did not include public input				
		1 Project has not been identified in a plan				
TOTAL POINTS (100 points possible)				59	100	59%

DISTRICT 7 STP SMALL URBAN FUNDS
Ranking of City Streets/Bridges
ATP 7, 2017 - 2020

City of North Mankato

(Applicant name)
nerce Drive Street Rehabilitation P

(Project Description)

Risk Screening questions (avoid project "slippage"):

1. Does the project use Section 4(f) Park Lands or properties?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

2. Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

3. Does the project affect species or critical habitat protected by the Endangered Species Act?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

4. Does the action require new right of way or temporary easement, access change, or relocation?

☒ Yes ☐ No ☐ 25% certain ☐ 50% certain ☒ 75% certain ☐ 100% certain

5. Does the project have a high risk of hazardous materials involvement?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

6. Does the project involve placement of fill into Waters of the U.S.?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

7. Does the project encroach into a floodplain?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

8. Does the project significantly impact air quality in a negative manner?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☐ 75% certain ☒ 100% certain

9. Is the project anticipated to be controversial?

☐ Yes ☒ No ☐ 25% certain ☐ 50% certain ☒ 75% certain ☐ 100% certain

NOTE:

Right-of-way, preliminary engineering and construction engineering are not eligible for federal funding.

No project \$minimum or \$maximum are applied.

Signature of City Engineer

Date of Submittal

RESOLUTION NO.

RESOLUTION AUTHORIZING FUNDING APPLICATION FOR THE COMMERCE DRIVE
IMPROVEMENT PROJECT

WHEREAS, \$1,580,000 in federal funds are available for the improvement of streets and bridges in cities with population over 5,000 in MnDOT District 7 through the Surface Transportation Program (STP – Small Urban), and

WHEREAS, the City of North Mankato has determined that the improvement of Commerce Drive between Lookout Drive and Lor Ray Drive is necessary and meets the eligibility requirements of the STP-Small Urban funding program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that an application for STP – Small Urban federal funding be prepared and submitted for improvements to Commerce Drive between Lookout Drive and Lor Ray Drive.

BE IT FURTHER RESOLVED that the City of North Mankato agrees to act as sponsoring agency for the STP – Small Urban federal funding and has reviewed and approved the project as proposed.

BE IT FURTHER RESOLVED that the City of North Mankato, if awarded the federal funds for said project, agrees to secure and guarantee the local share of costs associated with this project and agrees to see this project through to its completion, with compliance of all applicable laws, rules and regulations.

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

Adopted by the City Council this 4th day of January 2016.

Mayor

Attest:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: 10C	Department: City Engineer	Council Meeting Date: 01/04/16										
TITLE OF ISSUE: Receive Presentation on Special Assessment Policy.												
BACKGROUND AND SUPPLEMENTAL INFORMATION: The 2015 Strategic Plan addressed the need to update the North Mankato Special Assessment Policy. A draft Special Assessment Policy has been prepared for your review and changes will be discussed by City staff.												
<i>If additional space is required, attach a separate sheet</i>												
REQUESTED COUNCIL ACTION: No action requested.												
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: Aye Nay _____ _____ Steiner _____ _____ Norland _____ _____ Freyberg _____ _____ Spears _____ _____ Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; text-align: center;"> <tr> <td>Resolution</td> <td>Ordinance</td> <td>Contract</td> <td>Minutes</td> <td>Map</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Draft Special Assessment Policy</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution	Ordinance	Contract	Minutes	Map								
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DRAFT ASSESSMENT POLICY

December 2015

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INTRODUCTION

The intent of this assessment policy is to define the procedures and methodology that is to be used by the City of North Mankato for special assessments to ensure compliance with State Law, including Minnesota Statutes (M.S.) Chapter 429 and fair and equitable treatment of all properties within the City of North Mankato. In the event of discrepancies between this policy and the requirements of Minnesota Statutes (M.S.) Chapter 429, the Minnesota State Statutes will govern.

New development requires the expansion of the existing infrastructure system such as streets and public utilities. At the same time aging infrastructure must be repaired and replaced to meet the continued and changing needs of the community.

Infrastructure improvements have a recognized benefit (increase to market value) to the adjoining properties. Court rulings have clearly outlined that adjoining properties may be assessed and that the assessment to a parcel may not exceed the benefit (increase in market value) received by the property due to the project. This policy also acknowledges there is a benefit to the City as a whole to do timely infrastructure improvements.

Cities have limited financial resources to apply to public improvements. The City Council has chosen to implement this policy to create a mix of individual property and City wide taxation to fund these public projects. The policy provides the flexibility to apply the assessments as appropriate to each project while at the same time ensuring equitable treatment to all assessed properties.

The assessment policy manual is intended to be a dynamic document and will be reviewed and updated as needed.

INTENT

This policy establishes a procedure and methodology for levying special assessments for public improvements pursuant to the requirements of Minnesota Statutes.

When a public improvement conveys special benefit to properties in a definable area, the City intends to levy special assessments on the benefited properties to finance such improvements.

It is the intent of the City that the amount of any assessment for public improvements not exceed the special benefit to the benefited property. The special benefit for purposes of this policy is defined as the increase in market value of the property.

Public improvements covered by this policy manual include the construction or reconstruction of streets, sidewalks, storm sewer, sanitary sewer, water works, street lighting, and other public improvements allowed by State Law.

GENERAL DEFINITIONS

1. Initiation of Improvements.
Improvements may be initiated either by the City Council or by petition of not less than 35% of the affected properties.
2. Project Cost.

The project cost shall be deemed to include the cost of all necessary materials and labor work required to accomplish the improvement, plus expenses incurred or to be incurred in making the improvement including engineering, legal, administrative, financing, right-of-way, and other contingent costs.

3. City Costs.

Where the project cost of an improvement is not entirely attributable to the need for service to the areas served by said improvement, or where unusual conditions beyond the control of the property owners in the area serviced by the improvement would result in an inequitable distribution of special assessments, the City, through the use of other funds may pay such costs which, in the opinion of the City Council, represent City Costs.

4. Assessable Cost.

The assessable cost of an improvement shall be defined as those costs which, in the opinion of the City Council, are attributable to the need for service in the areas served by the improvement and are not in excess of the special benefit conveyed to the property by the improvements. Said assessable cost shall be equal to the project cost of the current project as defined above, minus City costs as defined above; provided that such assessable costs shall in no event exceed the special benefit conveyed to the property by the improvement.

5. City Property. City owned property, including building sites, parks, and playgrounds, but not public streets and alleys shall be regarded assessable on the same basis as if such property was privately owned.

6. Distribution of Assessments. The assessable costs of the improvement shall be distributed among the affected property owners according to one of the procedures outlined in the DISTRIBUTION OF ASSESSMENTS section that starts on Page 4.

- a. "Adjusted frontage" shall be expressed to the nearest foot.
- b. "Area" shall be defined as the gross area of the parcel or lot which is benefitted, in terms of square feet or acres.
- c. "Unit or "Lot": When the City council determines that the assessable cost would be more equitably distributed on a "unit" basis, the assessable unit may be the "lot" (i.e., a uniform per lot assessment), REC (Residential Equivalent Connection), or other equitable unit adopted by the Council.

Measures of dimension, distance, or size shall be based on recorded plating data, wherever possible.

7. Application of Policy. In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments or results in a special assessment amount that exceeds the benefit (increase to market value) to the properties as a result of the improvements, the City council reserves the right to adjust the individual assessments so as to achieve a more equitable distribution or to reduce or cap the special assessments as a whole to reduce the assessment amount equal to or below the benefit (increase to market value). Such adjustment may be based on current or anticipated land use.

8. Time of Assessments. Levying of assessments generally occurs in the current year of construction. In some cases where construction extends into two calendar years, the levying of assessments may be delayed until the following year.

9. Assessment Rate: The assessable cost for each type of improvement divided by the assessable unit for each type of improvement (adjusted front footage, area, or unit/lot).

DISTRIBUTION OF ASSESSMENTS

Several methods exist for assessing property benefitted by local improvement projects. It is the policy of the City to use the method that most equitably distributes the project costs as determined by the City Council. A description of the common methods generally used by the City appears in this section. Other methods may be used if they are determined to be more equitable. How these methods will be used in relation to specific types of improvements will be described in later sections. The City may choose to use more than one of these methods for assessment on the same project.

1. Front Foot Method:

Improvement costs are commonly distributed according to the "adjusted front footage" of a parcel or lot. In this method, the City determines a rate of assessment per front foot. This rate applies to each parcel as follows:

Assessment = Assessment rate multiplied by the Parcel's adjusted front footage

The City will choose from among the following methods to calculate adjusted front footage based on which method best reflects the benefit it received from the improvement. In every case, measurements are based upon actual lot line measurements as shown on recorded platting data. In the absence of recorded plat data for a lot, County tax parcel data may be used.

- a) Rectangular Interior Lots: For rectangular interior lots, the footage equals the dimension of the side of the lots abutting the improvement.
- b) Cul-de-sac Lots: For cul-de-sac lots, one of the following methods applies: (1) Footage equals the lot width at the building setback line; or, (2) Footage equals the average of the front and rear lot lines. The greater of options one or two shall apply.
- c) Curved Frontage: For other lots with curved frontage, the larger of the following shall apply:
 - 1) Frontage equals lot width at the building setback line; or
 - 2) Frontage equals lot width at the front lot line.
- d) Irregular Shaped Lots: For lots with irregular shapes frontage equals the average width of the lot, or a calculation determined by the City Council to be equitable.
- e) Corner or Through Lots: When improvements are made to a corner or through lot, including parcels abutting three streets, adjusted frontage will be determined by one of the following methods:
 - 100% of lineal footage, if the side of the lot abutting the improvement is the short side of the lot
 - 50% of the lineal footage if the side of the lot abutting the improvement is the long side of the lot
 - 0% of rear yard lineal footage, unless there is an access from a street being improved with the project, in which case a 50% of rear yard lineal footage shall apply

2. Area Method:

Assessments may be distributed according to the gross area of the benefitted lot or parcel. In this method, the City determines the rate of assessment per number of acres or the number of square feet. The rate applies to each parcel as follows:

Assessment = Assessment rate multiplied by the Parcel's area

Where appropriate, a reduction to the assessable area will be made for right-of-way:

3. Unit/Lot Method:

When the City Council determines that the assessable cost for items such as sewer or water laterals would be more equitably distributed on a unit basis, all lots in the area to be included will be assessed equally.

Assessment = Assessment rate multiplied by the number of Units or Lots

PAYMENT OF ASSESSMENT

Unless otherwise authorized by the City Council the following shall apply:

1. Pre- Payment

After the adoption by the City Council of the assessment roll, the owner of any property specially assessed in the preceding, may pay to the City Treasurer all or any portion of the assessment. The full or partial pre-payment of the assessment shall be made within the timeframes specified in the assessment resolution adopted by the City Council and in the assessment notices. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of the assessment. No interest shall be charged on the paid portion of the assessment.

2. Interest

The City of North Mankato will charge interest on Special Assessments at a rate specified by resolution. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) greater than the average coupon interest rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the rate allowed by State law. .

3. Length of Assessment

Unless otherwise authorized by the City Council, assessment payments will be extended over a period of 15 years. Unless otherwise approved by the City Council, the length of the assessment will not exceed the term of the bond financing the improvement.

WASTEWATER SYSTEM

Portions of the wastewater system provide for the collection of wastewater from individual parcels while other portions of the system provide collection, pumping and treatment for the entire system. In wastewater system assessments, the City Council will try to strike a balance between individual and system-wide benefits.

The wastewater system is divided into two types of improvements: primary and secondary. Primary improvements include major trunk sanitary sewers and the main lift stations including associated forcemains and other facilities. The secondary improvements include sanitary sewers systems and service lines that collect the wastewater from individual parcels or neighborhoods, and in some cases, neighborhood lift stations.

Primary Wastewater System Improvements:

1. Unless the City Council determines there is a direct benefit to individual parcels, the costs for improvements to the primary wastewater system as defined above will be paid for by the City through user fees.

Secondary Wastewater System Improvements:

1. Sanitary Sewer Systems

Sanitary sewer systems are defined as sanitary sewer pipes, manholes and associated improvements necessary to collect wastewater from individual properties or neighborhoods for transporting to a treatment facility.

- a) The cost for installation of sanitary sewers to serve new developments is 100% assessable to the benefitted properties
- b) The cost of replacement, upgrading and/or rehabilitation of sanitary sewer systems is 40% assessable.
- c) If the sanitary sewer is not constructed in conjunction with street reconstruction, the cost of any required restoration of the street, curb and gutter, sidewalk, sodded areas and other restoration items will be included in the assessable cost.
- d) When system oversizing is needed to accommodate growth, a greater share of the system cost may be borne by the City. When a system oversizing is needed due to the nature of an individual property, a greater share of the system cost may be borne by the individual property owner.

2. Sanitary Sewer Service Lines

Sanitary sewer service lines are defined as the sewer system components that allow connection of individual properties to the wastewater system and include pipe extending from the sanitary sewer to the property line and associated fittings.

- a) The cost of a sanitary sewer services in new developments is 100% assessable to the benefitted property.
- b) The cost of replacement/upgrading of sanitary sewer service lines as part of a City project is 100% assessable to the benefitted property.
- c) If the sanitary sewer service is not constructed in conjunction with street reconstruction, the cost of any required restoration of the street, curb and gutter, sidewalk, sodded areas and other restoration items will be included in the assessable cost.
- d) Maintenance of service lines is the responsibility of the property owner. The cost of repair, maintenance or replacement of service lines shall be assessed to the property owner. The replacement/upgrading of sanitary sewer service that is not part of a larger City project shall be considered maintenance.

3. Lift Stations:

Wastewater lift stations are defined as facilities designed to move wastewater from lower to higher elevation, particularly where the elevation of the source is not sufficient for gravity flow and/or when the use of gravity conveyance will result in excessive excavation depths and high sewer construction costs.

- a) The cost for installation of lift stations to serve new development areas is 100% assessable to the benefitted properties
- b) Unless the City Council determines there is a direct benefit to individual parcels, the costs for replacement, upgrading and/or rehabilitation of existing lift stations will be paid for by the

City through user fees.

4. Assessments:

Unless otherwise specified by the City Council:

- a) Assessable costs for sanitary sewer systems will be distributed to benefitted property on a unit basis.
- b) Assessable costs for sanitary sewer services will be distributed to benefitted property on a unit basis.
- c) Assessments for lift stations, if the City Council determines there is direct benefit to individual parcels, will be distributed to benefitted property on a unit basis.
- d) Assessments will be levied at the same time against all benefitted property in the area, even if some parcels do not connect to the system at the time of assessment.

WATER SYSTEM

It is recognized that water distribution improvements benefit both the individual property and the entire water system. The improvements bring water service to individual parcels while also improving flow and pressure conditions at other locations. In distribution assessments, the City Council will try to strike a balance between individual and system-wide benefits.

Trunk water systems improvements are divided into two types: primary and secondary. Primary improvements are those improvements attributable to water supply, treatment and storage, including wells, water towers, ground storage reservoirs, treatment facilities, etc. Secondary improvements are those improvements which are attributable to the distribution of water to the individual properties, including watermains, hydrants, valves, service lines, etc.

Primary Water System Improvements:

1. Unless the City Council determines there is a direct benefit to individual parcels, the costs for improvements to the primary water system as defined above will be paid for by the City through user fees.

Secondary Water System Improvements:

1. Watermain Systems
 - a) The cost for the installation of secondary water system improvements serve new developments is 100% assessable to the benefitted properties.
 - b) The cost of replacement/upgrading of secondary water system improvements is 40% assessable.
 - c) If the watermain improvements are not constructed in conjunction with street reconstruction, the cost of any required restoration of the street, curb and gutter, sidewalk, sodded areas and other restoration items will be included in the assessable cost.
 - d) When system oversizing is needed to accommodate growth, a greater share of the system cost may be borne by the City. When a system oversizing is needed due to the nature of an individual property, a greater share of the system cost may be borne by the individual property owner.
2. Water Service Lines

Water service lines are defined as the water system components that allow connection of individual properties to the water system and include water pipe extending from the watermain to the property line, valves, and associated fittings.

- a) Assessable Costs: The cost of installation of a new services lines is 100% assessable to the benefitted property. The cost of replacement/upgrading of service lines is 100% assessable. 100% of the costs for restoration of the street, curb and gutter, sidewalk and sodded areas will be included in the assessable cost except when the service line is constructed in conjunction with the replacement or upgrading of a secondary trunk water systems under a City project.
 - b) Maintenance of service lines is the responsibility of the property owner. The cost of repair, maintenance or replacement of service lines shall be assessed to the property owner. The replacement/upgrading of water service that is not part of a larger City project shall be considered maintenance.
3. Assessments:
Unless otherwise specified by the City Council:
- a) Assessable costs for watermain improvements will be distributed to benefitted property on a unit basis.
 - b) Assessable costs for water service lines will be distributed to benefitted property on a unit basis.
 - c) All assessments will be levied at the same time against all benefitted property in the area, even if some parcels do not connect to the system at the time of assessment.

STORM SEWER

Storm sewer systems are defined as storm sewer pipes, drain tile, catch basins, manholes, open drainage ways, wet and dry basin areas designed to provide for the control and quality treatment of storm water and ground water over a particular area.

- 1. Storm sewers serving private parcels or lots or new developments are 100% assessable to those properties. Exceptions to this are as follows:
 - a) When a system oversizing is needed to accommodate growth, a greater share of the system cost may be borne by the City.
 - b) When a system oversizing is needed due to the nature of an individual property, a greater share of the system cost may be borne by the individual property owner.
- 2. The City shall determine the area to be benefitted by the storm sewer improvements.
- 3. Assessable costs for such improvements shall be distributed on an area or unit basis to benefitted properties.
- 4. Should storm sewer improvements be required with street construction or reconstruction, these additional costs may be included in the street construction assessment.
- 5. The City may adopt an ordinance creating a storm sewer improvement tax district, pursuant to the requirements of Minnesota Statutes 444.16 - 444.21 as it may be amended from time to time. The purpose of such a district will be to provide for the financing of storm sewer improvements.
- 6. Assessments
Unless otherwise specified by the City Council:
 - a) The cost for storm sewer construction serving private parcels or new developments is 100% assessable to the benefitted properties.
 - b) The cost of upsized, new, or repaired storm sewer in previously developed areas is 40% assessable to the benefitted parcel(s). Unless otherwise specified by the Council, the assessable costs for storm sewer shall be included with the street improvement costs and

- distributed among benefitted properties on an adjusted frontage basis.
- c) If the storm sewer is not constructed in conjunction with street reconstruction, the cost of any required restoration of the street, curb and gutter, sidewalk, sodded areas and other restoration items will be included in the assessable cost.
 - d) In the case where the Council determines additional capacity is necessary, 100% of the cost of such additional capacity shall be borne by the parcel(s) that require such additional capacity.
 - e) Assessments will be levied at the same time against all benefitted property in the area, even if some parcels are not currently developed.

STREETS

1. Street Construction and Reconstruction

Street construction and reconstruction is defined as all necessary removals, grading, base, subsurface drainage, hard surfacing (such as bituminous or concrete), storm sewer (when not assessed separately), curb and gutter, driveways, restoration, signage, striping, and other miscellaneous work necessary to construct streets in new developments or to reconstruct existing deteriorated streets

- a) No street construction shall be approved for less than both sides of a street except as necessary to complete the improvement of a block which has previous partial completion.
- b) Typical street design standards are as follows:
 - 1) Residential areas – in accordance with the standard residential street width and pavement section as determined by the City Administrator or his/her designee.
 - 1) Commercial and Industrial areas – Street width, pavement section and other design details will be as determined by the City Administrator or his/her designee for the anticipated types or volumes of traffic.
- c) Whenever possible new street construction will occur only after all utilities and utility service lines have been installed to the edge of right of way to serve each known and assumed location.

2. Street Overlays

An overlay is defined as the construction of a new layer of pavement (typically bituminous) applied over an existing deteriorated street or roadway surface. On streets with curb and gutter a portion of the existing surface is t, edge milling is done adjacent to the curb and gutter to maintain the current surface elevations and then a pavement overlay is placed. Isolated replacement of deteriorated curb and gutter may also be included with a street overlay project.

3. Bituminous Seal Coating

A bituminous seal coat is defined as the application of bituminous material on the roadway followed by a coating of fine aggregate. This treatment method extends the life of the pavement by to minimizing the infiltration of water through the surface, reducing surface oxidation, and restoring skid resistance/surface roughness of the pavement..

4. Crack Filling:

A crack fill repair consists of routing out the crack to create a reservoir that is filled with a hot bituminous sealant. This procedure also extends the pavement life by reducing the infiltration of moisture and debris through the pavement surface and into the subgrade.

5. Assessments

Unless otherwise specified by the City Council:

- a) The cost for street construction serving new developments is 100% assessable to the

- benefitted properties.
- b) The reconstruction/upgrading of existing streets shall be assessed as follows:
 - 1) 40% of the costs of reconstructing existing streets shall be assessed to the benefiting property owners.
 - 2) 40% of the costs of constructing overlays on existing streets as defined above shall be assessed to the benefiting property owners.
 - 3) Unless the City Council determines there is a direct benefit to adjacent parcels, the costs of crack filling and seal coats will be performed as routine street maintenance and will not be assessed to adjacent properties.
 - 4) Assessable costs for street reconstruction in residential areas will be based on the standard residential street section as determined by the City Administrator or his/her designee. In cases where the City Administrator or his/her designee determines additional width or pavement section is necessary, the additional costs thereof may be borne by the City, at the discretion of the City Council.
 - 5) Assessable costs for street reconstruction in commercial and industrial areas will be based on a street width and a design pavement section as determined to be required by the City Administrator or his/her designee based on the type and volume of traffic
 - c) Alleys maintained by the City shall be assessed the same as public streets.
 - d) For the purposes of determining assessable costs, no distinction will be made between City streets and streets designated as County Highways, County State-Aid Highways, or state Trunk Highways. The participating funds from the county or state will be applied to offset the City portion of the costs.
 - e) Unless otherwise specified by the Council, the assessable costs for streets shall be distributed among benefitted properties on an adjusted frontage basis.
 - f) Assessments will be levied at the same time against all benefitted property in the area, even if some parcels are not currently developed.

STREET LIGHTING

- 1. The City Council may assess benefitted property owners for the cost of a street lighting system, including lighting units (poles, fixtures, outlets, accessories and foundations), underground electrical circuits (wiring, conduit, hand holes, etc.), overhead electrical lines, service panels, and other necessary system components.
- 2. Assessments:
Unless otherwise specified by the City Council:
 - a) Unless otherwise specified by the City Council, 100% of the City costs for street lighting improvements along streets constructed to serve new developments shall be assessed to benefitting properties.
 - b) Unless otherwise specified by the City Council, 40% of the City costs for street lighting improvements on streets that are reconstructed and/or rehabilitated shall be assessed to benefitting properties on unit basis. Unless otherwise specified by the Council, the assessable costs for street lighting shall be included with the street improvement costs and distributed among benefitted properties on an adjusted frontage basis.
- 3. The City may adopt an ordinance creating a street lighting district, pursuant to the requirements of Minnesota Statutes 444.16 - 444.21 as it may be amended from time to time. The purpose of such a district will be to provide for the financing of street lighting improvements. If a street lighting district is established, the assessable costs for street lighting improvements may be distributed to benefitting properties within the established district on an area or a unit basis.

SIDEWALKS

1. Sidewalks are defined as a paved path (concrete or bituminous) parallel to the street for use by pedestrians and/or bicyclists.
2. New sidewalks shall be constructed to meet standards determined by the City Administrator or his/her designee.
3. Replacement
 - a) Replacement is defined as the rehabilitation of an existing sidewalk which, for any reason, does not meet construction requirements outlined above and has become unsafe or a nuisance to the public as defined by local ordinance.
 - b) Replaced sidewalks shall meet the standards determined by the City Administrator or his/her designee.
4. Assessments:
Unless otherwise specified by the City Council:
 - a) The cost of sidewalks in new developments shall be 100% assessed to the benefitting properties
 - b) The reconstruction of existing sidewalks or the construction of new sidewalks along an existing street, either as a stand-alone project or as part of a street reconstruction project, shall be 40% assessed on a front foot basis. Unless otherwise specified by the Council, the assessable costs for sidewalks shall be included with the street improvement costs and distributed among benefitted properties on an adjusted frontage basis.
 - c) If sidewalk is constructed on only one side of the street, the sidewalk costs will be assessed against the adjusted front footages on both sides of the street.
 - d) If the sidewalk is not constructed in conjunction with street reconstruction, the cost of any required restoration of the street, curb and gutter, sodded areas and other restoration items will be included in the assessable cost.
5. Sidewalk Improvement District:
Pursuant to M.S. 435.44, the City Council by ordinance may establish a sidewalk improvement district. The purpose of such district is to provide an area with safe pedestrian walkways to and from schools, school bus stops, public transportation facilities, and other neighborhood and community facilities. Improvements may include both construction and repair. If a sidewalk improvement district is established, the assessable costs for sidewalk improvements may be distributed to benefitting properties within the established district on an area or a unit basis. For projects done in an improvement district, the assessable cost may be apportioned to all property in the district on a uniform basis as to each classification of property.
 - a) Indirect Benefit Assessment - May involve all property in the district without regard to location of sidewalks
 - b) Direct Benefit Assessment - May be assessed to abutting property as new sidewalk.

HOOK UP FEES

1. If the City advances its own funds to pay for improvement costs benefitting a property whether abutting or non-abutting but not initially assessed for the improvement, the City may include all or any portion of the costs originally advanced into hookup charges which will be collected at such time when the property is connected to the improvements.

2. It is the intent of the City that the hook-up fees collected in combination with any assessments shall not case exceed the total actual costs incurred by the City for construction of the improvements.

REDUCTIONS IN ASSESSMENT

1. Credit will be given for assessments paid on previous street, sanitary sewer, watermain, and storm sewer rehabilitation projects that took place not more than 20 years prior to the start of the current project. A method determined by the City Council to be equitable will be used to calculate the applicable credit for each infrastructure element.
2. Credit will be given for the cost of reconstructing existing sidewalks less than five years old.
 - a) This credit will be for 100% of assessed cost of sidewalks less than one year old and the credit will be reduced by 20% for each year of age.
 - b) A building permit must have been taken out for the sidewalk and the age of the sidewalk will be based on the date stated on the building permit.
3. Assessment Cap: If the City Council determines that the total assessment on a parcel or parcels on an improvement project as computed on the basis outlined herein results in a total assessment that do not reflect the benefit received by the property owner(s) for the improvements, the Council, at their sole discretion may adjust the assessment(s) to more closely represents the benefit received.

APPORTIONMENT OF ASSESSMENTS UPON LAND LATER SUBDIVIDED

If a special assessment is levied against a tract of land which is later subdivided, the installments remaining unpaid can be apportioned among the various lots and parcels in the tract upon a finding that such apportionment will not materially impair collection of the balance due.

This may be done upon application of the property owner or by the Council acting upon its own motion, but notice of such apportionment and of the right to appeal must be mailed to or personally served upon all owners of any part of the tract. If the action is requested by the property owner(s), all costs associated with public notice shall be paid by the property owner(s) making the request.

The Council may, and if the assessment has been pledged towards payment of improvement warrants the Council must, require the owner(s) to furnish a cash surety or letter of credit toward total payment of all assessments.

SUPPLEMENTAL ASSESSMENT AND REASSESSMENT

The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct errors or omissions related to the total cost of the improvement or any other particular item.

In addition, if an assessment is set aside by a Court for any reason or if the City Council finds that the assessment or any part of it is excessive or determines on advice of the City Attorney that it is or may be invalid for any reason, the City Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel(s).

SPECIAL ASSESSMENT FOR CURRENT SERVICES

The City Council may provide for the collection of certain service charges as a special assessment against

the property benefitting from the service. The City of North Mankato will charge interest on Special Assessments for Current Services at a rate set by the City Finance Director and specified by resolution. Special charges that may be assessed include those for:

1. Snow, ice or rubbish removal from sidewalks, mowing or weed elimination from streets or private property;
2. Removal or elimination of public health or safety hazards from private property (except hazardous buildings as defined by M.S. 463.15 to 463.26;
3. Installation or repair of water or sanitary sewer service lines;
4. The trimming and care of trees and the removal of trees from any street and the treatment and removal of insect-infested or diseased trees on private property.

DEFERRED ASSESSMENTS

1. Outside City Limits.
If the City installs utility facilities which benefit property which lies outside the corporate limits, that area and the allocable costs shall be included in the original public hearing for the improvement.
 - a) The City may attempt to negotiate a contract with the property owner of the property lying outside the City which will provide for payment to the City on the same basis as if the property were within the City and to be assessed for the improvement as a prepayment upon completion of the project.
 - b) If such a contract cannot be executed, the City will assume the temporary responsibility for payment of the cost allocable to the property lying outside the City limits. Upon annexation this property shall be assessed under the provisions provided in this policy. Unless otherwise determined by the City Council, interest on deferred assessments shall be included in the total cost to be assessed.
 - c) When property lies outside the City limits, no physical connection to the City's utility or drainage system will be permitted until a utility agreement and contract, including satisfaction of costs or assessments, is executed.
 - d) Termination of Deferment.
The option to defer the payment of special assessments pursuant to this Ordinance shall terminate and all installment amounts previously deferred, plus applicable interest, shall become due upon the occurrence of any of the following events:
 - 1) Annexation of the property
 - 2) Request of property owner;
 - 3) Death of the eligible property owner, providing any surviving owner is otherwise not eligible for the deferral;
 - 4) Sale, transfer or subdivision the property or any part thereof.
 - 5) Period of deferment shall not exceed 20 years.
2. Unimproved Property Inside City Limits.
 - a) The Minnesota Agriculture Property Tax Law (M.S. 273.111), commonly referred to as the Green Acres Law, was designed for the preservation of agricultural land should it be annexed by a municipality. This law delineates specific guidelines for deferment of taxes and assessments and states that real estate consisting of 10 acres or more shall be entitled to deferment of assessment under this section if it meets the classification of class 2a under M.S. 273.13 if it is primarily devoted to agricultural use as defined in Subdivision 3 of M.S.

273.111.

- b) The payment of special assessments levied under this policy for improvements benefiting this property together with any interest thereon shall, on timely application as provided in the Subdivision 8 of M.S. 273.111 shall be deferred as long as such property meets the conditions contained in M.S. 273.111.

3. Senior Citizens/Disabled Persons

- a) The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:
 - 1) The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
 - 2) The applicant must be 65 years of age or older or one or more of the owners of such property meet the definition of a "disabled person" as defined by Section 223 of the Federal Social Security Act.
 - 3) The applicant must be the owner of the property.
 - 4) The applicant must occupy the property as his principal place of residence..
In determining whether or not a senior citizen/disabled person is eligible for deferral of special assessment installment payments, the following criteria are established;
 - 5) The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.
- b) The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in his status that would affect eligibility for deferment.
- c) The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest at a per annum interest rate of two percent (2%) above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.
- d) The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
 - 1) The death of the owner when there is no spouse who is eligible for deferment.
 - 2) The sale, transfer or subdivision of all or any part of the property.
 - 3) Loss of homestead status on the property.
 - 4) Determination by the Council for any reason that immediate or partial payment would impose no hardship.
 - 5) Period of deferment shall not exceed 20 years unless, after 20 years the hardship as defined herein still exists and the deferment is extended.

4. Interest on Deferred Assessments.

Unless otherwise directed in this Policy or by the City Council, interest shall be charged on any assessment deferred pursuant to this Ordinance at a rate equal to the rate charged on other

assessments for the particular public improvement project the assessment is financing. Such interest shall also be deferred.

LOCAL IMPROVEMENT PROCESS

The North Mankato City Council has adopted the following process for the initiation, review, and assessment of local public improvement projects:

1. Project Initiation: Projects may be initiated in two ways:
 - a) Petition by 35% of the affected property owners; or
 - b) By order of the City Council.
 - c) Unless otherwise directed by the City Council, project for which petitions for improvements area accepted by the City Council by August 31st will be constructed in the following calendar year.
2. Petition Review: If project is petitioned, the City Council must determine if the petition conforms to the guidelines of M.S. 429.035.
3. Feasibility Report: The Council instructs the City Engineer to prepare a preliminary report on the proposed improvement. The report will indicate feasibility of proceeding with improvement and estimated total project costs.
4. Accept Feasibility Report/Call for Hearing: The City Engineer will submit the feasibility report to the Council. The Council may then schedule a date for a public hearing on the improvement. The Council may hold a public hearing on the proposed improvement following two publications in the Official newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications shall be a week apart and the hearing shall be at least three days after the last publication. Not less than ten days before the hearing, notice thereof shall also be mailed to the owner of each parcel within the area proposed to be assessed, but failure to give mailed notice or any defects in the notice shall not invalidate the proceedings.
5. Public Hearing on Improvement: The purpose of the hearing is to give all interested property owners a chance to make comment on the proposed improvement. If the project is petitioned by 100% of the affected property owners, then this step may be omitted, provided the City has secured the necessary waiver documents from all petitioning property owners.
6. At its discretion, the Council may consider any objection to the amount of a proposed individual assessment at an adjourned meeting. The purpose of such additional inquiry is to determine objectively and in an adversary proceeding whether the amount of the assessment exceeds the benefit conveyed to the property. At such an adjourned meeting, both the City and the property owner will be given the opportunity to present oral and written testimony.
7. Notification for the assessment hearing will be published in the official newspaper and shall include the following statements at a minimum:
 - a) The date, time, and place of the assessment hearing;
 - b) The general nature of the improvement;
 - c) The area proposed to be assessed;
 - d) The total amount of the proposed assessment (not the amount on each parcel);
 - e) That the proposed assessment roll is on file with the Clerk;
 - f) That written or oral objections will be considered;

- g) That no appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing;
 - h) That an appeal to district court may be made by serving notice upon the Mayor or Clerk of the City within 30 days after adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or Clerk; and
 - i) Whether the City has adopted any deferment ordinance or resolution and the basic substance of that ordinance or resolution.
8. Affected property owners will also receive mailed notices which will include not only the nine items included in the published notice, but also the following information:
- a) The amount to be assessed against that particular lot, piece, or parcel of land;
 - b) The right of the property owner to prepay the entire assessment and the person to whom prepayment must be made;
 - c) Whether partial prepayment of the assessment has been authorized by ordinance;
 - d) The time within which prepayment may be made without the assessment of interest; and
 - e) The rate of interest to be accrued if the assessment is not prepaid within the required time period.
9. In accordance with Minnesota State Law, the City Clerk will notify an affected property owner by mail if their adopted assessment differs from the proposed assessment as to any particular lot, piece or parcel of land. Property owners will also be notified by mail of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.
10. Adopting Assessment: Upon determination of final assessment amounts, the Council shall adopt the assessment roll. Any property owner who has formally objected to the assessment has 30 days to appeal the assessment to District Court.
11. Awarding Bids: When the City Council has completed all necessary review and hearings, it may award the bid to the lowest acceptable bidder.
12. Construction: Once the City has entered into a contract with the successful bidder, construction of the improvement may begin.
13. Assessment Process: In those cases where the City has not undertaken the appropriate assessment proceedings, the Council shall initiate the assessment process.
14. Certification of Assessments: After the adopting of any special assessment by the Council, the City Clerk/Treasurer shall transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor to be extended on the County property tax lists.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: 10D	Department: City Administrator	Council Meeting Date: 01/04/16																												
TITLE OF ISSUE: Consider Resolution Regarding the 2016 Legislative Session.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Administrator Harrenstein will discuss the resolution.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt Resolution Regarding the 2016 Legislative Session.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Spears	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

A RESOLUTION REGARDING THE 2016 LEGISLATIVE SESSION

WHEREAS, the 13,610 citizens of the City of North Mankato play a vital role in all areas of the vitality of the regional economy in the Mankato-North Mankato Metropolitan Statistical Area, and

WHEREAS, the long term cost of service delivery and the level of service provision associated with public services including but not limited to recreation, flood control, transit, public safety, riverfront redevelopment, regional parks, lake improvements, transportation, and public facilities are important considerations for the City Council of North Mankato; and

WHEREAS, the cost of maintaining a public utility system to provide quality water, treatment of wastewater, and management of the storm water system are important considerations for the City Council of North Mankato; and

WHEREAS, the long term costs of service delivery for these services and equity of service level in the region may be impacted by the Minnesota State Legislature in 2016 depending on final approval of regional bonding requests and extensions of local sales and use taxes in the region, and

WHEREAS, the City Council of North Mankato wishes to act in the best long term interest of the Citizens of North Mankato in maintaining a regional balance in financial resources available to communities throughout the region to address the costs of service delivery, provision of service, and extension of service to unserved areas.

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

1. The will of the North Mankato City Council during the legislative session to accomplish these goals shall be articulated to the Minnesota State Legislature by the City Administrator or his designee.

Adopted by the City Council this 4th day of January 2016.

Mayor

Attest:

City Clerk

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item: 10E	Department: City Administrator	Council Meeting Date: 01/04/16																																															
TITLE OF ISSUE: Consider Joint Resolution Creating the "Greater Mankato Cities Water Quality Coalition."																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: Administrator Harrenstein will discuss the resolution.																																																	
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RESOLUTION NO.

A JOINT RESOLUTION CREATING THE "GREATER MANKATO CITIES WATER QUALITY COALITION"

WHEREAS, the Cities of Madison Lake, Eagle Lake, and North Mankato are all partner communities of the Mankato Wastewater Treatment Plant; and

WHEREAS, the Cities desire regional equity with regards to Wastewater Treatment charges; and

WHEREAS, the Cities believe by working together the best solutions for rate setting can be achieved for their citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCILS OF THE CITY OF MADISON LAKE, EAGLE LAKE, AND NORTH MANKATO, MINNESOTA, that the Greater Mankato Wastewater Coalition is hereby created and the City Administrators are advised to create by-laws for the Coalition. The goals of the organization are as follows:

1. Advocate for Water Quality Initiatives & Projects in the Greater Mankato Area.
2. Increase transparency in budgeting, capital improvement planning, and billings for costs associated with the Mankato Wastewater Treatment Plan.
3. Ensure state bonding requests for water quality issues are adequately proportioned in their benefit to the region.
4. Advocate for regional oversight and ownership of the Mankato Wastewater Treatment Plant.

Adopted by the City Council this 4th day of January 2016.

Mayor

Attest:

City Clerk