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 February 16, 2016. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Spears, Steiner, Norland and Freyberg, City Administrator Harrenstein, Attorney Kennedy, City Planner Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent: Finance Director Thorne.

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 February 1, 2016. Vote on the motion: Spears, Steiner, Norland and Dehen aye; Freyberg abstain. Motion carried.

Public Hearing, 7 pm-Consider Project No. 15-02ABCDE Roe Crest Drive Improvement Project.

City Engineer Dan Sarff appeared before Council and presented a PowerPoint on the 2016 Roe Crest Drive Street and Utility Reconstruction Project. City Engineer Sarff stated City Council authorized the Preliminary Engineering Report on October 5, 2015 and City staff has been evaluating options. He stated the sanitary sewer, watermain and storm sewer systems are over 50 years old and need replacing. The street and surface is in very poor condition and also needs to be replaced. The proposed improvements include complete reconstruction of existing street, new concrete curb and gutter, new concrete driveway aprons, restoration of all disturbed residential turf areas and possibly burying power lines. City Engineer Sarff stated the Complete Streets Policy and the North Mankato Safe Routes to School Planning Study both recommend the consideration of pedestrian and bicycle accommodations on Roe Crest Drive. City Engineer Sarff reviewed the 4 options that were presented to Roe Crest Drive residents. He also presented a fifth option that combined option No. 1 that did not include a sidewalk with a trail behind the houses on the west side of Roe Crest Drive. The trail would cost an approximate \$176,000 to construct. City Engineer Sarff reviewed the assessment policy and stated the calculated assessments for residents ranged from \$15,300 to \$26,900 but City staff proposed capping the assessment at \$8,000. City Engineer Sarff stated feedback from residents on Roe Crest Drive concluded reconstruction was needed of all underground utilities and street and surface but residents were resistant to both designated bike lanes and the construction of a sidewalk. City Engineer Sarff reported the engineers were recommending option No. 2 which provides width for shared vehicle/bike lanes and a sidewalk for safer pedestrian travel and maintains parking on both sides. Mayor Dehen requested clarification on the cost of the trail with no sidewalk. City Engineer Sarff reported the cost of the trail would be an additional \$128,000 when added to option No. 1 which did not include a sidewalk. Mayor Dehen opened the meeting to the public.

<u>Diane Benson, 2053 Roe Crest Drive</u>, appeared before Council and stated residents preferred option No. 1 because it did not include a sidewalk. She stated the sidewalk would destroy beautiful trees and create a hardship for residents due to snow removal.

Randy Lundsten, 2043 Roe Crest Drive, appeared before Council and stated residents preferred the trail and did not want a sidewalk.

Gary Dubke, 2041 Roe Crest Drive, appeared before Council and requested clarification on how residents would be assisted to and from their homes during reconstruction. Mr. Dubke also stated

meeting handicap accessibility standards with the sidewalks may be difficult due to the recently updated driveways on several properties.

<u>Karen Dubke, 2041 Roe Crest Drive</u>, appeared before Council and stated residents would like the City to consider a 4 foot instead of a 6 foot sidewalk if a sidewalk is installed.

Presentation-7 pm- Sports Commission Presentation on the Regional Recreation Facilities Report.

Jonathan Zierdt from Greater Mankato Growth appeared before Council to present the Regional Recreation Facilities Report completed by the Sports Commission. Mr. Zierdt stated the Regional Recreation Facilities Report not only indicated the need for additional sporting facilities but also revealed the importance of such facilities to improve livability and draw additional talent to the region. The report identified the community's desires for regional recreation and provided a projected needs and cost assessment. Mr. Zierdt stated the report does not identify when projects will be brought forward rather it reveals the need and encourages the region to secure sales tax dollars during the 2016 legislative session. He indicated that projects in the report cannot come to fruition until private dollars and user group dollars are brought forward. Sales tax dollars are the last dollars in after projects are brought forward with private dollars and user group dollars. Viable projects will be brought before the city councils and at that time the governing bodies can determine if sales tax dollars would be used to support the project.

Anna Thill, President of Visit Mankato outlined the report and reviewed the timeline and process of the report. Brett Skilbred, the Vice Chair of the Sports Commission, appeared before Council and presented the report stating the findings should encourage a campaign for the extension of the sales tax for the expansion of regional recreation. He stated the report includes a needs assessment which highlights the expansion of current facilities and the need for additional facilities. The report concludes that an estimated \$45 million is needed to fulfill the current needs of the community. The committee determined that as times and needs change a process should be established that allows new worthwhile projects to be brought forward for consideration. Mr. Skilbred stated a rubric was created to identify future community needs and projects. He indicated the recommendation of the report is to have the cities of Mankato and North Mankato place the ½ cent sales tax extension on the 2016 ballot as a referendum and the Mankato Sports Commission and Greater Mankato Growth will advocate for the sales tax. The report also requested the cities of North Mankato and Mankato allocate sufficient funds in support of recreational growth so greater dollars can be leveraged from outside sources.

Council Member Spears stated that the tax payers will ultimately be deciding the issue. Council Member Spears questioned why Rochester, Minnesota and Traverse City, Michigan were used as comparative studies. Anna Thill, President of Visit Mankato, reported the areas were of similar size and had good data within their case studies. Council Member Spears stated the report indicated businesses looking to recruit talent state prospective talent look at lifestyle when considering whether or not to move to a community. Mr. Zierdt indicated the report considered what people do to stay active. While the report focused on recreational activities, lifestyle included other facets of life that were not considered in the report. Council Member Spears stated he has a three tier system for determining how the government should use tax dollars. The first tier is maintenance of necessary functions, tier two are items or amenities that every citizen can utilize and third tier items service a small segment of the population and should be paid for by those users. Council Member Spears stated the report indicated the city should make non-sales tax dollars available to fully leverage private money. Mr. Zierdt indicated non-sales tax dollars included private donors and user groups. The rubric makes sure private dollars and revenue dollars are available prior to bringing projects forward for consideration. Mayor Dehen stated the use of non-sales tax dollars will be determined by the support a proposed project has in both major donors and user groups. The city councils will determine the

amount of sales tax dollars that will be used for each project. Administrator Harrenstein stated the goal of the committee would be to leverage partner funds before considering tax-levy dollars to fund a project. The City has used tax-levy dollars to support Caswell Park and in the future tax-levy dollars may be used to support other projects. A major factor in determining the amount of tax dollars that will be leveraged is if a project comes forward with major donors and user group operational dollars. The more money from a major donor and user groups the less the impact on tax dollars. Council Member Spears stated caution should be taken as there is an assumption that the trend of growth will continue.

Barb Church, 102 Wheeler, appeared before Council and stated she was pleased the sales-tax was going before referendum and the report should say what we want not what we need. Ms. Church also stated the report was directed at the wants and desires of the youth not the older generation.

Public Hearing-7 pm Revised City of North Mankato Assessment Policy.

City Administrator Harrenstein reported the draft Assessment Policy would replace the assessment policy from 1976. The City would hold another Public Hearing on March 7, 2016 and consider adopting the policy at the March 21, 2016 meeting. Mayor Dehen opened the meeting to the public. Barb Church, 102 Wheeler, appeared before Council and stated the first policy should be included in the packet. Ms. Church requested clarification on the inclusion of mil and overlay as assessable. Administrator Harrenstein stated the inclusion of mil and overlay was for discussion and could be removed or the language changed to allow future Councils the ability to assess for mil and overlay if financial difficulties made it difficult to maintain the Complete Streets Policy.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 17-16 Approving Donations/Contributions/Grants.
- C. Approved Large Group and Audio Permit for Lasting Imprint's Our Community Has Heart Community Day at Spring Lake Park Shelters #1, #2 and #3 on Saturday, September 17, 2016 from 5:30 a.m. to 3 p.m.
- D. Approved Parade Permit for Business on Belgrade's Bookin' on Belgrade Nearly 5K Family Fun Run and Walk on Saturday, June 4, 2016 from 8:30 a.m. to 9:45 a.m.
- E. Set Spring Clean-up for April 18-22 for the Valley and May 2-13 for the Hilltop.
- F. Set Water Main Flushing for May 2-6 for the Valley and May 2-13 for the Hilltop.
- G. Set Board of Appeal and Equalization for Thursday, April 7, 2016 at 9:00 a.m. in the Police Annex Community Room.

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

Public Comments

Tom Hagen, 927 Lake Street, appeared before Council and stated he believed the City needs to set a policy concerning noise permits that can be enforced.

Business Items

Resolution Ordering Improvement and Preparation of Plans and Specifications for Project No. 15-02ABCDE Roe Crest Drive Improvement. Council Member Spears moved, seconded by Council Member Steiner to approve option No. 1 with no sidewalk and defer

consideration of the trail to a later date. Council Member Freyberg stated the inclusion of a sidewalk would increase the maintenance of the properties for those that lived on Roe Crest Drive but the inclusion of a six foot sidewalk may be appreciated especially as new owners move into the houses. Council Member Freyberg indicated he was in favor of option No. 2 with a sidewalk. Council Member Norland also indicated support for option No. 2. Council Member Steiner indicated he had not heard any support from the residents of Roe Crest Drive for a sidewalk. Vote on the motion: Council Member Spears and Steiner aye; Norland, Freyberg and Dehen nay. Motion failed. Council Member Steiner moved, seconded by Council Member Spears to approve option No. 1 with a trail. Mayor Dehen requested clarification from City Engineer Sarff on negotiations with the radio station. City Engineer Sarff stated the radio stations corporate offices were in Omaha, NE and Digity Radio had not responded to staff's request to consider an easement. City Engineer Sarff indicated it would be preferable to move forward with the preparation of plans and specifications in order to complete the project in 2016. Administrator Harrenstein indicated the City could move forward with the plans and specifications and if Digity Radio would not agree to the easement Council could determine at a later date whether or not to move forward with a sidewalk. Council Member Freyberg requested City Planner Fischer review if there would be any restricted use of the property based on the height of the radio tower. Vote on the motion: Council Member Spears, Steiner and Norland aye; Freyberg and Dehen nay. Motion failed. The motion failed because the proposed assessable improvement was initiated by Council and the project is subject to Minn. Stat. 429.031, Subd. 1 which requires a super majority or a 4/5 vote for the resolution to carry.

Approve Preliminary and Final Plat of Mankato Clinic North Mankato Addition, a Request from Mankato Clinic. City Planner Fischer stated the property located at 1575 Lookout Drive is currently subdivided into eleven (11) lots and the intent of the applicant is to develop the property. In order to develop the property the applicant requests to replat the property by eliminating all the internal lot lines. The proposed redevelopment consists of the construction of a new medical facility and the demolition of the existing facility. Council Member Steiner moved, seconded by Council Member Norland to approve the Preliminary and Final Plat of Mankato Clinic North Mankato Addition, a Request from Mankato Clinic. Vote on the motion: Council Member Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Res. No. 19-16 in Support of Bonding Money for Parks and Trails. City Administrator Harrenstein reported the resolution was in support of bonding money for parks and trails. Mayor Dehen stated the funds would not go to the Lessard-Sams Outdoor Heritage Fund rather to another local grant program which may increase the ability for the City to obtain funds. Council Member Freyberg indicated the grant program would focus on greater Minnesota and bring equity to the expenditure of funds. Council Member Spears stated he had a hard time supporting the resolution. Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 19-16 in Support of Bonding Money for Parks and Trails. Vote on the motion: Steiner, Norland, Freyberg and Dehen aye; Spears nay. Motion carried.

Res. No. 20-16 Requesting the Advance of Municipal State Aid Funds for Municipal Construction Projects. City Engineer Dan Sarff stated he would speak on Res. No. 20-16 and Res. No. 21-16 requesting the advance of Municipal State Aid. He stated the State allocates Municipal State aid funds to cities over 5,000 people. The City of North Mankato is looking to advance funds related to the completion of the Lookout Drive Improvement Project. Council Member Spears requested clarification on the balance of state aid. City Engineer Sarff stated the actual balance would be negative \$700,000. City Administrator Harrenstein indicated Council discussed the advance of

Municipal State Aid funds during the Lookout Drive Reconstruction project deliberations. The project was recommended due to significant safety concerns and Council approved the action. He also stated the City is not being put in a poor position for future use of Municipal State Aid funds. Council Member Norland moved, seconded by Council Member Steiner to adopt Res. No. 20-16 Requesting the Advance of Municipal State Aid Funds for Municipal Construction Projects. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

Res. No. 21-16 Requesting the Advance of Municipal State Aid Funds for Federal Construction Projects. Council Member Norland moved, seconded by Council Member Steiner to adopt Res. No. 21-16 Requesting the Advance of Municipal State Aid Funds for Federal Construction Projects. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried.

City Administrator and Staff Comments

City Administrator Harrenstein thanked the citizens of Roe Crest Drive for their participation in the neighborhood meetings concerning the Roe Crest Drive reconstruction. While the meetings were a communication tool the vote was never intended to dictate to staff a recommendation to present to Council. He stated that while he understood the desire for a 4-foot instead of 6-foot sidewalk City staff could not recommend the smaller sidewalk due to safety concerns.

Mayor and Council Comments

Council Member Spears moved that City staff be directed to work on a policy regarding noise. City Administrator Harrenstein indicated a motion was not necessary for staff to work on a report regarding audio permits. City Administrator Harrenstein read a note from a resident complimenting the City on the use of Spring Lake Park for the Anthony Ford Pond Hockey Tournament. The note indicated they enjoyed hearing the enthusiasm and joy coming from the park. Council Member Freyberg indicated a future work session may be necessary to gain ideas on managing the noise. City Attorney Kennedy indicated the City should work toward reasonable accommodations if the Police are called in to enforce the permit criminal charges could result. Attorney Kennedy indicated this may not be what anyone desires.

Mayor Dehen indicated individuals interested in volunteering for the Belgrade Avenue Study could complete an application on the North Mankato website.

Public Comments

Robin Lundsten, 2043 Roe Crest Drive, appeared before Council and stated it appeared her voice did not matter because the Council did not choose option No. 1. Mayor Dehen indicated the Council did take the Roe Crest Drive residents' opinion into consideration and approved option No. 1 with the trail.

Barb Church, 102 Wheeler, appeared before Council and stated that while the Sports Commission report referenced the MSA; Nicollet and Eagle Lake were not included in the study. She stated she was not satisfied with the answers she received concerning utility bill stuffers and consent agenda.

Randy Lundsten, 2043 Roe Crest Drive, appeared before Council and stated the residents of Roe Crest Drive were not heard. Mayor Dehen stated the Council did take the residents' opinion into consideration.

<u>Jean Zandstra, 2057 Roe Crest Drive</u>, appeared before Council and stated the Safe Routes to School study was flawed as there was no safe way to cross Lee Boulevard.

Karen Dubke, 2041	Roe Crest Drive,	appeared be	fore Council	and stated a	4-foot sidewalk	s
would be wide enough.		- • •				

Th	ere being no	further business,	on a motion l	oy Council	Member	Norland,	seconded by
Council M	Iember Steir	ner, the meeting ac	djourned at 8:	58 p.m.			

Mayor	

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #7	Depar	tment: City Engineer	Council Meeting Date: 03/07/16
TITLE OF ISSUE: Public	Hearing on Assessr	ment Policy.	
BACKGROUND AND SU Assessment Policy. The Pu Assessment Policy will be o	ublic Hearing allow	s citizens to voice their	taff is proposing updating the 1976 concerns about the Assessment Policy. The 2016 Council Meeting.
REQUESTED COUNCIL	ACTION: Public H	learing.	If additional space is required, attach a separate sheet
For Clerk's Use: Motion By: Second By: Vote Record: Aye Na:	ySteinerNorlandFreybergSpearsDehen	Resolution Ordi Other (specify)	
Workshop X Regular Meet	70	Ta	efer to: able until: ther:

NOTICE OF PUBLIC HEARING ON ASSESSMENT 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, on Tuesday, February 16, 2016 and Monday, March 7, 2016 at 7:00 p.m. to consider revisions to the City of North Mankato's Assessment Policy. Such persons as desire to be heard with reference to the Assessment Policy will be heard at these meeting.

Dated this 4th day of February 2016.

/s/ April Van Genderen April Van Genderen City Clerk

February 6, 23, 2016 NOTICE OF PUBLIC HEARING ON ASSESSMENT 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, on Tuesday, February 16, 2016 and Monday, March 7, 2016 at 7:00 p.m. to consider revisions to the City of North Mankato's Assessment Policy. Such persons as desire to be heard with reference to the Assessment Policy will be heard at these meeting. Dated this 4thday of February 2016. | SAPRIL YAN GENGLERY | April YAN GENGLERY | SAPRIL YAN GENGLE

/s/ April Van Genderen April Van Genderen City Clerk

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	
which is attached was cut fr newspaper, and was printe each week, for2 succe published on Saturday , 20	ed and published once essive weeks: it was first
printed and published on everand including	erythird Saturday to, the23 day2016; and printed case alphabet from A to ereby acknowledged as pe used in the composi-
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Subscribed and sworn to bef day of History Moorla Notary Public	fore me on this23 _, 20 ¹⁶



DRAFT ASSESSMENT POLICY

December 2015 February 2016

TABLE OF CONTENTS

INTRODUCTION	3
INTENT	3
GENERAL DEFINITIONS	3
DISTRIBUTION OF ASSESSMENTS	5
PAYMENT OF ASSESSMENT	7
WASTEWATER SYSTEM	7
WATER SYSTEM	9
STORM SEWER	10
STREETS	11
STREET LIGHTING.	12
SIDEWALKS	13
HOOK UP FEES.	13
REDUCTIONS IN ASSESSMENT	14
APPORTIONMENT OF ASSESSMENTS UPON LAND LATER SUBI	DIVIDED 14
SUPPLEMENTAL ASSESSMENT AND REASSESSMENT	14
SPECIAL ASSESSMENT FOR CURRENT SERVICES	15
DEFERRED ASSESSMENTS	15
LOCAL IMPROVEMENT PROCESS	17
INTRODUCTION	2
INTENT	2
GENERAL DEFINITIONS	2
DISTRIBUTION OF ASSESSMENTS	4
PAYMENT OF ASSESSMENT	5
SANITARY SEWER	5
WATER DISTRIBUTION	7
STORM SEWER	8
STREETS	9
STREET LIGHTING	10
SIDEWALKS	11
DRIVEWAYS	11
HOOK UP FEES	11
REDUCTIONS IN ASSESSMENT	12
APPORTIONMENT OF ASSESSMENTS UPON LAND LATER SUBDIVIDED	12

SUPPLEMENTAL ASSESSMENT AND REASSESSMENT	12
SPECIAL ASSESSMENT FOR CURRENT SERVICES	12
DEFERRED ASSESSMENTS	13
LOCAL IMPROVEMENT PROCESS	15

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 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 that 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

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 workall construction costs 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.

3. 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.

4. City Costs.

The City cost is defined as the portion of the project cost that, in the opinion of the City Council, exceeds the assessable cost and will be paid by the City using funds other than special assessments.

5. City Property.

5. 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 following section 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.

7. In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments or would 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 to an amount equal to or below-less than the benefit (increase to market

value). Such adjustment may be based on current or anticipated land use.

- 8. Time of Assessments.
 - 8. 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:
 - 9. 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, the larger of the following shall apply: 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.
 - b) 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.
- 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

2)

*3) 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:

Prepared: December-February 20162015
DRAFT Assessment Policy

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 a lesser term is requested by the property owner. 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.

Prepared: December-February 20162015
DRAFT Assessment Policy

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—to the benefited properties.
- 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 benefited 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:

- 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 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:

 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 to the benefitted properties.
 - 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 Statues 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 eapacity is necessary, 100% of the cost of such additional eapacity 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 miseellaneous 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:
 - 40% of the costs of reconstructing existing streets shall be assessed to the benefiting property owners.
 - 2) Unless the City Council determines there is a direct benefit to adjacent parcels, 40% of the costs of constructing overlays on existing streets as defined above will be performed as routine street maintenance and will not be assessed to adjacent properties. 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, Municipal State Aid Streets, or Sstate Trunk Highways. The participating funds from the county or state will be applied to offset the City portion of the costs.
- 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

- The City Council may assess benefited 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 Statues 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 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.
- 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

If the City advances its own funds to pay for improvement costs benefitting a property whether
 Prepared: December February 20162015
 DRAFT Assessment Policy

City of North Mankato
Page 13

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.

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 of 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.
- 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.

Claims List - Regular

By Vendor Name

Date Range: 03-07-2016

RA

City of North Mankato, MN

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK	**Void**	12/07/2015	Regular	0	(793.34)	02471
	Void	02/12/2016	Regular Regular	0	(793.54)	84094
	Void	02/12/2016	Regular	0	-	84095
	Void	03/07/2016	Regular	0	_	84133
	Void	03/07/2016	Regular	0		84174
	Void	03/07/2016	Regular	0		84175
	Void	03/07/2016	Regular	0		84243
00024	AEM FINANCIAL SOLUTIONS LLC	03/07/2016	Regular	0	1,040.00	84125
00030	AHLMAN'S	03/07/2016	Regular	0	4,225.00	84126
00036	ALEX AIR APPARATUS, INC.	03/07/2016	Regular	0	1,952.95	84127
00090	APT MACHINING & FABRICATING, INC.	03/07/2016	Regular	0	616.25	84128
00101	AT&T MOBILITY	02/17/2016	Regular	0	25.92	84096
00102	AUDIO EDITIONS	03/07/2016	Regular	0	188.39	84129
00113	BAKER & TAYLOR	03/07/2016	Regular	0	91.10	84130
00118	BARNES & NOBLE, INC.	03/07/2016	Regular	0	28.75	84131
00137	BENCO ELECTRIC COOPERATIVE	02/26/2016	Regular	0	1,758.69	84120
00137	BENCO ELECTRIC COOPERATIVE	03/07/2016	Regular	0	28,321.64	84132
00112	BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	03/07/2016	Regular	0	120.00	84134
00160	BLUE EARTH ENVIRONMENTAL COMPANY	03/07/2016	Regular	0	5,795.88	84135
00174	BOLTON & MENK, INC.	03/07/2016	Regular	0	37,094.43	84136
00181	BOY SCOUT TROOP #29	03/07/2016	Regular	0	200.00	84137
00182	BOYER TRUCKS	03/07/2016	Regular	0	370.47	84138
00187	BRANDT, INC.	03/07/2016	Regular	0	487.50	84139
00194	BRICK HOUSE GRAPHICS	03/07/2016	Regular	0	970.00	84140
00216	C & S SUPPLY CO, INC.	03/07/2016	Regular	0	90.51	84141
00219	CARDMEMBER SERVICE	02/12/2016	Regular	0	11,943.58	84093
00221	CARGILL, INC.	03/07/2016	Regular	0	9,177.29	84142
00227	CARQUEST AUTO PARTS STORE	03/07/2016	Regular	0	706.90	84143
00232	CEMSTONE CONCRETE MATERIALS, LLC	03/07/2016	Regular	0	573.50	84144
00233	CEMSTONE PRODUCTS COMPANY	03/07/2016	Regular	0	299.00	84145
00234	CENTER POINT ENERGY	03/07/2016	Regular	0	7,531.59	84146
00241	CHARTER COMMUNICATIONS	02/23/2016	Regular	0	7.76	84111
00255	CITY OF MANKATO	03/07/2016	Regular	0	79,000.00	84147
00258	CITY OF MANKATO-WATER BILL	02/17/2016	Regular	0	22.51	84097
02058	CONSOLIDATED COMMUNICATIONS	02/18/2016	Regular	0	209.70	84104
02058	CONSOLIDATED COMMUNICATIONS	02/23/2016	Regular	0	272.01	84112
00310	CRYSTEEL TRUCK EQUIPMENT, INC	03/07/2016	Regular	0	337.00	84148
00322	DALCO	03/07/2016	Regular	0	439.33	84149
02270	DAVID J. GALEY PE	03/07/2016	Regular	0	806.25	84150
00336	DELTA DENTAL	02/19/2016	Regular	0	947.40	
00337	DEMCO, INC.	03/07/2016	Regular	0		84151
02275	DEM-CON MATERIALS & RECOVERY	03/07/2016	Regular	0	2,146.79	84152
02273	EMPIRE PIPE SERVICES	03/07/2016	Regular	0	3,600.00	84153
00401	EXPRESS SERVICES, INC.	03/07/2016	Regular	0	1,068.60	84154
00404	FASTENAL COMPANY	03/07/2016	Regular	0	2.16	84155
00412	FINDAWAY WORLD LLC	03/07/2016	Regular	0	322.44	84156
00432	FLEETPRIDE	03/07/2016	Regular	0	234.13	84157
00449	FREE PRESS MEDIA	03/07/2016	Regular	0	263.88	84159
00447 00462	FREE PRESS	03/07/2016	Regular	0	94.05	84158
00463	G & K SERVICES	03/07/2016	Regular	0	295.95	84160
00465	G & L AUTO SUPPLY, ELC	03/07/2016	Regular	0	154.28 350.87	84161
00463	GALE/CENGAGE LEARNING	03/07/2016 03/07/2016	Regular Regular	0		84162
00499	GOODWIN, TONY GRAINGER		=	0	675.00	84163 84164
00499	GRAINGER GREAT AMERICAN BUSINESS PRODUCTS	03/07/2016 03/07/2016	Regular	0	39.06	84164
00508	GREEN TECH RECYCLING, LLC	03/07/2016	Regular Regular	0	611.96	84165 84166
00508	HANCOCK CONCRETE PRODUCTS LLC	03/07/2016	Regular	0	7,601.00 10,330.76	84166
00523	HAWKINS, INC.	03/07/2016	Regular	0	3,074.78	84167
2000	mostification and	05/07/2010	перии	U	3,074.70	04100

02233	HI-LINE INC.	03/07/2016	Regular	0	187.58	84169
00567	HLAVAC, STEVEN, JR.	03/07/2016	Regular	0	155.00	84170
00572	HOFFMAN, EDWARD	03/07/2016	Regular	0	189.43	84171
02149	HTG ARCHITECTS	03/07/2016	Regular	0	418.00	84172
00600	ICMA RETIREMENT TRUST ROTH IRA	02/17/2016	Regular	0	600.00	84099
00600	ICMA RETIREMENT TRUST ROTH IRA	03/02/2016	Regular	0	625.00	84122
00601	ICMA RETIREMENT TRUST-457	02/17/2016	Regular	0	2,990.00	84100
00601	ICMA RETIREMENT TRUST-457	03/02/2016	Regular	0	2,990.00	84123
00608	INGRAM LIBRARY SERVICES	03/07/2016	Regular	0	2,903.20	84173
02269	INSTALL THIS SIGN & AWNING CO.	02/23/2016	Regular	0	4.00	84113
01275	JADD SEPPMANN & SONS, LLP	03/07/2016	Regular	0	433.64	84176
02271	JENNINGS, HEATHER	02/24/2016	Regular	0	1,600.00	84119
00637	JETTER CLEAN, INC.	03/07/2016	Regular	0	159.00	84177
00639	JOHN DEERE FINANCIAL	03/07/2016	Regular	0	239.47	84178
00691	KENNEDY & KENNEDY LAW OFFICE	03/07/2016	Regular	0	1,482.08	84179
00733	LAKES GAS CO #10	03/07/2016	Regular	0	204.38	84180
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	02/17/2016	Regular	0	490.00	84101
00768	LINDER ENTERPRISES	03/07/2016	Regular	0	34.56	84181
00776	LLOYD LUMBER CO.	03/07/2016	Regular	0	553.85	84182
00784	LOOKOUT DRIVE WELDING	02/12/2016	Regular	0	50.00	84092
00789	LOWRY, LUCY	03/07/2016	Regular	0	230.95	84183
00796	MAC QUEEN EQUIPMENT, INC.	03/07/2016	Regular	0	193,565.54	84184
00800	MADDEN, GALANTER, HANSEN, LLP	02/19/2016	Regular	0	793.34	84109
00800	MADDEN, GALANTER, HANSEN, LLP	03/07/2016	Regular	0	418.54	84185
00812	MANKATO BEARING COMPANY	03/07/2016	Regular	0	534.36	84186
00819	MANKATO FORD, INC.	03/07/2016	Regular	0	281.51	84187
00825	MANKATO MOTOR COMPANY	03/07/2016	Regular	0	4,344.84	84188
00829	MANKATO PUBLIC SCHOOLS	03/07/2016	Regular	0	141.00	84189
00839	MARK J. TRAUT WELLS, INC.	03/07/2016	Regular	0	103,984.15	84190
00842	MARTIN LUTHER COLLEGE LIBRARY	03/07/2016	Regular	0	65.00	84191
00847	MATHESON TRI-GAS, INC.	03/07/2016	Regular	0	167.61	84192
00851 00874	MAYO CLINIC HEALTH SYSTEM - MANKATO	03/07/2016	Regular	0 0	1,573.00	84193
00874	MENARDS-MANKATO MIDWEST TAPE	03/07/2016 03/07/2016	Regular	0	330.53	84194
00889	MILLIFE, INC VEBA	03/07/2016	Regular Regular	0	6,000.00	84195
00892	MILLIFE, INCHEALTH SAVINGS ACCOUNT	03/07/2016	Regular	0	28,008.46 1,625.00	84196 84197
00832	MINNEAPOLIS FINANCE DEPARTMENT	03/07/2016	Regular	0	204.00	84198
02272	MINNESOTA COUNCIL OF CHURCHES/TAPESTRY		Regular	0	500.00	84124
00920	MINNESOTA COORCIE OF CHORCHES/ PAPESTRE	03/07/2016	Regular	0	8,109.00	84199
01341	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	03/07/2016	Regular	0	325.00	84200
00929	MINNESOTA FIRE SERVICE CERTIFICATION BOAF		Regular	0	80.00	84201
00902	MINNESOTA IRON & METAL CO	03/07/2016	Regular	0	1,012.90	84202
00935	MINNESOTA PIPE & EQUIPMENT	03/07/2016	Regular	0	15,485.74	
00936	MINNESOTA POLLUTION CONTROL AGENCY	02/18/2016	Regular	0	23.00	84105
00904	MINNESOTA STATE FIRE CHIEFS ASSOCIATION	03/07/2016	Regular	0	663.00	84204
00950	MINNESOTA STATE UNIVERSITY-MANKATO	03/07/2016	Regular	0	914.89	84205
00950	MINNESOTA STATE UNIVERSITY-MANKATO	03/07/2016	Regular	0	36.00	84206
00910	MINNESOTA VALLEY TESTING LAB, INC.	03/07/2016	Regular	0	218.00	84207
00985	MOSS & BARNETT	03/07/2016	Regular	0	531.00	84208
01009	NAPA AUTO PARTS - MANKATO	03/07/2016	Regular	0	110.33	84209
01018	NCPERS MINNESOTA-UNIT 662400	02/17/2016	Regular	0	208.00	84102
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	03/07/2016	Regular	0	138.00	84210
01046	NIMPS, NATHANIAL A.	03/07/2016	Regular	0	98.29	84211
01052	NORTH CENTRAL INTERNATIONAL	03/07/2016	Regular	0	243.49	84212
01057	NORTH MANKATO MOTOR VEHICLE REGISTRAR	02/26/2016	Regular	0	16.00	84121
01083	OVERDRIVE, INC.	03/07/2016	Regular	0	897.31	84213
02005	PANTHEON COMPUTERS	03/07/2016	Regular	0	5,640.27	84214
01090	PARAGON PRINTING, MAILING & SPECIALTIES	03/07/2016	Regular	0	2,955.10	84215
02274	PARTNERS FUNDING INC.	03/07/2016	Regular	0	8,963.55	84216
01099	PET EXPO DISTRIBUTORS	03/07/2016	Regular	0	50.00	84217
01106	PETTY CASH	03/07/2016	Regular	0	42.08	
01133	POWERPLAN	03/07/2016	Regular	0	1,705.53	84219
01138	PRECISION BACKHOE SERVICE	03/07/2016	Regular	0	1,932.75	84220
01170	RAMY TURF PRODUCTS	03/07/2016	Regular	0	800.00	84221
01179	RED FEATHER PAPER CO.	03/07/2016	Regular	0	473.35	
01211	RIVER BEND BUSINESS PRODUCTS	03/07/2016	Regular	0	878.28	84223
02235	RIVER CITY ELECTRIC CO	03/07/2016	Regular	0	1,736.00	84224
02268	S & S WORLDWIDE, INC.	03/07/2016	Regular	0	289.97	84225

01281	SIGN PRO	03/07/2016	Regular	0	10.50	84226
01285	SIRSIDYNIX	03/07/2016	Regular	0	28,963.21	84227
01322	SPRINT	02/23/2016	Regular	0	74.90	84114
01323	SPS COMPANIES, INC.	03/07/2016	Regular	0	34.58	84228
01327	ST. PETER HERALD	02/17/2016	Regular	0	65.00	84098
01335	STAPLES ADVANTAGE	03/07/2016	Regular	0	727.87	84229
01377	TELRITE CORPORATION	03/07/2016	Regular	0	257.14	84230
01381	THATE, GREG	03/07/2016	Regular	0	204.80	84231
01402	TIRE ASSOCIATES	03/07/2016	Regular	0	961.34	84232
01407	TOOL SALES COMPANY	03/07/2016	Regular	0	48.00	84233
01433	TYLER TECHNOLOGIES	03/07/2016	Regular	0	14,849.00	84234
01445	UNITED WAY INC	02/17/2016	Regular	0	202.06	84103
01470	VERIZON WIRELESS	02/19/2016	Regular	0	531.07	84110
01477	VIKING ELECTRIC SUPPLY, INC.	03/07/2016	Regular	0	236.04	84235
01479	VINE FAITH IN ACTION	03/07/2016	Regular	0	12,000.00	84236
01503	WASSMAN PLUMBING & HEATING LLC	03/07/2016	Regular	0	375.00	84237
02178	WASTE MANAGEMENT OF WI-MN	03/07/2016	Regular	0	256.40	84238
01507	WAYNE'S AUTO BODY, INC.	03/07/2016	Regular	0	837.19	84239
01523	WENZEL AUTO ELECTRIC CO	03/07/2016	Regular	0	89.00	84240
01525	WEST CENTRAL SANITATION, INC.	03/07/2016	Regular	0	28,417.89	84241
01557	XCEL ENERGY	02/18/2016	Regular	0	74.93	84106
01557	XCEL ENERGY	02/18/2016	Regular	0	2,500.00	84107
01557	XCEL ENERGY	03/07/2016	Regular	0	22,557.79	84242
01562	ZAHL EQUIPMENT SERVICE, INC.	03/07/2016	Regular	0	145.00	84244
	ARIC LOWE	02/24/2016	Regular	0	25.54	84115
	PAUL SORENSON	02/24/2016	Regular	0	60.23	84116
	LLOYD LAGOW PARTNERSHIP	02/24/2016	Regular	0	84.63	84117
	BONNIE KRUGER	02/24/2016	Regular	0	11.21	84118

Bank Code APBNK Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	574	148	0.00	754,059.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	574	154	0.00	7 54.059.07

Authorization Signatures

The above manual and regular claims lists are appro	All Council ved by:
MARK DEHEN- MAYOR	
KIM SPEARS- COUNCIL MEMBER	
DIANE NORLAND- COUNCIL MEMBER	
WILLIAM STEINER- COUNCIL MEMBER	

ROBERT FREYBERG- COUNCIL MEMBER

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
Friends of the Deep Valley Libraries	Library Endowment-Community Read	\$1,000.00
Jo Robbins	Library Endowment-Audio Books	\$50.00
Taylor Corporation	Library Endowment-Summer Reading	\$4500.00
North Mankato Civic & Commerce	Library Endowment-Community Read	\$500.00

Mayor	

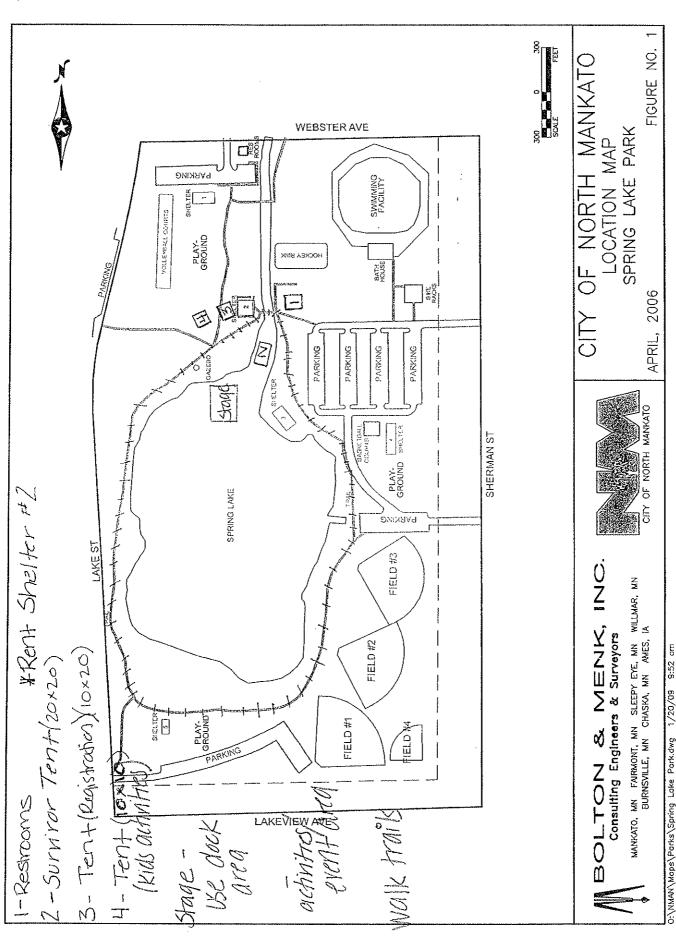


CITY OF NORTH MANKATO APPLICATION FOR PARADE PERMIT

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: Amanda Pilger				
Address: 950 Blue Gentian Road, Svite 100				
City: <u>Sagan</u> State: <u>MN</u> Zip: 557.21				
Telephone: (657) 255 - 8701				
Sponsoring Organization: American Cancer Society				
Address: 950 Blue Gentian Road, Suite 100				
City: Eagan State: MM Zip: 55721				
Telephone: (657) 255 - 8101				
Occasion for Parade: Making Strides Against Breast Cancer Unil				
Date of Parade: 10/8/16 Estimated Length of Parade: 5k				
Estimated Starting Time: 10 Am Estimated Finish Time: 12 Pm				
Estimated Number of Participants:				
General Composition of Parade: families, Strollers, walkers, children				
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 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.				
Chief of Police 2-17-16 Date				
Chief of Police Date				

COMMENTS/ADDITIONAL STIPULATIONS:



CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 29 -2016 SHELTER: <u>SL</u>	P # 2 FEE: 80.00			
TYPE OF EVENT: Walk DA	TE VALID: 10-8-16 HOURS: 7:00 a - 1:00 pm			
organization: Making Strides Breast cance Applicant Name: Amanda Pilger Address: 950 Blue Gentian Rd	Against size: 300			
ZIP: 55121 DAYTIME P				
TENTS:				
PERMIT APPROVED: PERMIT DENIED: REFER TO COUNCIL:	DATE:			
The following rules and regulations have been set by the C	City Code which apply to all parks and are enforced:			
* 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.	* 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.			
	sible to hold a picnic. Cancellation of this park If prior approval is not obtained for the			
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 #: 282016 SHELTER: _				
	DATE VALID: 8-6-16 HOURS: 8- 40			
organization: True Value APPLICANT NAME: Karre Sto ADDRESS: 2415 3rd Ave ZIP:DAYTIM	aloch			
TENTS: Yes ELECTRICITY: Yes ALCOHOL: NO If keg beer, a \$250 deposit and \$25 fee are required. AUDIO DEVICES: MICro phone for Bingo Amplified music or band requires Council approval OTHER: Bounce Touse				
PERMIT APPROVED: PERMIT DENIED: REFER TO COUNCIL:	DATE:			
The following rules and regulations have been set by	the City Code which apply to all parks and are enforced:			
* 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.	* 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 Date				
For Office Use Only	/			

Book

Online

Receipt #

Park

Police

WAIVER AND RELEASE FROM LIABILITY

I PLAN TO USE A BOUNCE HOUSE ON CITY OWNED PROPERTY. I STATE AND AFFIRM THAT:

- 1. I Karre Stalach have voluntarily elected to erect a bounce house on City property for a private event. I fully understand that this involves jumping on air filled entertainment toys(s) and that there are health and safety risks associated with this type of activity.
- 2. By signing this WAIVER AND RELEASE, I assume all risk, responsibility and warranty of any and all claims of personal injury, death or damages to but not limited to myself, bounce house participants and other persons utilizing the public space. I will not hold the City or anyone affiliated with the City responsible for any circumstance of this event.
- 3. I understand that entering into and signing this agreement affects my legal rights and may result in my giving up or waiving certain legal rights. I accept this and sign this agreement of my own accord.

Date of Activity: 8-6-2016 Location	n of Activity:	ing Lake	Park-Shalter
Name: Karre Staloch con	npany(ifapplicable)) i]	ie Va	lue
Address: 2415 3rd Ave	Mantalo City	<i>M√</i> State	5600] Zip Code
Kanal Alabort Signature	<u> </u>	12-16	

GOPHER STATE ONE CALL

I will call Gopher State One call at 1-800-252-1166 ONE WEEK PRIOR to the event. Gopher State One Call will locate (free of charge) the underground water and power lines so they are not damaged during staking of the Bounce House.

Signature: Kall Slake

PARK RULES AND REGULUATIONS

I will comply with all City Park Rules and Regulations and will clean-up, bag-up and remove any liter or garbage produced during the event. Signature: Karl Stalod

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

PERMIT #: 302016 SHELTER: SUP	PERMIT #: 30 -2016 SHELTER:	SLP #2	FEE:
APPLICANT NAME: Brad ADDRESS: CITY: ALCOHOL: TENTS: ELECTRICITY: ALCOHOL: If keg beer, a \$250 deposit and \$25 fee are required. AUDIO DEVICES: Selection for band requires Council approval OTHER: DATE: DATE: PERMIT APPROVED: DATE: PERMIT DENIED: 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. 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 Date For Office Use Only ALCOHOL: If keg beer, a \$250 deposit and \$25 fee are required. ALLOWED * Personal grills may be brought in. * Keg beer is allowed only with a permit. * Fishing Ice fishing on Ladybug Lake and Spring Lake colly. * Non-motorized cances and kayaks on Ladybug Lake and Spring Lake colly. * Non-motorized cances and kayaks on Ladybug Lake and Spring Lake colly. * He groasts are allowed in the parks on hard-surfaced lots only. * He groasts are allowed in the parks on hard-surfaced lots only. * If 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 of utility services, I agree to be held liable for any repairs to service lines. SIGNED: Applicant Date	TYPE OF EVENT: MOVIES IN the	CDATE VALID: 6-1	0-16 HOURS: MOVIE Fri 6
ADDRESS:	ORGANIZATION: City of N APPLICANT NAME: Brad	s s	IZE:
TENTS:			
AUDIO DEVICES: Amplified music or band requires Council approval OTHER: Scrim 4 Bounce House PERMIT APPROVED: PERMIT APPROVED: 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. I, the undersigned, understand that the park shelter reservation will NOT result in a refund of the fee. If prior approval a 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: AULOWED * Personal grills may be brought in. * Keg beer is allowed only with a permit. * Fishing/tee fishing 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. It 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			
AUDIO DEVICES: Amplified music or band requires Council approval OTHER: Screen & Bounce Houses PERMIT APPROVED:	TENTS: ELECTRICIT		
PERMIT APPROVED: PERMIT DENIED: REFER TO COUNCIL: 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 / 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. 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:** **DATE: ** **City Clerk ** ** ** ** ** ** ** ** **	AUDIO DEVI Amplifie	CES: Speakers	for movie
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. 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. For Office Use Only	OTHER: Soull & Bounc	e Houses	
* 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). * Campfires / Bonfires / Fire rings. * Campfires / Bonfires / Fire rings. * 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. 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: * 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 only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * 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 only. * Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake only. * Non-motorized for included Ladybug Lake and Spring	PERMIT DENIED:		
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	any reason other than inclement weather making it is shelter reservation will NOT result in a refund of the installation of additional tents or stakes and cause liable for any repairs to service lines. SIGNED:	mpossible to hold a picnic e fee. If prior approval is es disruption of utility so	Cancellation of this park s not obtained for the ervices, I agree to be held
		ine Book	Park Police

Police

CITY OF NORTH MANKATO PARK PERMIT

This permit does reserve space in a City Park.

10

PERMIT #: 31 -2	016 SHELTER: SL	P#2	FEE: Set-up thurs HOURS: Fri-movie
TYPE OF EVENT: MD	vies in the DATE Park	re valid: 8-12-14	HOURS: Fri-Movie
ORGANIZATION:(\) APPLICANT NAME:	ity of NM	SIZE:	
ADDRESS:			
ZIP:	DAYTIME PH	ONE #:	
TENTS:	ELECTRICITY:	ALCOI	HOL:
	AUDIO DEVICES: Amplified music	If keg beer, a \$250 Speakers for or band requires Council app	deposit and \$25 fee are required.
OTHER: Screen	+ Bounce Hou	isls	
PERMIT APPROVED: PERMIT DENIED: REFER TO COUNCIL:		DATE:	
The fellowing miles and negative			all marks and are automade
* Vehicles are not allowed to be the grass for any reason unless from the Park Department. * Pets (Allowed in Benson Park Must be on a 6' leash). * Glass containers. * Campfires / Bonfires / Fire rii * Snowmobiles, ATVs, golfing and motorized flotation device. * Audio equipment may not be printerfere with the reasonable of others. All audio devices shall.	e parked or driven on s permission is given and Bluff Park only. angs. by swimming, boating es. by played so loud as to use of the park by	* Personal grills may * Keg beer is allowe * Fishing/Ice fishing Spring Lake only. * Non-motorized can Ladybug Lake and under 12 must be a Flotation device re	y be brought in. ed only with a permit. g on Ladybug Lake and noes and kayaks on d Spring Lake. Children accompanied by an adult. equired. by wed in the parks on
I, the undersigned, understand that any reason other than inclement with shelter reservation will NOT resuinstallation of additional tents of liable for any repairs to service	veather making it impossible in a refund of the fee. It or stakes and causes disrelines. SIGNED:	ble to hold a picnic. Car f prior approval is not	ncellation of this park obtained for the

Online

Book

Park

Police

For Office Use Only

Receipt #



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 organize	ed	Tax exempt number
Vista Prairie at Monarch W	leadows	2/8	116	41-1970657
Address	City		State	Zip Code
2135 Lor Ray Drive	North	Mankato	Minnesota	56003
Name of person making application		Business pho	ne	Home phone
Stacy Wihlm		507.340	1.1160	507.450.0650
Date(s) of event	Type of or	ganization		
April 28,2016	☐ Club	Charitable	Religious	Other non-profit
Organization officer's name	City		State	Zip Code
Jim Be Hendorf	Hopl	Lins	Minnesota	5 5 3 4 3
Organization officer's name	City		State	Zip Code
Morris Knopf		Kins	Minnesota	55343
Organization officer's name	City		State	Zip Code
			Minnesota	
Organization officer's name	City		State	Zip Code
			Minnesota	
If the applicant will carry liquor liability insurance please pro	APPROVAL			
North Markato			D	
City or County approving the license			Date Appr	oveu
140.00 Fee Amount 2/18/16			Permit D	
Date Fee Paid		City	or County E-r	nail Address
		City	or County Pho	one Number
Signature City Clerk or County Official				bling Enforcement
CLERKS NOTICE: Submit this form to Alcohol and Gambling I	Enforcement Divisi	on 30 days prio	r 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

Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Sel	er:	lf t	his	cert	ifica	te i	s no	t full	y cor	mplete	d, yo	u mus	st charge	sales tax.	Keep	this	cert	ificat	e as	part	of y	our r	ecord	is.
-----	-----	------	-----	------	-------	------	------	--------	-------	--------	-------	-------	-----------	------------	------	------	------	--------	------	------	------	-------	-------	-----

This purcl	is a b hase: —	planket certificate, unless one of the boxes s, or until otherwise cancelled by the purc	s below is checked, and r haser.	remains in force as long as the p	urchaser continues making
		Check if this certificate is for a single purcha	se and enter the related ir	nvoice/purchase order #	
	J ,	If you are a contractor and have a purchasing purchases for a specific job. Enter the exemp	g agent agreement with ar ot entity name and specific	n exempt organization, check the b project:	ox to make multiple
	1	Exempt entity name Monarch Meadows		ect description	
	Nam	e of purchaser			······································
		onarch Meadows			
		ness address	City	State	Zip code
		00 Excelsior Blvd, Suite 250	Hopkins		55343
or print		haser's tax ID number	State of issu		
5		-1970657 tax ID number.	MN	USA	
2		tax ID number, FEIN r one of the following:	Driver's license number,		
		Le of seller from whom you are purchasing, leasing or ren	state of issue	number	
	нон	te of serier from whom you are purchasing, leasing of fell	nuf		
	Selle	er's address	City	State	Zip code
exemption Type of business	01 02 03 04 05 06 07 08 09 10	e of business. Circle the number that descri Accommodation and food services Agricultural, forestry, fishing, hunting Construction Finance and insurance Information, publishing and communication Manufacturing Mining Real estate Rental and leasing Retail trade Ison for exemption. Circle the letter that ide Federal government (department) Specific government exemption (from list on	11 12 13 14 15 16 (17) 18 19 20 entifies the reason for the e	Nonprofit organization Government Not a business (explain) Other (explain)	
Š	С	Tribal government (name)		MultiMPLbexemption:is/no:jor	ngersvalidar computer
5	D	Foreign diplomat #		softwrepealed March 8,2008	
5 /	(E)	Charitable organization #_ES 40137	M	Direct mail	
Reas	¥	Educational organization #	N	Other (enter number from back page	9)
£	G	Religious organization #	Δ.	Percentage exemption	
	Н	Resale		Advertising (enter percentage) _	%
PARAMA.	••			Utilities (enter percentage)	
				☐ Electricity (enter percentage)	%
Signinere	to e	clare that the information on this certificate vade paying sales tax by using an exemption med, you may be fined \$100 under Minnesc	n certificate for Items or se ota law for each transactio	ervices that will be used for purpos	es other than those being
S	Signa	Store of enthorized purchaser	Print name here Richard A. Buendorf	^{тitte} Ma пager	Date April I & 2013
Rev. 1/	13	$\sqrt{}$	Forms and fact sheet	ts are available on our website a	t www.revenue.state.mn.us

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #8I	Departme	ent: Public Works	Council Meeting Date: 0	3/07/16
TITLE OF ISSUE: Purchase	e of replacement bac	ckhoe.	JL	
BACKGROUND AND SUPI 2016 John Deere 310SL back Director Swanson is executin due to the purchase price of	choe. The purchase ng the Capital Facili	is a part of the appro-	ved 2016 Budget and Pub	lic Works
REQUESTED COUNCIL A	CTION:		If additional space is required, at	tach a separate sheet
For Clerk's Use:		SUPPORT	TING DOCUMENTS AT	ГАСНЕО
Motion By:		Resolution Ordina	ance Contract Minutes	Map
Second By: Aye Nay	Steiner Norland Freyberg Spears Dehen	Other (specify)		
Workshop		not	er to:	
X Regular Meetin		Tab	ole until:	
Special Meetin	ıg	Oth	er:	



To: John Harrenstein, City Administrator

From: Brad Swanson, Public Works Supervisor

Subject: Backhoe Purchase

Date: March 3, 2016

The Public Works Department is replacing the 1993 Case Backhoe with a 2016 John Deere 310SL. The current backhoe must be replaced as it is an integral part of our ability to repair and install City utilities on a day to day basis and the current backhoe is becoming more difficult to maintain and the cost of the repairs continues to grow.

Funds to purchase the 2016 John Deere 310SL are drawn from the Capital Facilities & Equipment Fund, Street Department General Operating Fund, Storm Water Fund, Water Enterprise Fund and Sanitary Enterprise Fund. The replacement backhoe was chosen due to its known reliability by both operators and mechanics. The price is set by Minnesota State Bid for Equipment Purchasing which is utilized by all governmental and municipal entities.



Investment Proposal (Quote)

RDO Equipment Co. 1910 LorRay Drive North Mankato MN, 56003 Phone: (507) 387-1836 - Fax: (507) 387-1838

Proposal for: CITY OF NORTH MANKATO 1001 BELGRADE AVE NORTH MANKATO, MN, 560033501 NICOLLET (507) 625-4141 investment Proposal Date:
Pricing Valld Until:
Deal Number:
Customer Account#:
Sales Professional:
Phone:
Fax:
Email:

2/24/2016 3/25/2016 850938 4141069 Brian Thilges (507) 387-1836 (507) 387-1838 BThilges@rdoequipment.com

 Equipment Information

 Quantity
 Serial Number
 Hours (approx.)
 Status / Year / Make / Model Additional Items
 Cash Price Additional Items

 1
 TBD
 0
 New 2016 JOHN DEERE 310SL
 \$106,608.00

Equipment Subtotal: \$106,608.00

 Trade Information

 Serial Number
 Year / Make / Model
 Payoff Information
 Trade In Value
 Trade In Hours

 JJG0207116
 1993 CASE 590
 \$0.00
 (\$15,000.00)
 7434

Trade Subtotal:

\$15,000.00

Purchase Order Totals

| Balance: \$91,608.00 |
| Total Taxable Amount: \$106,608.00 |
| Sales Tax Total: \$0.00 |
| Sub Total: \$91,608.00 |
| Cash with Order: \$0.00 |
| Balance Due: \$91,608.00 |

City	Serial Number	Year / Make / Model	Description
	TBD	2016 JOHN DEERE 310SL	0A80T 310HL BACKHOE LOADER
			1065 ENGINE FT4
			1700 JD LINK ULT 850/1900MHZ 3YR
			2035 CAB STANDARD
			2401 DECAL & PACKET ENGLISH
			3065 AXLE MFWD 4WD LIMITED SLIP
			4782 TIRE ML500/70R24,ML340/80R18
			5285 CONTROL PILOT
			5420 COUPLER MULTI BRAND QUICK
			5658 BUCKET 24" SEVERE DUTY 7.5CF
			6020 DIPPER EXTENDABLE
			6230 HYD,AUX W/2WAY FLOW, THUMB
			7080 LDR 1 LEVER HYD W/INT AUX
			7685 LDR BKT 1.3CY MULTI P BKT92"
			8485 COUNTERWEIGHT 1250LB.
			8675 BATTERY DUAL
			9060 MIRRORS INTERIOR
			9080 HEATER ENGINE COOLANT 110V
			9110 RIDE CONTROL
			9210 CONSOLE W/CUP HOLDER - LEFT
			9505 GUARD FULL MFWD
			9917 RADIO BASIC PACKAGE
			9919 SUN VISOR
			9920 MIRRORS EXTERIOR REAR VIEW 2
			9965 SEAT CLOTH AIR SUSPENSION
			AT308966 BUCKET, 1 CU METER
			AT308138 48" WITH 60" PALLET FORKS

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: 8J	Departme	ent: City Planner	Council Meeting Date: 03/03/16
TITLE OF ISSUE: Conside Vacation, between Lots 3 ar			016 at 7 pm for Street and Alley Easement se 1.
	d alley easements va	cation between Lots	ecessary to set a public hearing for the 3 and 4 of Block 3 of the Landing North m.
REQUESTED COUNCIL A between Lots 3 and 4 of Blo			If additional space is required, attach a separate sheet r Street and Alley Easements Vacation,
For Clerk's Use:		SUPPOR	RTING DOCUMENTS ATTACHED
Motion By: Second By: Vote Record: Aye Nay	Steiner Norland Freyberg Spears Dehen	Resolution Ordi	inance Contract Minutes Map Petition, Notice of Public Hearing
Workshop X Regular Meet Special Meeti		Ta	efer to: able until: ther:

NOTICE OF HEARING ON UTILITY EASEMENTS VACATION BETWEEN LOTS 3 AND 4 OF BLOCK 3 OF THE LANDING NORTH PHASE 1

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will hold a Public Hearing on Monday, March 21, 2016, commencing at 7:00 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue to consider the vacation of the following utility easements vacation between Lots 3 and 4 of Block 3 of the Landing North Phase 1:

All that part of the 5.0 foot Drainage and Utility Easements dedicated per the recorded plat of THE LANDING NORTH PHASE 1, City of North Mankato, Nicollet County, Minnesota, on each side of the line adjoining the common line between Lots 3 and 4 of Block 3 of said THE LANDING NORTH PHASE 1 being bounded by the following:

On the West by the east line of the 10.0 foot dedicated Drainage & Utility Easement lying along the west line of Block 3 of said THE LANDING NORTH PHASE 1.

On the Southeast by the 10.0 foot dedicated Drainage & Utility Easement lying along Sheridan Court as dedicated in the LANDING NORTH PHASE 1.

April Van Genderen City Clerk City of North Mankato, Minnesota

PETITION FOR VACATION

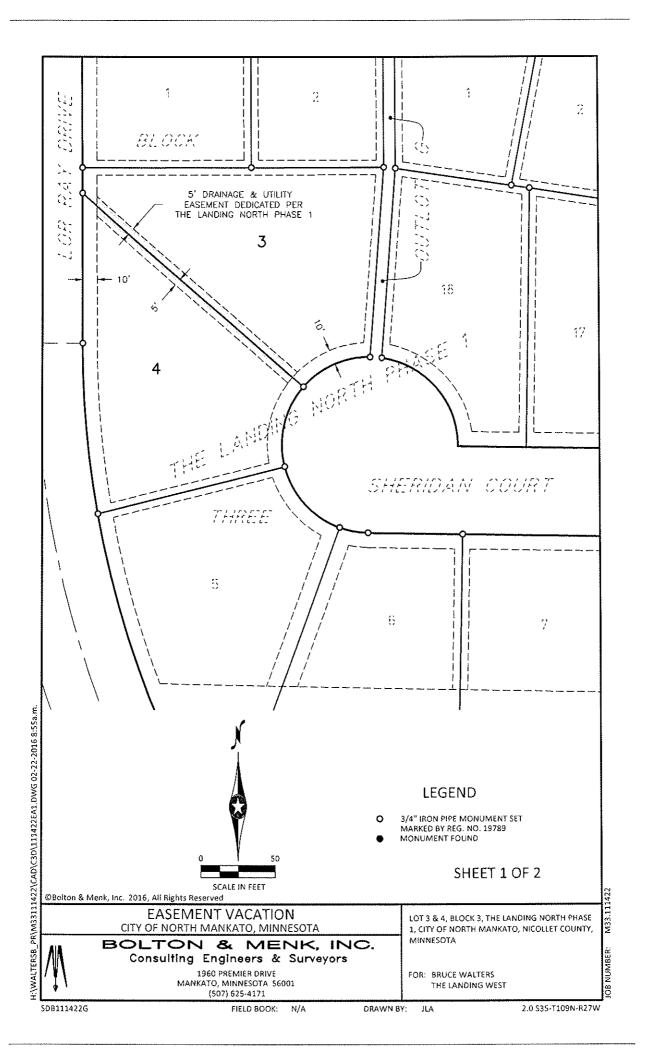
The undersigned property owner hereby petitions the City Council of the City of North Mankato, Minnesota, to vacate the following described utility easements:

All that part of the 5.0 foot Drainage and Utility Easements dedicated per the recorded plat of THE LANDING NORTH PHASE 1, City of North Mankato, Nicollet County, Minnesota, on each side of the line adjoining the common line between Lots 3 and 4 of Block 3 of said THE LANDING NORTH PHASE 1 being bounded by the following:

On the West by the east line of the 10.0 foot dedicated Drainage & Utility Easement lying along the west line of Block 3 of said THE LANDING NORTH PHASE 1.

On the Southeast by the 10.0 foot dedicated Drainage & Utility Easement lying along Sheridan Court as dedicated in the LANDING NORTH PHASE 1.

Dated this day of February 2016.	
Vicki Inucleau Witness	Bruce Walters
Vicki Trudeau Witness	Carol Walters
Received by City Clerk: 2 2 1 6 Date	City Clerk



EASEMENT VACATION

All that part of the 5.0 foot Drainage and Utility Easements dedicated per the recorded plot of THE LANDING NORTH PHASE 1, City of North Mankato, Nicollet County, Minnesota, on each side of the line adjoining the common line between Lots 3 and 4 of Block 3 of said THE LANDING NORTH PHASE 1 being bounded by the following:

> On the West by the east line of the 10.0 foot dedicated Drainage & Utility Easement lying along the west line of Block 3 of said THE LANDING NORTH PHASE 1.

On the Southeast by the 10.0 foat dedicated Drainage & Utility Easement lying along Sheridan Court os dedicated in THE LANDING NORTH PHASE 1.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

ory Rory Jen≴er⁄

2-22-16 Date

License Number

SHEET 2 OF 2

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EASEMENT VACATION CITY OF NORTH MANKATO, MINNESOTA

BOLTON & MENK, INC. Consulting Engineers & Surveyors

1960 PREMIER DRIVE MANKATO, MINNESOTA 56001 (507) 625-4171

LOT 3 & 4, BLOCK 3, THE LANDING NORTH PHASE 1, CITY OF NORTH MANKATO, NICOLLET COUNTY, MINNESOTA

FOR: BRUCE WALTERS THE LANDING WEST

PR\M33111422\CAD\C3D\111422EA1.0WG 02-22-2016 8:55a.m.

H:\WALTERSB_

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item #8K	Department: Public Works	Council Meeting Date: 03/07/2016
TITLE OF ISSUE: Review Bo	ulevard Tree Program Application a	and Tree Selections.
to Council on December 7, 201	5. Council referred the program to	staff presented the Boulevard Tree Program the Greenway Committee for review. The dations which have been implemented in the
REQUESTED COUNCIL AC	ΓΙΟΝ: Approve the the Boulevard T	If additional space is required, attach a separate sheet Tree Program.
	teiner Other (special Memo Pears Pea	
Workshop X Regular Meeting Special Meeting		Refer to: Table until: Other:

Memo

To:

John Harrenstein, City Administrator

From:

Duane Rader, Interim Parks Manager

cc:

Brad Swanson, Public Works Director

Date:

February 29, 2016

Re:

Boulevard Tree Program

To further support and promote boulevard trees within our community I would like to establish a residential boulevard tree program. Residents wishing to plant a tree in front of their property would be able to contract with the City to receive a pre-approved species known to be resilient in our climate at a discounted cost in an effort to further our vegetative health and aesthetic appeal of our ever-growing residential neighborhoods.

The following trees are recommended for use in the Boulevard Tree program and will be ordered when residents order trees. Residents will purchase the trees at half the below listed price.

Resident Selections

5 – River Birch	1 ¼ -1 ½ bareroot	\$160.00 each
10 – Kentucky Coffee Tree	1 ¼ -1 ½ potted	\$250.00 each
10 – American Linden	1 ¼ -1 ½ potted	\$250.00 each
10 – White Swamp Oak	1 ¼ -1 ½ potted	\$200.00 each
10 – Ginko Biloba	1 ¼ -1 ½ bareroot	\$190.00 each

Staff has already ordered for use in parks

10 – Emerald Lustre Maple	1 ¼ -1 ½ bareroot	\$160.00 each
10 – New Horizon Elm	1 ¼ -1 ½ bareroot	\$140.00 each
Total City Cost - \$3,000		

^{*}Attached is the proposed tree application.



Boulevard Tree Program Application

The City of North Mankato's boulevard tree program offers residents the opportunity to purchase one of five types of boulevard trees at a discounted rate. The cost listed below includes planting, staking (if necessary), mulching and a one year warranty. There are limited quantities of each tree so it is first come, first serve.

Application Process

Due to limited quantities the trees are first come first serve. Residents may only purchase **one tree per year**, a new application must be submitted each year. Please label your selection 1-5 (1 being your most desired tree and 5 being your least desired tree). If your first selection is not available your second selection will be used and on down the line. Please only number the trees you would be willing to plant. Once you have completed the application please submit it to the address below.

Applicant Requirements

Please review the applicant requirements:

- Doulevard must be a minimum of 5 feet wide.
- ♦ Trees are to be planted in the middle of the boulevard.
- Trees must be planted 30 feet from street corners and street lights.
- ♦ Trees must be planted 15 feet from driveways.
- ♦ Trees must be spaced 40-50 feet apart.

- ♦ Watering the tree is the homeowner's responsibility.
- ♦ Trees will be trimmed by City staff.
- City staff will have the final say on tree placement.
- Overhead and/or underground utilities may eliminate your boulevard from the tree program.



Ginko Biloba Tree-Bare Root 1 1/4 and 1 1/2 inches-Residents Cost \$95.00

Ginkos are large trees, normally reaching a height of 20–35 m (66–115 ft). The tree has an angular crown and long, somewhat erratic branches, and is usually deep rooted and resistant to wind and snow damage. During autumn, the leaves turn a bright yellow, then fall, sometimes within a short space of time (one to 15 days).



River Birch-Bare Root 1 1/4 and 1 1/2 inches-Residents Cost \$80.00

The River Birch is considered a shade and ornamental tree. It features a spreading canopy capable of blocking sunlight. The tree grows to a height of 40-70 feet. The trees leaves are 2-3 inches long and somewhat triangular. The River Birth produces brown and green catkins in April and May and a large number of tiny nutlets in May and June. It is borer-resistant.



	Kentucky Coffee- Potted 1 1/4 to 1 1/2 inches-Residents Cost \$125.00
	The Kentucky Coffee grows to between 60-70 feet high and speads 12-15 meters. The Kentucky Coffee tree sheds its leaves early during the fall and appears bare for up to 6 months. The flowers are dioecious, and the fruit is a hard-shelled bean in heavy, woody, thick-walled pods. Pod lengths range from 5-10 inches. The leaves will turn a bright clear yellow in the fall.
	White Swamp Oak -Potted 1 1/4 to 1 1/2 inches-Residents Cost \$100.00 A medium-sized tree in the beech family. The White Swamp oak grows rapidly and can reach 60 to 80 feet. The leaves are broad and long and turn brown, yellow-brown or sometimes reddish in the autumn. The tree produces an acorn.
	American Linden— Potted 1 1/4 to 1 1/2 inches-Residents Cost \$125.00 A medium to large tree. Leaves are broad heart-shaped about 3 to 6 inches wide. The Linden has a creamy-white to pale-yellow flower and produces a pea-sized nutlet about 1/4 inch in size. The Linden is not drought resistant and prefers full sun.

Application Review

Application Deadline: April 15, 2016

The application will be reviewed and tree availability will be determined. If a tree is available you will be contacted and invoiced for the available tree. Once payment is received you will be contacted by City staff to arrange planting of the tree and you will receive a flag to indicate where you want the tree planted.

Please mail or drop off the completed application to:

City of North Mankato
Boulevard Tree Program
1001 Belgrade Avenue
North Mankato, MN 56003

Please direct questions to Interim Parks Coordinator Duane Rader at **507-625-4141** or email drader@northmankato.com



RESOLUTION DECLARING COSTS TO BE ASSESSED FOR MUNICIPAL CHARGES

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

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

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

Type:	
-------	--

18001

Parcel No.:

18.722.0040

Legal:

Block 2, Lot 30 Presidential Estates

Address:

2153 LorRay Drive

Owners:

Lake Community Bank 1964 West Wayzata Blvd. Long Lake, MN 55356

Mowing-\$75.00

Adopted by the City Council this 7th day of March 2016.

	Mayor	
ATTEST:		
City Clerk		





Invoice

Date	Invoice #
11/17/2015	6299

2015

Bill To	
Lake Community Bank 1964 West Wayzata Blvd.	- 1
Long Lake, MN 55356	

		Terms	Project
Quantity	Description	Rate	Amount
	Lawn Mowing fees for the property at 2153 Lorray Drive on 8/14/15.	75.00	75.00
	2ND NOTICE 12/15/15.		
1	3RD & FINAL NOTICE 1/14/16.		
		Total	\$75.0
	1	Payments/Credits	\$0.00
	nent is appreciated. le Invoice # with payment.	Balance Due	\$75.00



January 14, 2016

Lake Community Bank 1964 West Wayzata Blvd. Long Lake, MN 55356

Re: Delinquent Bill

Dear Property Owner:

Enclosed is the final notice of invoice #6299 dated 11/17/15, in the amount of \$75.00 for lawn mowing fees for the property at 2153 LorRay Drive.

This letter is to notify you that these charges are past due. If payment is not received by 5:00 pm on January 24 (ten (10) business days from the date of this letter) the North Mankato City Council will take action to have these charges certified to the Nicollet County Auditor for collection with the property taxes on this parcel.

It is our hope that this action will not be necessary. Please make remittance to the City of North Mankato. If you have any questions concerning this matter, please feel free to contact me.

Sincerely,

THE CITY OF NORTH MANKATO

Clara Thorne / K)
Clara Thorne
Finance Director

Enclosure





RESOLUTION DECLARING COSTS TO BE ASSESSED FOR MUNICIPAL CHARGES

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

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

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

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	v	u	ч	

18001

Parcel No.:

18.765.0070

Legal:

Lot 7, Rev Plat Sunrise AC#5

Address:

205 Queens Court

Owners:

Gloria Falcon

205 Queens Court

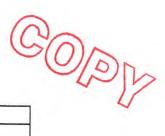
North Mankato, MN 56003

Mowing-\$150.00

Adopted by the City Council this 7th day of March 2016.

	Mayor	
ATTEST:		
City Clerk		





Invoice

Date	Invoice #	
11/17/2015	6296	

2015

Bill To	
Gloria Falcon 1600 Glendale Avenue Odessa, TX 79763	

		Terms	Project
Quantity	Description	Rate	Amount
2	Lawn Mowing Fees for the property at 205 Queens Co on 7/28/15 & 9/18/15	urt 75.00	150.00
	2nd Notice 12/15/15.		
	3rd and Final notice 1/14/16.		
		Total	\$150.0
		Payments/Credits	\$0.00
mpt paym	lent is appreciated. le Invoice # with payment.	Balance Due	\$150.00



January 14, 2016

Gloria Falcon 1600 Glendale Avenue Odessa, TX 79763

Re: Delinquent Bill

Dear Property Owner:

Enclosed is the final notice of invoice #6296 dated 11/17/15, in the amount of \$150.00 for lawn mowing fees for the property at 205 Queens Court.

This letter is to notify you that these charges are past due. If payment is not received by 5:00 pm on January 24 (ten (10) business days from the date of this letter) the North Mankato City Council will take action to have these charges certified to the Nicollet County Auditor for collection with the property taxes on this parcel.

It is our hope that this action will not be necessary. Please make remittance to the City of North Mankato. If you have any questions concerning this matter, please feel free to contact me.

Sincerely,

THE CITY OF NORTH MANKATO

Clara Thorne / by US

Finance Director







RESOLUTION DECLARING COSTS TO BE ASSESSED FOR MUNICIPAL CHARGES

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

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

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

Туре:	18001
Darcol No.	10.000

Parcel No.: 18.596.0120

Legal: Block 3, Lot 6, Charles Klingel Subdivision Address: 31 Coventry Court

Owners: Prairieland Homes, Inc.

PO Box 3216

Stillwater, MN 55082-3216

Mowing-\$150.00

Adopted by the City Council this 7th day of March 2016.

	Mayor	
ATTEST:		
City Clerk		





Invoice

Date	Invoice #
11/17/2015	6295

2015

Prairieland Homes,	Inc
PO Box 3216	1110
Stillwater, MN 5508	32-3216

			Terms	Project
Quantity	Description		Rate	Amount
4	Lawn Mowing fees		75.00	300.00
	For the properties at:			
	11 Coventry Court on 7/24/15 & 8/12/15.			
	31 Coventry Court on 7/24/15 & 8/12/15.			
	Resent 12-1-15 to address the found on Blacon mail comes back - not als			letter
			Total	\$300.00
		Pay	ments/Credits	\$0.00
	nent is appreciated. le Invoice # with payment.	В	alance Due	\$300.00

RESOLUTION DECLARING COSTS TO BE ASSESSED FOR MUNICIPAL CHARGES

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

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

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

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•	y	۲	C	٠	

18001

Parcel No.:

18.596.0070

Legal:

Block 3, Lot 1, Charles Klingel Subdivision

Address:

31 Coventry Court

Owners:

Prairieland Homes, Inc.

PO Box 3216

Stillwater, MN 55082-3216

Mowing-\$150.00

Adopted by the City Council this 7th day of March 2016.

	Mayor	
ATTEST:		
City Clerk		





Invoice

Date	Invoice #
11/17/2015	6295

2015

Prairieland H	lomes. Inc	
PO Box 3216		
	N 55082-3216	

		Terms	Project
Quantity	Description	Rate	Amount
4	Lawn Mowing fees For the properties at: 11 Coventry Court on 7/24/15 & 8/12/15. 31 Coventry Court on 7/24/15 & 8/12/15. Resent 12-1-15 to address charfound on Blacon		300.00
	mail comes back - not ab	ie to send	letter
		Total	\$300.00
		Payments/Credits	\$0.00
rompt payn	nent is appreciated.	Balance Due	\$300.00

RESOLUTION DECLARING COSTS TO BE ASSESSED FOR MUNICIPAL CHARGES

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

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

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

_		
- 1	Vna.	
	ypc.	

18001

Parcel No.:

18.803.180

Legal:

Block 9, Lot 18, Subd. of Block 7

Address:

424 South Avenue

Owners:

Sheila Anderson

424 South Avenue

North Mankato, MN 56003

Mowing-\$75.00

Adopted by the City Council this 7th day of March 2016.

	Mayor	
ATTEST:		
City Clerk		



Sheila Anderson 424 South Avenue

North Mankato, MN 56003

Bill To

Invoice

Date	Invoice #
11/17/2015	6294

COPY

		Terms	Project
Quantity	Description	Rate	Amount
Quartity	Mowing fees for the property at 424 South Aver 7/17/15	nue on 75.00	75.00
	Mail keeps coming back.	- not able to	send
		Total	\$75.0
		Payments/Credits	\$0.0
	yment is appreciated.	Balance Due	\$75.0

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #10A	Department: Administration	Council Meeting Date: 03/07/16
TITLE OF ISSUE: Overview of Belgi	rade Avenue Master Plan Process	5.
BACKGROUND AND SUPPLEMEN Belgrade Avenue Master Plan Process		ministrator Harrenstein will review the
REQUESTED COUNCIL ACTION:		If additional space is required, attach a separate sheet
For Clerk's Use: Motion By: Second By: Vote Record: Aye Steiner Norland Freyberg Spears Dehen	SUPPORT Resolution Ordina Other (specify)	ING DOCUMENTS ATTACHED unce Contract Minutes Map PowerPoint
Workshop X Regular Meeting Special Meeting		er to: le until: er:





Belgrade Avenue Master Plan

PUBLIC ENGAGEMENT & PLANNING PROCESS







The Context of the Proposed Master Plan

I&S Study was adopted in 2012.



I&S Study adopted in 2012

implemented since adoption and new ideas have o Several changes have been identified or been offered that warrant an update.

Belgrade Avenue Master Plan:

- o Success of the Business on Belgrade Association has presented a fresh look at the area
- o Increased development has raised questions about the future of the area (where is it going?)
- o Increase public support of the area has raised questions in regard to the future of the area
- direction for the master plan and how their vision ousiness owners and residents to discuss their ideas and address their concerns to provide The proposed planning process will allow can be reached.





Planning Area

To include:

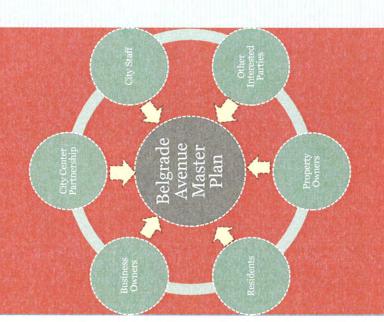
❖The Central Business District The entire length of Belgrade will be examined in regards to transportation





"Refining the Way" •Adaptability • Excellence • Responsibility • Integrity • Leadership

Public Engagement -



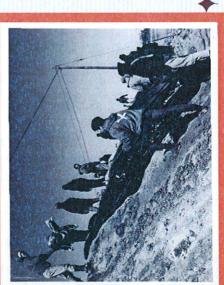
- will include broad participation: The public engagement process
- o Property Owners in the CBD
- o Business Owners in the CBD
- o Rental Tenants in the CBD
- City Center PartnershipNorth Mankato Citizens
- Steering Committee
- o Business on Belgrade Association
- o Planning Commission & City Council Rep
- o City Staff





Media Outreach to include





- Door Hangers
- Direct Mailings
- E-mail
- Web (social media)
- **Press Releases**
- KEYC
- Free Press
- KTOE, Radio Mankato, Alpha media
- Mankato Times





Belgrade Avenue Master Plan

*Additional stakeholder meetings may be scheduled as necessary.





Planning Process & Public Engagement Timeline

April 2016:

· Initial Stakeholder Meeting / Corridor Meeting

May 2016:

Stakeholder Meeting / Corridor Meeting

June - July 2016:

· Draft the Plan

July 2016:

· Steering Committee Review Plan & offer comments

August 2016:

· Open House / Corridor Meeting

October – December 2016:

· Planning Commission and City Council Approval



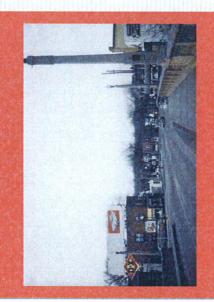
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1st Public Meeting Format 4q's

- What is your favorite thing about Belgrade Avenue?
- What are the opportunities you see for the area?
- planning process, what are the 3-As the City moves forward in the 5 things that should be prioritized?
- What is your big idea?

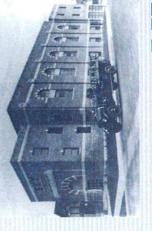
Steering Committee Responsibilities





Help promote

- Facilitate Table conversations
- Review draft of plan prior to open house
- Share insight and passion for Belgrade Avenue
- Provide consistent participation





citycenter

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City Center Partnership Facilitation

City of North Mankato Duties

City Center Partnership (CCP) Duties

- Appoint Steering Committee
- Schedule committee meetings, public meetings and open houses;
- Mail stakeholder meeting invites and publicize on City Facebook page/website;
- Visit properties within the planning area to encourage participation at stakeholder meetings and open house (City & CCP);
- Lead small table discussions and be available for questions;
- Draft meeting content on City website after each stakeholder meeting;
- Review guiding principles and implementation tactics drafted at stakeholder meeting for inclusion in the Plan (City & CCP);
- Draft Belgrade Avenue Master Plan and incorporate public input received.

- E-mail stakeholder meeting invites and publicize meeting on CCP Facebook page/website;
- Visit properties within the planning area to encourage participation at stakeholder meetings (City & CCP);
- Facilitate stakeholder meetings (CCP will facilitate small table discussions and be available for questions);
- Lead stakeholder meetings/open house;
- Review guiding principles and implementation tactics drafted at stakeholder meeting for inclusion in the Plan (City & CCP); and
- Review draft Belgrade Avenue Plan for grammar/content.

"Refining the Way"

• Adaptability • Excellence • Responsibility • Integrity • Leadership



CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #10B	Department: City Engineer	Council Meeting Date: 03/07/16
TITLE OF ISSUE: Staff will update th	ne Council on the Roe Crest Dri	ve Project Hearing and Trail
No. 15-02ABCDE 2016 Roe Crest Drive 2016 and the Council voted on the Reso Specifications. The motion, which would the houses on the west side of Roe Crest	nary Engineering Report and C e Improvement Project. The Pu olution Ordering Improvement ld have approved Option 1 with t Drive, failed by 3/5 vote. The by Council and the project is sulfor the Resolution to carry. Cit	alling Hearing on Improvement Project ablic Hearing was held on February 16, and Preparation of Plans and a no sidewalk but included a trail behind motion failed because the proposed oject to Minn. Stat. 429.031, Subd. 1 which we staff will review the Roe Crest Drive
REQUESTED COUNCIL ACTION: Pi	rovide direction on the Roe Cre	If additional space is required, attach a separate sheet st Drive project.
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By: Second By: Vote Record: Aye Steiner Norland Freyberg Spears Dehen	Resolution Ordina X Other (specify)	nce Contract Minutes Map
Workshop	Refe	
X Regular Meeting Special Meeting	Cthe Cthe	e until:r:

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT NO. 15-02ABCDE ROE CREST DRIVE PROJECT

WHEREAS, a resolution of the City Council adopted the 19th day of January 2016, fixed a date for a Public Hearing on Improvement No. 15-02ABCDE, the proposed improvement of Roe Crest Drive from Marie Lane to Lee Boulevard; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 16th day of February 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1.	Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.		
2.	Such improvement is hereby ordered as proposed in the Council resolution adopted January 19 th 2016 with the following provisions		
3.	The Council hereby orders the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,516,700.		
 Bolton and Menk, Inc. is hereby designated as the engineer for such improvem and shall prepare plans and specifications for the making of such improvement 			
Adopted b	by the City Council this 7 th day of March 2016.		
	Mayor		
ATTEST:			
City Clerk			

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #10C	Department: Administration	Council Meeting Date: 03/07/16
TITLE OF ISSUE: Receive Update Re	garding Sales Tax Extension.	
RACKGROUND AND SUPPLEMENT	TAL INFORMATION: Plage r	eview the attached memo. Administrator
Harrenstein will review the Sales Tax l		eview the attached memo. Administrator
REQUESTED COUNCIL ACTION:		If additional space is required, attach a separate sheet
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By: Second By: Vote Record: Aye Nay	Resolution Ordina	nce Contract Minutes Map
Vote Record: Aye Steiner Norland Freyberg Spears Dehen	Other (specify)	Memo
Workshop	Refe	r to:
X Regular Meeting	Tabl	e until:
Special Meeting	Othe	er:



City of North Mankato, Minnesota

Date: March 3rd, 2016

To: Mayor Dehen & City Council

From: John D. Harrenstein, City Administrator

Re: Status of Sales Tax Legislation

Status of Legislation

• North Mankato requested \$9,000,000 of expanded sales tax authority from 2016-2038. It is estimated the local option sales tax will generate \$13,000,000 during this period of time.

- Revenues received from the sales tax extension will be used for purposes approved by voters in 2006 and the Legislature in 2008
 - Debt service for local share of the trunk highway 14/County State Aid Highway 41 interchange project
 - Development of regional parks and hiking and biking trails
 - Expansion of the North Mankato Taylor Library
 - Riverfront redevelopment
 - Lake improvement projects
- The sales tax extension must be scheduled for placement on the ballot by July of 2016 if a vote is planned to be pursued this fall.
- A total of \$5,000,000 may be used to fund indoor regional recreational assets if this spending is approved by the voters through referendum and if the recreational asset is located within the corporate boundaries of North Mankato (ice sheets, swimming and aquatic facility, multi-use sports bubble, indoor field house, indoor tennis courts)
- Currently, the sales tax legislation is in the tax conference committee. Major points of reconciliation anticipated to be resolved in the conference are as follows
 - o Linked approval (North Mankato & Mankato)
 - o Election timing (General or Special)
 - o Status of new recreation facilities (All, Some, or None)

Status of Regional Recreation Discussion

- Throughout 2015 discussion continued with the Mankato sports commission regarding several regional recreational projects. The report of this group was submitted to the City Council at the February 26th, meeting. The recommendations of the report call for an election to be held in November of 2016, a public education campaign to be coordinated by Greater Mankato Growth, and participation by other entities and groups to resolve funding sources for the many project considered
- North Mankato continues to discuss the DRAFT Caswell Expansion plan with stakeholders as directed by the City Council in October of 2015

• Both reports include cost estimates for projects that exceed available sales tax revenues requiring additional funding sources from other city revenue sources, public entities or private donors.

North Mankato Sales Tax Projects Financing

- The sales tax generates between \$550,000 & \$600,000 per year
- At this time nearly all of these funds are obligated to debt for projects completed under the authority of the 2006 & 2008 authorization.
- Freeing available cash flow for projects proposed to be financed with the 2016 sales tax will require refunding of debt that will likely make available a maximum of \$5,000,000 in funding for the first ten years of the tax.
- Alternatively, the community could allow existing debt service to expire in 2019 and 2024 and utilize the annual revenue of between \$550,000 & \$600,000 to cash fund improvements for regional parks, the Taylor library, riverfront redevelopment, and lake improvements, and indoor recreational facilities if approved by the voters and the legislature.

Preparing for a November Referendum

- March/April Staff presentation regarding financing options of projects & recommended language for sales tax reconciliation
- April/May Engage citizens for ranking and soliciting ideas regarding projects
- June City Council prioritization and preparation of ballot question
- July Determination of placing question to voters on the November ballot Coordination with Greater Mankato Growth on Public Information Campaign for North Mankato Voters
- July/ November Coordination with Greater Mankato Growth, City of Mankato on public education effort
- A list of projects qualifying for funding under the existing and proposed sales tax is attached. Please note the total amount of project exceed available sales tax revenue and will require prioritization by City Council, staff, and citizens.

Existing Authorization	Location	Description	Cost
David In I		Main Shelter, Restrooms, lighting, play	
Regional Parks	Benson Park	area, Informal Amphitheater (Earthworks)	450,000
Regional Parks	Benson Park		75,000
Pagional Barks	Poncon Bark	Natural Play Area (woodland, water, little bug bay improvements)	200.000
Regional Parks	Benson Park	Outdoor Hockey Rink & Warming House	200,000
Regional Parks	Spring Lake, Benson	Outdoor Hockey Killk & Waltilling House	150,000
regional Larks	Delison	Overlook, prairie restoration, master	130,000
Regional Parks	Bluff Park	plant implementation	250,000
Regional Parks	Caswell Park	Internal Improvements	1,500,000
Regional Parks	Lake Street	Trail from Marie to Lake Street	250,000
Regional Parks	Lookout Drive	Complete Trail on Lookout Drive	950,000
		Parking Improvements	
Regional Parks	Spring Lake	Spring Lake Swim Facility Maintenance /	300,000
Regional Parks	Spring Lake	Upgrades	1,500,000
Regional Parks	Spring Lake	Restroom Construction	
negional raiks	Shinis rake	Regional Parks Subtotal	300,000
Riverfront	Dalarada	Improved Pedestrian Experience,	5,925,000
Redevelopment	Belgrade Avenue	Belgrade Avenue	1,500,000
Riverfront	Belgrade	Beautification Efforts (Historic	1,300,000
Redevelopment	Avenue	Recognition, Public Art, Etc)	500,000
Riverfront		Flood and Erosion Control	
Redevelopment	Flood Way		500,000
		Riverfront Redevelopment Subtotal	2,500,000
	Under	Expansion / Service Enhancement	
Library	Consideration		1,500,000
		Library Subtotal	1,500,000
	Lady Bug Bay	Dredging, Improvements	
Lake Improvements	Improvements		250,000
	Spring Lake	Dredging, Improvements	
Lake Improvements	Dredging		250,000
		Lake Improvement Subtotal	500,000
	Highway 14 and	Completed in 213	
T.H. CSAH 41	County Road 41		
		T.H. CSAH 41 Subtotal	0
Indoor Recreation	Caswell Park	Hockey Arena First Phase	2,650,000
		Aquatic Facility (or other indoor project	
Indoor Recreation	Caswell Park	ready to proceed)	2,500,000
Indoor Degranties	C-avall Davis	Hockey Arena Second Phase (or other	4 500 000
Indoor Recreation	Caswell Park	indoor project ready to proceed) Hockey Arena Third Phase (or other	1,500,000
Indoor Recreation	Caswell Park	indoor project ready to proceed)	1,500,000
	Castrellian	Recreation Subtotal	8,150,000
TDD	TDD	TBD	8,130,000
TBD	TBD	Other Projects Listed by the City Council	
		Subtotal	
TBD	TBD	TBD	1
1.22	100	Other Project Listed by the Citizens of	
		North Mankato Subtotal	
		GRAND TOTAL	18,575,000