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 January 17, 2017. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Norland, Freyberg, Whitlock, and Steiner, City Administrator Harrenstein, Finance Director McCann, Community Development Director Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent: City Attorney Kennedy.

Approval of Agenda

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

Approval of Council Meeting Minutes

Council Member Norland moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of January 3, 2017. Vote on the motion: Norland, Whitlock, Steiner and Dehen aye; Freyberg abstain. Motion carried.

Public Hearing – 7 p.m., Consider a Petition for Utility Easement Vacation within Taylor Addition. Community Development Director Fischer indicated Taylor Corporation had requested a replat of their property. To complete the replat, Taylor Corporation must relocate a lot line and vacate a utility easement. Taylor Corporation petitioned to vacate an easement, and all utility companies have been notified and no companies have utilities within the easement. With no one appearing before Council, Mayor Dehen closed the Public Hearing.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 6-17 Approving Donations/Contributions/Grants.
- C. Approved Audio Permit for the Anthony Ford Pond Hockey Tournament at Spring Lake Park on January 28 and 29, 2017.
- D. Res. No. 7-17 Declaring Costs to be Assessed-538 Page Avenue.
- E. Res. No. 8-17 Declaring Costs to be Assessed-638 Belgrade Avenue.
- F. Res. No. 9-17 Authorizing the City of North Mankato to Abate the Hazardous Building Located at 732 Wall Street.

Vote on the motion: Norland, Freyberg, Steiner and Dehen aye; Whitlock abstain. Motion carried.

Public Comments

Chad Hoppe, 2243 Kodiak Drive, appeared before Council and expressed his concern about the Trail's West Estates proposed development. He indicated the plat map that was sent out with the informational materials from the Planning Commission was not what he was shown at the time they purchased their house. He stated he presented the developer with an alternative option that changed the location of the cul-de-sac without reducing the number of lots. Mr. Hoppe expressed his concerns with snow removal with the new development.

<u>Tom Hagen, 927 Lake Street</u>, appeared before Council and expressed his interest in the establishment of a Historic Preservation Commission in North Mankato.

Gary Wolters, United Asset Development Corporation, appeared before Council and stated he had reviewed Mr. Hoppe's alternative development plan and indicated the requested changes would not make it possible for him to develop the property. He reviewed preliminary estimates and stated if he altered the plan he would lose two lots which would eliminate his ability to create the development. He stated as far as snow removal that was the City's responsibility.

Council Member Freyberg requested the Community Development Director provide his views on the development. Community Development Director Fischer stated the Planning Commission recommended the 30 lots and as far as Mr. Hoppe's statement that the plat map had been altered he must be mistaken as this was the original layout. Council Member Freyberg requested Mr. Wolters report on the cost of the houses. Mr. Wolters said the houses would cost \$170,000 to \$180,000 not including the lot price. Landscaping, appliances and the garage doors were not included in the price. Council Member Steiner requested Public Works Director Swanson clarify snow removal policies for the subdivision. Public Works Director Swanson stated snow would be plowed and removed with no snow left on Mr. Hoppe's property.

Business Items

Res. No. 10-17 Vacating 10 Foot Wide Utility Easement Lying East of and Adjoining the West Line of Taylor Addition. Council Member Steiner moved, seconded by Council Member Norland to Adopt Res. No. 10-17 Vacating 10 Foot Wide Utility Easement Lying East of and Adjoining the West Line of Taylor Addition. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.

Zoning Application Z-1-17, a Request from United Asset Development Corporation. Ordinance No. 85 Fourth Series, Rezoning Outlot A, North Gate No. 2 from R-1, One-Family Dwelling to R-1S, One-Family Dwelling, Small Lot. Council Member Norland moved, seconded by Council Member Steiner to Approve Zoning Application Z-1-17, A Request from United Asset Development Corporation and Adopt Ordinance No. 85 Fourth Series, Rezoning Outlot A, North Gate No. 2 from R-1, One-Family Dwelling to R-1S, One-Family Dwelling, Small Lot. Vote on the motion: Norland, Whitlock, Steiner and Dehen aye; Freyberg nay. Motion carried.

Preliminary and Final Plat of Trail's West Estates, A Request from United Asset Development Corporation. Council Member Norland moved, seconded by Council Member Steiner to Approve the Preliminary and Final Plat of the Trail's West Estates, A Request from United Asset Development Corporation. Vote on the motion: Norland, Whitlock, Steiner and Dehen aye; Freyberg nay. Motion carried.

Preliminary and Final Plat of Taylor Second Addition, A Request from Taylor Corporation. Council Member Freyberg moved, seconded by Council Member Norland to Approve the Preliminary and Final Plat of Taylor Second Addition, A Request from Taylor Corporation. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.

Preliminary and Final Plat of North Port No. 19, A Request from the North Mankato Port Authority. Council Member Norland moved, seconded by Council Member Steiner to Approve the Preliminary and Final Plat of North Port No. 19, A Request from the North Mankato Port Authority. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.

City Administrator and Staff Comments None.

Mayor and Council Comments

Council Member Norland requested a small committee to review the deer population and control in North Mankato. Administrator Harrenstein indicated the staff would be willing to review Mankato's information and contact the DNR.

Council Member Steiner requested Administrator Harrenstein address the requested Historic Preservation Commission. Administrator Harrenstein stated the City continues to evaluate historical preservation options by addressing ideas during the downtown planning study with Bolton & Menk. He expressed interest in the Planning Commission serving in the capacity of historic preservation. Concerns with historic preservation include balancing political interests with the property rights of those who own the property. Administrator Harrenstein indicated the Minnesota State Historic Preservation Office (SHPO) and the Nicollet County Historical Society could be consulted but would not be brought in to tell the City what to do with preservation. Mayor Dehen stated SHPO could be contacted to offer criteria.

Council Member Steiner said citizens had been contacting him concerning allowing dogs in Spring Lake Park. He indicated the City should consider partnering with a corporation or company to provide dog stations if dogs were allowed in the park. Mayor Dehen stated the public should be allowed to express their opinions in a Public Hearing before making a decision.

Council Member Whitlock stated he attended a Region Nine meeting and members of the board expressed their thanks to Council Member Norland for her years of service on the board.

Council Member Whitlock reported the Anthony Ford Pond Hockey Tournament would occur at Spring Lake Park on January 28 and 29 from 9 a.m. to 3 p.m.

Council Member Steiner stated Mr. Wild from Hot 96.7 was working to ensure the audio would be in compliance with City Code for the Anthony Ford Pond Hockey Tournament.

Mayor Dehen proclaimed January 22-28, 2017 as North Mankato School Choice Week.

Mayor Dehen stated he attended the Hwy 14 Partnership Annual Meeting and information was included in the packet for review.

Mayor Dehen requested the Council have a strategic planning session in February or March.

Mayor Dehen reported Mankato Area Youth Football, Toys for Tots, LEEP and the Graduation Committee all thanked the City for donations from the Charitable Gambling distribution established in the budget.

Public Comments

Barb Church, 102 Wheeler Avenue, appeared before Council and requested information on the CCTV Building in Mankato. She requested the return of brush pickup. Ms. Church suggested the use of the I&S Belgrade Avenue Model during the Belgrade Avenue Master Plan/Corridor Study open houses on January 26 and 28, 2017. Administrator Harrenstein reported the CCTV building was a topic of discussion with Mankato as Mankato tried to determine if they wanted to sell or lease the building. He indicated the funds would be funneled into the KTV fund. Administrator Harrenstein reported the Belgrade Avenue Model could be brought out for the open houses.

<u>Chad Hoppe, 2243 Kodiak Drive,</u> appeared before Council and thanked them for listening to his concerns about the development.

Tom Hagen, 927 Lake Street, appeared before Council and stated SHPO was created so cities could use the model and not recreate the wheel. Mr. Hagen stated he was not suggesting the elimination of deer. He believes the deer know where they are safe and intrude on that area. Mr. Hagen stated Mankato's deer hunt does not eliminate deer only controls the population.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 7:45 p.m.

	Mayor	
	·	
Clerk		

Claims List - Regular By Vendor Name

City of North Mankato, MN Date Range: 2-6-17

CITY OF NORTH MANKATO

Vendor Number Bank Code: APBNK-A	Vendor Name PBNK	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Barn Coucini Bin 1	**Void**	01/30/2017	Regular	0	-	86772
	Void	02/06/2017	Regular	0	_	86784
	Void	02/06/2017	Regular	0	_	86815
	Void	02/06/2017	Regular	0	_	86831
00008	A+ SYSTEMS GROUP	02/06/2017	Regular	0	149.70	86777
00009	A-1 KEY CITY LOCKSMITHS, INC	02/06/2017	Regular	0	8.10	86778
02433	ADVANCED AUTO PARTS	02/06/2017	Regular	0	640.27	86779
00101	AT&T MOBILITY	02/06/2017	Regular	0	25.99	86780
00113	BAKER & TAYLOR	02/06/2017	Regular	0	86.55	86781
00137	BENCO ELECTRIC COOPERATIVE	02/06/2017	Regular	0	80.00	86782
00137	BENCO ELECTRIC COOPERATIVE	02/06/2017	Regular	0	28,179.92	86783
00156	BLUE EARTH COUNTY FINANCE	02/06/2017	Regular	0	20,687.55	86785
00112	BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	02/06/2017	Regular	0	120.00	86786
00174	BOLTON & MENK, INC.	02/06/2017	Regular	0	13,285.65	86787
02475	BOONE, KATIE	01/17/2017	Regular	0	2,000.00	86757
00176	BORDER STATES ELECTRIC SUPPLY	02/06/2017	Regular	0	5.50	86788
00182	BOYER TRUCKS	02/06/2017	Regular	0	67.91	86789
00212	BUSINESS ON BELGRADE	02/06/2017	Regular	0	10,000.00	86790
00216	C & S SUPPLY CO, INC.	02/06/2017	Regular	0	312.96	86791
00221	CARGILL, INC.	02/06/2017	Regular	0	23,023.52	86792
00234	CENTER POINT ENERGY	02/06/2017	Regular	0	11,818.91	86793
00255	CITY OF MANKATO	02/06/2017	Regular	0	83,000.00	86794
00255	CITY OF MANKATO	02/06/2017	Regular	0	1,012.16	86795
00304	CREATIVE AD SOLUTIONS, INC.	02/06/2017	Regular	0	23.08	86796
00322	DALCO	02/06/2017	Regular	0	245.09	86797
00334	DEHEN, MARK	02/06/2017	Regular	0	55.64	86798
00349	DISCOUNT PAPER PRODUCTS, INC.	02/06/2017	Regular	0	226.48	86799
00401	EXPRESS SERVICES, INC.	02/06/2017	Regular	0	1,462.86	86800
00447	FREE PRESS	02/06/2017	Regular	0	311.75	86801
00453	FREYBERG PETROLEUM SALES, INC.	02/06/2017	Regular	0	2,813.62	86802
02517	FURNITURE DISTRIBUTORS	01/17/2017	Regular	0	411.00	86756
00462	G & K SERVICES	02/06/2017	Regular	0	130.36	86803
00463	G & L AUTO SUPPLY, LLC	02/06/2017	Regular	0	609.04	86804
00473	GENERATOR SYSTEM SERVICES, INC.	02/06/2017	Regular	0	905.01	86805
00476	GIEFER, DANIEL	02/06/2017	Regular	0	28.00	86806
02518	GIESEKE, DALE & DONNA	02/06/2017	Regular	0	30.00	86807
00493	GOODWIN, TONY	02/06/2017	Regular	0	400.00	86808
00494	GOPHER STATE ONE-CALL	02/06/2017	Regular	0	128.35	86809
00505	GREATER MANKATO DIVERSITY COUNCIL	02/06/2017	Regular	0	150.00	86810
00519	HACH COMPANY	02/06/2017	Regular	0	2,808.00	86811
02476	HARRISON TRUCK CENTERS	02/06/2017	Regular	0	20.55	86812
00577	HOLTMEIER CONSTRUCTION	02/06/2017	Regular	0	47,431.49	86813
00608	INGRAM LIBRARY SERVICES	02/06/2017	Regular	0	1,399.93	86814
00617	INTERNATIONAL INSTITUTE OF MUNICIPAL CLI		Regular	0	185.00	86816
02521	J&W INSTRUMENTS INC.	02/06/2017	Regular	0	352.20	86817
00627	JACKSON-HIRSH, INC	02/06/2017	Regular	0	71.21	86818
00639	JOHN DEERE FINANCIAL	02/06/2017	Regular	0	113.84	86819
00690	KENNEDY & GRAVEN CHARTERED	02/06/2017	Regular	0	610.00	86820
00692	KEY CITY AUTO PARTS, INC.	02/06/2017	Regular	0	100.00	86821
00705	KNUDSON, DAVID	02/06/2017	Regular	0	156.86	86822
02523	KRAUSE, TOM	02/06/2017	Regular	0	23.00	86823
00720	KWIK TRIP, INC.	02/06/2017	Regular	0	15,221.16	86824
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	02/06/2017	Regular	0	70.93	86825
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	01/18/2017	Regular	0	490.00	86763
00747	LAW ENFORCEMENT TECHNOLOGY GROUP, LI		Regular	0	12,986.00	86826
00754	LEAGUE OF MINNESOTA CITIES	02/06/2017	Regular	0	20.00	86827
02524	LEONARD HEATING AND AIR CONDITIONING L		Regular	0	319.00	86828
00769	LINDSAY WINDOW & DOOR, LLC	02/06/2017	Regular	0	8,418.92	86829

00776	LLOYD LUMBER CO.	02/06/2017	Regular	0	682.51	86830
00800	MADDEN, GALANTER, HANSEN, LLP	02/06/2017	Regular	0	486.67	86832
00800		02/06/2017	Regular	0	26,345.00	86776
00819	MANKATO FORD, INC.	02/01/2017	Regular	0	460.53	86833
00815	MANKATO FORD, INC.	02/06/2017	=	0	156.11	86834
00829	MANKATO MOTOR COMPANY	02/06/2017	Regular	0	144.00	86835
00847	MANKATO PUBLIC SCHOOLS		Regular	0		
00874	MATHESON TRI-GAS, INC.	02/06/2017	Regular	0	116.33	86836
	MENARDS-MANKATO	02/06/2017	Regular		1,036.55	86837
00920	MINNESOTA DEPARTMENT OF HEALTH	02/06/2017	Regular	0	35.00	86838
00902	MINNESOTA IRON & METAL CO	02/06/2017	Regular	0	261.96	86839
00966	MINNESOTA PUBLIC FACILITIES AUTHORITY	02/06/2017	Regular	0	44,892.50	86840
00953	MINNESOTA UI FUND	02/06/2017	Regular	0	4,905.51	86841
01018	NCPERS MINNESOTA-UNIT 662400	01/18/2017	Regular	0	208.00	86764
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	02/06/2017	Regular	0	46.00	86842
01062	NORTHERN SAFETY TECHNOLOGY, INC.	02/06/2017	Regular	0	3,470.05	86843
01099	PET EXPO DISTRIBUTORS	02/06/2017	Regular	0	99.99	86844
01106	PETTY CASH	02/06/2017	Regular	0	68.13	86845
01133	POWERPLAN/RDO EQUIPMENT	02/06/2017	Regular	0	652.08	86846
01142	PREMIER VETERINARY CENTER - MANKATO	02/06/2017	Regular	0	566.10	86847
01164	RADER, DUANE A.	02/06/2017	Regular	0	112.65	86848
01198	RETROFIT COMPANIES, INC.	02/06/2017	Regular	0	200.76	86849
01211	RIVER BEND BUSINESS PRODUCTS	02/06/2017	Regular	0	989.13	86850
02235	RIVER CITY ELECTRIC CO	02/06/2017	Regular	0	857.00	86851
01327	ST. PETER HERALD	02/06/2017	Regular	0	62.40	86852
02519	SUN-UP CONSTRUCTION, INC.	02/06/2017	Regular	0	539.50	86853
01380	TEXAS REFINERY CORP.	02/06/2017	Regular	0	2,233.02	86854
01402	TIRE ASSOCIATES	02/06/2017	Regular	0	1,144.19	86855
01419	TRAVERSE DES SIOUX LIBRARY COOPERATIVE	02/06/2017	Regular	ő	5.99	86856
01433	TYLER TECHNOLOGIES	02/06/2017	Regular	0	6,553.00	86857
02041	ULINE	02/06/2017	Regular	0	219.07	86858
01477	VIKING ELECTRIC SUPPLY, INC.	02/06/2017	Regular	0	1,244.09	86859
01477	•	02/06/2017	Regular	0	321.00	86860
01507	WACO SCAFFOLDING & SUPPLY CO. WAYNE'S AUTO BODY, INC.	02/06/2017	Regular	0	571.84	86861
01557	XCEL ENERGY	01/30/2017	Regular	0	26,769.25	86771
00012	ABDO, EICK & MEYERS, LLP	01/24/2017	Bank Draft	0	2,250.00	DFT0000866
00241	CHARTER COMMUNICATIONS	01/23/2017	Bank Draft	0	7.76	DFT0000865
00241	CHARTER COMMUNICATIONS CHARTER COMMUNICATIONS	01/30/2017	Bank Draft	0	15.49	DFT0000803
00241	CHARTER COMMUNICATIONS	01/30/2017	Bank Draft	0	7.76	DFT0000872
00241	CHARTER COMMUNICATIONS	01/31/2017	Bank Draft	0	190.02	DFT0000873
02058	CONSOLIDATED COMMUNICATIONS	01/17/2017	Bank Draft	0	209.70	DFT0000851
02058	CONSOLIDATED COMMUNICATIONS	01/23/2017	Bank Draft	0	53.18	DFT0000860
02058	CONSOLIDATED COMMUNICATIONS	01/23/2017	Bank Draft	0		DFT0000861
02058	CONSOLIDATED COMMUNICATIONS	01/23/2017	Bank Draft	0	29.78	DFT0000862
02058	CONSOLIDATED COMMUNICATIONS	01/23/2017	Bank Draft	0	158.64	DFT0000863
00733	LAKES GAS CO #10	01/18/2017	Bank Draft	0	79.80	DFT0000855
00733	LAKES GAS CO #10	02/01/2017	Bank Draft	0	54.20	DFT0000887
00733	LAKES GAS CO #10	02/01/2017	Bank Draft	0	597.85	DFT0000888
00775	UP WASTE & RECYCLE, LLC	01/31/2017	Bank Draft	0	240.00	DFT0000883
02179	MES (MUNICIPAL EMERGENCY SERVICES)	01/27/2017	Bank Draft	0	206.50	DFT0000868
00883	MID-STATES ORGANIZED CRIME	01/19/2017	Bank Draft	0	150.00	DFT0000856
00936	MINNESOTA POLLUTION CONTROL AGENCY	01/31/2017	Bank Draft	0	187.50	DFT0000884
00910	MINNESOTA VALLEY TESTING LAB, INC.	01/17/2017	Bank Draft	0	192.50	DFT0000852
00910	MINNESOTA VALLEY TESTING LAB, INC.	01/17/2017	Bank Draft	0	59.25	DFT0000853
00910	MINNESOTA VALLEY TESTING LAB, INC.	01/23/2017	Bank Draft	0	25.00	DFT0000864
00910	MINNESOTA VALLEY TESTING LAB, INC.	01/27/2017	Bank Draft	0	25.00	DFT0000869
00910	MINNESOTA VALLEY TESTING LAB, INC.	01/31/2017	Bank Draft	0	25.00	DFT0000871
01322	SPRINT	01/23/2017	Bank Draft	0	34.92	DFT0000859
01335	STAPLES ADVANTAGE	01/12/2017	Bank Draft	0	430.70	DFT0000842
01335	STAPLES ADVANTAGE	01/19/2017	Bank Draft	0	113.92	DFT0000857
01335	STAPLES ADVANTAGE	01/20/2017	Bank Draft	0	147.50	DFT0000858
01335	STAPLES ADVANTAGE	02/01/2017	Bank Draft	0	54.55	DFT0000889
01377	TELRITE CORPORATION	01/17/2017	Bank Draft	0	221.58	DFT0000854
00050	ALPHA WIRELESS COMMUNICATIONS	02/08/2017	EFT	0	183.88	102
00310	CRYSTEEL TRUCK EQUIPMENT, INC	02/08/2017	EFT	0	87.04	
00796	MAC QUEEN EQUIPMENT, INC.	02/08/2017	EFT	0	128.53	104
00935	MINNESOTA PIPE & EQUIPMENT	02/08/2017	EFT	0	1,774.92	
01052	NORTH CENTRAL INTERNATIONAL	02/08/2017	EFT	0	4,284.35	106
02005	PANTHEON COMPUTERS	02/08/2017	EFT	0	6,236.41	107
					438,184.12	126

Authorization Signatures

All Council

The above manual and regular claims lists for 2-6-17 are approved by:
A A PA (PA PA I A A A A A A A A A A A A A A A A
MARK DEHEN- MAYOR
DIANE NORLAND- COUNCIL MEMBER
WILLIAM STEINER- COUNCIL MEMBER
ROBERT FREYBERG- COUNCIL MEMBER
JAMES WHITLOCK- 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
Pamella Wilmes	Library Backpack Books	\$125.00
		\$125.00

dopted by the City Council this 6 th	day of February 2017.	
	Mayor	



PARK PERMIT

1001 Belgrade Ave North Mankato, MN 56003 507-625-4141 www.northmankato.com

Permit #:		Start time:	6:00 am Fee: \$ 100.00
Date:	9/17/17	Stop time:	2:00 pm mass @ 10:00 am
Shelter:	☐ Spring Lake Shelter #1 ☐ S	Spring Lake	Shelter #2 Wheeler Park Indoor Shelter
Event Name:	Holy Rosary Cr	nurch	Mass & Picnic
Name:	lim Theuninck		
Address: 5	125 Grant Ave.		
Phone: 39	37-6501		# of People: 500
	ss (or anything requiring staking) *Bounce House requires waiver		Yes * If Yes, Please contact Gopher State One Call 800-252-1166 one week prior to event.
Alcoholic E	Beverages (wine & beer only) pecify: <i>Cans Keg Ca</i>		Yes * \$250 refundable deposit and \$25 keg permit
Audio (requ	uires audio permit)	□ No Þ	l Yes
Allowed			Prohibited
 Fishing/ice fish Pets in Bensor Canoes and ke under 12 must 	ided a permit is obtained ning on Ladybug Lake and Spring Lake or n Park and Bluff Park provided they are or ayaks on Ladybug Lake and Spring Lake be accompanied by an adult and wear a lovided they are on a hard-surfaced lot	n a 6' leash (children	 Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Parks Department. Pets (allowed in Benson Park and Bluff Park only) Glass containers Campfires / Bonfires / Fire Rings Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices Dunk Tanks Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices must end at 10 PM
the inst to servi	allation of additional tents or stakes and ce lines. Indersigned, have received the Audio Perminate the event and prevent future ab	d causes disru ermit Instructio ility to obtain a	on fee is non-refundable. If prior approval is not obtained for ption of utilitiy services, I agree to be held liable for any repairs and understand that failure to comply with the audio instruction an audio permit. 1 - 26 - 17 Date
□ APPRO REFER	OVED DENIED R TO COUNCIL	City Clerk	Date
Receipt#	Book	Online	Park Police Staff Initials



1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141 Fax: 507-625-4151

Audio Permit _	16 A	-	2017
Park Permit	16	-	_ 2017
DOMESTIC STATE OF THE PARTY OF		annes de la constante de la co	

www.northmankato.com

Audio Permit

About:

An audio permit is required for anyone operating outdoor amplified sound (i.e., a loudspeaker, public address system, or sound amplifying equipment). All Audio Permits must be approved by the Council. The sound system cannot be operated before 7:00 am or after 10:00 pm. There is a \$25 fee.

Audio Permit Responsibilities:

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

What happens if there is a noise complaint?

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

Tallare to comp	ly will affec	truture ability to obtain an addio permit.	
AMPLIFIED SOUND:	DJ/	E MUSIC/BAND WSpeakers DATE OF EX KARAOKE MACHINE BEGIN TIME:	
LOCATION / SHELTER:	Nheele	7	
EVENT NAME: Holy ONSITE COORDINATOR:		y Church Mass NT NAME: JOHN WINGER	7 .
ONSITE COORDINATOR.		BILE NUMBER: 412-847-71	
		EIVED THE AUDIO PERMIT AND UNDERST	
AN AUDIO PERMIT. SIGNATURE:	flere		1-26-17
CITY CLERK:			DENIED APPROVED
BOOK POLICE	ONLINE	□ \$25.00 FE	E STAFF INTIALS



PARK PERMIT

1001 Belgrade Ave North Mankato, MN 56003 507-625-4141 www.northmankato.com

Permit #:	1/2 1/11 (1/2)	Start time:	5:30 am Fee: \$ N/C
Date:	9,16,17	Stop time:	
Shelter:	Spring Lake Shelter #1	Spring Lake	Shelter #2
Event Name			
Name: Kr	isten Thomas -	Lastr	ing Imprint
Address:	POBOX 261 Mank	ato	
Phone:	317-2180		# of People: 500 - 800
	The state of the s		Yes * If Yes, Please contact Gopher State One Call 800-252-1166 one week prior to event.
	around take / Kids fun		
			Yes * \$250 refundable deposit and \$25 keg permit
Please s	specify: Cans Keg Ca	ntering* (must	contact City Hall)
Audio (req	uires audio permit)	□ No 🏋	l Yes
Allowed			Prohibited
 Fishing/ice fis Pets in Benso Canoes and k under 12 mus 	s vided a permit is obtained shing on Ladybug Lake and Spring Lake or on Park and Bluff Park provided they are of cayaks on Ladybug Lake and Spring Lake t be accompanied by an adult and wear a ovided they are on a hard-surfaced lot	n a 6' leash (children	Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Parks Department. Pets (allowed in Benson Park and Bluff Park only) Glass containers Campfires / Bonfires / Fire Rings Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices Dunk Tanks Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices must end at 10 PM
the ins to serv	tallation of additional tents or stakes and rice lines. Indersigned, have received the Audio Perminate the event and prevent future ab	d causes disru	on fee is non-refundable. If prior approval is not obtained for ption of utility services, I agree to be held liable for any repairs and understand that failure to comply with the audio instructions in audio permit. $ \begin{array}{c c} & -27 - 17 \\ \hline & Date \end{array} $
□ APPRO REFE	OVED □ DENIED R TO COUNCIL	City Clerk	Date
Receipt #	Book	Online	Park Police Staff Initials



1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141 Fax: 507-625-4151

Audio Permit	18 A -	2017
Park Permit	18	2017

www.northmankato.com
Audio Permit

About:

An audio permit is required for anyone operating outdoor amplified sound (i.e., a loudspeaker, public address system, or sound amplifying equipment). All Audio Permits must be approved by the Council. The sound system cannot be operated before 7:00 am or after 10:00 pm. There is a \$25 fee.

Audio Permit Responsibilities:

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

What happens if there is a noise complaint?

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

Failure to com	ply will af	ect future ability to obtai	n an audio permit.			
☑ DJ/K/		IVE MUSIC/BAND DJ/KARAOKE MACHINE DTHER:	DATE OF EVENT: 4-16-17 BEGIN TIME: 7:30 am END TIME: 12:30 pm			
LOCATION/SHELTER: SLP #1 +2, Gazebo						
EVENT NAME: Lasti	ing In	print Communi	ty Day			
ONSITE COORDINATOR: PRINT NAME: Kristen Thomas						
MOBILE NUMBER: 3 17-2180						
I, THE UNDERSIGNED, HAVE RECEIVED THE AUDIO PERMIT AND UNDERSTAND THAT FAILURE TO COMPLY WITH THE AUDIO POLICY MAY TERMINATE THE EVENT AND PREVENT FUTURE ABILITY TO OBTAIN						
SIGNATURE: DATE: -27-17						
CITY CLERK: DENIED APPROVED						
□ BOOK □ POLICE □ ONLINE □ \$25.00 NC FEE STAFF INTIALS						



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

For Office Use Only	
APPROVED	
DENIED	
□ PARK USE □ AUDIO USE	

Application For

PARADE PERMIT

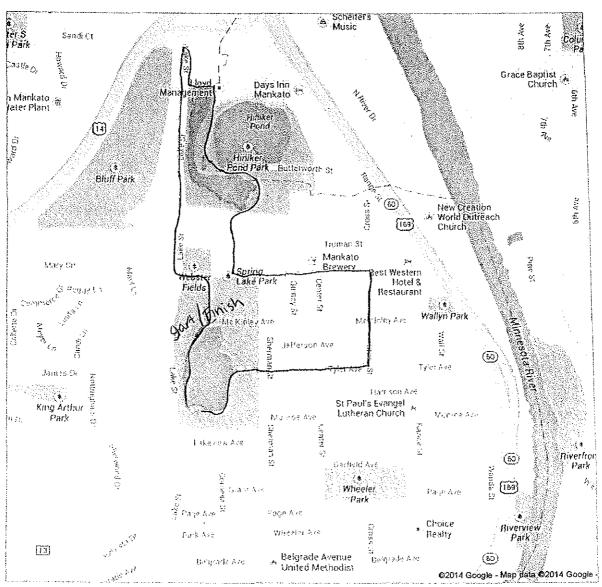
R	EO	U	IR	ED	INF	OR	MA	TI	ON	:
							* * * * *	-	~ · ·	•

- Application for Parade Permit
- Map of Parade Route
- \$35 Application Fee

Thir	rty (30) days inadvance of t	the parade date.		
Knisten-	me of Applicant TYONUS LUSTING IMPONSORING Organization	0-1 1/1() / 01-1	5002 Phone 507-317-2180 t Peter SU082	Email Kristen thomas ela
Nai		Address	Phone	
1 08	sting Imprint	DOBOX 2101 WANKE	165402 5M-3	17-2180
Cor	ntact during event	7 01307 0101 11 WIN	Phone	
-	Kristen Thor	nas	507-31	7.9180.
3	ent Location pring Lake Pa	K.	Date From 7:	n Time To Sam 10:15an
-	asion for Paratle OUY (MMUNITY) ade Description / Composition	Itas Itean 10	K + 5K.	Using Poaio
M	allers Runners, 8	amillers. Stay 1:	Finish @ Springl	ake Hinter path
Estir	mated Number of Participants:	300	The state of the s	VOLUME TO A STATE OF THE PARTY
for a ledge this para	luly authorized representative of permit to parade in the City of the above is an accurate and permit and subject to the provide participants and the orderly policant	f North Mankato, Minnesota. true description of the paradesions and conditions which n	I hereby certify that, to t e. I agree to execute the p hay be necessary to provi	he best of my know- arade according to
Purapp	suant to Section 70.21 of the A dicant organization. This perm North Mankato and only for the	it shall be valid only under th	ereby authorize a parade	
		#701	01-30-17	,
Chie	ef of Police	7 70 1	Date	
	well Sports Director		Date	
olice Reserv	ve Needed 7:4	5am-10:30am)	
CONES INCO	ided from 8:30	10.10.		

Gougle

Address North Mankato, MN



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CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item # 7I D	Pept: Administration	Council Meeting Date: 2/06/17		
TITLE OF ISSUE: Consider Resolution A	Approving State of Minnesota	Joint Powers Agreements with the City of		
North Mankato on Behalf of its City Atto	orney and Police Department			
DACIZODOUND AND CUIDDI EMENTEA	I INCODMATION C	and the City of New Indoor and the		
BACKGROUND AND SUPPLEMENTA		- 19-11-1-1 Page 77-1-1 - 10-1-1 - 10-1-1 - 10-1-11		
Bureau of Criminal Apprehension (BCA) signal and state of the state of				
the State's criminal justice data communicat	tions network and the City agrees	to pay for the connectivity.		
If additional space is required, attach a separate sheet				
REQUESTED COUNCIL ACTION: Add				
with the City of Nroth Mankato on Behal	If of its City Attorney and Police	ee Department.		
For Clerk's Use:	SUPPORT	NG DOCUMENTS ATTACHED		
Motion By:	Resolution Ordinan	ce Contract Minutes Map		
Second By:				
	X			
Vote Record: Aye Nay	0.1(
Freyberg Whitlock	Other (specify)	Joint Powers Agreement		
Steiner				
Norland	-			
Dehen				
Workshop	Refer	to:		
V				
X Regular Meeting	Table	until:		
Special Meeting	Other			
	Cities			

RESOLUTION NO.	RESOLUTION	NO.		
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RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF NORTH MANKATO ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of North Mankato on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of North Mankato, Minnesota as follows:

- 1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of North Mankato on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
- 2. That the Police Chief Christopher Boyer, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
- 3. That the City Attorney Christopher Kennedy or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
- 4. That Mark Dehen, the Mayor for the City of North Mankato, and April Van Genderen, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

assed and Adopted by the Council on this day of	,
CITY OF NORTH MANKATO	
sy: Mark Dehen s Mayor	
ATTEST:	
y: April Van Genderen	

Its City Clerk

STATE OF MINNESOTA JOINT POWERS AGREEMENT AUTHORIZED AGENCY

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of North Mankato on behalf of its Police Department ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- **1.1** Effective date: This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration date: This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. Indirect access occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. Computer-to-computer system interface occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

- **2.4 Agency policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (preemployment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at https://app.dps.mn.gov/cjdn.
- **2.5 Agency resources.** To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf.

2.6 Access granted.

- A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.
- B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.
- **2.7 Future access.** On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- **2.8 Limitations on access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.
- **2.10 Requirement to update information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- **2.13 Vendor personnel screening.** The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency agrees to pay BCA for access to the criminal justice data communications network described in Minn. Stat. § 299C.46 as specified in this Agreement. The bills are sent quarterly for the amount of Two Hundred Seventy Dollars (\$270.00) or a total annual cost of One Thousand Eighty Dollars (\$1,080.00).

Agency will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Chief Chris Boyer, 1001 Belgrade Avenue, North Mankato, MN 56003, (507) 625-4141, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.
- **5.2** Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- **5.3** Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- **5.4** *Contract Complete.* This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

- 7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.
- 7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- **8.1 BCA and Agency.** The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.
- **8.2** Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber

Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.
- **9.2.2** If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

- **9.3.1** Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.
- **9.3.2** Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

- 11.1 *Termination*. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.
- 11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY	2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION
Name:	
Name: (PRINTED)	Name: (PRINTED)
Claused	(PRINTED)
Signed:	Signed:
Title: Mayor of North Mankato	
(with delegated authority)	Title:(with delegated authority)
Date:	(with delegated authority)
Date.	Date:
Name:(PRINTED)	3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division
· ,	Ву:
Signed:	Date:
Title: <u>City Clerk of North Mankato</u> (with delegated authority)	
Date:	

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item # 7J	Dept: Public Works	Council Meeting Date: 2/06/17			
TITLE OF ISSUE: Consider Approving the Purchase of a Jacobson AR722T4F Mower for the Parks Departmen					
BACKGROUND AND SUPPLEMENT	AL INFORMATION: As part	of the 2017 Budget \$60,000 was approved in			
	acement Fund for the purchase of	of a mower. City staff have selected a Jacobson			
REQUESTED COUNCIL ACTION: A	approve the Purchase of a Jaco	If additional space is required, attach a separate sheet bbson AR722T4F Mower for the Parks			
Department.					
For Clerk's Use:	SUPPOR	TING DOCUMENTS ATTACHED			
Motion By:	Resolution Ordin	ance Contract Minutes Map			
Second By: Vote Record: Aye Nay Freyberg	Other (specify)	Quotes and Staff Comments			
Whitlock Steiner	-				
Norland					
Dehen					
Workshop	Re	fer to:			
X Regular Meeting	Tal	ble until:			
Special Meeting	Oti				

Mowers considered for the Caswell complexes -

Jacobson AR722T4F

11ft. cut, mulching deck and a mowing speed of 7mph.

Cost-

\$62,222.00

Jacobson AR522

9ft. cut, mulching deck and a mowing speed of 7mph

Cost-

\$50,902.00

Toro Ground Master 4700-D

12.5ft.cut and a mowing speed of 9mph

Cost-

\$72,326.00

Toro Ground Master 4600-D

8ft. 8inch cut and a mowing speed of 6mph

Cost-

\$62,136.94

John Deere 9009A Terrain Cut Rough Mower

9ft. cut and a mowing speed of 7mph

Cost-

\$60,578.93

Jacobson mowers provide the quality of cut, mowing speed and mulching capabilities that would benefit our facilities. Jacobson's AR522 with a 9ft. cutting width would reduce our mowing time by 25% and the AR722 with an 11ft cut would reduce it by 50%. At a glance both Toro and John Deere have comparable models but neither has the mulching deck included in the price and the parts costs for both brands are consistently higher.

The city has 34 fenced in acres of quality turf between the soccer and softball complexes. To provide the level of turf that is expected of our facilities they will require mowing at least two if not three times a week. Jacobson's AR722 will efficiently produce the quality of turf we want and would reduce our mowing time on the athletic fields by 50%.

Attached are the quotes from the manufactures for the mowers above as well as some examples of used models. The selection of used equipment that would fulfill our needs in this case is very limited. High equipment operation hours lead to higher maintenance costs.



Eagan, MN - Johnston, IA - Sioux Falls, SD - Omaha, NE - St Louis, MO

Equipment Quote

Date 1/17/17

Customer Name City of North Mankato- Caswell Park

Account Number T11395			Ship Address	1875 Howard Dr W
Contact Perso	77	Phil Tostenson	City	North Mankato
Phone Number 507-382-7337 Mobile Number			State	MN
			Zip Code	56003
Fax Number		10° A	Email Address	ptostenson@northmankato.com
PO Number	X		Salesman	Nick Sherer
Deliver Date	X.		Special Terms	State Contract Pricing
MODEL #	QTY	PRODUCT DESCRIPTION	UNIT PRICE	TOTAL
	1	Jacobsen AR722 T4F	\$61,436.00	T
		Standard premium air ride seat		
	1	Canopy/ Sunshade	\$786.00	Included
	1	Jacobsen AR522	\$49,037.00	\$50,902.00
	1	Canopy/ Sunshade	\$786.00	Included
	1	Premium air ride seat	\$1,079.00	Included

			Subtotal	
t en man de materia à maritime de la 1800 d	galesaa :	Reference (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1980) (1	Sales Tax	
		Notes	TOTAL	
	Appl	icable Taxes Not Included	_	
			_	
			- contact	r <i>cess</i> -n
				A Textron Company
			<u>-</u>	





Quote Summary

Prepared For:

North Mankato Public Works Po Box 2055 Mankato, MN 56002 Business: 507-625-7129

Prepared By:

Wade Gobin Frontier Ag & Turf 1185 4th Street South

Po Box 486 Cannon Falls, MN 55009

Phone: 507-263-4238 wadeg@frontieragturf.com

Quote Id:

14600999

Created On:

13 January 2017

Last Modified On:

13 January 2017

Expiration Date:

31 January 2017

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 9009A TerrainCut Rough Mower	\$ 80,490.00	\$ 60,578.93 X	1 =	\$ 60,578.93

Equipment Total	\$ 60,578.93

Quote Summary	
Equipment Total	\$ 60,578.93
SubTotal	\$ 60,578.93
Total	\$ 60,578.93
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 60,578.93
	Equipment Total SubTotal Total Down Payment Rental Applied

Accepted By : X _____ Salesperson : X



MTI Distributing Equipment Proposal January 20, 2016



Phil Tostenson Caswell Sports Director City of North Mankato

Expiration Date:

2/19/2016

Qty	Model Number 30881	Description GM 4500-D (Tier 4 Final Compliant) (30881 / 30881A)	Price \$62,136.94	Price Extension \$62,136.94
1	30882	GM 4700-D (Tier 4 Final Compliant) (30882 / 30882A)	\$72,326.40	\$72,326.40

MN State Contract T-775

Quote is valid for 30 days

New Toro commercial equipment comes with a two-year manufacturer warranty

Equipment delivery at no additional charge

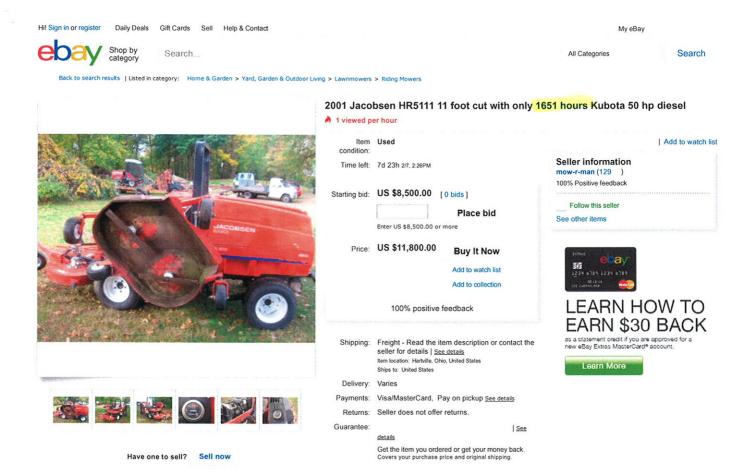
Tax is not included in pricing.

A 2.5% service fee will apply for all credit card transactions.

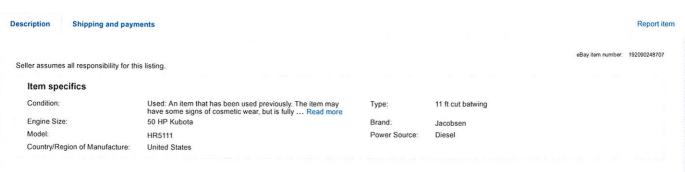
Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Randy Ryski, SCPS Outside Sales Representative 612-877-0842 Mandi Prinsen
Inside Sales Representative
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429









Daily Deals Gift Cards Sell

Search

All Categories

Search

Shop by

Back to search results | Listed in category: Home & Garden > Yard, Garden & Outdoor Living > Lawnmowers > Riding Mowers













Have one to sell?

Sell now

John Deere TC 8800 Terrain Cut Rough 5 Deck Diesel 88" Rotary Mower WAM 4x4

Item Used

condition: "The machine was stored inside. The drive is strong and responsive. No oil leaks the engine runs "

Time left: 25d 17h 2/25, 8:55AM

Price: US \$16,250.00

Buy It Now

Add to cart

Add to watch list Add to collection

Located in United States

Shipping: Freight - Read the item description or contact the

seller for details | See details Item location: Fort Myers, FL, United States

Payments: PayPal VISA

Credit Cards processed by PayPal

Returns: Seller does not offer returns

Guarantee:

Get the item you ordered or get your money back Covers your purchase price and original shipping

Add to watch list Seller information

My eBay

lawnandturfequipment (1760 98.6% Positive feedback

Follow this seller

Visit store: Lawn and Turf Equi..

See other items

Favorite Gifts for Your Valentine

Jewelry, watches, fragrances, gift cards, and experiences

Shop Now →



People who viewed this item also viewed



Scag Turf Tiger II 61" Zero

\$10,500.00 + \$0.00



\$17,250.00



Cut Rough 5 Deck Diesel 8... Cut Rough 5 Deck Diesel 8... Diesel Rotary Deck Mower...

\$21,000.00



\$13,750.00



See

4500 D Diesel Rotary Deck...

\$12,750.00



Feedback on our suggestions

2011 John Deere X748 SE DIESEL 4WD 60D DRIVE

\$8 295 00 + \$0.00

Description

Shipping and payments

eBay item number: 391687760194

Report item

Seller assumes all responsibility for this listing

Used:

Item specifics

Condition Seller Notes:

"The machine was stored inside. The drive is strong and responsive. No oil leaks the engine runs strong. The tires were all replaced. The unit has scratches - hood has a small crack. The mower has been cleaned and detailed. The paint is original. I have put about 3 hrs., mowing my grass. Ever thing on this mower works the way it should. The deck rollers are all good and tight. The deck arms have very little play. No oil leaks at all. This mower was serviced by the books This unit here, is in better condition than most mowers with 2500 hrs. I can find nothing wrong with this mower - other than scratches and normal wear. The unit is a 1 owner machine - high end golf course. The rear deck rubber discharge chutes have been removed - the sides have been bent out using pliers - reason able to discharge mores grass. Can be repaired to oem standards very easy.

Type Brand Contour Rotary Mower

John Deere

Power Source:

TC8800 Diesel

Country/Region of Manufacture: Engine Size:

Cutting Width: UPC:

United States 43 hp 88"

Does Not Apply

You are viewing a good clean excellent running 2009 John Deere Terrain Cut Rough Mower - 5 Decks, Diesel, Rotary Mower 88' cut, 4 wheel drive .

This is an exceptionally clean mower. The unit was never abused or run hard. Was used at a private upscale golf course up north. The 2470 hrs are orginial.

This is 1 owner mower from a course up north where they 25 - 30 wks a year. This mower was used around 300 hrs per year. The mower was used 2 time per wk - 5 hrs each mow = about 10 hrs per week this mower was not abused.

This is a good clean mower. Look At the pics you be the judge.

This mower is fast and will cut **2 - 4 acres** per hour. This mower has 5 floating, 21" free floating contour rotary decks, Cuts a total of **88"**. The decks are rear discharge, great clipping distribution. All 5 decks pivot and float to the ground counter, to eliminate scalping. Like cutting with 5, 21" rotary mowers. The cutting height is 1" to 4". The rear rollers are perfect for stripping.

This mower is easy to operate, all the controls are at your finger tips. You have great visibility, extremely maneuverable, great for mowing tight areas. This is a fun mower to run, the quality of cut is almost like a reel mower. The NFL uses the Toro on many of its grass fields.

The engine is a Yanmar, 43 hp. - Turbo . Diesel Engine, liquid cooled. The unit is hydrostatic drive with mowing speed 8 mph, transport speed 12.5 mph. The John Deere is 4 wheel drive with power steering. The decks are raised with a hydraulic pistons. This mower has no belts, its has 5 hydraulic motors to power the blades. The machine was well maintained, was serviced on a regular basis.

The machine was stored inside. The drive is strong and responsive. No oil leaks the engine runs strong. The tires are like new. The unit has scratches. The mower has been cleaned and detailed. The paint is original.

This mower has years of life left in it. I seen this style Deere in operation with 5000 plus hrs.

We have priced this mower right for, Golf Course, Ball Field Mower or the home owner with a large lawn that wants a golf course cut.

This Toro replacement cost about \$69,558.00 new.

This unit is built by Deere. You may want out Check their web site. Getting parts is not a problem.

http://https://www.deere.com/en_US/products/equipment/rough_trim_surrounds_mowers/8800_terraincut_rough_mower/8800_terraincut_rough_mower.page#viewTabs

https://www.deere.co.za/en_ZA/products/equipment/tees_surround_and_rough_mowers/rotary_mowers/8800_terraincut/8800_terraincut.page

This Mower weight is 3200 lbs.

Size 126" long x 86 wide deck up.- 85" high.

Item is located in Fort Myers FL 33901 - buyer is responsible for shipping charges - I can help arrange shipping if needed.

Approximate cost to ship 1300 miles \$700.00 to \$1,700.00 price varies based on your location.

Cost to ship to Miami, Ft Lauderdale, Riveria Beach for export 400.00 to 700.00. Port in Jacksonvile FI. \$1,000.00.

Estimated shipping cost to Europe and the Mediterranean in a 20 ft shipping container, with 8 ft left open \$2,500.00 to \$4,000.00. Varies based on location.

Please Note: This is not an auction. It's a Buy IT Know!

I feel we placed a fair reasonable realistic price on this unit. Should U have any ??? Please call me for a discussion.

We sell quality equipment; We tell it the way it is. We take close up pics, post at least 10 pics, and let the buyer enlarge the pic. Reason we have nothing to hide, we sell quality! Not afraid to show the buyer what he is buying.

No sales tax charge on items shipped out of the state of FL.

From time to time we are on the road buying Equipment. We have 100's of items Listed on EBay for sale, we never know when the item will sell. Please be patient with shipping time.

Item is located in Fort Myers FL 33901 - buyer is responsible for shipping charges - I can arrange shipping if needed.

Someone is going to get a great deal!

I invite you to visit our 20,000 sq ft commercial warehouse facility on 2.5 acres, that we own, to checkout this unit and others we have for sale. We do not sell equipment from the backyard our home.

I want the buyer to be happy with their purchases - please call me with any questions at 239-246-3201 11 am to 10 pm est. - or contact me to view the item.

Please check my other listing - more turf equipment is available - I list new items every week - at a GREAT PRICE!

Summary of My Selling Policies

Payment PayPal. Should U have any problem making payment Please Contact me to discuss

any options

However items will not be shipped until Payment has cleared.

Fees

Sales tax will be charge on any items shipped in the state of Florida. Or if the items is picked up at any of our locations or if we deliver to you in the state of Florida. Buyer is responsible for handling all import fees on international sales. No FL Sales Tax is charged on items shipped out of state via licensed carrier.

Shipping

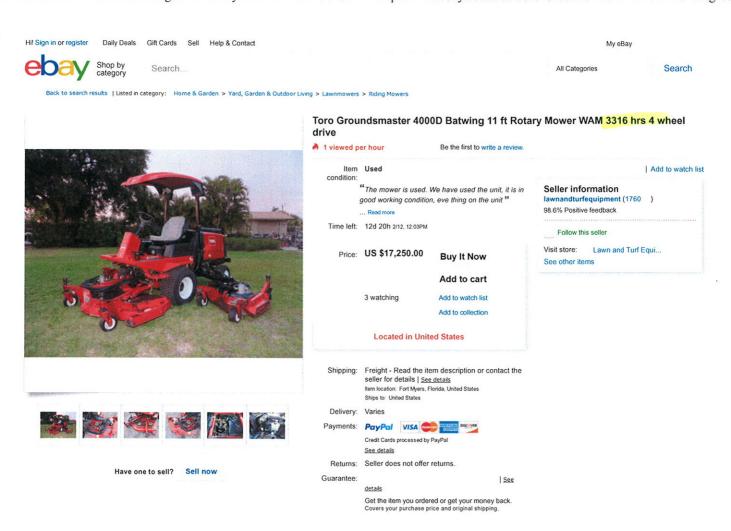
We will ship anywhere in the world. The buyer must pay all shipping costs.

International shipping costs require prepayment.

All shipping cost quotes are an estimate and could change based on actual weight and if lift gate or a forklift is needed for unloading, or if it's being delivered to a residential address, extra charges may apply 25.00 to 65.00. You can avoid this charge by picking up the item at the terminal or shipped to a business with a dock. If the item needs to be crated this is an extra cost. The cost is based on the size of the item, cost list in add.

We ship all items Freight Collect, which means you pay the trucking - freight

^





Description	Shipping and payments		Report item
	I responsibility for this listing.		eBay item number: 391676278627
Item specifics			
	Condition: Used: Seller Notes: "The mower is used. We have used the unit, it is in good working condition, eve thing on the unit works as it should. The unit has been cleaned, The spindles are tight. All caster deck wheels are tight and were recently replaced. All the tires are good. The decks have some spots of rust from sitting grass - I see no damage. The paint is orgin has some scratches. Hood has a small crack. Rear screen has dings. The front deck will need 2 new idler pulleys. The deck has a ding in the front - see pics. The seat ha rip."		
Type:	Wide Area Mower	Country/Region of Manufacture:	United States
Brand:	Toro	Engine Size:	58 hp
MPN:	30410	Cutting Width:	11 ft
Power Source:	Diesel	UPC:	Does Not Apply

You are viewing a hard to find 2006 Toro 4000-D, Batwing 3 Deck 11 ft cut Rotary Mower, 4 Wheel Drive, This mower is one of the best combinations built. You can mow with 1, 2 or all 3 decks. Model # 30410.

This is a nice mower, good, has some cosmetic issues.

Note. The mower is missing all the removable deck- belt covers, except for the one u see in the pics.

The 4000-D Wide-Area Mower is designed to handle large areas full of inclines, dips and hard to reach places. Can mow up to 10.6 acres of lawn per hour, however average with trimming is 5 - 8 acres. Great for trimming.

The mower is equipped with a 58-hp turbo liquid-cooled Kubota diesel engine, turbo. Full time four-wheel drive, hydrostatic transmission, with hi and low range and power steering.

This mower has 3 floating rotary decks, has 7 blades, Cuts a total of 11 feet.. The decks are rear discharge. All 3 decks pivot and float to the ground counter, to eliminate scalping. The cutting height is 1" to 5". They deliver quality cut

The decks are raised and lowered by hydraulics. The machine has only 3316 original hrs.

Here is what I know about this Toro. It was used on a sports complex to mow open areas.. The machine was well cared for and serviced on a regular basis, parts were replaced as needed. The rear grill has a dent. The paint is original. The unit has normal wear. The mower was owned by the county - 1 owner machine was very well maintained.

The sports complex used the mower 2 times per wk - 2 - 3 hrs per mowing. The mower was not abused.

This is a good strong running mower. The mower works the way it should, the safety and hi and lo range work. I have used this mower, very happy with the performance. Along with the cut.

The mower has been cleaned and recently serviced, the engine and hyd, are strong,

This Toro cost about \$69,000.00 new. The one sold today is just like this unit, few minor changes. If u buy the 1 with the new style engine \$74,000.00

This unit weight is 4000 lbs.

Approximate Cost to ship 1300 miles is \$.75 to \$1.30 per mile. Cost to del to south FI for export \$500.00

Maybe be a \$50.00 charge to load on a trailer w/o ramps.

Please Note: This is not an auction. It's a Buy IT Know!

I feel we placed a fair reasonable realistic price on this unit. Should U have any ??? Please call me for a discussion.

We sell quality equipment; We tell it the way it is. We take close up pics, post at least 10 pics, and let the buyer enlarge the pic. Reason we have nothing to hide, we sell quality! Not afraid to show the buyer what he is buying.

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From time to time we are on the road buying Equipment. We have 100's of items Listed on EBay for sale, we never know when the item will sell. Please be patient with shipping time.

Item is located in Fort Myers FL 33901 - buyer is responsible for shipping charges - I can arrange shipping if needed.

Someone is going to get a great deal!

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I want the buyer to be happy with their purchases - please call me with any questions at 239-246-3201 11 am to 10 pm est. - or contact me to view the item.

Please check my other listing - more turf equipment is available - I list new items every week - at a GREAT PRICE!

Summary of My Selling Policies

Payment	PayPal Should U have a problem making a payment, please contact me to discuss the options. However items will not be shipped until Payment has cleared.
Fees	Sales tax will be charge on any items shipped in the state of Florida. Or if the items is picked up at any of our locations or if we deliver to you in the state of Florida. Buyer is responsible for handling all import fees on international sales. No FL Sales Tax is charged on items shipped out of state via licensed carrier.
Shipping	We will ship anywhere in the world. The buyer must pay all shipping costs. International shipping costs require prepayment. All shipping cost quotes are an estimate and could change based on actual weight and if lift gate or a forklift is needed for unloading, or if it's being delivered to a residential address please add \$30.00 to the shipping quote. You can avoid this charge by picking up the item at the terminal. If the item needs to be crated this is an extra cost. The cost is based on the size of the item, cost list in add. We ship all items Freight Collect, which means you pay the trucking - freight company upon delivery. The freight - trucking company will call you prior to delivery to schedule a delivery time.
Delivery	If you are the winning bidder you may get the item in 1 day or it may take 14 days.

Based on when the auction ends navment is received and funds clear your

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item # 7K	Dept: Administration	Council Meeting Date: 2/06/17	
TITLE OF ISSUE: Consider Adopting	the City Council Handbook		
		ninistrator Harrenstein will present a Council	
Code of Conduct Handbook for considera	ation.		
		If additional space is required, attach a separate sheet	
REQUESTED COUNCIL ACTION: A	REQUESTED COUNCIL ACTION: Adopt the City Council Handbook.		
For Clerk's Use:	SUPPORT	TING DOCUMENTS ATTACHED	
Motion By:	Resolution Ordina	nce Contract Minutes Map	
Second By:	incontation ordina		
	X		
Vote Record: Aye Nay Freyberg	Other (specify)	Handbook	
Whitlock			
Steiner Norland			
Dehen			
Workshop	Refe	r to:	
		-	
X Regular Meeting	Tabl	e until:	
Special Meeting	Othe	er:	

A RESOLUTION ADOPTING THE CITY COUNCIL HANDBOOK

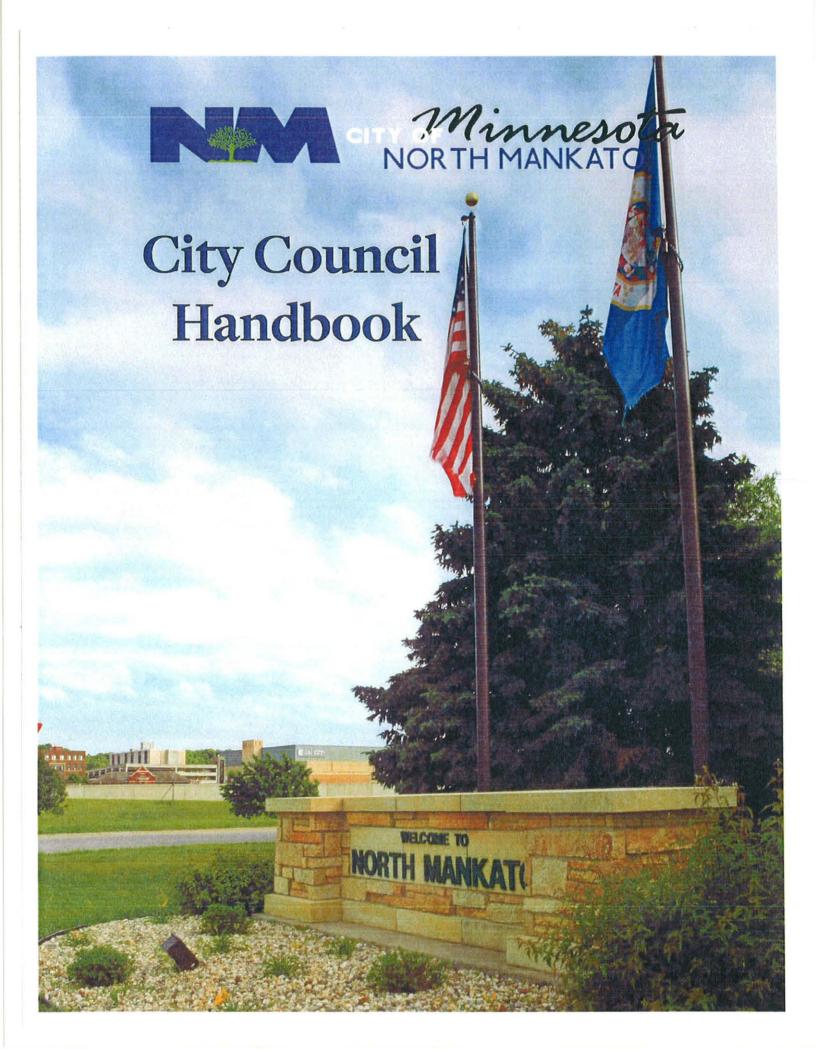
WHEREAS, this handbook is intended to describe the manner in which Council Members conduct business, providing a guide to all Council Members; and

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

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

Adopted by the City Council this 6th day of January 2017.

	Mayor	
ATTEST:		
City Clerk		





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I. NORTH MANKATO'S VISION, VALUES AND GOALS

A. Vision

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

B. Values

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

Excellence: Going above and beyond expectations.

Responsibility: Taking ownership and being accountable for performance.

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

Leadership: Achieving a common goal by motivating others.

Civility: Using polite, reasonable, and respectful behavior in our conduct,

understanding the roles of each participant, and respecting the process

for decision-making

C. Goals & Strategic Program Areas

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



II. GOVERNANCE PRINCIPLES

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

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

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

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

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

A. City Council

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

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

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

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



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

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

B. Mayor

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

C. City Administrator

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

The City Administrator is responsible for the City's administrative duties; council members should work with the City Administrator about items related to city employees, inquiries or other City topics. City staff executes council policy and actions and provides information to keep the



council informed. The City Administrator and Department Directors provides staff direction and guidance through the chain of command.

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

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

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

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

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

IV. ROLE OF AN INDIVIDUAL CITY COUNCIL MEMBER

A. General Expectations

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

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

Be an active advocate for City legislative policies to policymakers.

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

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

Remain informed about trends in the field of municipal governing.

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

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



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

B. Meetings

Prepare for and participate in City Council meetings.

Willingly serve on committees and task forces as needed.

Actively participate in City Councils and Committee discussions consistent with your knowledge, conscience, and convictions.

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

C. Decision-making

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

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

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

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

D. Speaking on City Council Matters

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

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



E. Relationship with Staff

Provide advice and support to the City Administrator.

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

F. Managing Conflicts

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

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

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

G. Accountability and Fiduciary Responsibilities

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

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



V. ROLE OF CITY COUNCIL MEMBERS SERVING IN COMMITTEE APPOINTMENTS

A. Purpose of City Council Appointments

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

B. Expectations

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

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

VI. COMMUNICATION

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

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

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

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

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

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

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



VII. CITY DEPARTMENTS

A. City Departments

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

B. Library

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

C. Finance/Utility Billing

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

D. Police

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

E. Fire

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

F. City Clerk

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



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

G. Community Development

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

H. Public Works

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

I. Caswell Sports

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

J. Port Authority

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



VIII. SUPPORT, TECHNOLOGY, AND LEGAL COUNSEL

A. Staff Support

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

B. Mailboxes

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

C. Technology

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

D. Legal Counsel

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

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



IX. MEDIA RELATIONS

A. Media Inquiries

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

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

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

B. Further media guidelines

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

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

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



X. CODE OF CONDUCT

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

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

Exceptions to policy:

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



XI. ETHICAL LEADERSHIP

A. Ethical Leadership

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

B. Key traits of ethical leaders

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

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

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

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



XII. SOURCES OF CITY AUTHORITY

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

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

XIII. CITY COUNCIL COMPENSATION, TRAINING, AND TRAVEL

A. Compensation

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

B. Travel Budget

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

C. Travel

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

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

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

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



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

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

There is no reimbursement for alcoholic beverages.

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

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

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

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

XIV. COUNCIL MEETINGS

A. Regular meetings

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

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

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

B. Special Meetings

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

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



C. Closed meetings

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

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

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

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

D. Work Sessions

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

E. Emergency Meetings

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



XV. OPEN MEETING LAW AND DATA PRACTICES

A. Open meeting law

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

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

Date, time and location

The public should be able to:

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

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

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

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

B. Minnesota data practices act

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



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

XVI. RULES TO GOVERN BY

A. Land use laws

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

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

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

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

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

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

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

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



B. Public Improvements

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

C. Process for improvements

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

D. Actions requiring ordinances

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

E. Licenses and permits

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



XVII. RESOURCES

League of Minnesota Cities (LMC)

www.lmnc.org

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

League of Minnesota Cities Handbook for Minnesota Cities

http://lmc.org/page/1/handbook-for-mn-cities.jsp

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

Minnesota state law

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

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

National League of Cities (NLC)

www.nlc.org

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

Coalition of Greater Minnesota Cities (CGMC)

www.greatermncities.org

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



OFFICE OF THE MAYOR

PROCLAMATION

WHEREAS, the health and well-being of our children is of paramount importance; and

WHEREAS, each year in the United States, more than 40,000 babies are born with a congenital heart defect; and

WHEREAS, the medical community has identified congenital heart defects as the leading cause of birth defect-related deaths; and

WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have greater awareness of the potential for congenital heart defects among newborns and children; and

WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all our lives.

NOW, THEREFORE, I, Mark Dehen, Mayor of the City of North Mankato, Minnesota, do hereby proclaim February 7-14, 2017, to be

Congenital Heart Defect Awareness Week

in the City of North Mankato, and encourage all North Mankato residents to join me in this special observance.

Mark Dehen, Mayor

Dated this 6th day of February 2017.







CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



TITLE OF ISSUE: Consider Approving the Spring Lake Swim Facility Request for Proposal. BACKGROUND AND SUPPLEMENTAL INFORMATION: In 2015 City Council allocated approximately \$90 to repair the filtering system at the Swim Facility. Estimates returned were much greater than the budgeted amount project was not completed in 2015 or 2016. The YMCA and City staff have raised issues regarding the filtering sys and would like upgrades completed before the opening of swim season in 2017. Currently the water is circulated in swim facility every 18 hours and goal is to shorten the time to between 7 and 8 hours.	o the em		
project was not completed in 2015 or 2016. The YMCA and City staff have raised issues regarding the filtering sys and would like upgrades completed before the opening of swim season in 2017. Currently the water is circulated in	o the em		
to repair the filtering system at the Swim Facility. Estimates returned were much greater than the budgeted amount project was not completed in 2015 or 2016. The YMCA and City staff have raised issues regarding the filtering sys and would like upgrades completed before the opening of swim season in 2017. Currently the water is circulated in	o the em		
to repair the filtering system at the Swim Facility. Estimates returned were much greater than the budgeted amount project was not completed in 2015 or 2016. The YMCA and City staff have raised issues regarding the filtering sys and would like upgrades completed before the opening of swim season in 2017. Currently the water is circulated in	o the em		
If additional space is required, attach a separate shee			
REQUESTED COUNCIL ACTION: Approve the Spring Lake Swim Facility Request for Proposal.			
For Clerk's Use: SUPPORTING DOCUMENTS ATTACHED			
Motion By: Resolution Ordinance Contract Minutes Map Second By:			
Vote Record: Aye Nay Freyberg Other (specify) Request for Proposal			
Whitlock			
SteinerNorland			
Dehen			
Workshop Refer to:			
X Regular Meeting Table until:			



Request for Proposals

The City of North Mankato is accepting proposals to improve filtration and water quality at the Spring Lake Park Swimming Facility located at 641 Webster Avenue.

Scope Of Work

- -Remove old pump and filtration system.
- -Furnish and install appropriate pump and filtration system that will provide a 7 hour total water turnover rate for pool filtration. Work is to include resizing utility services if necessary.
- -Furnish and install new chlorinating equipment that has an automated delivery system and constant water monitor to feed chlorine and pH adjusting chemicals as needed.
- -Replace circulation piping and drain tile around exterior of the pool
- -Furnish and install circulating intake in the center of the pool to assist with circulation and filtration.
- -Assess and give proposal to improve existing gutter system as an alternate to the project.
- -Assess and give proposal to improve or replace pool liner if deemed necessary as an alternate to the project.
- -Inspect and appraise the entire pool facility for any other potential safety and operational improvements.
- -Work is to be completed and pool operational by June 2nd, 2017.

Submittal

Sealed RFPs will be accepted until Noon on Tuesday, February 28th, 2017 at City of North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato,

MN. At that time the Public Works Director and City Clerk will open the RFPs. Sealed RFPs do not allow for faxes or emails.

Proposal Information

Proposal must include:

- 1. Name, address and company history.
- 2. Detailed bid itemizing costs for work described above.
- 3. Estimated timeline/schedule from awarding date to completion.
- 4. Examples of other projects similar in scope completed.
- 5. Two signed copies of the completed proposal.

Once received, submissions will not be returned. Requests for clarification and additional information should go to Brad Swanson, Public Works Director for the City of North Mankato at 507-625-4141 or bswanson@northmankato.com.

The City is not required to accept the lowest RFP. Every effort will be made to award the RFP to a local responder.

Selection Process

The proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- -Proposed system improvements
- -Proposed cost
- -Experience and reference of the contractor
- -Ability to execute the contract
- -Proposed completion date

<u>Insurance</u>

The successful RFP shall obtain, maintain and provide a copy to the City Clerk an insurance policy to cover any and all potential claims deriving from the project. The selected contractor shall not hold the City of North Mankato liable for any personal injury, destruction of property or any other such claims. The contractor

agrees to hold the City harmless from any such claim by its employees, agents, consultants, contractors or subcontractors.







CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item # 9B Dep	t: Public Works	Council Meeting Date: 2/06/17	
TITLE OF ISSUE: Consider Approving the Addition of One New Street Maintenance I Employee.			
BACKGROUND AND SUPPLEMENTAL INFORMATION: Included in the 2017 budget process was a request by the street department for a new entry-level laborer position. This discussion was deferred during the budget season with the understanding it would be reconsidered at a later date. The Street Department continues to complete projects above their normal duties like the City Hall front entrance, parking lot construction, and other construction projects. The addition of a new entry level laborer will allow the Street Department to continue capital projects, event services and complete their assigned maintenance work. It would also allow the Public Works Director to focus on planning capital projects. It should be noted the street and shop have three fewer employees than in 2013, while new projects and events have been added to their workload. Funds for the new position would come from the reallocation of funds budgeted for the street overlay program. Total compensation costs for the position, including benefits, is estimated at between \$65,000 and \$85,000 a year.			
REQUESTED COUNCIL ACTION: Approve the Addition of One New Street Maintenance I Employee.			
For Clerk's Use:	SUPPO	ORTING DOCUMENTS ATTACHED	
Motion By: Second By: Vote Record: Aye Nay Freyberg Whitlock	Resolution Ord		
Steiner Norland Dehen			
Workshop		Refer to:	
X Regular Meeting Special Meeting		Table until:Other:	

THE CITY OF NORTH MANKATO

TITLE OF POSITION: Street Maintenance I

LOCATION: Street Department

TITLE OF IMMEDIATE SUPERVISOR: Public Works Director

HOURS OF WORK: Position involves 40 hours of work per week. Work hours are generally from 7:00 a.m. to 3:30 p.m., Monday through Friday. Overtime work may be required due to scheduling requirements or emergency situations. Snow plowing schedule will be as directed.

MINIMUM REQUIREMENTS FOR POSITION: Completion of coursework required for high school graduation or its equivalent. Valid commercial driver's license.

NATURE OF WORK: Under supervision, this position is responsible for street maintenance and related duties. Position primarily consists of snow removal, street maintenance, ravine tiling, leaf pick-up, Spring and Fall clean-up storm/sanitary sewer repair, concrete work, maintenance of equipment, general maintenance and other duties as assigned. Adheres to safety rules and procedures.

MAJOR JOB FUNCTIONS:

- 1. <u>Snow Removal.</u> Inspect truck's oil and fluids, tires, lights, belts and hoses before beginning. Hook snowplow up to truck and fill box with sand. Plow assigned route and other routes. Haul snow as directed in a safe and responsible manner. Load the truck with sand and apply to road surfaces as required.
- **Street Maintenance.** Perform street maintenance by patching, crack sealing, seal coating, installing curb and gutter, cleaning and sweeping. Prepare area for work, control traffic in work area, operate necessary equipment and ensure the area is hazard free after completion. Set up traffic control devices. Remove dead animals or other debris from street surfaces.
- **Ravine Maintenance and Stabilization.** Load, haul and place fill as directed. Install storm sewer pipe, catch basins, manholes, outlet structures and rip rap. Restore ravine slopes, seed, mulch and install erosion control measures.
- **4. Storm/Sanitary Sewer Repair.** Assist with cleaning sewers, repair line breaks, cleaning catch basins and installing pipe underdrain.
- **5. Spring and Fall Clean-up.** Pick up and load brush, rock, appliances and other refuse. Separate the materials for ease of unloading at the various hauling sites.
- **6.** Leaf Pick-up. Operate leaf loader, rake leaves to intake and haul as necessary.
- 7. <u>Concrete Work.</u> Prepare the work area by removing debris, measure and set up the forms for pouring, pour the concrete and finish the concrete as directed.
- 8. <u>General Maintenance.</u> Maintain equipment, keep vehicles clean and free of debris and litter. Clean the Public Works Department buildings and lot, repair small hand tools and change flat tires, inventory supplies and equipment. Perform carpentry projects as needed. Perform other maintenance activities as directed.
- 9. Other Duties as Assigned.

ESSENTIAL FUNCTIONS: The Americans with Disabilities Act prohibits discrimination against a qualified individual

with a disability. A qualified individual with a disability is one who, with or without reasonable accommodation, can perform all of the <u>essential functions</u> of the job. Essential functions are the fundamental job duties of a position. The <u>essential functions</u> of this position are numbers 1-7 of the above major job functions.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The work environment involves potential exposure to dust, dirt, fumes, gases and other chemicals, noise, excessive noise, vibrations, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment and moving objects. This position involves inside work, outside work, work in confined areas, work at heights, work on uneven ground and underground work. This position is exposed to heat, extreme heat, cold, extreme cold, wetness, humidity and marked changes in temperature and/or humidity. Position includes continuous sitting, standing and walking 8 hours per day. Carrying over 75 pounds is an activity that occurs infrequently up to 60 minutes per day. The following activities will occur occasionally 1 to 3 hours per day: sense of touch; utilization of near vision; carrying 51 to 75 pounds and lifting 35 to over 75 pounds. Activities that will occur frequently 4 to 7 hours per day include: bending; stooping, squatting; crawling, crouching; pushing; pulling; twisting; climbing staircase; climbing heights; reaching at shoulder level, above shoulder level and below shoulder level with the right, left and both shoulders simultaneously; use of fingers and hands for repetitive movements; handling; fine manipulation of fingers; carrying 11 to 50 pounds and lifting 11 to 34 pounds. Activities that occur continuously more than 7 hours per day include: use of the right, left and both feet simultaneously for repetitive movements; talking; hearing; utilization of far vision, depth perception, visual accommodation, color vision and peripheral vision; smelling; carrying up to 10 pounds and lifting up to 10 pounds.

EXAMPLES OF EQUIPMENT UTILIZED: Use of jack hammer, chain saws, power saws, drills, grinders, radio, air wrench, hand tools, welders, cutting torch, ladders, pressure washer, concrete saw, hammer drill, spray painter, pipe cutter, vibrator packer, hand torch, tar kettle, crack blower, chipper, chip spreader, leaf blowers, vactor, brush chipper, crack sealer, router, ditchwitch, grease gun, telephone, compressor, jacks, sewer rodder and back hoe. Position does require the operation of an automobile, loaders, tandem trucks, 1-ton truck, rollers, skid loader and power broom.

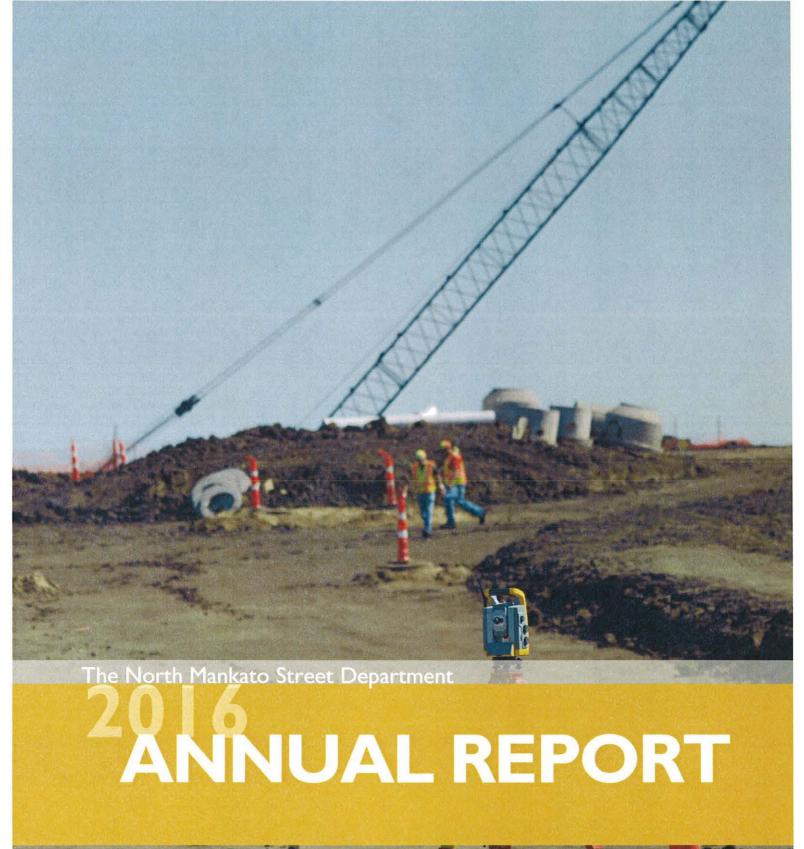
This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, physical demands/work environment, or equipment utilized by personnel in this classification.

The City of North Mankato is an Equal Opportunity Employer. The City of North Mankato does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age. Managers and supervisors are required to make all employment decisions on the basis of individual ability and merit, without discrimination or favor.

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION

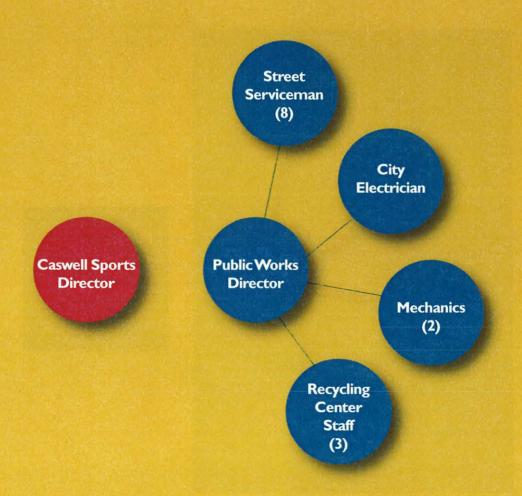


Agenda Item #9C	Dept: Public Works	Council Meeting Date: 02/06/17
TITLE OF ISSUE: Receive 2016 Street Department Annual Report.		
DACKCROUND AND CURRY EMENT	TAL INFORMATION, D.L.C. W	and a Director Server will assist the 2016
Street Department Annual Report.	AL INFORMATION: Public W	orks Director Swanson will review the 2016
		~
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION:		
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By:	Resolution Ordinar	nce Contract Minutes Map
Second By:		
Vote Record: Aye Nay		
Freyberg Whitlock	Other (specify)	Report
Steiner		
Norland Dehen		
	-	
Workshop	Refe	r to:
X Regular Meeting	Tobl	7656
		e until:
Special Meeting	Othe	r:





PERSONNEL



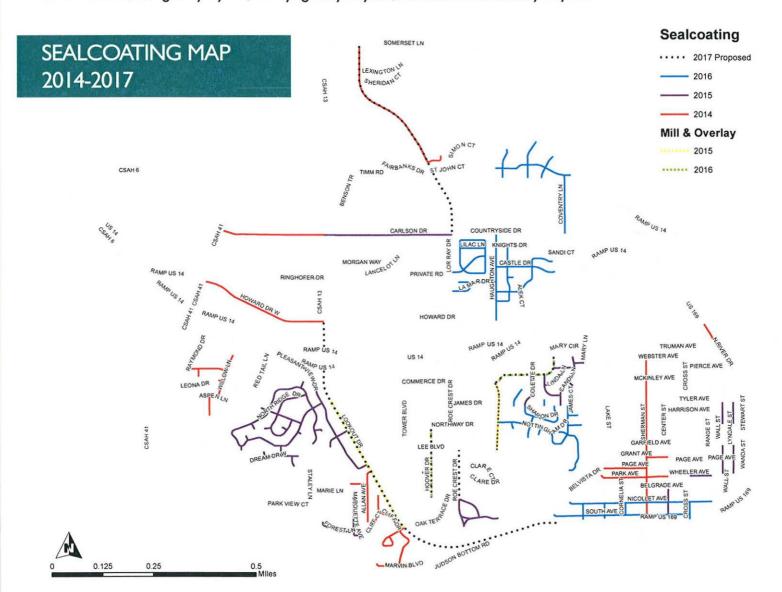
STREET SYSTEM

Approximately 77 miles of residential, collector, and arterial roadways. Maintenance responsibilities include surface, subsurface, curb and gutter.

- 9 Miles were seal coated, compared to 8.75 miles in 2015 (completed by staff).
- 0.80 Miles were overlayed, compared to 1.25 miles in 2015 (contracted).
- 5 Miles were crack sealed, compared to 3 miles in 2015 (completed by staff).

In 2016, publics works crews utilized 50,000 Gallons of oil and 1,770 Tons of rock for the seal coating program. The 2017 route will include new asphalt on Lookout Drive, Lor Ray Drive (from White Oak Drive to Somerset Lane), and Commerce Drive (from Lor Ray Drive to Candi Lane).

The street program is consistent with the Pavement Management Plan adopted by the City Council in 2015 that calls for a cycle of construction, sealing every 7 years, overlaying every 30 years, and reconstruction every 50 years.



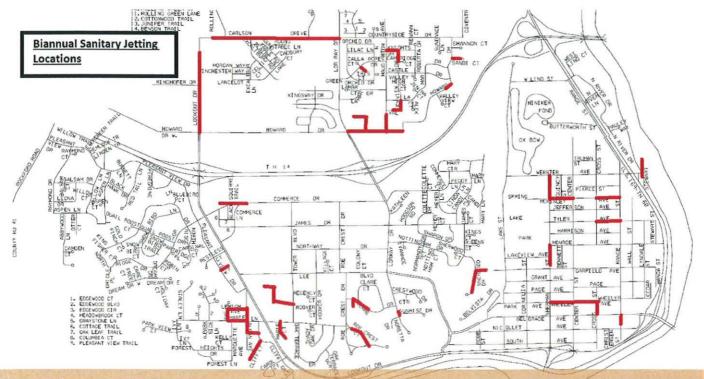


Inspection and maintenance for 87 miles of storm sewer and several detention ponds.

- 12 Catch Basins were repaired or reconstructed in 2016.
- Storm water pond maintenance practice adjusted in 2012 based on recommendations of the Green way Advisory Committee.

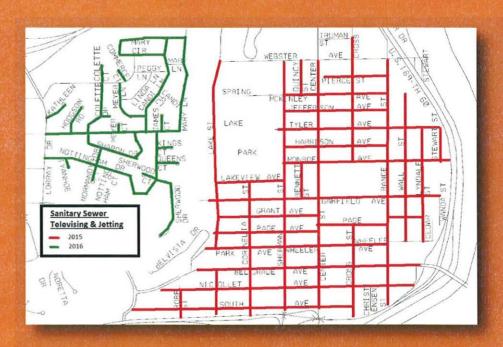
3,832 Catch Basins
48 Storm Detention Ponds

- Storm water pumping stations operating for 396 hours in 2016 compared to 104 hours in 2015.
- Levee and storm water pumping stations were inspected with the Corp of Engineers to ensure proper operation of this critical asset. Overall high marks were given to operations.
- Staff met with FEMA, DNR, Corp of Engineers and affected local government bodies to discuss the classification of the levee closure at Highway 169 and Highway 15. In a significant flood event an earthen levee must be constructed across Highway 169 just north of Highway 14 to protect the valley portion of North Mankato from flooding. Assessment of the area has caused FEMA to indicate that a new temporary levee closure may need to be considered to maintain our flood protection rating. This portion of the levee is operated by the City of Mankato. They are currently working with the Corp of Engineers, FEMA, and Mn DOT to address the situation.



SANITARY SEWER SYSTEM

- 62 Miles of sanitary sewer mains
- I,274 Manholes
- 14 Manhole inspections and repairs
- 3.8 Miles of sanitary sewer main are jetted twice per year
- Each line in the city is inspected and jetted at least every 10 years
- Participating in the Mankato Wastewater Treatment Master Plan process
- I&I report underway for select areas of the city





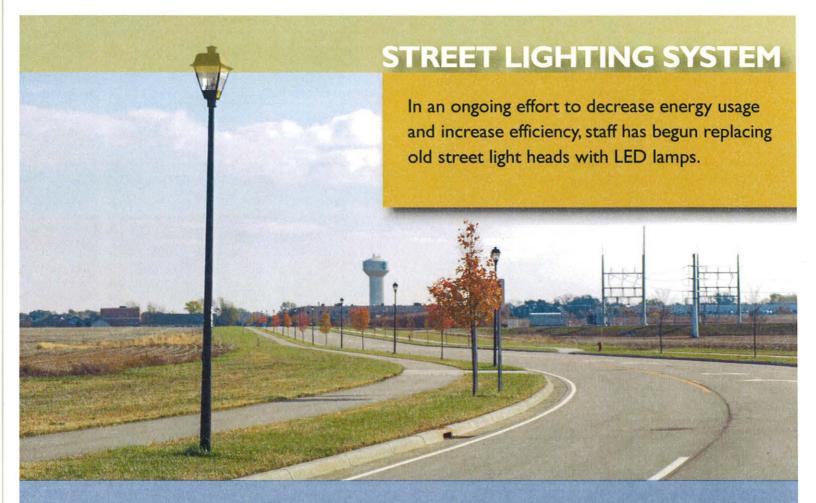
Riverbend Recycling Center

1,537 Tons of materials were recycled in 2016, compared to 1,185 in 2014 (2015 was the year we made a change in transition practices). The increase can be directly attributed to increased cardboard and paper recyclables received at the facility.

152,354 Pounds of electronic recycling went through the facility in 2016.

Solid Waste Collection

- Trash collection: A total of 3,379 tons were disposed by West Central at MWP in 2016 compared to 3,466 tons in 2015 and 3,433 tons in 2014.
- Spring Clean Up: \$42,242
- Fall Drop Off: \$35,130
- Leaf Collection: 340 hours



DISASTER RESPONSE SYSTEM

- Monthly tests of emergency notification system (tornado sirens)
- Wind damage debris removal (two storms this summer, seven working days)
- Assisted St. Clair and Waterville
- Multiple winter storm incidents required mobilization of crews for snow/ice removal

2016 brought a multitude of challenges throughout the year mainly revolving around the consistent above-average rainfall. Projects and daily tasks were often delayed as staff addressed maintaining the storm water infrastructure as they waited for drier conditions. Street patching and ravine maintenance were affected by the weather and aggressive projects scheduled resulted in fewer streets maintained than planned.

Substantial rains caused significant localized flooding throughout the region. While North Mankato's storm water infrastructure performed well, several other communities including St. Claire and Waterville did not fair as well. Staff and equipment were deployed to assist these communities. North Mankato supplied sandbags, pumps, and other equipment to these communities to help mitigate the situation.

SPECIAL PROJECTS

Public works crews participated in the City Hall ramp and parking lot improvements in conjunction with Nielson Blacktopping. City staff was responsible for removals, utility installation and the placement of earth and granular fill to raise the grade of the area to eliminate the need for a ramp in front of City Hall. Staff coordinated their work with engineers and sub-contractors to ensure a timely and quality result of the project.





The department works closely with non-profit entities. Staff has assisted in the construction of displays at the Children's Museum of Southern Minnesota, hauling wood-chips for the Human Society for dog walking trails, and participates with the Miracle League of North Mankato in the design and execution of the soon to be constructed all-inclusive Fallenstein Playground at Caswell Park.

The focus of 2017 is two-fold. First, the Public Works department is scheduled to complete several ongoing projects including a shelter, bridge, parking lot, and fishing pier in Benson Park in addition to constructing two outdoor hockey rinks within Spring Lake Park. Secondly, a focus will be placed on addressing the core functions of patching, storm sewer repair, and ravine maintenance associated with these projects.



- Coordination and promotion of softball and soccer tournaments at Caswell north and south
- Traffic control and staffing for public events (e.g. Blues on Belgrade, Anthony Ford Pond Hockey)

Along with maintaining the physical infrastructure, staff also coordinated and executed traffic control for public events including the Fun Days parade, Blues on Belgrade, and the North Star Bike Race. The bike race was the most involved of the events during 2016. This event required three phases of traffic control during the race and over 70 traffic controls during the event. An additional challenge was added with a wedding being held within the race course at the time of the race. Staff coordinated with the bride and church to ensure the event went on without a delay.





CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item #9D	Dept: Public Works	Council Meeting Date: 02/06/17		
TITLE OF ISSUE: Receive 2016 Water and Sewer Department Annual Report.				
BACKGROUND AND SUPPLEMENT. Water and Sewer Department Yearly Repo		Public Works Director Swanson will review the 2016		
If additional space is required, attach a separate sheet REQUESTED COUNCIL ACTION:				
For Clerk's Use:	SU	UPPORTING DOCUMENTS ATTACHED		
Motion By:	Resolution	Ordinance Contract Minutes Map		
Vote Record: Aye Preyberg	Other (sp	pecify) Report		
Whitlock Steiner				
Norland Dehen				
Denem				
Workshop		Refer to:		
X Regular Meeting		Table until:		
Special Meeting		Other:		





Personnel:

- Water Superintendent
- Water Foreman
- Water Servicemen (2)
- Seasonal employees (2)

Partners

- Minnesota Department of Health
- Minnesota Rural Water Association
- American Water Works Association
- Minnesota Pollution Control Agency
- Army Corp of Engineers
- Department of Natural Resources
- Homeland Security
- Water Conservation Service
- Sentence to Serve
- Bolton and Menk

Services:

- Distribution of water to the citizens of North Mankato following Minnesota Department of Health Guidelines
- Maintaining a reliable Storm Water System
- Maintaining a Reliable Sanitary System following Minnesota Pollution Control Requirements
- Bi-annual flushing and maintenance of 647 fire hydrants
- Repairs of Main breaks
- Gopher one-call locates
- Maintenance of grounds of all water and sewer buildings
- Monthly Sanitary sampling of Local businesses

Maintenance and Operation of:

- 5 City Wells
- 6 Distribution pumps
- 20 chemical pumps (Chlorine, fluoride, phosphate and potassium permanganate)
- 2 Water Towers
- 4 Ground Storage Reservoirs
- Two separate Main Lift Stations that pump to Mankato's Treatment Plant that include 6 pumps and motors
- 10 individual Lift Stations that include 20 pumps and motors
- Two Corp Stations that include 6 pumps and motors
- Inspection of Storm Lines

Projects

- Completion of Well #9
- Completion of Main Lift Station #1 Rehab
- Completion of Well #7 Rehab
- Completion of Carol Court Rehab
- New SCADA Installation
- City Backflow Prevention Plan
- Completed Lead and Copper Sampling (done every 3 years)
- Completed Water Supply Plan (done every 10 years)
- Completed Wellhead Protection Plan Scoping 1 process
- Gopher State One Call converted to Online
- Assisted Camelot Mobile Home meter renovation
- Assisted Roe Crest Project
- Assisted with City construction projects

Statistics

- City Main Breaks 12 (5 in 2015)
- Assisted on Private Main Breaks 4
- Gopher State One Calls 1595
- Leak Detections located 4 (10 in 2015) Service provided by Water Conservation Services
- Monthly City Meter Readings 40
- Official Work orders 50
- Shut offs 159

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item #9E	Dept: Public Works	Council Meeting Date: 02/06/17	
TITLE OF ISSUE: Receive 2016 Park Department Annual Report.			
RACKGROUND AND SUPPLEMENT	'AI. INFORMATION: Public Wo	orks Director Swanson will review the 2016	
BACKGROUND AND SUPPLEMENTAL INFORMATION: Public Works Director Swanson will review the 2016 Park Department Annual Report.			
		-	
If additional space is required, attach a separate sheet REQUESTED COUNCIL ACTION:			
*			
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED	
Motion By:Second By:	Resolution Ordinar	ce Contract Minutes Map	
Vote Record: Aye Nay			
Freyberg	Other (specify)	Report	
Whitlock Steiner			
Norland			
Dehen	-		
Workshop	Refer	to:	
X Regular Meeting		until:	
Special Meeting	Other	:	
	II .		



The North Mankato Parks Department

ANNUAL REPORT 2016



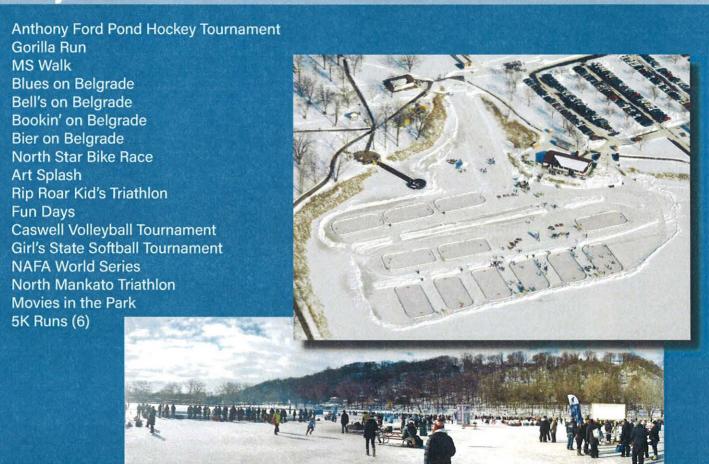
Personnel

Park Superintendent Park Foreman Caswell Sports Director Park Maintenance (4) Seasonal Staff (16)

Partners

Greenspace Advisory Committee
YMCA
Nicollet Soil and Water Conservation District
United Way
Minnesota DNR
South Central College
MRCI
Kiwanis
Sentence to Serve
Boy Scouts Troop 29
North Mankato Master Gardeners
Community Education and Recreation
Volunteers of North Mankato
Pollinator Summit
Bolton & Menk

Major Events in 2016



The Parks Department is responsible for maintaining the following community assets:

- 21 parks
- 250 acres of park space
- 43 acres of prairie
- 10.6 miles of trails
- 12 ballfields
- 9 volleyball courts
- 8 tennis courts
- 67 playground structures
- 17 shelters/restrooms
- Spring Lake Swimming Pool
- 1 hockey rink
- 4 skating rinks
- 9.3 miles of sidewalk



Additional services provided:

- Flower planting and upkeep
- Snow removal for sidewalks and trails
- Boulevard Tree Program
- Mayor Monarch Pledge

2016 Projects

Installation of expression swings in Wheeler Park and Spring Lake Park

Repaired and painted all park benches

Painted 8 playground structures and all park spring toys

Provided repairs, paint, and landscaping to 12 park signs

70 trees planted in boulevards and parks

80 trees cut down/removed

92 stumps ground and filled

Constructed portable restroom enclosure in Benson Park

Resurfaced tennis courts in Wheeler Park

Installed bright star bench in Benson Park

Buckthorn eradication

Wood chip trail in Bluff Park

Seeding of prairie in Bluff Park

Shingled shelter roof at Caswell Park

Installed backstop at Caswell North Soccer Field

Improved railings at Caswell Park to be compliant to building code

2016 Statistics

Parks & Pool

499 Swim Passes

15,663 Pool Attendance **74**Days
Open

99 Shelter Reservations

1049 Hours Mowing 960 Hours Trimming 22,000 Disposable dog-bags

Caswell Park Softball Complex

Mowing/trimming
Fertilizing
Aerating

340 hours

32 hours

42 hours

Caswell North Soccer Fields

Mowing/trimming 270 hours Fertilizing 20 hours Aerating 42 hours

Spraying

220 hours