

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 March 20, 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, City Attorney Kennedy, Community Development Director Fischer and City Clerk Van Genderen. Absent: Public Works Director Swanson.

Approval of Agenda

City Administrator Harrenstein requested Item 9E; Consider Resolution Requesting the Nicollet County Road Authority and Engineer Approve Two Access Points for Parcel #01.103.0100 be moved to after Item 9B. **Council Member Norland moved, seconded by Council Member Steiner, to approve the agenda as amended. Vote on the motion: Norland, Freyberg, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

Approval of Council Meeting Minutes

City Clerk Van Genderen stated the word anonymous would be struck from comments made by Council Member Norland about an employee survey. **Council Member Norland moved, seconded by Council Member Freyberg, to approve the minutes of the Council meeting of March 6, 2017. Vote on the motion: Norland, Freyberg, and Dehen aye; Whitlock and Steiner abstain. Motion carried.**

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 19-17 Approving Donations/Contributions/Grants.
- C. Approved Large Group and Audio Permit for SouthPoint Financial Credit Union Grand Opening at 1800 Commerce Drive on May 18, 2017, from 5:00 p.m. to 7:00 p.m.
- D. Approved the Terms and Conditions of the Mankato Area Foundation Grant.
- E. Res. No. 20-17 Approving Consent Assessment Agreement.

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

Public Comments

None.

Business Items

Res. No. 21-17 Adopting the City of North Mankato Water Supply Plan. City Engineer Sarff stated this was an updated Water Supply Plan required by the Department of Natural Resources (DNR). He stated the Water Supply Plan had four parts and reviewed highlights of each part. Part 1 is the Water Supply System Description and Evaluation noting the City has a Gallons per Capita per Day (GPCD) of 102.43 for the ten year average between 2010 and 2015. In 2014 the GPCD was 111.21, and in 2015 it was 96.6. City Engineer Sarff also noted that 14.5% of water was not billed in 2015 and the goal established by the DNR is less than 10%. The City has responded by increasing evaluation of the system looking to reduce leaks with the goal to decrease unbilled water. Part 2 covers Emergency Preparedness Procedures, noting that during an emergency the City of North Mankato can interconnect

with Mankato or with some infrastructure work, use a well on the WisPak property. Part 3 includes a Water Conservation Plan that covers eight areas. The City is focusing on reducing unaccounted water loss as a major objective. City Engineer Sarff stated Part 4 was Items for Metropolitan Area Communities and did not apply to the City of North Mankato. Council Member Norland requested information on the Mt. Simon Aquifer and the water levels. City Engineer Sarff reported at this time there were no significant issues in the North Mankato area. **Council Member Freyberg motioned, seconded by Council Member Norland to adopt Res. No. 21-17 Adopting the City of North Mankato Water Supply Plan. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.**

Res. No. 23-17 Adopting Local Government Business Development Infrastructure Application. Community Development Director Fischer stated the City is proposing to submit a Business Development Public Infrastructure grant application to the Department of Employment and Economic Development (DEED) to seek matching funds for the extension of municipal utilities in the North Port Industrial Park. The estimated cost of the improvements is \$824,255.66 as shown on the attached preliminary engineer's estimate. The BDPI program can fund up to 50% of the total project cost or \$412,127.83. The proposed utility extension would accommodate new industrial development at the intersection of Rockford Road and Timm Road as well as other future industries in the Industrial Park. As part of the application process, it is necessary for the City to adopt a Local Government Resolution. **Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 23-17 Adopting Local Government Business Development Infrastructure Application. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.**

Res. No. 22-17 Requesting the Nicollet County Road Authority & Engineer Approve Two Access Points for Parcel #01.103.0100. Administrator Harrenstein stated a business is seeking to develop a parcel located at the intersection of County State Aid Highway 41 and County State Aid Highway 6 and would like access points to both roads. He noted approval of the two access points is dependent upon approval from the Nicollet County Road Authority or the Nicollet County Engineer. The resolution shows the City Council's support of the access points. **Council Member Steiner moved, seconded by Council Member Norland to Adopt Res. No. 22-17 Requesting the Nicollet County Road Authority & Engineer Approve Two Access Points for Parcel #01.103.0100. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.**

Authorize the City Administrator to Execute a Development Agreement with H&H Development and Michael A Drummer and Julie K. Drummer; Benson West. Community Development Director Fischer stated this was a development agreement with a private developer in Benson West. He stated the owners' intent is to install private utilities, and the agreement spells out the expectations. City Administrator Harrenstein said the agreement would be modified to include three required access points to sidewalks on Rolling Green Lane. He indicated with the Safe Routes to School study and the Sidewalk Plan the development would be required to meet the City established development standards. **Council Member Norland moved, seconded by Council Member Steiner to Authorize the City Administrator to Execute a Development Agreement with H&H Development and Michael A Drummer and Julie K. Drummer; Benson West. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.**

Receive Spring Lake Park Swim Facility Assessment and Authorize the City

Administrator to Execute a Contract with USAquatics to Complete Design Documents. City Administrator Harrenstein introduced Tom Schaffer from USAquatics and reminded the Council that they had authorized an assessment of the facility and a review of needed improvements to enhance water quality. Mr. Tom Schaffer from USAquatics presented the report. He stated the assessment revealed that the liner in the pond is original and no longer holds water. The sand in the pond is small course gravel which is harsh on bathers' feet, and the concrete diving well is in poor shape with the concrete failing. The water is filtered through the bottom of the pond, and it has deteriorated with a lot of leaking. The filtration system is undersized for the facility with an estimated turnover rate of 19-20 hours while swimming code requires a maximum turnover rate of 6 hours. Mr. Schaffer reviewed recommendations for the filter and the pump that controls the chemicals. The presentation included amenity recommendations; slides, zip lines, aqua climb walls, shade and concession areas. Administrator Harrenstein stated the current swim pond which was constructed in the 1960s had served the City of North Mankato residents very well. He stated the quoted costs are mainly structural and mechanical with approximately \$600,000 of the projected cost amenities; although this does not include the bathhouse. The City received a \$50,000 grant from the Mankato Foundation to assist with the development of a concession and bathhouse facility in the Spring Lake Facility to accommodate swimmers in the summer and hockey players in the winter. Administrator Harrenstein estimated the cost of the bathhouse at \$250,000 to \$350,000. He stated while the Council could consider rehabilitating the pond they could also focus on a newer amenity, but if the pond is not improved, it can not operate beyond this year. Council Member Steiner stated the pond was beautiful and a classic that was utilized by the public and needs to be improved. Council Member Whitlock stated he was in favor of the improvements. Administrator Harrenstein reminded the Council they were not allocating funds they were only authorizing design documents. Mayor Dehen asked Mr. Schaffer for a time frame. Mr. Schaffer stated construction could start after Labor Day. Mayor Dehen asked if the amenities could be added later. Mr. Schaffer stated that was certainly a possibility with the installation of the infrastructure and then later installing the amenities. Attorney Kennedy asked if the improvements would enhance revenue. Administrator Harrenstein indicated increased capacity would increase revenue, but he believed the Council viewed the pond as a public service. Council Member Freyberg requested Administrator Harrenstein value the swim facility and the Caswell Park Indoor Recreation Center that has been discussed. Administrator Harrenstein stated he had not compared the two, but it would be difficult to deny the swim facility which serves all economic strata. Council Member Freyberg stated both could be eligible for Sales Tax funding. Administrator Harrenstein indicated they would both qualify and the City could issue abatement bonds to obligate future sales tax. Council Member Freyberg asked if the City could make both projects work. Administrator Harrenstein indicated that both could fit into the scheduled borrowing. The first project fits within the regular debt service levy and would not materially affect the debt service levy. The second project would require the use of sales tax funds and that funding is more complex and may require refunding existing debt which could be less than wise. **Council Member Norland moved, seconded by Council Member Steiner to Authorize the City Administrator to Execute a Contract with USAquatics to Complete Design Documents. Vote on the motion: Norland, Freyberg, Whitlock, Steiner and Dehen aye; no nays. Motion carried.**

City Administrator and Staff Comments

Administrator Harrenstein stated it was a productive week last week at the state legislation. He indicated he was anticipating the Sales Tax being included in the omnibus bill and it would be determined later if it would be 9 million or 15 million.

Community Development Director Fischer reported the funds that the City was applying for in the Local Government Business Development Infrastructure Application were not available yet; they have not been allocated from the State. The City wants the application ready.

Mayor and Council Comments

Mayor Dehen thanked the Mankato Area Foundation for the \$50,000 for the Spring Lake Hockey. Council Member Norland requested clarification on the allocation of the funds. Administrator Harrenstein reported the funds were from the Fallenstein Gift.

Council Member Steiner requested clarification on if City staff had looked into allowing dogs in Spring Lake Park. He also stated he was contacted by several residents of Sherman Street who thanked the City for the no feeding deer ordinance as they have many deer.

Public Comments

Phil Henry, 1300 Noretta Drive, appeared before Council and stated he had six deer in his yard. He also indicated he supported the use of funds to repair the Swim Facility.

Sharon Schaller, 241 Belgrade Avenue, Sharon's Craft-N-Floral, stated she thought Bumpers on Belgrade would be discussed at this meeting. Mayor Dehen stated the discussion was pushed back to allow the organizer to attend and the topic would be considered at the April 17th Council Meeting. Ms. Schaller proposed fees and requirements for the proposed Bumpers on Belgrade event.

Tom Hagen, 927 Lake Street, appeared before Council and stated his continued concern over the deer population and indicated he thought the City should look at the situation more seriously. He stated the City needs to preserve the architectural, historical legacy of North Mankato.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 8:01 p.m.

Mayor

City Clerk



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 4-3-2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	04/03/2017	Regular	0	-	87101
	Void	04/03/2017	Regular	0	-	87145
00009	A-1 KEY CITY LOCKSMITHS, INC	04/03/2017	Regular	0	336.60	87093
02547	ADVANCED ENGINEERING AND ENVIRONMEN	04/03/2017	Regular	0	490.25	87094
00059	AMERICAN LEGAL PUBLISHING CORP.	04/03/2017	Regular	0	495.00	87095
00062	AMERICAN PAYMENT CENTERS	04/03/2017	Regular	0	93.00	87096
00063	AMERICAN PEST CONTROL	04/03/2017	Regular	0	200.00	87097
00090	APT MACHINING & FABRICATING, INC.	04/03/2017	Regular	0	420.00	87098
00105	AUTO VALUE MANKATO	04/03/2017	Regular	0	163.31	87099
00137	BENCO ELECTRIC COOPERATIVE	04/03/2017	Regular	0	26,871.94	87100
00160	BLUE EARTH ENVIRONMENTAL COMPANY	04/03/2017	Regular	0	9,405.00	87102
02533	BLUE STAR POWER SYSTEMS, INC.	04/03/2017	Regular	0	37,663.20	87103
00164	BOBHOLZ, JACOB A	04/03/2017	Regular	0	179.18	87104
00194	BRICK HOUSE GRAPHICS	04/03/2017	Regular	0	1,494.00	87105
00221	CARGILL, INC.	04/03/2017	Regular	0	13,194.99	87107
00234	CENTER POINT ENERGY	04/03/2017	Regular	0	5,791.29	87108
00255	CITY OF MANKATO	04/03/2017	Regular	0	83,000.00	87109
00322	DALCO	04/03/2017	Regular	0	553.39	87110
00332	DE ZURIK, INC.	04/03/2017	Regular	0	1,041.00	87111
00401	EXPRESS SERVICES, INC.	04/03/2017	Regular	0	1,061.34	87112
00447	FREE PRESS	04/03/2017	Regular	0	478.34	87113
00462	G & K SERVICES	04/03/2017	Regular	0	172.54	87114
00463	G & L AUTO SUPPLY, LLC	04/03/2017	Regular	0	112.00	87115
00460	G AND H READY MIX, LLC	04/03/2017	Regular	0	238.75	87116
00476	GIEFER, DANIEL	04/03/2017	Regular	0	176.40	87117
02548	GOOD SHEPHERD LUTHERAN CHURCH	03/28/2017	Regular	0	50.00	87091
02549	GOOD SHEPHERD LWML	03/28/2017	Regular	0	50.00	87092
00503	GREAT AMERICAN BUSINESS PRODUCTS	04/03/2017	Regular	0	654.41	87118
02552	JOHN FRITZ CONSTRUCTION, LLC	04/03/2017	Regular	0	8,000.00	87119
00647	JOHNSON, LONNIE	04/03/2017	Regular	0	472.69	87120
02544	KIND, ARN	03/21/2017	Regular	0	250.00	87084
00754	LEAGUE OF MINNESOTA CITIES	04/03/2017	Regular	0	760.00	87121
00776	LLOYD LUMBER CO.	04/03/2017	Regular	0	462.07	87122
00800	MADDEN, GALANTER, HANSEN, LLP	04/03/2017	Regular	0	2,525.38	87123
00812	MANKATO BEARING COMPANY	04/03/2017	Regular	0	115.73	87124
00829	MANKATO PUBLIC SCHOOLS	04/03/2017	Regular	0	144.00	87125
00847	MATHESON TRI-GAS, INC.	04/03/2017	Regular	0	200.70	87126
00874	MENARDS-MANKATO	04/03/2017	Regular	0	1,201.76	87127
02466	MIDWEST RECYCLING SOLUTIONS	04/03/2017	Regular	0	3,600.00	87128
01341	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	03/22/2017	Regular	0	28.00	87086
00934	MINNESOTA PETROLEUM SERVICE	04/03/2017	Regular	0	233.00	87129
00992	MR. ROOTER PLUMBING	03/21/2017	Regular	0	5,649.00	87085
01038	NICOLLET COUNTY ATTORNEY	03/22/2017	Regular	0	14.00	87087
02545	NJPA - NATIONAL JOINT POWERS ALLIANCE	04/03/2017	Regular	0	80.00	87130
02553	NMPD	04/03/2017	Regular	0	100.00	87106
01056	NORTH MANKATO FIREMEN'S RELIEF ASSOCIA	03/20/2017	Regular	0	2,000.00	87082
01084	OVERHEAD DOOR CO. OF MANKATO, INC.	04/03/2017	Regular	0	187.20	87131
01106	PETTY CASH	04/03/2017	Regular	0	94.80	87132
02546	PINS AND NEEDLES ALTERATIONS	04/03/2017	Regular	0	72.22	87133
01130	POSTMASTER	03/20/2017	Regular	0	1,382.85	87083
01160	QUALITY OVERHEAD DOOR CO, INC	04/03/2017	Regular	0	211.00	87134
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOT	04/03/2017	Regular	0	290.87	87135
01198	RETROFIT COMPANIES, INC.	04/03/2017	Regular	0	107.24	87136
02474	SHOOTING STAR	04/03/2017	Regular	0	1,055.00	87137
01352	STREICHER'S, INC	04/03/2017	Regular	0	379.99	87138
01433	TYLER TECHNOLOGIES	04/03/2017	Regular	0	11,417.75	87139
01443	UNITED STATES POSTAL SERVICE	04/03/2017	Regular	0	2,000.00	87140

02536	USAQUATICS, INC.	04/03/2017	Regular	0	5,000.00	87141
01477	VIKING ELECTRIC SUPPLY, INC.	04/03/2017	Regular	0	391.54	87142
01493	WAHL'S ENTERPRISES	04/03/2017	Regular	0	656.00	87143
01557	XCEL ENERGY	04/03/2017	Regular	0	23,342.08	87144
00036	ALEX AIR APPARATUS, INC.	03/22/2017	Bank Draft	0	328.00	DFT0001009
02550	CHEAP SWIMMING POOL PRODUCTS	03/28/2017	Bank Draft	0	11,063.80	DFT0001025
02058	CONSOLIDATED COMMUNICATIONS	03/17/2017	Bank Draft	0	209.70	DFT0001002
02058	CONSOLIDATED COMMUNICATIONS	03/20/2017	Bank Draft	0	53.18	DFT0001003
02058	CONSOLIDATED COMMUNICATIONS	03/20/2017	Bank Draft	0	29.78	DFT0001004
02058	CONSOLIDATED COMMUNICATIONS	03/20/2017	Bank Draft	0	158.64	DFT0001005
02058	CONSOLIDATED COMMUNICATIONS	03/20/2017	Bank Draft	0	31.92	DFT0001006
00608	INGRAM LIBRARY SERVICES	03/16/2017	Bank Draft	0	872.45	DFT0000999
00608	INGRAM LIBRARY SERVICES	03/29/2017	Bank Draft	0	1,134.73	DFT0001026
00733	LAKES GAS CO #10	03/29/2017	Bank Draft	0	105.40	DFT0001027
00851	MAYO CLINIC HEALTH SYSTEM - MANKATO	03/29/2017	Bank Draft	0	885.00	DFT0001024
00910	MINNESOTA VALLEY TESTING LAB, INC.	03/27/2017	Bank Draft	0	59.50	DFT0001013
01117	PLUNKETT'S PEST CONTROL, INC.	03/27/2017	Bank Draft	0	113.60	DFT0001012
01322	SPRINT	03/21/2017	Bank Draft	0	34.92	DFT0001008
01335	STAPLES ADVANTAGE	03/17/2017	Bank Draft	0	200.04	DFT0001000
01335	STAPLES ADVANTAGE	03/17/2017	Bank Draft	0	213.68	DFT0001001
01335	STAPLES ADVANTAGE	03/23/2017	Bank Draft	0	115.68	DFT0001011
01335	STAPLES ADVANTAGE	03/27/2017	Bank Draft	0	222.75	DFT0001014
01377	TELRITE CORPORATION	03/20/2017	Bank Draft	0	223.09	DFT0001007
00174	BOLTON & MENK, INC.	04/05/2017	EFT	0	11,163.00	141
00216	C & S SUPPLY CO, INC.	04/05/2017	EFT	0	470.46	142
00343	DH ATHLETICS LLC	04/05/2017	EFT	0	2,281.00	143
00493	GOODWIN, TONY	04/05/2017	EFT	0	250.00	144
00902	MINNESOTA IRON & METAL CO	04/05/2017	EFT	0	1,189.24	145
00935	MINNESOTA PIPE & EQUIPMENT	04/05/2017	EFT	0	1,595.06	146
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	04/05/2017	EFT	0	56.00	147
02005	PANTHEON COMPUTERS	04/05/2017	EFT	0	3,890.24	148
01211	RIVER BEND BUSINESS PRODUCTS	04/05/2017	EFT	0	1,383.13	149
01281	SIGN PRO	04/05/2017	EFT	0	7.00	150
01323	SPS COMPANIES, INC.	04/05/2017	EFT	0	150.27	151
					295,302.06	91

Authorization Signatures

All Council

The above manual and regular claims lists for 4-3-17 are approved by:

MARK DEHEN- MAYOR

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

ROBERT FREYBERG- COUNCIL MEMBER

JAMES WHITLOCK- COUNCIL MEMBER

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

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

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

Donor	Restriction	Amount
Friends of the Deep Valley Libraries	Community Read	\$1,000.00
Daniel and Kathleen Sonnek	Endowment Fund-Special Programs	\$1,000.00
		\$2,000.00

Adopted by the City Council this 3rd day of April 2017.

Mayor

City Clerk

Permit #: 36 -2017 Start time: 8:00 AM Fee: \$ 200.00
Date: 5/7/17 Stop time: 10:00 PM
walk: 11am - 1:00pm
Shelter: ☒ Spring Lake Shelter #1 ☒ Spring Lake Shelter #2 ☐ Wheeler Park Indoor Shelter

Event Name: MS Walk

Name: Joslyn Manske - MS Society

Address: 241 Pinehurst Dr.

Phone: 507-848-5029

of People: 400

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

Notes: _____

Alcoholic Beverages (wine & beer only) ☒ No ☐ Yes ** \$250 refundable deposit and \$25 keg permit*
Please specify: Cans Keg Catering* (must contact City Hall)

Audio (requires audio permit) ☐ No ☒ Yes ** If Yes, Please fill out Audio Permit.*

Allowed

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

Prohibited

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

☒ I, the undersigned, understand that the park shelter reservation fee is non-refundable. If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines.

☒ I, the undersigned, have received the Audio Permit Instructions and understand that failure to comply with the audio instructions may terminate the event and prevent future ability to obtain an audio permit.

SIGNED: _____

Applicant

3/22/17
Date

☐ APPROVED ☐ DENIED

☒ REFER TO COUNCIL

City Clerk

Date



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

Audio Permit 36 A 2017
Park Permit 36 2017

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.

AMPLIFIED SOUND: ☐ LIVE MUSIC/BAND
☒ DJ/KARAOKE MACHINE
☐ OTHER: _____
DATE OF EVENT: 5-7-17
BEGIN TIME: 10 am
END TIME: 12:30 pm

LOCATION / SHELTER: SLP #1 + #2

EVENT NAME: MS Walk

ONSITE COORDINATOR: _____

PRINT NAME: Joslyn Manské

MOBILE NUMBER: 507-848-5029

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

SIGNATURE: Joslyn Manské

DATE: 3/22/17

CITY CLERK: _____

☐ DENIED ☐ APPROVED

☐ BOOK ☐ POLICE ☐ ONLINE ☐ \$25.00

FEE STAFF INITIALS _____



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

REQUIRED INFORMATION:

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

Thirty (30) days in advance of the parade date.

Name of Applicant <u>Joslyn Manske</u>	Address <u>241 Pinchurst Dr</u>	Phone <u>507-848-</u>	Email <u>j.manske@frandsenbank.com</u>
Sponsoring Organization Name <u>NLS Society</u>	Address <u>"</u>	Phone <u>"</u>	
Contact during event <u>Joslyn Manske</u>		Phone <u>507-848-5029</u>	
Event Location <u>Spring Lake Park N. Route</u>	Date <u>05/07/17</u>	From Time <u>8:00</u>	To <u>3:00pm</u>
Occasion for Parade <u>NLS Walk</u>			

Parade Description / Composition

Walk around Lake 1 or 3 miles, eat, photos

Estimated Number of Participants: 400

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

John Manske
Applicant

3/28/17
Date

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

#701
Chief of Police

03-29-17
Date

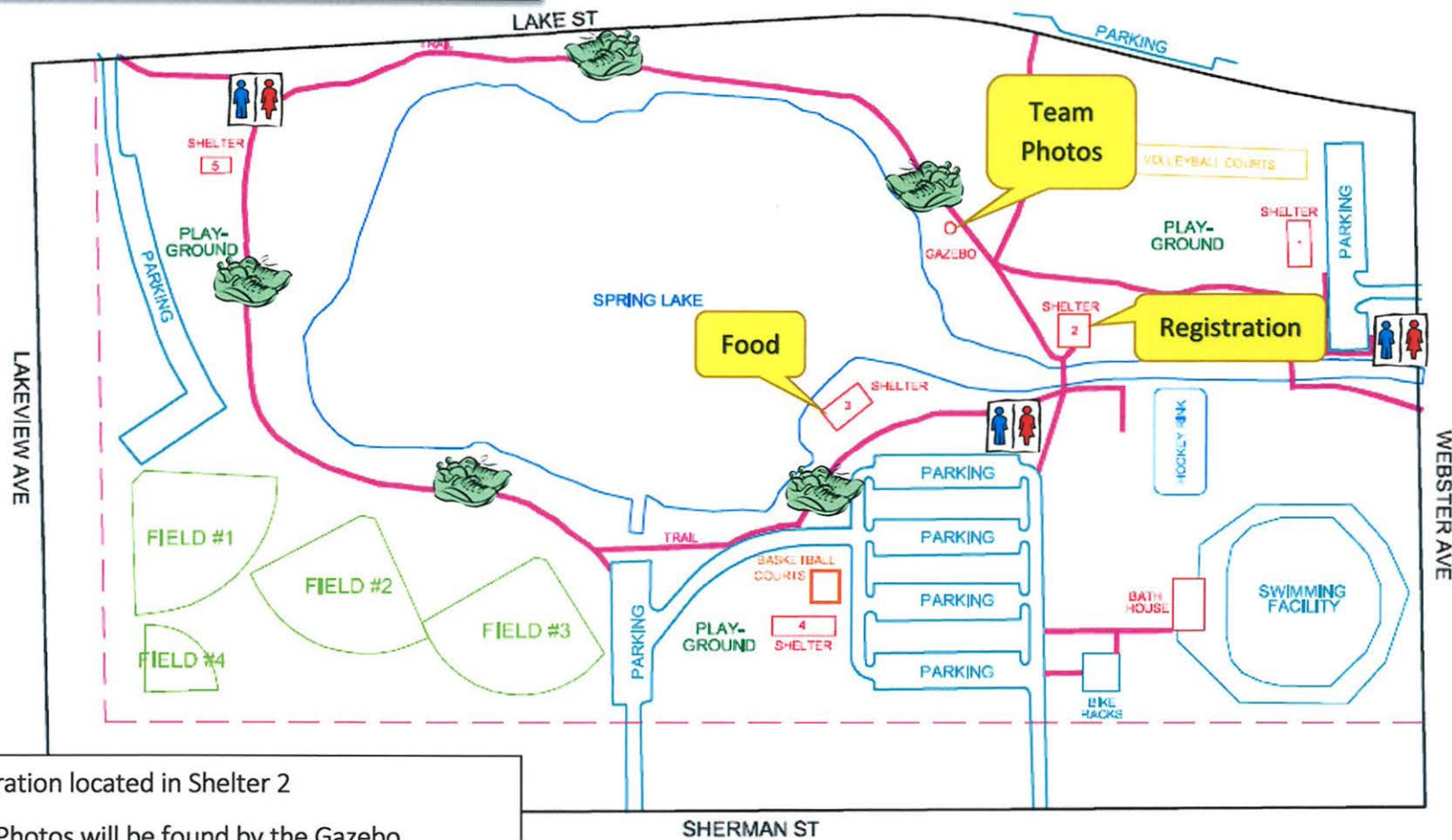
Caswell Sports Director

Date



walk

to create a world free of MS



- Registration located in Shelter 2
- Team Photos will be found by the Gazebo
- Restrooms 
- Route 



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN AMES, IA



CITY OF NORTH MANKATO

CITY OF NORTH MANKATO
LOCATION MAP
SPRING LAKE PARK

APRIL, 2006

FIGURE NO. 1



CITY OF *Minnesota*
NORTH MANKATO

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

REQUIRED INFORMATION:

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

Thirty (30) days in advance of the parade date.

Name of Applicant <i>Dance Conservatory of Southern MN</i>	Address <i>1400 Madison Ave Suite 318</i>	Phone <i>507-625-2005</i>	Email <i>dcdance002@gmail.com</i>
Sponsoring Organization Name	Address	Phone	
Contact during event <i>Gerri Cogswell</i>	Phone <i>507-251-3481</i>		
Event Location <i>Benson Park</i>	Date <i>5-6-17</i>	From Time <i>11:00</i>	To <i>12:00</i>
Occasion for Parade <i>Dance Studio Fundraiser - Tulips & Tutu 5K Run</i>			
Parade Description / Composition			

Estimated Number of Participants: *150-200*

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

[Signature]
Applicant

3/16/17
Date

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

[Signature] #701
Chief of Police

03-22-17
Date

Caswell Sports Director

Date

BOOKMARK

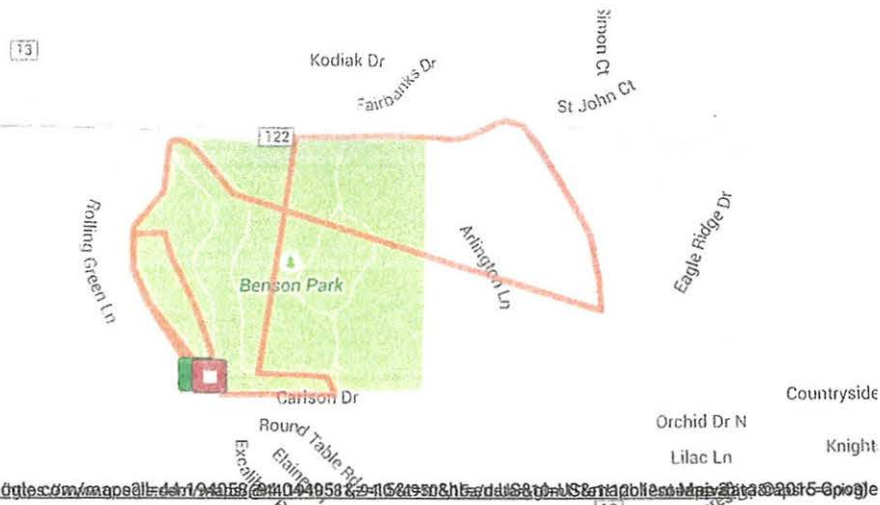
FANS OF EVENT
No Users found...

SHARE: <https://twitter.com/intent/tweet?>

uri=<http://www.mapmyride.com/events/279090/&text=Check+out+this+event+on+%40MapMyRide%3A+Turkey+5K+Fun+Run%2F+Food+Drive+%211-13%29> (<http://www.mapmyride.com/events/279090/>) (mailto:200Ah@www.mapmyride.com)
Subject=Check%20out%20this%20event%20on%20MapMyRide%3A%20Turkey%205K%20Fun%20Run%20Food%2011-13%0D%0Ahttp%3A//www.mapmyride.com/events/279090/

MAPS

RESULTS



<https://maps.google.com/maps@=44.1144058,-110.44953&z=15&ss=0&hl=en&gl=US&map=1&data=3015&op=gl>
Turkey 5K Fun Run/ Food Drive





CITY OF *Minnesota*
NORTH MANKATO

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North Mankato, MN 56003
507-625-4141 Fax: 507-625-4252
www.northmankato.com

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Application For PARADE PERMIT

REQUIRED INFORMATION:

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

Thirty (30) days in advance of the parade date.

Name of Applicant <u>Bob Olson</u>	Address <u>326 Mound Ave.</u>	Phone <u>388-7576</u>	Email _____
---------------------------------------	----------------------------------	--------------------------	----------------

Sponsoring Organization Name <u>River Valley</u> <u>A.B.A.T.E. chapter</u>	Address _____	Phone _____
--	------------------	----------------

Contact during event <u>Glenn Zollner AND Bob Olson</u>	Phone <u>Bob-514-4862</u>
--	------------------------------

Event Location <u>Veteran's Bride to Spring Lake Park</u>	Date <u>May 6-2017</u>	From <u>1:00</u>	Time <u>11:30</u>	To <u>11:30</u>
--	---------------------------	---------------------	----------------------	--------------------

Occasion for Parade
Awareness Parade - To let the public know the motorcycles are out

Parade Description / Composition

Motorcycles

Estimated Number of Participants: up to 300

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

ROBERT D. OLSON
Applicant

3-22-17
Date

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

[Signature]
Chief of Police

#701

03-22-17
Date

Caswell Sports Director

Date

1. EAGLE RIDGE DR
2. FOX TRAIL
3. COUGAR TRAIL
4. DEER TRAIL
5. EAGLE RIDGE TRAIL
6. EAGLE RIDGE CT
7. EAGLE RIDGE LN
8. OMEGA CT
9. PATRICIA CT

1. EDGEWOOD CT
2. EDGEWOOD BLVD
3. EDGEWOOD CIR
4. MEADOWBROOK CT
5. GRAYSTONE LN
6. COTTAGE TRAIL
7. OAK LEAF TRAIL
8. COLUMBIA CT
9. PLEASANT VIEW TRAIL

Start



CITY OF *Minnesota*
NORTH MANKATO

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For Office Use Only

APPROVED _____

DENIED _____

☐ PARK USE ☐ AUDIO USE

Application For PARADE PERMIT

REQUIRED INFORMATION:

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

Thirty (30) days inadvance of the parade date.

Name of Applicant <u>Katie Heintz</u>	Address <u>1001 Belgrade Ave.</u>	Phone <u>507 345 5000</u>	Email <u>KHeintz@nmlibrary.org</u>
Sponsoring Organization Name (BOB.) <u>NORTH Mankato Taylor Library</u>	Address <u>1001 Belgrade Ave</u>	Phone <u>507 345-5120</u>	
Contact during event <u>Katie Heintz</u>		Phone <u>507 327 0627</u>	
Event Location <u>Taylor Library / Belgrade Ave.</u>	Date <u>JUNE 3rd 2017</u>	From Time <u>8:30</u>	To <u>9:45am</u>
Occasion for Parade <u>BOOKIN' ON Belgrade Nearyn SK family fun</u>			
Parade Description / Composition <u>Families running / walking</u>			<u>run (and walk)</u>
Estimated Number of Participants: <u>200</u>			

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

Katie Heintz
Applicant

3/17/17
Date

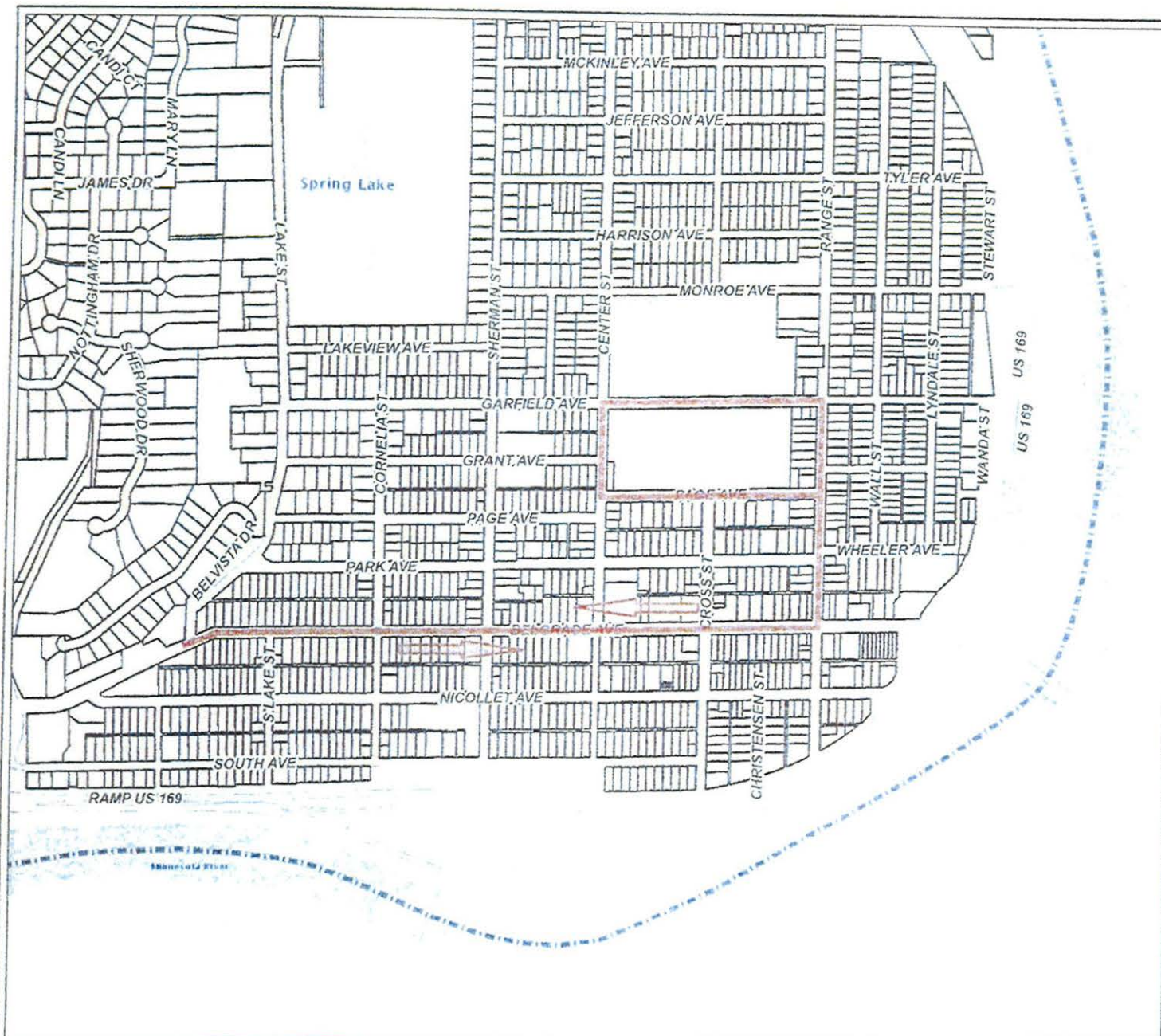
Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

[Signature]
Chief of Police

#701
03-22-17
Date

Caswell Sports Director

Date



Legend

- City Limits
- Road Edge
- Parcels (8-6-2013)
- Lakes & Ponds
- Minnesota River



Disclaimer:

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

0 807 Feet



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 8H	Department: Finance	Council Meeting Date: 4/03/17																											
TITLE OF ISSUE: League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: The City each year, as a part of the insurance renewal process, must determine if it wants to waive the tort liability limits that are established by statute. The City has never waived these limits.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Motion to approve not to waive tort limits.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>LMCIT Liability Coverage Waiver Form</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																												
_____	_____	Freyberg																											
_____	_____	Whitlock																											
_____	_____	Steiner																											
_____	_____	Norland																											
_____	_____	Dehen																											
Resolution	Ordinance	Contract	Minutes	Map																									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																												



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.

If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of North Mankato
LMCIT Member Name

Check one:

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting April 3, 2017

Signature _____

Position Mayor

RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR
KNIGHTS OF COLUMBUS

WHEREAS, Knights of Columbus has made application for exemption from a charitable gambling license to conduct bingo on July 6-9, 2017 at Wheeler Park within the City of North Mankato, Minnesota, which application was received by the City on March 27, 2017.

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

Adopted by the City Council this 3rd day of April 2017.

Mayor

ATTEST:

City Clerk

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: North Mankato

Signature of City Personnel:

April J. Van GenderenTitle: City Clerk Date: 3-28-17

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Paul F. Streit Date: 3/27/17

(Signature must be CEO's signature; designee may not sign)

Print Name: PAUL F. STREIT**REQUIREMENTS****Complete a separate application for:**

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

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: KNIGHTS OF COLUMBUS COUNCIL #5551

Previous Gambling Permit Number: X-03384-16-009

Minnesota Tax ID Number, if any: 7117666

Federal Employer ID Number (FEIN), if any: 23-7543219

Mailing Address: 440 FOREST HEIGHTS DRIVE

City: NORTH MANKATO State: MN Zip: 56003 County: NICOLLET

Name of Chief Executive Officer (CEO): PAUL F. STREIT

Daytime Phone: 507-380-1355 Email: pstreit@hickorytech.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 402 PAGE AVENUE

City or Township: NORTH MANKATO Zip: 56003 County: NICOLLET

Date(s) of activity (for raffles, indicate the date of the drawing): JULY 6, 7, 8, 9 - 2017

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☐ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$)

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



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

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

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License City of North Mankato License Period From: May 1, 2017 To: May 1, 2018

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

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

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

Licensee Name: City of North Mankato DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name Caswell Park Business Address 1875 Howard Drive West City North Mankato

Zip Code 56003 County Nicollet Business Phone 507-625-4141 Home Phone _____

Home Address 1001 Belgrade Avenue City North Mankato Licensee's MN Tax ID # 8024336

(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 41-6005423
(To apply call IRS 800-829-4933)

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

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

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

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

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

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

Workers Compensation Insurance Company Name: League of Minnesota Cities Policy # 0200045330

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

City Clerk or County Auditor Signature _____ Date _____
(title)

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/28/2017

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

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

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
208 N Broad Street
Mankato MN 56001

CONTACT
NAME: Jay Weir
PHONE (A/C, No, Ext): 507-387-3433
E-MAIL: Jay_Weir@ajg.com
ADDRESS:

FAX (A/C, No):

INSURED
City of North Mankato
1001 Belgrade Avenue
North Mankato MN 56003

INSURER(S) AFFORDING COVERAGE
INSURER A : League of Minnesota Cities Insuranc
INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

NAIC #

COVERAGES

CERTIFICATE NUMBER: 1509705983

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	CMC 39099	5/1/2017	5/1/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	0200045331	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,500,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$1,500,000
A	Liquor Liability		CMC 39099	5/1/2017	5/1/2018	Aggregate Occurrence 1,000,000 1,000,000

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

CERTIFICATE HOLDER

City of North Mankato
1001 Belgrade Avenue
North Mankato MN 56003

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

A. R. Miller



CITY OF NORTH MANKATO

Application for Temporary 3.2 Permit

Name of Organization	Date Organized	Tax exempt Number
North Mankato Civic & Commerce Association	January 1953	41-1315007

Address	City	State	Zip Code
P.O. Box 2164	North Mankato, MN		56002-2164

Name of Person Making Application	Business Phone	Home Phone
Lynette Peterson, Secretary	(800) 232-6909	

Date (s) of event	Type of Organization
07/06/2017-07/09/2017	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

Organization Officer's Name	City	State	Zip
Brent Blair, President	North Mankato, MN		56003
David Mutch, Vice President	North Mankato, MN		56003
Lynette Peterson, Secretary/Treasurer	North Mankato, MN		56003

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

Wheeler Park Band Shell Area.

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

No.

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

James R. Weir Insurance - \$50,000/\$100,000/\$300,000



1001 Belgrade Avenue, P.O. Box 2055 • North Mankato, MN 56002-2055 • Telephone 507-625-4141
An Equal Opportunity - Affirmative Action Employer



20% Post-Consumer Waste

APPROVAL

Application must be approved by the City or County before submitting to Alcohol and Gambling Enforcement.

North Mankato/Nicollet County
City/County

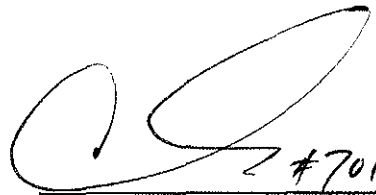
Date Approved

City Fee Amount

7/6/17 - 7/9/17
Permit Date

Date Fee Paid

Signature of City Clerk


Signature of Police Chief



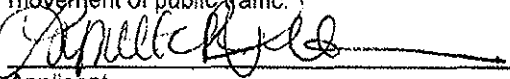
CITY OF NORTH MANKATO
APPLICATION FOR PARADE PERMIT

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

Applicant Information

Name:	North Mankato Civic & Commerce Association		
Address:	P.O. Box 2164		
City:	North Mankato	State:	MN Zip: 56003
Telephone:	(800) 232-6909		
Sponsoring Organization:	North Mankato Civic & Commerce Association		
Address:	P.O. Box 2164		
City:	North Mankato	State:	MN Zip: 56003
Telephone:	(800) 232-6909		
Occasion for Parade:	North Mankato Fun Days Parade		
Date of Parade:	07/08/17	Estimated Length of Parade:	1.7 Miles
Estimated Starting Time:	11 a.m.	Estimated Finish Time:	2 p.m.
Estimated Number of Participants:	100 Units		
General Composition of Parade:	Bands, Businesses, Non-Profit Organizations with Floats, Decorated Vehicles and Equipment		

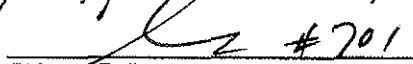
As a duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute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


Applicant

03/28/2017

Date

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


Chief of Police

03-30-2017
Date

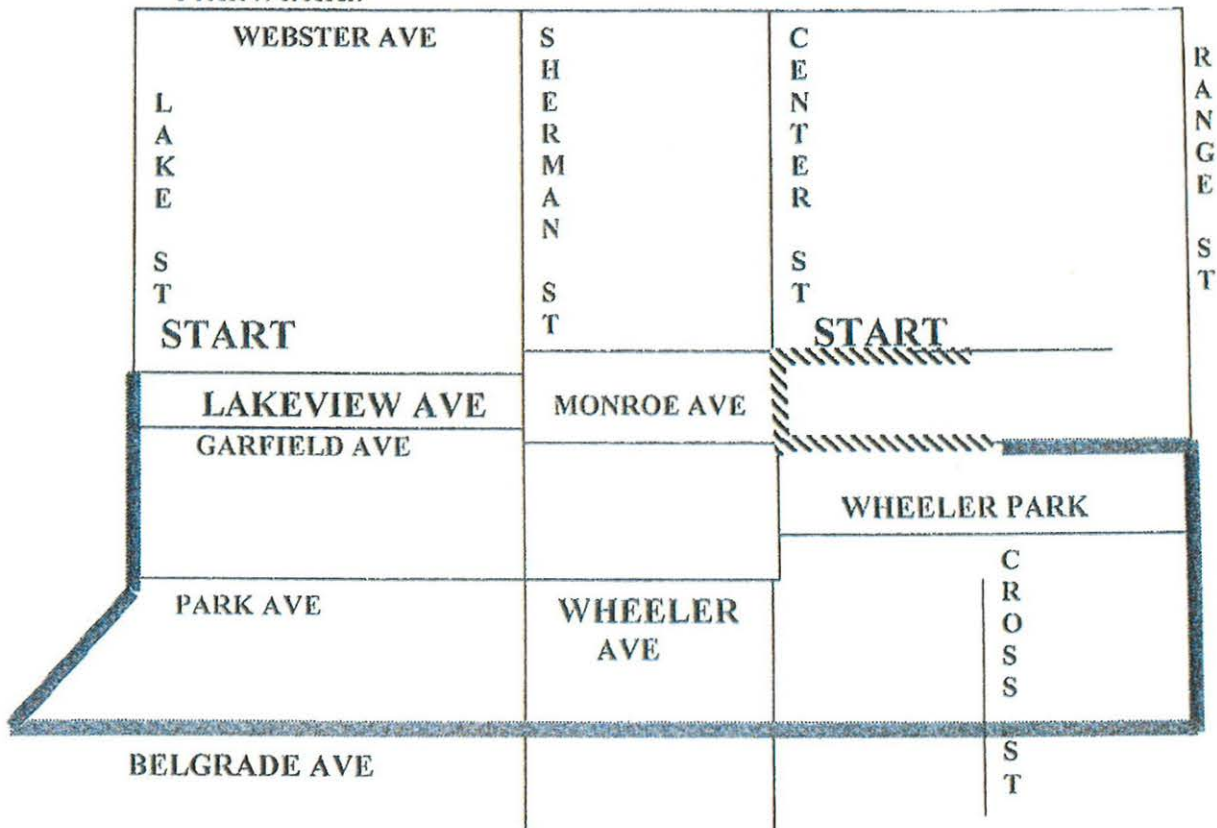
COMMENTS/ADDITIONAL STIPULATIONS:

NORTH MANKATO FUNDAYS SPONSORED BY



North Mankato
Civic & Commerce
Association

FIREWORKS



////// KIDDIE PARADE
 _____ FUN DAYS PARADE



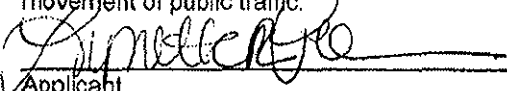
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Applicant Information

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Address:	P.O. Box 2164		
City:	North Mankato	State:	MN Zip: 56003
Telephone:	(800) 232-6909		
Sponsoring Organization:	North Mankato Civic & Commerce Association		
Address:	P.O. Box 2164		
City:	North Mankato	State:	MN Zip: 56003
Telephone:	(800) 232-6909		
Occasion for Parade:	North Mankato Fun Days Kiddie Parade		
Date of Parade:	07/07/2017	Estimated Length of Parade:	5 Blocks
Estimated Starting Time:	6:15 p.m.	Estimated Finish Time:	7:00 p.m.
Estimated Number of Participants:	200 Children		
General Composition of Parade:	Bikes, Wagons, Strollers and Children		

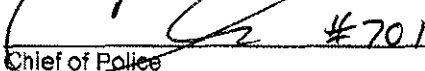
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Applicant

03/28/2017

Date

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


Chief of Police

03-30-2017
Date

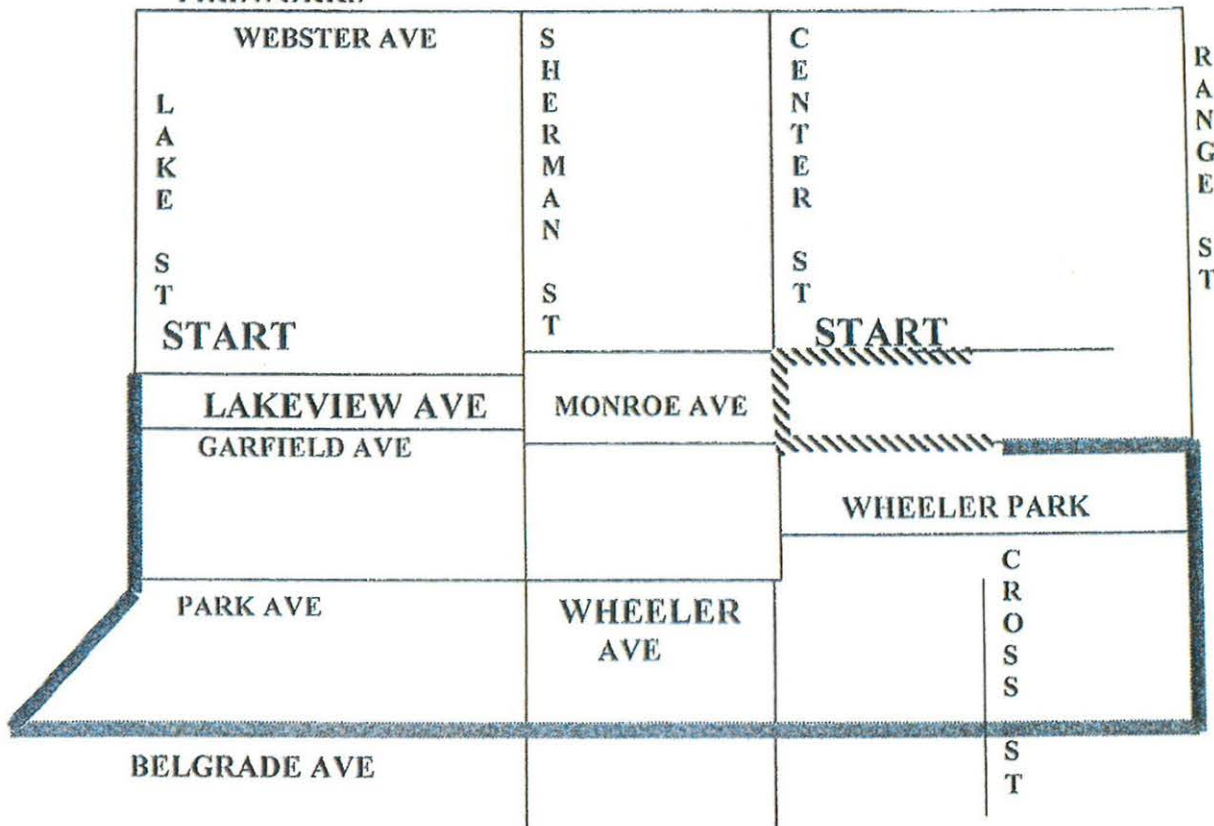
COMMENTS/ADDITIONAL STIPULATIONS:

NORTH MANKATO FUNDAYS SPONSORED BY



North Mankato
Civic & Commerce
Association

FIREWORKS



 **KIDDIE PARADE**
 **FUN DAYS PARADE**



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

Audio Permit _____ 2017
Park Permit _____ 2017

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.

AMPLIFIED SOUND: ☒ LIVE MUSIC/BAND DATE OF EVENT: May 6, 2017
☐ DJ/KARAOKE MACHINE BEGIN TIME: 6 pm
☐ OTHER: _____ END TIME: 10 pm

LOCATION / SHELTER: Circle Inn ~~at~~ Patio

EVENT NAME: Staff party - Rain Kings - acoustic

ONSITE COORDINATOR: _____ PRINT NAME: Jeni Bobholz

MOBILE NUMBER: 507-382-6001 - 507-625-9667

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

SIGNATURE: Jeni Bobholz DATE: 3-17-17

CITY CLERK: _____ ☐ DENIED ☐ APPROVED

☐ BOOK ☐ POLICE ☐ ONLINE ☐ \$25.00 FEE

STAFF INITIALS _____

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9A	Department: Community Dev.	Council Meeting Date: 4/03/17																												
TITLE OF ISSUE: Consider Approving Developer Agreement for Privately Financed Improvements Trail's West Estates.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Administrator Harrenstein and Community Development Director Fischer will present a development agreement with United Asset Development Corporation.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Approve Developer Agreement for Privately Financed Improvements Trail's West Estates.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center; width: 50px;">Aye</td> <td style="text-align: center; width: 50px;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Development Agreement</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																													
_____	_____	Freyberg																												
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<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																													

CITY OF NORTH MANKATO

NICOLLET COUNTY, MINNESOTA

**DEVELOPER AGREEMENT FOR
PRIVATELY FINANCED IMPROVEMENTS
TRAIL'S WEST ESTATES**

THIS AGREEMENT, made and entered into this _____ day of _____, 2017, by and between the City of North Mankato, a municipal corporation, in the State of Minnesota, hereafter called "City", and, United Asset Development Corporation, hereafter called the "Developer." The Developer has asked the City to approve a plat legally described in Exhibit "A" attached hereto.

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

A. Developer's Responsibilities

1. The City has been petitioned by the Developer for permission to privately construct the improvements itemized in Exhibit "B" attached hereto (the "Improvements") to be paid for by the Developer.

2. The following plans shall be delivered to the City by the Developers on a time schedule set forth in this agreement.

A. Final Plat

B. Engineering Plans and Specifications for the Improvements

If the plans vary from the written terms of this Agreement, the written terms of this Agreement shall control. All the foregoing plans will be prepared by and will be delivered to the City with the signature of a Minnesota registered engineer and/or surveyor.

3. The Developer shall privately finance the Improvements.

4. The Developer shall install or ensure installation at its sole cost and expense and in accordance with all state, federal and local rules, regulations, ordinances and laws the following:

- A. Site Grading Improvements
- B. Surveying and Staking
- C. Street Improvements
- D. Sanitary Sewer Improvements
- E. Water main improvements
- F. Storm water Drainage and Storm Water Management Improvements
- G. Temporary and Permanent Erosion Control Improvements
- H. Setting of Lot and Block Monuments

- I. Gas, Telephone, Cable TV and Electrical Utilities
- J. Street Lights
- K. Traffic Control Signage
- L. Sidewalks
- M. Mailboxes

Unless extended in writing by the City, the Developer shall complete the Improvements described therein in Exhibit B within eighteen months from the date of this Agreement. The bituminous wearing course of the Street Improvements shall be completed when all of the houses have been completed, or when the Developer is directed to complete the wearing course by the City, whichever occurs first. Prior to completion of the Improvements, the Developer shall be responsible for the necessary repairs to maintain the Improvements.

Until completion of the Street Improvements, the Developer shall be solely responsible for maintenance and repair of the Street Improvements, including but not limited to snow and ice removal, cleaning of roadway, and storm water catch basins. In the event the Developer fails to perform necessary work within 24 hours of notification from the City, the City may perform all necessary services and bill Developer for all costs to City. No building permits or certificates of occupancy will be issued to the Developer if payment for services is not paid to City within 10 days.

5. The Developer hereby grants the City, its agents, employees, officers and contractors under the construction contract a license to enter the platted property to perform all work and inspections deemed appropriate by the City during the installation of the Improvements under this Agreement. The license shall expire after all Improvements to be installed pursuant to this Agreement have been installed and accepted by the City.

6. Upon completion and acceptance of all work and construction required by this Agreement, the Improvements described in paragraph 4 under C, D, E, F, J, K and L lying within public easements and/or right-of-ways (the "Public Improvements") shall become City property without further notice or action.

7. The Developer shall promptly clean dirt and debris from streets, curb and gutter and perform all other erosion and sediment control work as required by the MPCA NPDES Construction Stormwater Permit and Stormwater Pollution Prevention Plan (SWPPP) prior to the Public Improvements being dedicated to the City upon the completion of the Public Improvements.

8. All costs associated with the Trail's West Estates subdivision, including City Engineer, City Attorney, permit fees and any other city costs outlined in this Agreement shall be paid by the Developer within 30 days of receiving an invoice from the City.

The Developer will be required, upon execution of this Agreement, to furnish the City with a cash deposit, certified check or Irrevocable Letter of Credit equal to the Cities liability exposure,

which is determined to be one hundred twenty five percent (125%) of the cost of the Improvements.

If the Developer provides the City with a cash deposit, the City agrees to pay interest monthly on such deposit at the rate of interest the City earns on the investment of such funds.

If the Developer provides a letter of credit, the form of the letter of credit shall be subject to the approval of the City. The letter of credit shall be for a term ending when the Improvements are completed and accepted.

All outside consulting, legal, and engineering costs incurred by the City shall be billed directly to the Developer and paid within thirty (30) days. The City may draw down on the letter of credit for any violation of the terms of this Agreement or upon receiving notice that the letter of credit will be allowed to lapse before all Improvements have been completed and paid for.

With City approval, the letter of credit may be reduced from time to time as the Developer's financial obligations under this Agreement are paid.

9. The Developer shall warranty all work to be free of all defects in workmanship and materials for a period of one year extending from the date of acceptance by the City of the Public Improvements.

10. The Developer shall be responsible for all costs associated with construction inspections and engineering review as performed by the City Engineer.

11. Construction Staking. The Developer will provide all staking services for grading, sanitary sewer, water main, storm sewer, lot services, sidewalks, and all roadway improvements.

12. The Developer shall pay for all costs incurred by it and the City in conjunction with the development of the plat, included without limiting the generality thereof, legal, planning, engineering, inspection expenses, permits in connection with approval and acceptance of the plat, the preparation of this Agreement, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat.

13. The Developer shall hold the City and its officers, agents and employees harmless from claims made by itself and third parties for damages sustained or costs incurred resulting in plat approval or supervision or obligation that the City has undertaken pursuant to this Agreement. The Developer shall indemnify the City and its officers, agents and employees for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including attorney's fees. The Developer shall reimburse the City for costs incurred in the enforcement of this Agreement, including engineering, attorney's fees and costs of litigation. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat or any part of it.

14. In the event of default by the Developer as to any of the work to be preformed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given the notice of work in default, not less than 24 hours in advance. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part and withhold the issuance of any building permit or occupancy permit.

15. The Developer represents to the City that the plat complies with all city, county, state and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. City staff and consulting engineers shall diligently work to review compliance with the above mentioned laws and regulations. If the City determines that the plat does not comply, the City may, at its discretion and upon written notification to the Developer, refuse to allow construction or development work in the plat area until the Developer complies. Upon the City's demand, the Developer immediately shall cease work until there is compliance.

16. Third parties shall have no recourse against the City under this Agreement. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits or certificates of occupancy. If any portion, section, subsection, sentence, clause, paragraph or phase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

17. The Developer shall place iron monuments at all lot and block corners and at all other angle points on boundary lines. If iron monuments are disturbed, they shall be replaced at the Developer's expense before a certificate of occupancy is granted.

18. The Developer agrees to maintain, at all times before acceptance of the Street Improvements by the City, an access road suitable for use by emergency, police and fire department equipment. The adequacy of such road shall be solely determination by the City. Furthermore, such access road shall be located no more than 150 feet from any structure built within the Subdivision.

19. The Improvements must meet the Adopted Standard Construction Specifications and Details of the City of North Mankato.

20. The Developer shall be responsible for obtaining the necessary permits including: MPCA Sanitary Sewer Extension Permit, Minnesota Department of Health Plan Review Permit, Minnesota Pollution Control Agency, NPDES Construction Stormwater Permit and any other permits necessary to construct the Improvements.

21. The Developer shall be required to install and size all improvements on the extension of Fairbanks Drive and Anchorage Drive as required by the City to serve areas of development north of Trails West. This includes removing and replacing the existing sanitary sewer and

related work and restoration on Fairbanks Drive from Rolling Green Lane to the West Line of Trails West Estates Subdivision.

City's Responsibilities

1. The City will pay all costs associated with removing and replacing the existing sanitary sewer and related work and restoration on Fairbanks Drive from Rolling Green Lane to the West Line of Trails West Estates Subdivision.

Building Permits

1. The City agrees that building permits may be issued upon approval of the Final Plat by the City Council and completion of the Improvements.

2. The Developer further agrees that City Sewer, Water, Storm Sewer, and Aggregate Base construction of the Streets and temporary street signs, will be completed prior to the issuance of building permits.

3. The final lift of asphalt shall be completed when all houses in the subdivision are completed, or when ordered by the City, whichever occurs first.

4. Any stormwater ponds must be satisfactorily built in accordance with the approved plans before a building permit is issued.

5. The City agrees that certificates of occupancy will be granted when gas, electric, and telephone service are provided to the development and all other requirements have been met by the Developer.

6. If building permits are issued prior to the completion and acceptance of the Improvements, the Developer assumes all liability and cost resulting in delays in completion of Improvements and damage to the Improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents or third parties. No construction of a building and/or structure may be initiated prior to obtaining a City building permit.

Recording and Release

1. The Developer agrees that the terms of this Developer Agreement shall be a covenant on any and all property included in the Subdivision. The Developer agrees that the City shall have the right to record a copy of this Developer Agreement with the Nicollet County Recorder to give notice to future purchasers and Developers.

Property Taxes

1. Should the recording of the Final Plat occur after July 1, any and all property taxes on any public property dedicated as a part of the plat shall be the responsibility of the Developer. The Developer must continue to pay all property taxes on the land described in Exhibit A on a

timely manner. Failure to pay property taxes on any property on the land described in Exhibit A by the Developer or its assigns will result in the City not issuing any additional building permits.

Special Assessments

1. There are outstanding special assessments in the amount of \$44,000 on the property described in Exhibit A attached hereto relating to sanitary sewer improvements, previously installed by the City. The plans and specifications for the Public Improvements to be constructed by the Developer shall include sizing of sanitary sewer pipes to serve areas north of the property described on Exhibit A as reviewed by the City's engineer. Therefore, the City agrees to reduce the outstanding special assessment to \$5,490.

General Provisions

1. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall constitute a waiver or release.

2. This Agreement shall run with the land and may be recorded against the title to the property described in Exhibit A. After the Developer has completed the work required of it under this Agreement, at the Developer's request the City will execute and deliver to the Developer a release of this Agreement.

3. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, expressed or implied, now or hereafter arising available to the City, a law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other rights, power or remedy.

4. The Developer shall require any contractor to maintain liability and personal injury insurance with limits of liability of not less than \$1,000,000.00 per person and \$2,000,000 in the aggregate. The City must be named as additional insured under such policy. The contractor must also maintain the adequate worker's compensation insurance and property insurance. The term of the insurance shall be renewable until the construction of the Improvements is complete.

5. All disputes associated with this Agreement, shall be submitted to District Court in Nicollet County, Minnesota. Minnesota law shall apply to all disputes.

6. Required notices to the Developer shall be in writing and shall be either hand delivered to the Developer, its employees or agents or mailed to the Developer by registered mail at the following address:

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

City of North Mankato
P.O. Box 2055
North Mankato, MN 56002-2055
Attention: City Administrator

CITY OF NORTH MANKATO

(SEAL)

By _____
Mayor

By _____
City Administrator

STATE OF MINNESOTA

COUNTY OF NICOLLET

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, Mayor and by _____, City Administrator of North Mankato, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority of the City Council.

Notary Public

**UNITED ASSET DEVELOPMENT
CORPORATION**

By _____
Its President

STATE OF MINNESOTA

COUNTY OF BLUE EARTH

The foregoing instrument was acknowledged before me this _____ day of _____,
2017, by Gary Wolters, United Asset Development Corporation.

Notary Public

EXHIBIT A

TRAIL'S WEST ESTATES CITY OF NORTH MANKATO NICOLLET COUNTY, MINNESOTA

INSTRUMENT OF DEDICATION

Know all men by these presents that we, United Asset Development Corporation, a Minnesota corporation, for and on behalf of the following described property to wit:

Outlot A, North Gate No. 2, according to the plat thereof on file and of record with the Nicollet County Recorder, Containing 8.36 acres

do hereby declare that we have caused the above described property to be surveyed and plotted and monument to be set, that we have named said plotted area TRAIL'S WEST ESTATES, and that we dedicate to the public use the public ways and easements shown hereon

Dated this _____ day of _____, 2017 by Gary Walters, president of United Asset Development Corporation

Gary Walters, president

NOTARY CERTIFICATES

State of Minnesota
County of Nicollet

On this the _____ day of _____, 2017, before me a Notary Public within and for said County, personally appeared Gary Walters, who being duly sworn did say that he is the president of United Asset Development Corporation, a Minnesota corporation, the corporation named in the foregoing instrument, and that said instrument was signed in behalf of the corporation by authority of its Board of Directors, and said Gary Walters acknowledged said instrument to be the free act and deed of said corporation.

Notary Public

SURVEYOR'S CERTIFICATE

I, Michael W. Eichers, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat, prepared this plat or directly supervised the preparation of this plat of TRAIL'S WEST ESTATES, that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat, that all monuments indicated on this plat have been, or will be, correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 500.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat

Dated this _____ day of _____, 2017

Michael W. Eichers, Licensed Land Surveyor
Minnesota License No. 45564

On this the _____ day of _____, 2017, before me a Notary Public in and for said County, appeared Michael W. Eichers, and being duly sworn did say that he has executed the foregoing instrument

Notary Public

APPROVALS

Be it known that on this the _____ day of _____, 2017, the Planning Commission of the City of North Mankato did duly review this plat of TRAIL'S WEST ESTATES.

Be it known that on this the _____ day of _____, 2017, the City Council of the City of North Mankato did duly approve this plat of TRAIL'S WEST ESTATES

TITLE OPINION

I, Joel A. Cich, licensed attorney, State of Minnesota, do hereby certify that the owners as indicated herein, represent all ownership interest in the land encompassed by this plat

Joel A. Cich, Licensed Attorney

PROPERTY AND PUBLIC SERVICES

I hereby certify that there are no delinquent taxes and/or delinquent special assessments, that the current taxes have been paid and that the transfer has been entered on the land described herein on the _____ day of _____, 2017

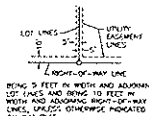
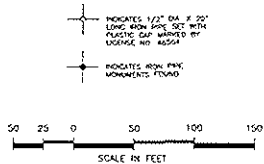
Property and Public Services

COUNTY RECORDER

I hereby certify that this instrument was filed in my office for record on this, the _____ day of _____, 2017, at _____ o'clock, _____ M., and that I have duly recorded on _____ Plate, Number _____

**FINAL PLAT
PENDING FINAL REVIEW
10/25/2017**

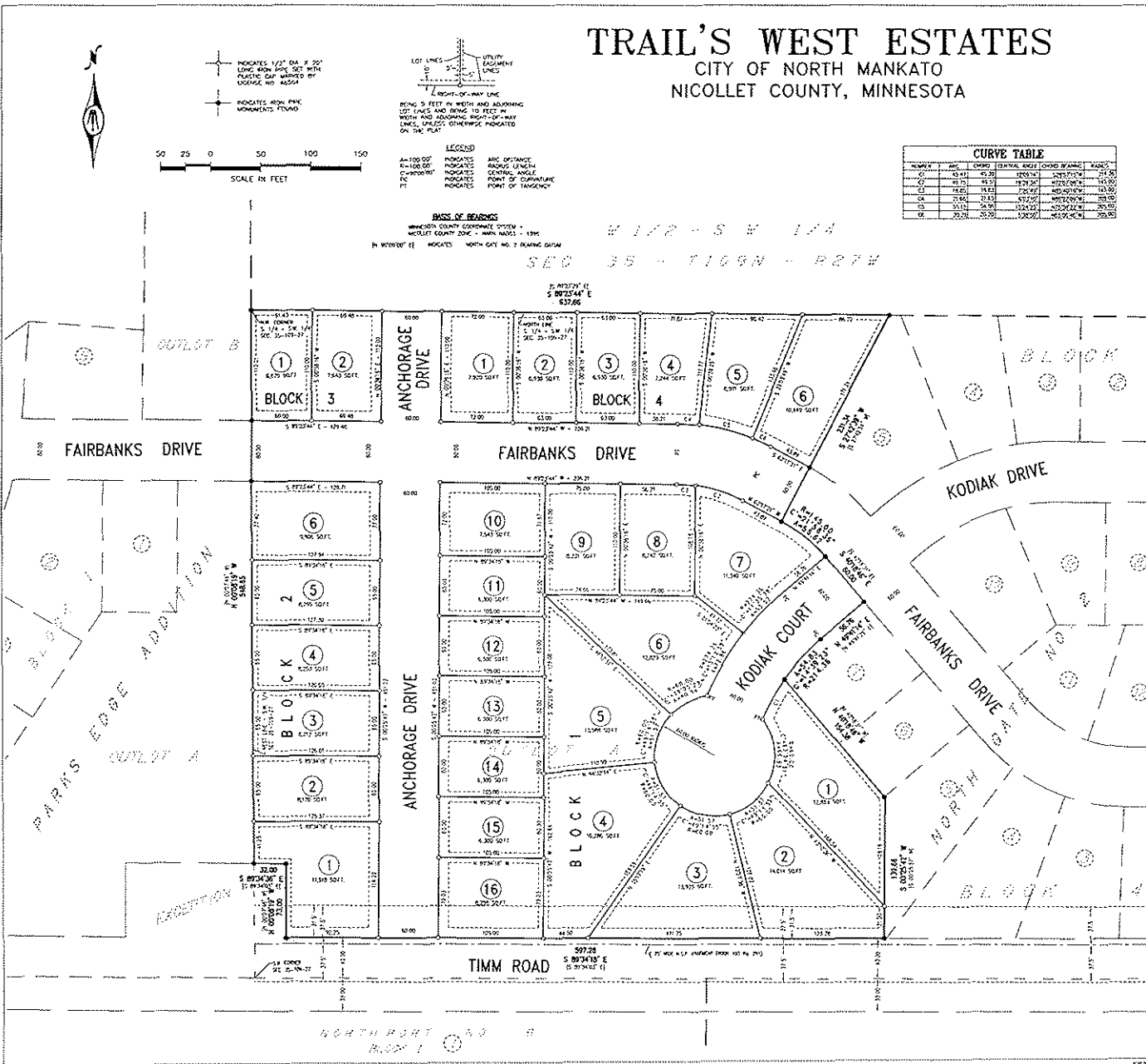
THE PLAT PREPARED BY: SUTTON E. MEHN, INC.



LEGEND
 ARC DISTANCE
 RADIUS LENGTH
 CENTRAL ANGLE
 POINT OF CURVATURE
 POINT OF TANGENCY

BASE OF BEARING
 MINNESOTA COUNTY CORNER SYSTEM
 NICOLLET COUNTY 2017 - 1916
 IN 1916/1917 E INDICATES NORTH GATE NO. 2 PLANNING COMMISSION

STATION	ARC	CHORD	CENTRAL ANGLE	CHORD BEARING	CHORD
1	43.41	43.20	120.00	S 29.72° E	71.50
2	43.15	43.15	120.00	S 29.72° E	71.50
3	43.15	43.15	120.00	S 29.72° E	71.50
4	43.15	43.15	120.00	S 29.72° E	71.50
5	43.15	43.15	120.00	S 29.72° E	71.50
6	43.15	43.15	120.00	S 29.72° E	71.50



PROJECT CLIENT TRAILS WEST ESTATES

NORTH MANKATO, MINNESOTA

CONSTRUCTION PLANS FOR:

ISG PROJECT # 17-20110

STREET CONSTRUCTION, SANITARY SEWER, STORM SEWER, AND WATERMAIN

ISG

PRELIMINARY
NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: _____ LIC. NO. 43359

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____ LIC. NO. _____

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PROJECT:

TRAILS WEST ESTATES

NORTH MANKATO MINNESOTA

REVISIONS SCHEDULE:

DATE	DESCRIPTION	BY

PROJECT NO. 17-20110

CAD FILE NAME: 20110 TITLE

DRAWN BY: SMW

DESIGNED BY: SMW, NJH

REVIEWED BY: CJB

ORIGINAL ISSUE DATE: 11/10

CLIENT PROJECT NO.:

TITLE

TITLE

SHEET

1

OF 29

LEGEND

EXISTING

- CITY LIMITS
- SECTION LINE
- QUARTER SECTION LINE
- RIGHT OF WAY LINE
- PROPERTY LOT LINE
- EASEMENT LINE
- ACCESS CONTROL
- WATER EDGE
- WETLAND BOUNDARY
- WETLAND / MARSH
- FENCE LINE
- CULVERT
- STORM SEWER
- SANITARY SEWER
- SANITARY SEWER FORCE MAIN
- WATER
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TV
- GAS
- UNDERGROUND FIBER OPTIC
- CONTOUR (MAJOR)
- CONTOUR (MINOR)
- DECIDUOUS TREE
- CONIFEROUS TREE
- TREE LINE
- MANHOLE/STRUCTURE
- CATCH BASIN
- HYDRANT
- VALVE
- CURB STOP
- POWER POLE
- UTILITY PEDESTAL / CABINET

PROPOSED

- LOT LINE
- RIGHT OF WAY
- EASEMENT
- CULVERT
- STORM SEWER
- STORM SEWER (PIPE WIDTH)
- SANITARY SEWER
- SANITARY SEWER (PIPE WIDTH)
- WATER
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TV
- GAS
- CONTOUR
- MANHOLE
- CATCH BASIN
- HYDRANT
- VALVE



LOCATION MAP

SCALE IN FEET
0 500 1000

SHEET INDEX

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- 26 UTILITY PLAN PROFILES (ANCHORAGE DRIVE)
- 27 UTILITY PLAN PROFILES (KODAK COURT)
- 28 STORM DETAILS
- 29 STORM DETAILS

PROJECT GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS AND CLARIFICATIONS ISSUED BY THE ARCHITECT/ENGINEER.
2. CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
4. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
5. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED. THROUGHOUT THE WORK, DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN, WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED. NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
6. ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED AND CONDITIONED ACCORDING TO MANUFACTURER'S INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURER'S INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
7. ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
8. THE LOCATION AND TYPE OF ALL INPLACE UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS AND ELEVATIONS OF ALL INPLACE UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
9. THE CONTRACTOR IS TO CONTACT "GODPHER STATE ONE CALL" FOR UTILITY LOCATIONS. MINIMUM 2 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (1-800-252-1156).

SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF NORTH MANKATO REQUIREMENTS AND MINN. STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2010 EDITION, AND THE STANDARD SPECIFICATIONS FOR SANITARY SEWER, STORM DRAIN AND WATERMAIN AS PROPOSED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA 2013, UNLESS DIRECTED OTHERWISE.

PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83). 1996 ADJUSTMENT (NAD83/1983) ON THE NICOLET COUNTY COORDINATE SYSTEM IN U.S. SURVEY FEET.

ELEVATIONS HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

RIN GPS METHODS WERE USED TO ESTABLISH HORIZONTAL AND VERTICAL COORDINATES FOR THIS PROJECT.

B.M. ELEVATION=988.73

TBN ON THE NORTH SIDE OF TIMM ROAD,
500' EAST OF THE INTERSECTION OF TIMM
ROAD AND ROLLING GREEN LANE

TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED ON 2/17 BY ISG.

PROJECT INDEX:

OWNER:

UNITED ASSET DEVELOPMENT
CORPORATION
2522 WEST 41ST STREET, SUITE 175
SIOUX FALLS, SD 57105
PH: 507.380.4606

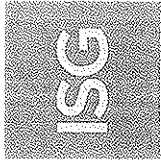
PROJECT

ADDRESS / LOCATION:
NORTH MANKATO, MN

MANAGING OFFICE:

MANKATO OFFICE
115 E HICKORY STREET
SUITE 300
MANKATO, MN 56001
PHONE: 507.387.6651
FAX: 507.387.3583
PROJECT MANAGER:
EMAIL:

ISG



PRELIMINARY
NOT FOR CONSTRUCTION

THESE QUANTITIES ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR BIDDING OR CONTRACTING PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

DATE: 10/10/2018

BY: J. BRANDEL

THESE QUANTITIES ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR BIDDING OR CONTRACTING PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

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PROJECT

TRAILS WEST ESTATES

NORTH MANNAIO MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

MINNESOTA

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MINNESOTA

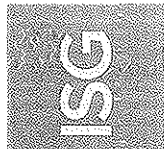
MINNESOTA

MINNESOTA

STATEMENT OF ESTIMATED QUANTITIES

2

OF 28



PRELIMINARY
NOT FOR CONSTRUCTION

THIS PROJECT HAS BEEN PREPARED BY THE
FIRM AND THE INFORMATION IS NOT TO BE
USED FOR ANY OTHER PROJECT WITHOUT THE
WRITTEN CONSENT OF THE FIRM.

CHARLES J. BRUNDEL

DATE: 10/10/2018
PROJECT: TRAILS WEST ESTATES
SHEET: 3 OF 29

THESE DRAWINGS ARE THE PROPERTY OF J.S. JENSEN INC.
AND ARE NOT TO BE REPRODUCED OR USED
FOR ANY OTHER PROJECT WITHOUT THE
WRITTEN CONSENT OF THE FIRM.

10/10/2018

TRAILS WEST
ESTATES

NORTH MARQUETTE
MINNESOTA

10/10/2018

10/10/2018

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10/10/2018

10/10/2018

UTILITY SCHEDULES

3

OF 29

3447

STORM DRAIN PIPE SCHEDULE									
PIPE NO.	PIPE SIZE	PIPE MATERIAL	PIPE CLASS	PIPE LENGTH (FT)	PIPE GRADE	DOWN ELEVATION	UP ELEVATION	DOWN ELEVATION	UP ELEVATION
1	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
2	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
3	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
4	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
5	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
6	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
7	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
8	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
9	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
10	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00

STORM DRAIN PIPE SCHEDULE									
PIPE NO.	PIPE SIZE	PIPE MATERIAL	PIPE CLASS	PIPE LENGTH (FT)	PIPE GRADE	DOWN ELEVATION	UP ELEVATION	DOWN ELEVATION	UP ELEVATION
1	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
2	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
3	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
4	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
5	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
6	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
7	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
8	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
9	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
10	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00

SUBURBAN SCHEDULE									
PIPE NO.	PIPE SIZE	PIPE MATERIAL	PIPE CLASS	PIPE LENGTH (FT)	PIPE GRADE	DOWN ELEVATION	UP ELEVATION	DOWN ELEVATION	UP ELEVATION
1	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
2	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
3	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
4	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
5	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
6	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
7	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
8	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
9	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
10	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00

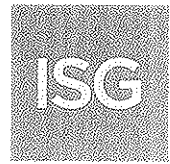
SANITARY SEWER STRUCTURE SCHEDULE									
STRUCTURE NO.	STRUCTURE TYPE	STRUCTURE SIZE (FT)	STRUCTURE MATERIAL	STRUCTURE GRADE	STRUCTURE ELEVATION	STRUCTURE ELEVATION	STRUCTURE ELEVATION	STRUCTURE ELEVATION	STRUCTURE ELEVATION
1	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
2	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
3	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
4	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
5	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
6	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
7	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
8	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
9	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00
10	12"	12"	HDPE	1	100.00	100.00	100.00	100.00	100.00

SANITARY SEWER PIPE SCHEDULE									
PIPE NO.	PIPE SIZE	PIPE MATERIAL	PIPE CLASS	PIPE LENGTH (FT)	PIPE GRADE	DOWN ELEVATION	UP ELEVATION	DOWN ELEVATION	UP ELEVATION
1	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
2	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
3	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
4	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
5	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
6	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
7	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
8	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
9	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00
10	12"	HDPE	1	100	0.00%	100.00	100.00	100.00	100.00



OF 29





PRELIMINARY
NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: EIC NO: 42259

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: EIC NO:

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TRAILS WEST ESTATES

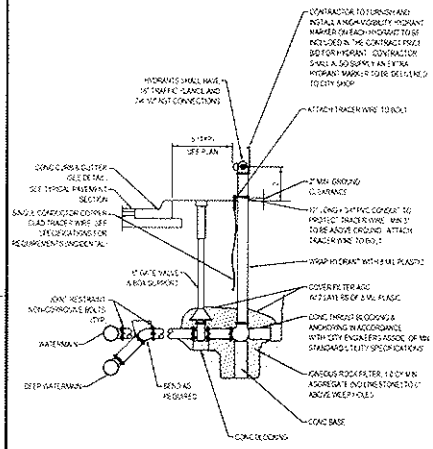
NORTH MARSHALL MINNESOTA

REVISION SHEET		
DATE	DESCRIPTION	BY

PROJECT NO: 12-20110
CADD FILE NAME: 201102.DWG
DRAWN BY: JMB
CHECKED BY: JMB
REVIEWED BY: JMB
ORIGINAL DATE: 12-2011
CLIENT PROJECT NO:

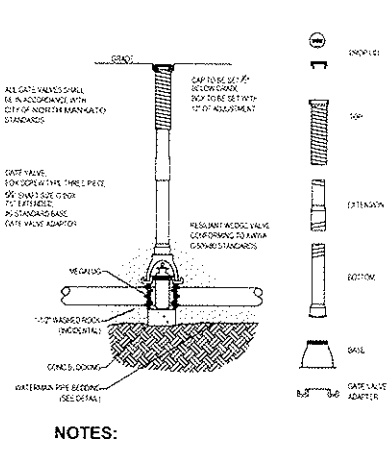
DETAILS

SHEET 7 OF 29



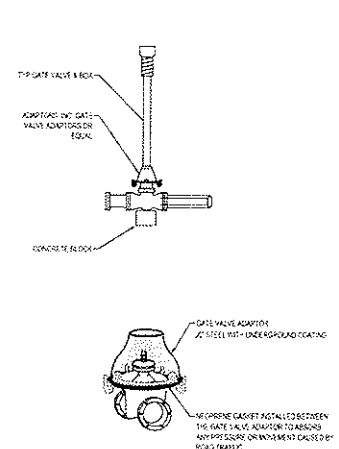
TYPICAL HYDRANT INSTALLATION

NTS WM100



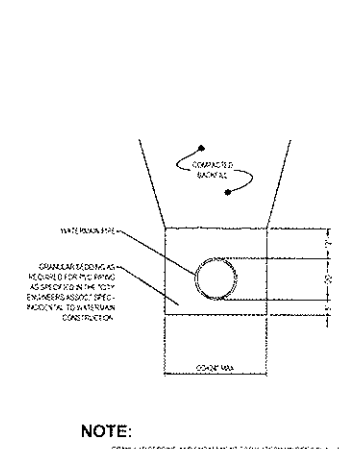
TYPICAL GATE VALVE & BOX INSTALLATION

NTS WM200



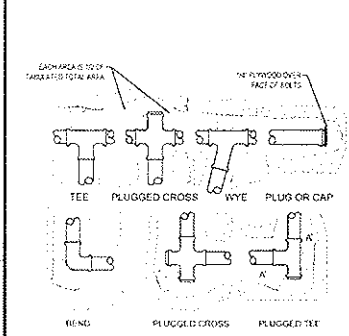
GATE VALVE ADAPTOR

NTS WM250



PIPE BEDDING WATER MAIN

NTS WM300



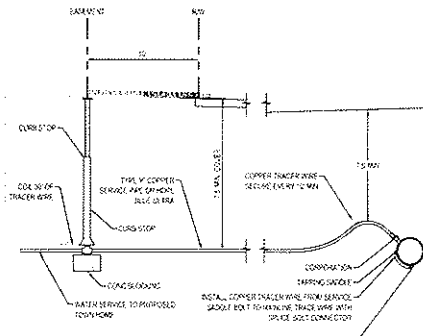
WATER MAIN THRUST BLOCKING

NTS WM700

THRUST BLOCKING TABLE						
NOMINAL FITTING SIZE INCHES	TEE, WYE, PLUG OR CAP	90° BEND PLUGGED CROSS	TEE PLUGGED ON RUN A" x A"	45° BEND	22 1/2° BEND	11 1/4° BEND
4	10	14	15	14	12	9
6	17	23	25	23	19	14
8	27	37	40	37	29	21
10	37	51	54	51	40	29
12	47	64	68	64	50	37
14	57	78	82	78	60	45
16	67	92	96	92	70	53
18	77	106	110	106	80	61
20	87	120	124	120	90	69
22	97	134	138	134	100	77
24	107	148	152	148	110	85
26	117	162	166	162	120	93
28	127	176	180	176	130	101
30	137	190	194	190	140	109
32	147	204	208	204	150	117
34	157	218	222	218	160	125
36	167	232	236	232	170	133
38	177	246	250	246	180	141
40	187	260	264	260	190	149
42	197	274	278	274	200	157
44	207	288	292	288	210	165
46	217	302	306	302	220	173
48	227	316	320	316	230	181
50	237	330	334	330	240	189
52	247	344	348	344	250	197
54	257	358	362	358	260	205
56	267	372	376	372	270	213
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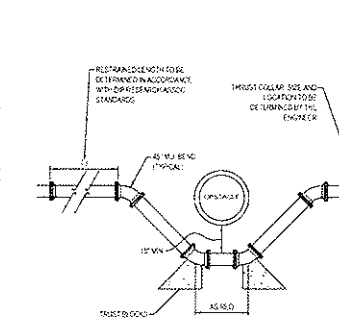
NOTES:

- CONCRETE THRUST BLOCKING TO BE PLACED AGAINST UNDISTURBED EARTH.
- WATER SERVICE TO BE PLACED AT 18" DEPTH.
- IF NOT SHOWN OTHERWISE, THRUST BLOCKING SHALL BE AS SHOWN ABOVE. ALL JOINTS NECESSARY TO OBTAIN TO THE TEST PRESSURE AND ALLOWABLE SOIL BEARING STRENGTH.
- BEARING AREAS AND SPECIAL BLOCKING DETAILS SHOWN ON PLANS TAKE PRECEDENCE OVER BEARING AREAS AND BLOCKING DETAILS SHOWN IN THIS STANDARD.
- ABOVE BEARING AREAS ON TEST PRESSURE OF 100 PSI AND ALLOWABLE SOIL BEARING STRENGTH OF 2000 PSI TO COMPUTE BEARING AREAS FOR DIFFERENT TEST PRESSURES AND SOIL BEARING USE THE FOLLOWING EQUATION: BEARING AREA = 1.21 PSI / (TEST PRESSURE - 1000 PSI) * BEARING AREA AT 1000 PSI.



TYPICAL WATER SERVICE

NTS WM500



DUCTILE IRON PIPE WATER MAIN CONSTRUCTION AROUND OBSACLES

NTS WM600



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CHARLES J. BRANDELL

DATE: 1/23/2017

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DATE: 1/23/2017

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TRAILS WEST
ESTATES

NORTH MANKATO MINNESOTA

REVISION SCHEDULE

DATE	DESCRIPTION	BY

PROJECT NO. 12-20110

CAD FILE NAME: 20110123.DWG

DRAWN BY: SPW

DESIGNED BY: SPW

REVIEWED BY: CJD

ORIGINAL DESK DATE: 1/23/2017

CLIENT PROJECT NO:

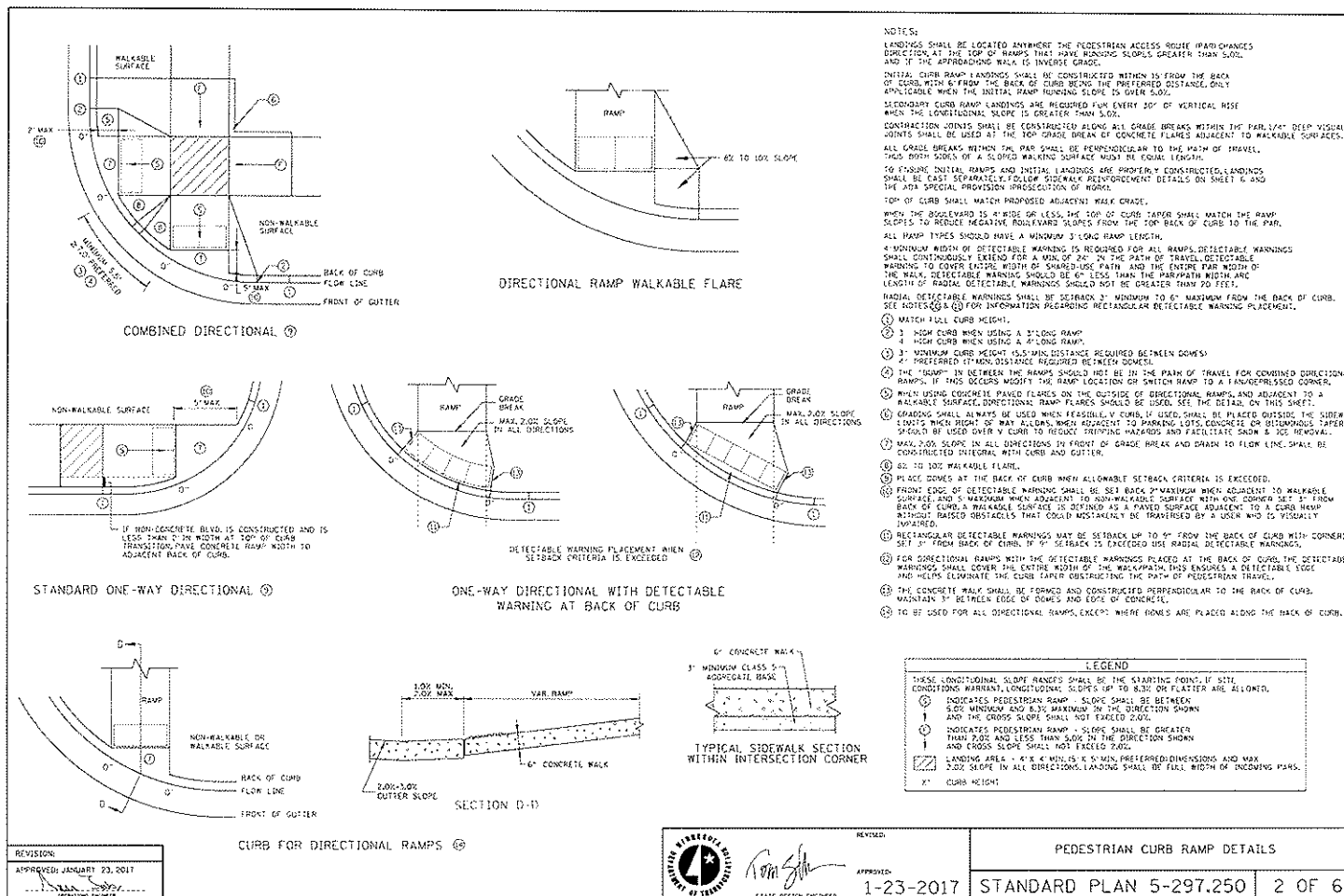
1/23

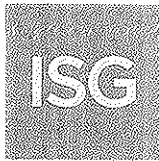
DETAILS

SHEET

8

OF 29





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CHARLES J. BRANDEL

DATE: 1/23/2017 EIC NO: 63399

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DATE: 1/23/2017 EIC NO:

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PROJECT

TRAILS WEST ESTATES

NORTH MANKATO MINNESOTA

VISIONSCHEDULE

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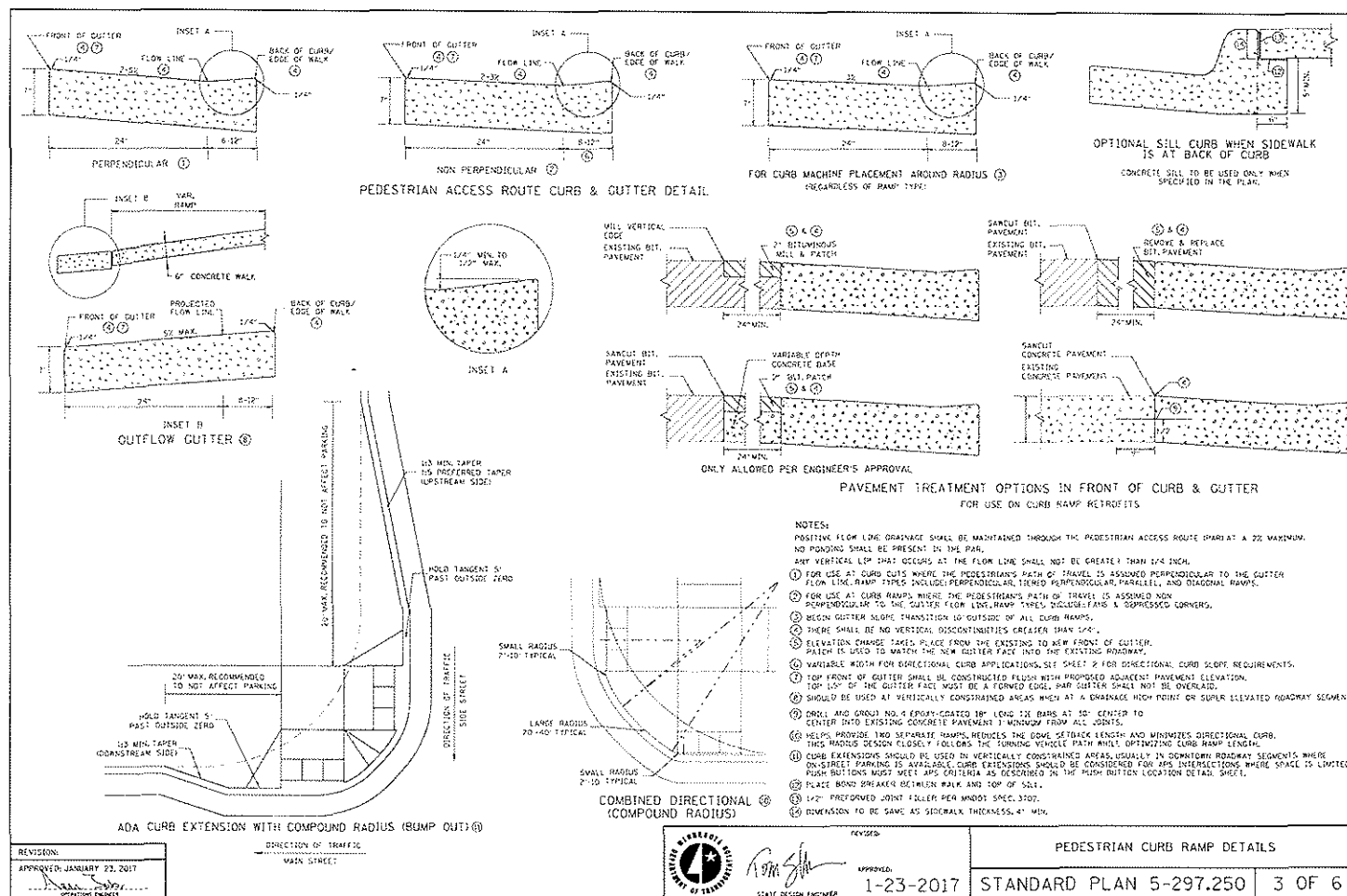
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CAD FILE NAME	20100216.DWG
DRAWN BY	SMV
CHECKED BY	SMV
DESIGNED BY	SMV
REVIEWED BY	CLB
CONSTRUCTION DATE	
CLB NO PROJECT NO	

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DETAILS

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**TRAILS WEST
ESTATES**

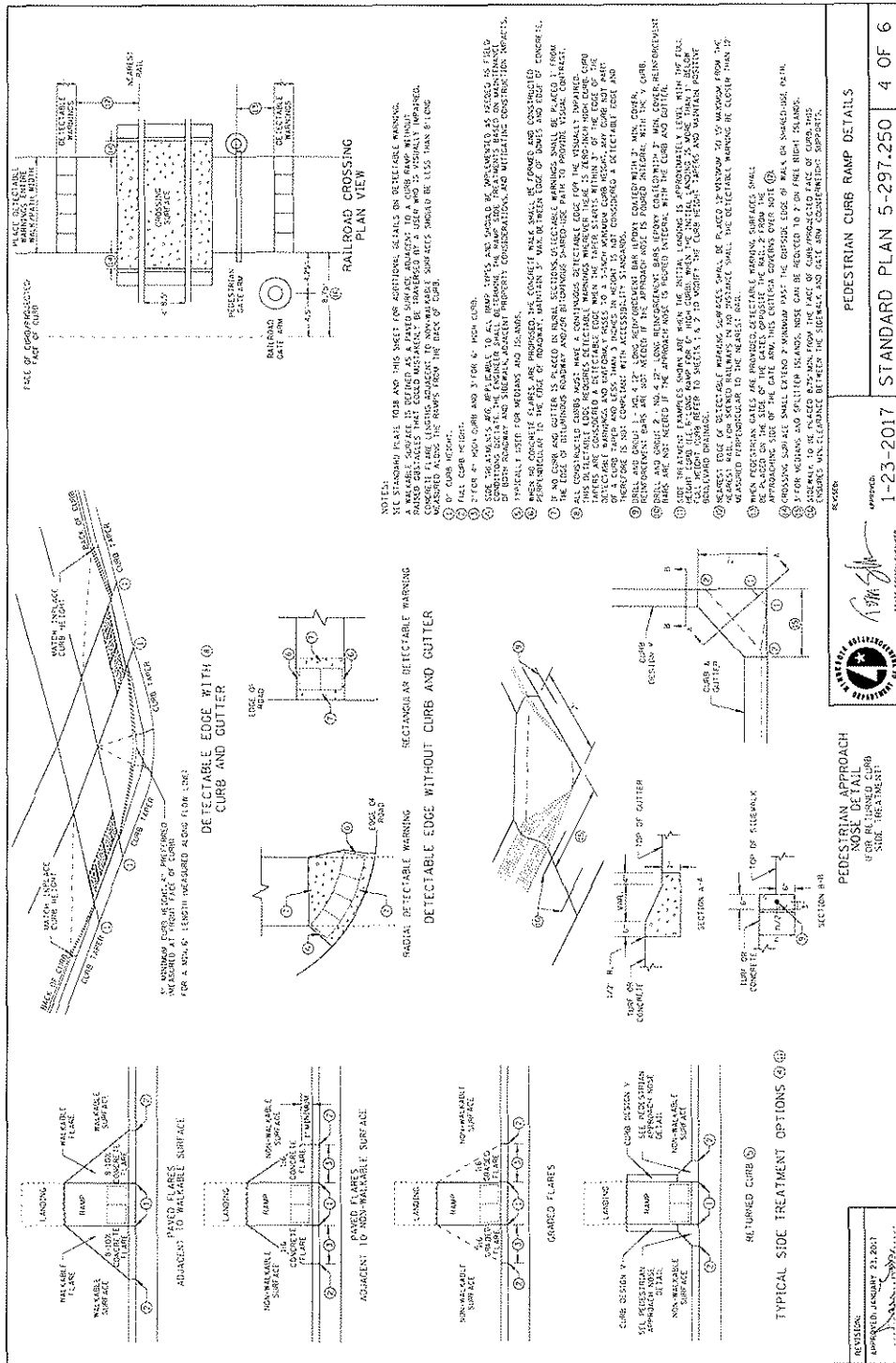
UNIVERSITY OF CALIFORNIA

[illegible]

DETAILS

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CHARLES J. BRANDIEI

DATE: 1/23/2017 E.C. NO.: 433558

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DATE: 1/23/2017 E.C. NO.:

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PROJECT:

TRAILS WEST ESTATES

NORTH MANKATO MINNESOTA

REVISIONS

DATE	DESCRIPTION	BY

PROJECT NO: 17-0110

DATE: 1/23/2017

DESIGNED BY: CJB

CHECKED BY: CJB

REVIEWED BY: CJB

DATE: 1/23/2017

PROJECT NO: 17-0110

DATE: 1/23/2017

PROJECT NO: 17-0110

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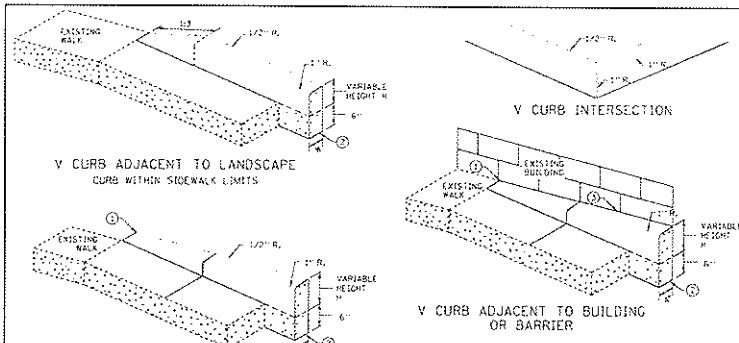
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PROJECT NO: 17-0110

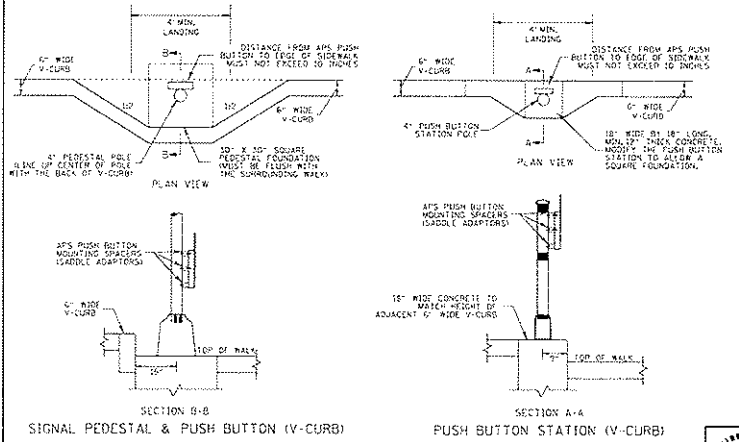
DATE: 1/23/2017

PROJECT NO: 17-0110

DATE: 1/23/2017



CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
4"	6"
6"	6"

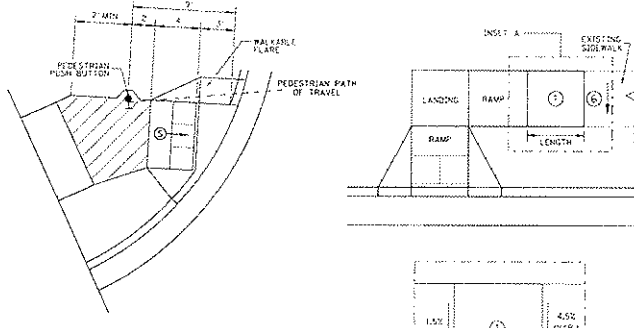


REVISION:
APPROVED: JANUARY 23, 2017
DESIGNED BY: CJB

STATE DESIGN ENGINEER
1-23-2017

REVISION:
APPROVED: 1-23-2017

PEDESTRIAN CURB RAMP DETAILS
STANDARD PLAN 5-297.250 5 OF 6



3" DOME SETBACK, 4" LONG RAMP AND
PUSH BUTTON 9" FROM THE BACK OF CURB
PRIMARYLY USED FOR APS APPLICATIONS
WHERE THE PAVEMENT DOES NOT CONTINUE PAST
THE PUSH BUTTON (HEAD-END SIDEWALK)

- NOTES:
- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
 - ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
 - WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT CURB OR SLEEPING ADJACENT PAVEMENT IS PREFERRED.
 - V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
 - END FARMERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
 - ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
 - EDGE BETWEEN NEW V CURB AND EXISTING STRUCTURE SHALL BE SEALED AND BIDD BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
 - THE MAX RATE OF CROSS SLOPE TRANSITIONING IS 1" LINEAR FOOT OF SIDEWALK PER 1% PERCENT CROSS SLOPE. WHEN PAV WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5% DOUBLE THE CALCULATED TRANSITION LENGTH.
 - TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
 - EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND	
1	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.5% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
2	LANDING AREA - 4' X 4' MIN. OR 5' X 5' MIN. MINIMUM DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF ADJACENT PAV.
3	TRANSITION PANELS - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK. CROSS-SLOPE RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

DETAILS

[illegible]

DATE: 11-11-2011 TIME: 14:40:43359

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**TRAILS WEST
ESTATES**

NORTH MANKATO MINNESOTA

[illegible][illegible]

Figure 1. A schematic diagram of the experimental setup. The subject is seated in a chair, viewing a screen displaying a target (a red dot) and a starting point (a green dot). The subject's hand is positioned at the starting point, and the target is located at a distance of 10 cm from the starting point. The subject is instructed to move their hand from the starting point to the target. The screen is divided into two regions: a starting region (green) and a target region (red). The subject's hand is positioned at the starting point, and the target is located at a distance of 10 cm from the starting point. The subject is instructed to move their hand from the starting point to the target.

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WILLIAM H. WILSON

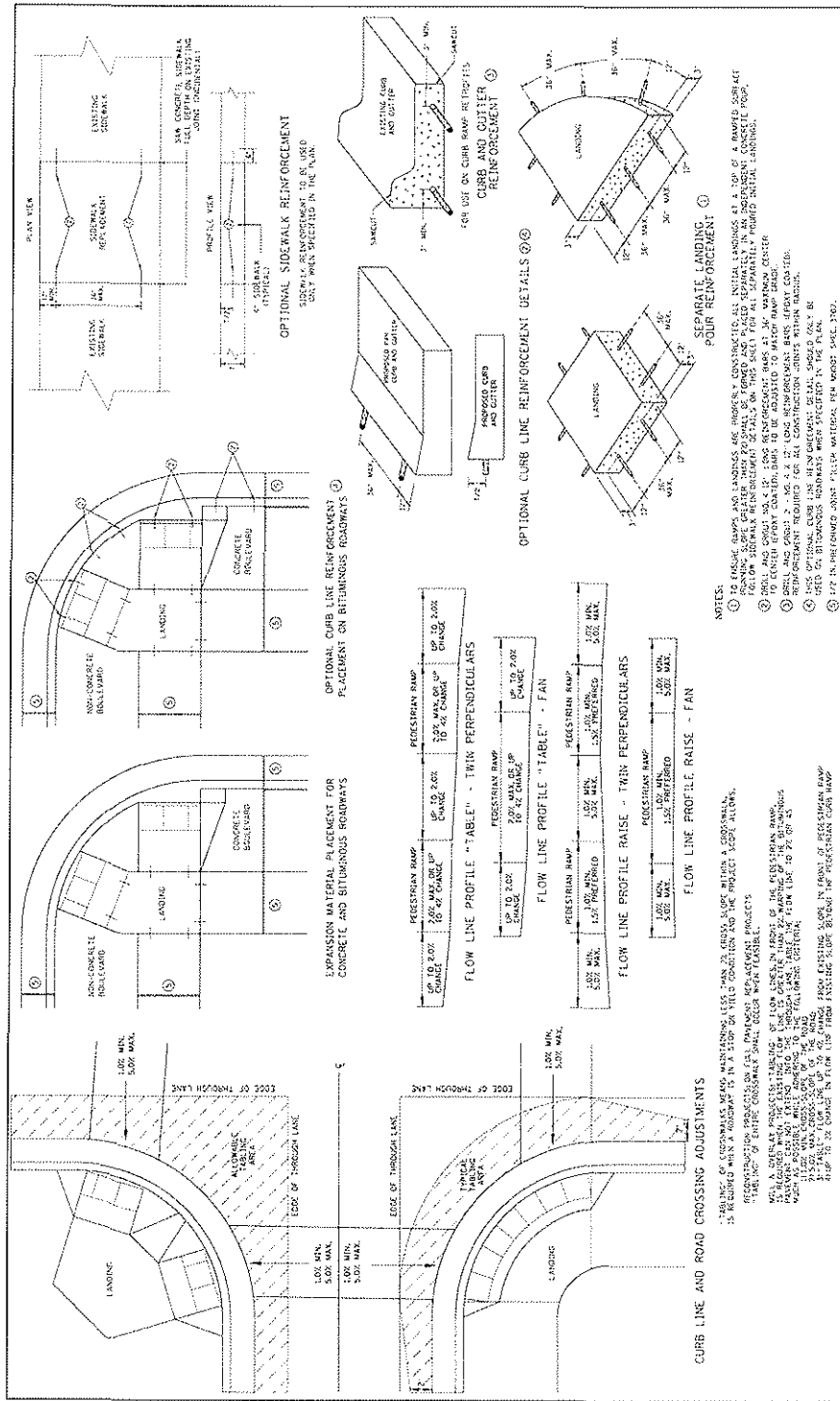
O'Donnell, Susan

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DETAILS

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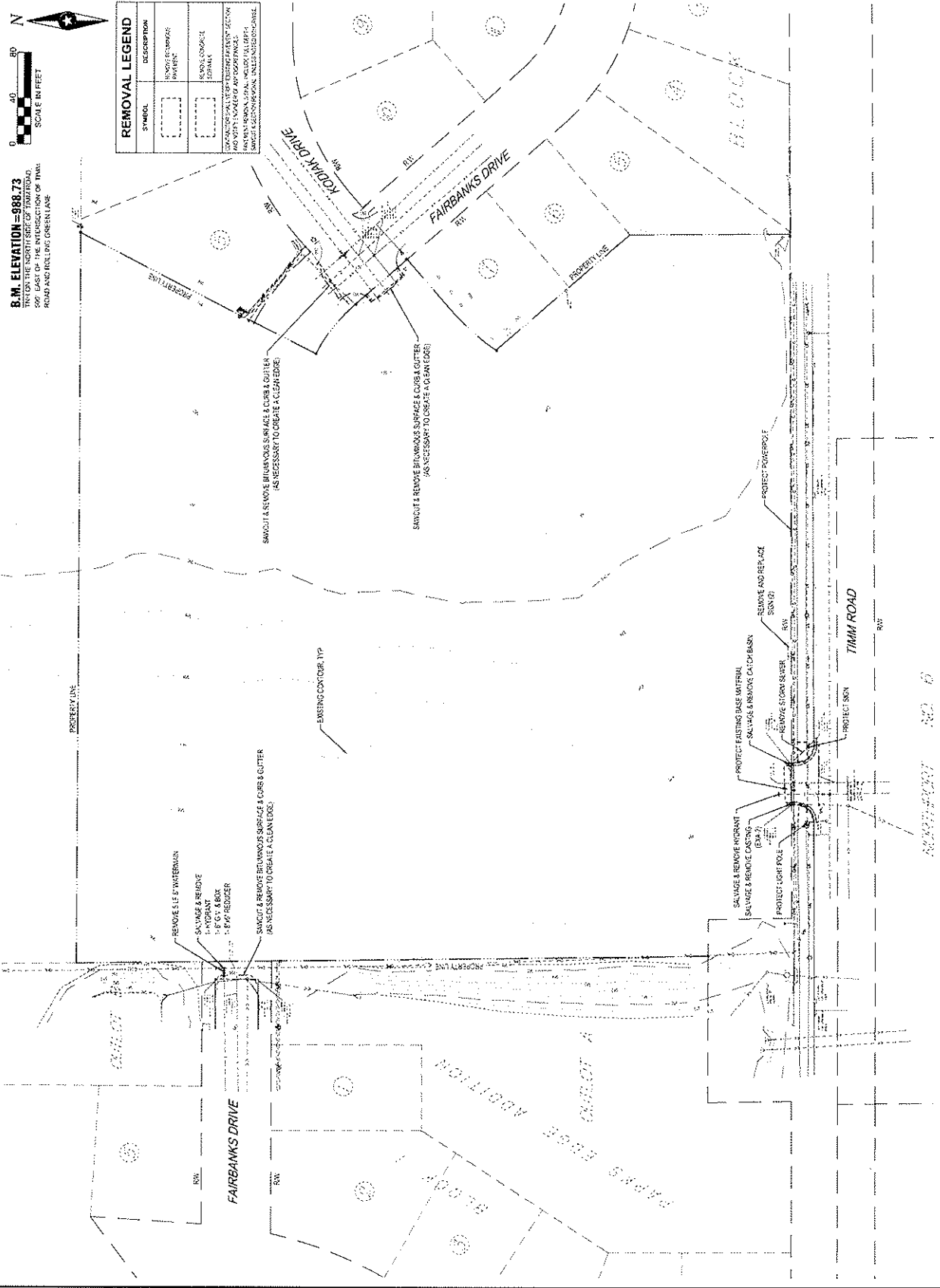
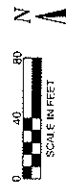
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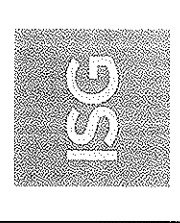
REVISIONS: _____
APPROVED: JANUARY 23, 2017

STATIONER: _____

8.M. ELEVATION = 988.73
 500' EAST OF THE INTERSECTION OF TIMM
 ROAD AND ROLLING GREEN LANE



REMOVAL LEGEND	
SYMBOL	DESCRIPTION
	REMOVE RETAINMENT WALL
	REMOVE CONCRETE
	CONCRETE WALLS OF EXISTING PAVEMENT SECTION AND VERTICALLY ADJACENT PAVEMENT SECTION
	REMOVE EXISTING PAVEMENT
	REMOVE EXISTING PAVEMENT



PRELIMINARY
 NOT FOR CONSTRUCTION

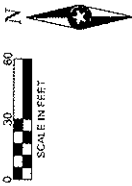
I HEREBY CERTIFY THAT THE INFORMATION ON THIS PLAN WAS OBTAINED BY DIRECT MEASUREMENT OR FROM THE RECORDS OF THE STATE OF MINNESOTA, AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.
 CHARLES J. BRANDEL
 LICENSE NO. 40390
 I HEREBY CERTIFY THAT THIS PLAN IS A PRELIMINARY PLAN AND IS NOT TO BE USED FOR CONSTRUCTION WITHOUT MY WRITTEN CONSENT.

TRAILS WEST
 ESTATES

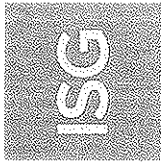
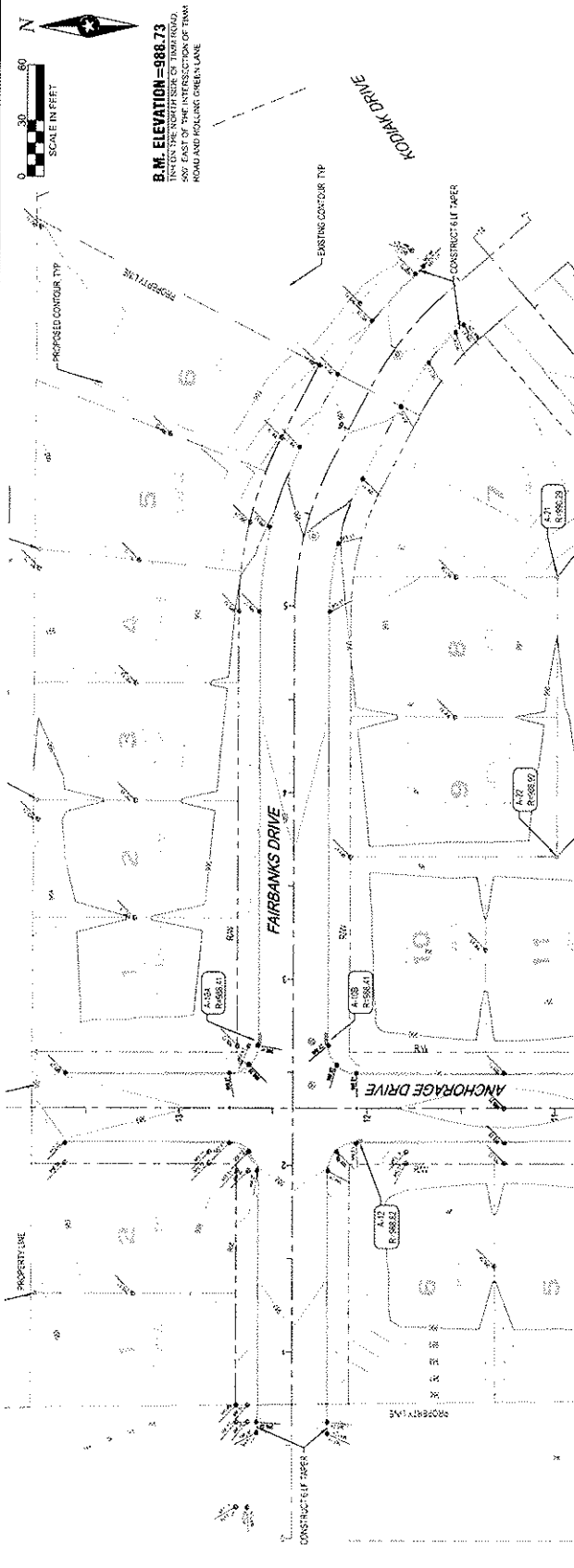
NORTH MANITO
 MINNESOTA

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10/1/2011	45	ISSUED FOR PERMIT
10/1/2011	46	ISSUED FOR PERMIT
10/1/2011	47	ISSUED FOR PERMIT
10/1/2011	48	ISSUED FOR PERMIT
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10/1/2011	50	ISSUED FOR PERMIT
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10/1/2011	52	ISSUED FOR PERMIT
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10/1/2011	96	ISSUED FOR PERMIT
10/1/2011	97	ISSUED FOR PERMIT
10/1/2011	98	ISSUED FOR PERMIT
10/1/2011	99	ISSUED FOR PERMIT
10/1/2011	100	ISSUED FOR PERMIT

EXISTING SITE AND
 REMOVALS PLAN



B.M. ELEVATION = 988.73
TRANS. 150' EAST OF THE INTERSECTION OF TENA
ROAD AND ROLLING CREEK LANE



**PRELIMINARY
NOT FOR CONSTRUCTION**

THESE GRADING PLANS ARE BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE DESIGNER HAS NOT CONDUCTED A FIELD SURVEY TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED. THE DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLANS.

DATE: 10/10/10
BY: J. BRANNEN
PROJECT: TRAILS WEST ESTATES

THESE GRADING PLANS ARE BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE DESIGNER HAS NOT CONDUCTED A FIELD SURVEY TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED. THE DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLANS.

DATE: 10/10/10
BY: J. BRANNEN
PROJECT: TRAILS WEST ESTATES

**TRAILS WEST
ESTATES**

NORTH MAPKOTO MINNESOTA

UNAPPROVED

DATE: 10/10/10

BY: J. BRANNEN

PROJECT: TRAILS WEST ESTATES

DATE: 10/10/10

BY: J. BRANNEN

PROJECT: TRAILS WEST ESTATES

DATE: 10/10/10

BY: J. BRANNEN

PROJECT: TRAILS WEST ESTATES

DATE: 10/10/10

BY: J. BRANNEN

PROJECT: TRAILS WEST ESTATES

DATE: 10/10/10

BY: J. BRANNEN

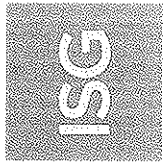
PROJECT: TRAILS WEST ESTATES

DATE: 10/10/10

BY: J. BRANNEN

PROJECT: TRAILS WEST ESTATES

**DETAILED GRADING
PLAN**



PRELIMINARY
NOT FOR CONSTRUCTION

THESE PLANS HAVE BEEN PREPARED BY AN ENGINEER OR ARCHITECT REGISTERED IN THE STATE OF MINNESOTA AND THE ENGINEER OR ARCHITECT HAS NOT BEEN LICENSED IN THE STATE OF MINNESOTA.

DATE: 11/10/10
PROJECT NO.: 45558

THESE PLANS HAVE BEEN PREPARED BY AN ENGINEER OR ARCHITECT REGISTERED IN THE STATE OF MINNESOTA AND THE ENGINEER OR ARCHITECT HAS NOT BEEN LICENSED IN THE STATE OF MINNESOTA.

TRAILS WEST
ESTATES

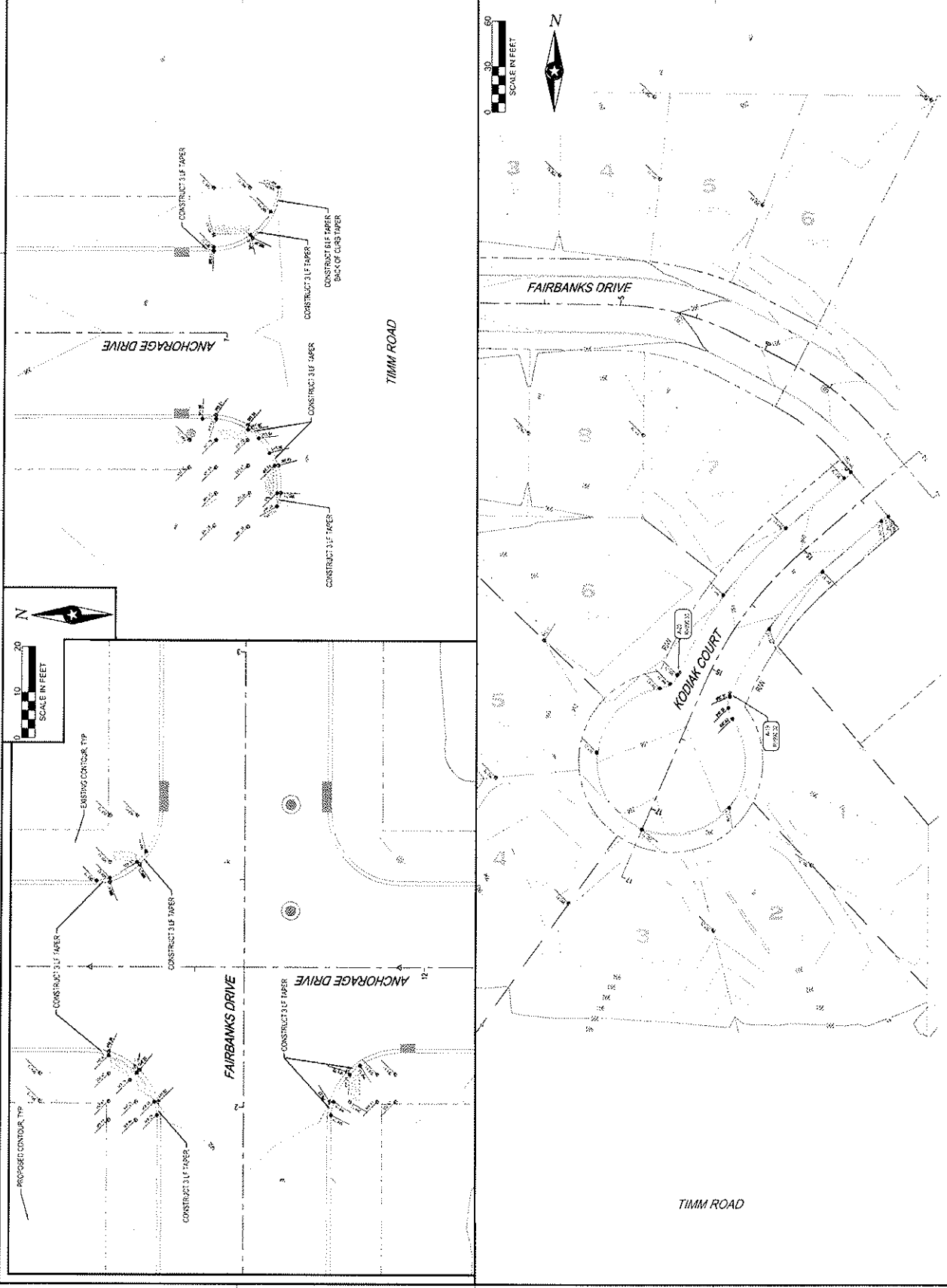
NORTH MARQUETTE
MINNESOTA

DATE	11/10/10
PROJECT NO.	45558
CLIENT	TRAILS WEST ESTATES
DESIGNED BY	DAVID L. HARRIS
DRAWN BY	DAVID L. HARRIS
CHECKED BY	DAVID L. HARRIS
APPROVED BY	DAVID L. HARRIS
DATE	11/10/10

DETAILED GRADING
PLAN

16

OF 28



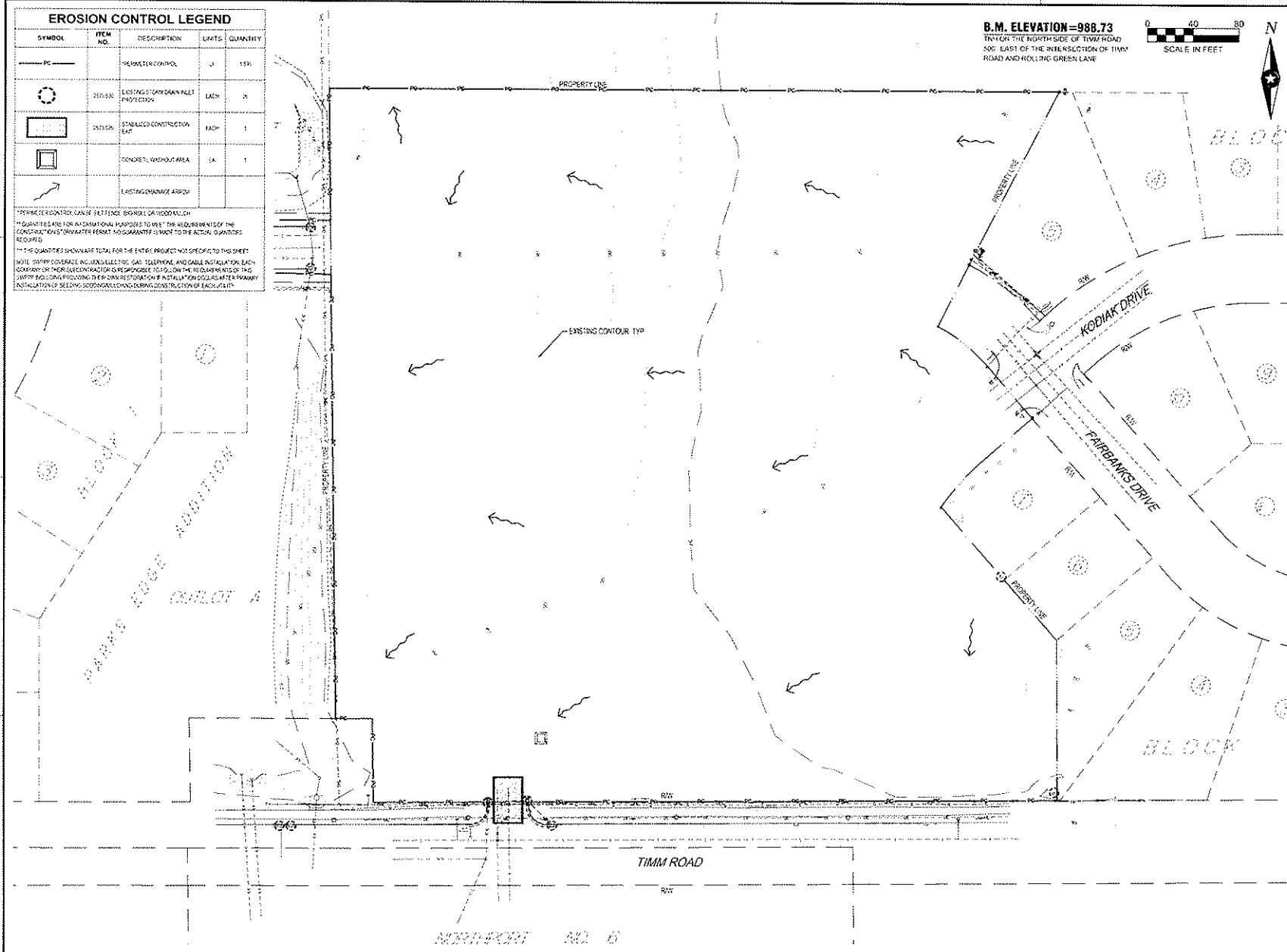
EROSION CONTROL LEGEND				
SYMBOL	ITEM NO.	DESCRIPTION	UNITS	QUANTITY
PC		PERMETER CONTROL	L	15K
○	217-530	EXISTING STORM DRAIN PILES	EA	25
□	217-529	STABILIZED CONSTRUCTION EMT	EACH	1
□		CONCRETE W/OUT AREA	SA	1
→		EXISTING DRAINAGE ARROW		

PERMETER CONTROL CAN BE SET FENCE, SIGARELL OR WOOD PALISADE.

QUANTITIES LISTED FOR INFORMATIONAL PURPOSES TO MEET THE REQUIREMENTS OF THE CONSTRUCTION STORMWATER REPORT. NO GUARANTEE IS MADE TO THE ACTUAL QUANTITIES REQUIRED.

THE QUANTITIES SHOWN ARE TOTAL FOR THE ENTIRE PROJECT NOT SPECIFIC TO THIS SHEET.

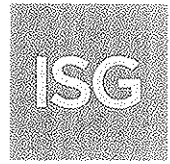
NOTE: STORM DRAINAGE, INCLUDING ELECTRIC, GAS, TELEPHONE, AND CABLE INSTALLATION, EACH COMPANY OR PERSON UNDERTAKING IS RESPONSIBLE TO FOLLOW THE REQUIREMENTS OF THE SWPPP INCLUDING PROTECTING THEIR OWN INSTALLATION LOCATIONS AFTER PRIMARY INSTALLATION OF SEDIMENT CONTROL DURING CONSTRUCTION OF EACH UTILITY.



B.M. ELEVATION=988.73
 INTERSECTION OF TIMM ROAD
 500' EAST OF THE INTERSECTION OF TIMM
 ROAD AND ROLLING GREEN LANE

0 40 80
 SCALE IN FEET

N



PRELIMINARY
 NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHARLES J. BRANDEN

DATE: _____ EIC NO.: 43359

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____ EIC NO.: _____

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PROJECT:

TRAILS WEST ESTATES

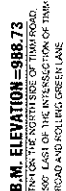
NORTH MANKATO MINNESOTA

REVISIONS		
DATE	DESCRIPTION	BY

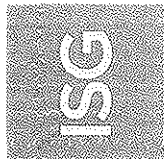
PROJECT NO.: 12-20110
 CADD FILE NAME: 21115.DWG
 DRAWN BY: SMO
 DESIGNED BY: SMN, ALM
 REVIEWED BY: CJB
 CONSTRUCTION DATE: _____
 CLIENT PROJECT NO.: _____

PRECONSTRUCTION STORMWATER POLLUTION PREVENTION PLAN

SHEET:



B.M. ELEVATION=988.73
TENSION ON THE NORTH SIDE OF TIMBER ROAD.
560' EAST OF THE INTERSECTION OF TIMBER ROAD AND ROLLING GREEN LANE



NOT FOR CONSTRUCTION
PRELIMINARY

THE CITY CLAIMS THAT THIS PLAN, AN ORIGINATOR OF THE REPORT WAS PREPARED BY TWO CHINESE STUDENT SUBJECTS, SHANGHAI AND THAT A MAJORITY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF THE STATE OF MICHIGAN.

CHARLES J. BRANDOL

DATE: 01/11/2000 10:43:50
 RE: NEW YORK CITY BAR ASSOCIATION ON
 BEHALF OF THE NEW YORK CITY BAR ASSOCIATION
 SUPERVISOR AND THAT THE CITY BAR ASSOCIATION
 SUPERVISOR, CONTINUED UNDER THE LAWS OF THE
 STATE OF NEW YORK.

DATE _____ LG NO _____

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AND MAY NOT BE USED, COPIED OR DISSEMINATED
WITHOUT PRIOR WRITTEN CONSENT.

**TRAILS WEST
ESTATES**

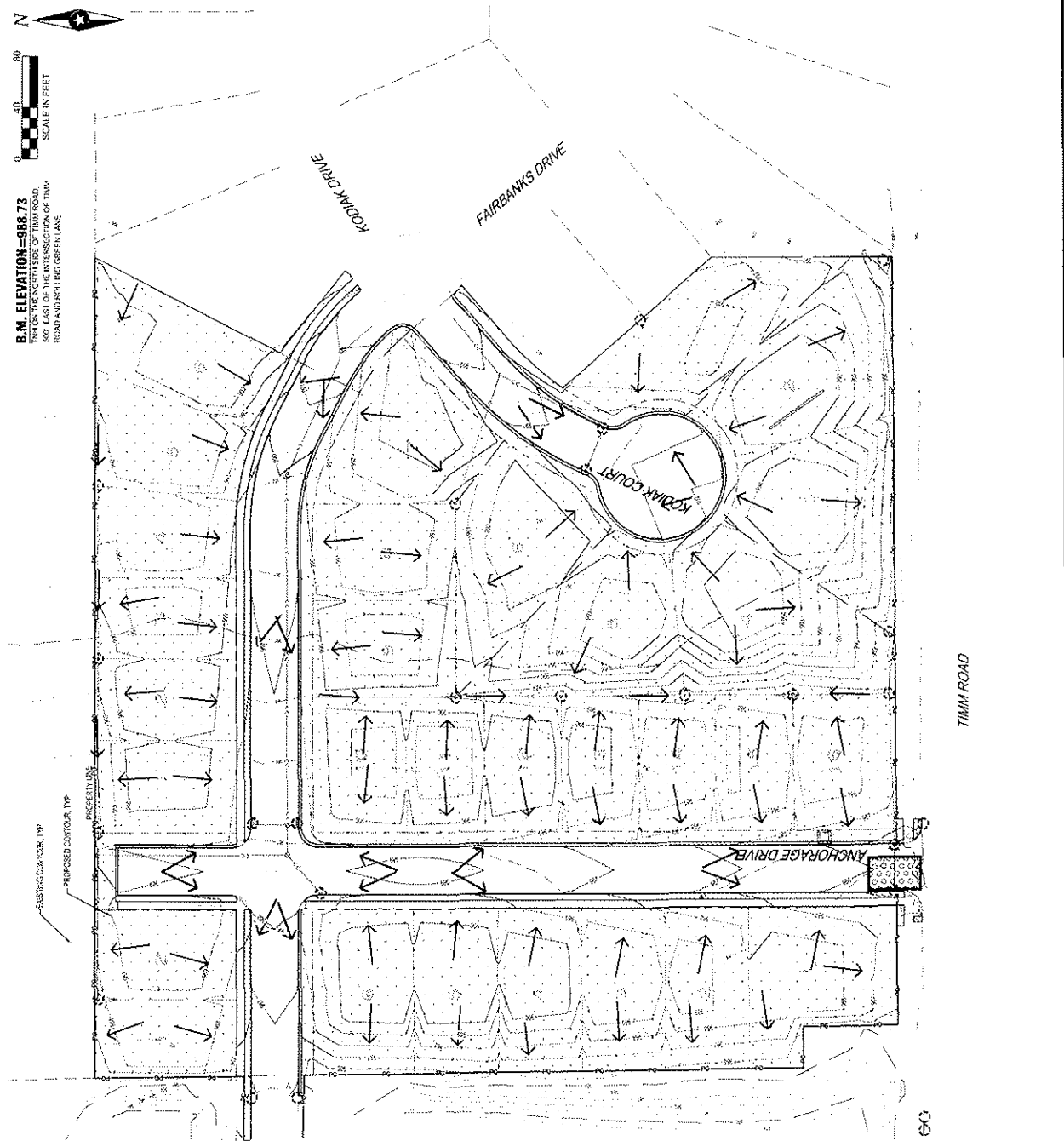
NORTH DAKOTA MINNESOTA

[illegible]

STORMWATER POLLUTION PREVENTION PLAN



OF 29

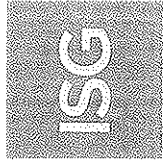
[illegible]

PEOPLE'S CONTACT, CAUSE NO. 7, FENCE, BOARD OF EDUCATION

[illegible]

TURF RESTORATION LEGEND				
SAMPLE	FILE NO.	DESCRIPTION	UNITS	QUANTITY
	225201	3/4\"/>	sq	431
	225202	1/2\"/>	sq	120

Figure 1 is a line graph showing the effect of the concentration of the inhibitor on the rate of polymerization. The y-axis is labeled "Rate of polymerization" and ranges from 0 to 1.0. The x-axis is labeled "Concentration of inhibitor" and ranges from 0 to 1.0. The curve starts at (0, 1.0) and decreases as the concentration of inhibitor increases, following a non-linear path.



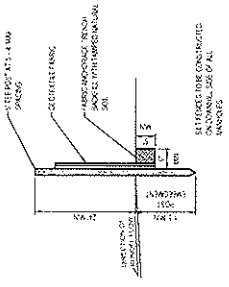
PRELIMINARY
NOT FOR CONSTRUCTION

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DATE: 10/1/2016
DRAWN BY: J. BRANDEL
CHECKED BY: J. BRANDEL
APPROVED BY: J. BRANDEL

PROJECT: TRAILS WEST ESTATES
LOCATION: NORTH MARQUETTE, MINNESOTA
SHEET: 20 OF 29

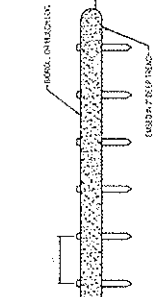
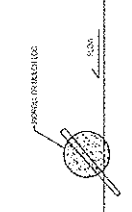
STORMWATER POLLUTION PREVENTION DETAILS



SILT FENCE

NTS EC100

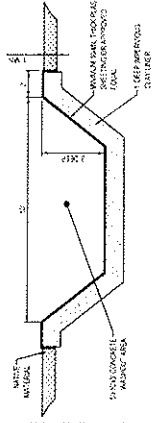
NOTES:
1. SILT FENCE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. TRENCH SHALL BE 12" DEEP AND 12" WIDE.
b. FILTER FABRIC SHALL BE 2' WIDE AND 10' LONG.
c. CURB SHALL BE 12" HIGH AND 12" WIDE.



BIO-ROLL STAKING

NTS EC300

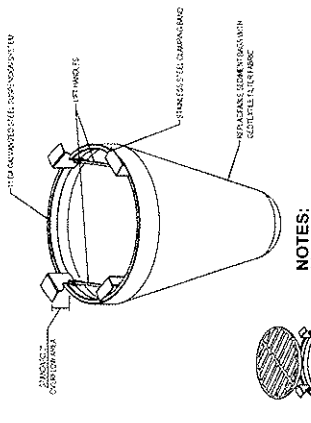
NOTES:
1. BIO-ROLL STAKING SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. ROLL SHALL BE 12" HIGH AND 12" WIDE.
b. STAKES SHALL BE 12" LONG AND 12" WIDE.
c. CURB SHALL BE 12" HIGH AND 12" WIDE.



CONCRETE WASHOUT

NTS EC500

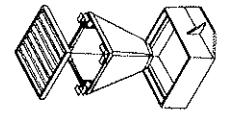
NOTES:
1. CONCRETE WASHOUT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. CURB SHALL BE 12" HIGH AND 12" WIDE.
b. FILTER FABRIC SHALL BE 12" LONG AND 12" WIDE.



RECTANGULAR FILTER

NTS EC211

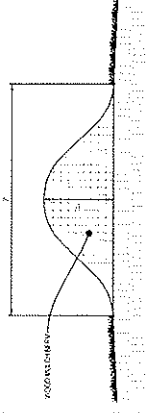
NOTES:
1. RECTANGULAR FILTER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. CURB SHALL BE 12" HIGH AND 12" WIDE.
b. FILTER FABRIC SHALL BE 12" LONG AND 12" WIDE.



CURB BOX FILTER

NTS EC212

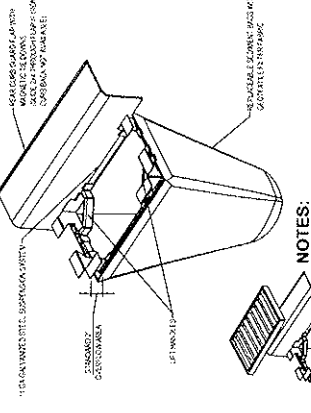
NOTES:
1. CURB BOX FILTER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. CURB SHALL BE 12" HIGH AND 12" WIDE.
b. FILTER FABRIC SHALL BE 12" LONG AND 12" WIDE.



WOOD MULCH BERM

NTS EC320

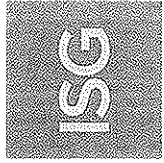
NOTES:
1. WOOD MULCH BERM SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. BERM SHALL BE 12" HIGH AND 12" WIDE.
b. MULCH SHALL BE 12" DEEP AND 12" WIDE.



ROCK CONSTRUCTION ENTRANCE

NTS EC600

NOTES:
1. ROCK CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING:
a. ENTRANCE SHALL BE 12" HIGH AND 12" WIDE.
b. ROCK SHALL BE 12" DEEP AND 12" WIDE.



PRELIMINARY
NOT FOR CONSTRUCTION

THESE PLANS WERE PREPARED BY THE
ENGINEER AND THE CITY ENGINEER HAS
REVIEWED AND APPROVED THE SAME FOR THE
CITY OF MINNESOTA.
CHARLES J. BRANDEN

DATE: 10-10-2019

PROJECT NO.: 19-0019

PROJECT NAME: TRAILS WEST ESTATES

TRAILS WEST
ESTATES

NORTH MAP

MINNESOTA

PROJECT NO.

DATE

PROJECT NAME

PROJECT LOCATION

PROJECT DESCRIPTION

PROJECT OWNER

PROJECT CONTACT

PROJECT ADDRESS

PROJECT PHONE

PROJECT FAX

PROJECT EMAIL

PROJECT WEBSITE

PROJECT SOCIAL MEDIA

PROJECT VIDEO

PROJECT AUDIO

PROJECT PHOTO

PROJECT DOCUMENT

PROJECT REPORT

PROJECT PLAN

PROJECT SPEC

PROJECT BIDDING

PROJECT CONSTRUCTION

PROJECT COMPLETION

PROJECT EVALUATION

PROJECT ARCHIVE

PROJECT BACKUP

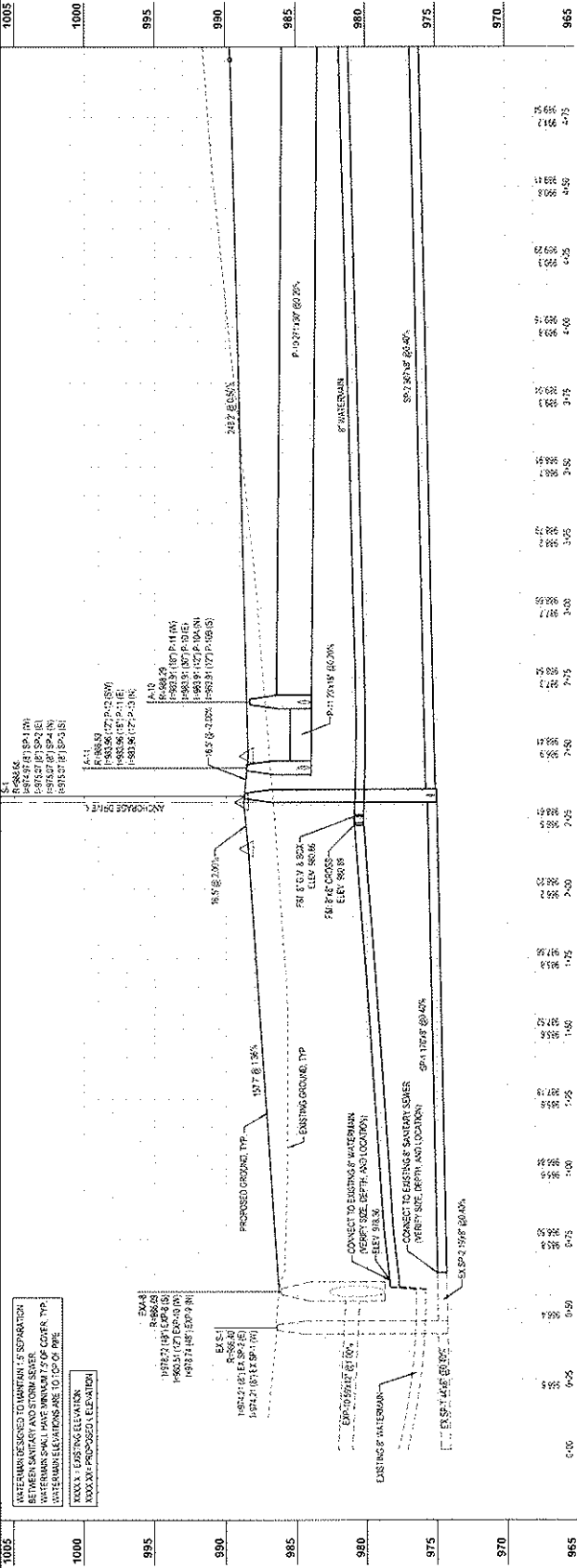
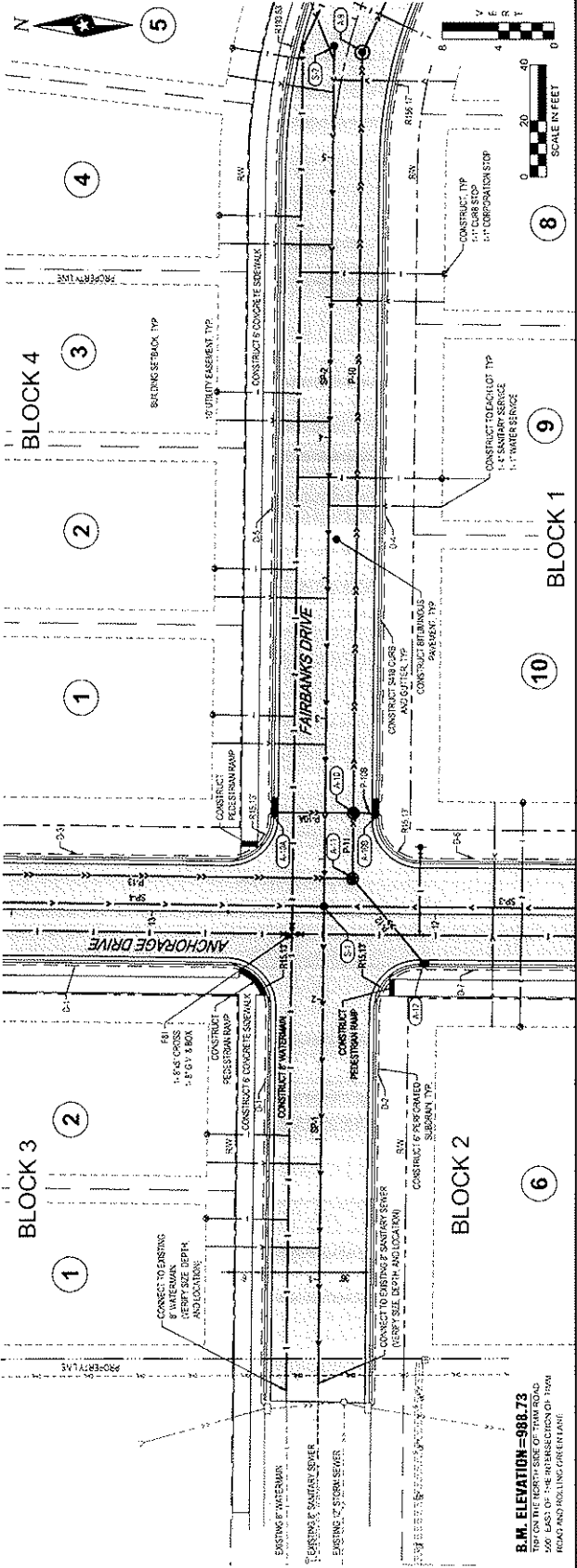
PROJECT RESTORE

PROJECT DELETE

UTILITY
PLAN-PROFILES
(FAIRBANKS DRIVE)

23

OF 28





THEORY CERTAIN THAT THIS PLAN SPECIFICATION OR
RECORD WAS PREPARED BY ME OR UNDER MY DIRECTION
AND I AM A FULLY LICENSED
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE
STATE OF MISSISSIPPI

CHARLES J. BRANDOL

DATE: _____ SEC. NO: 43350

DATE _____ LP NO _____

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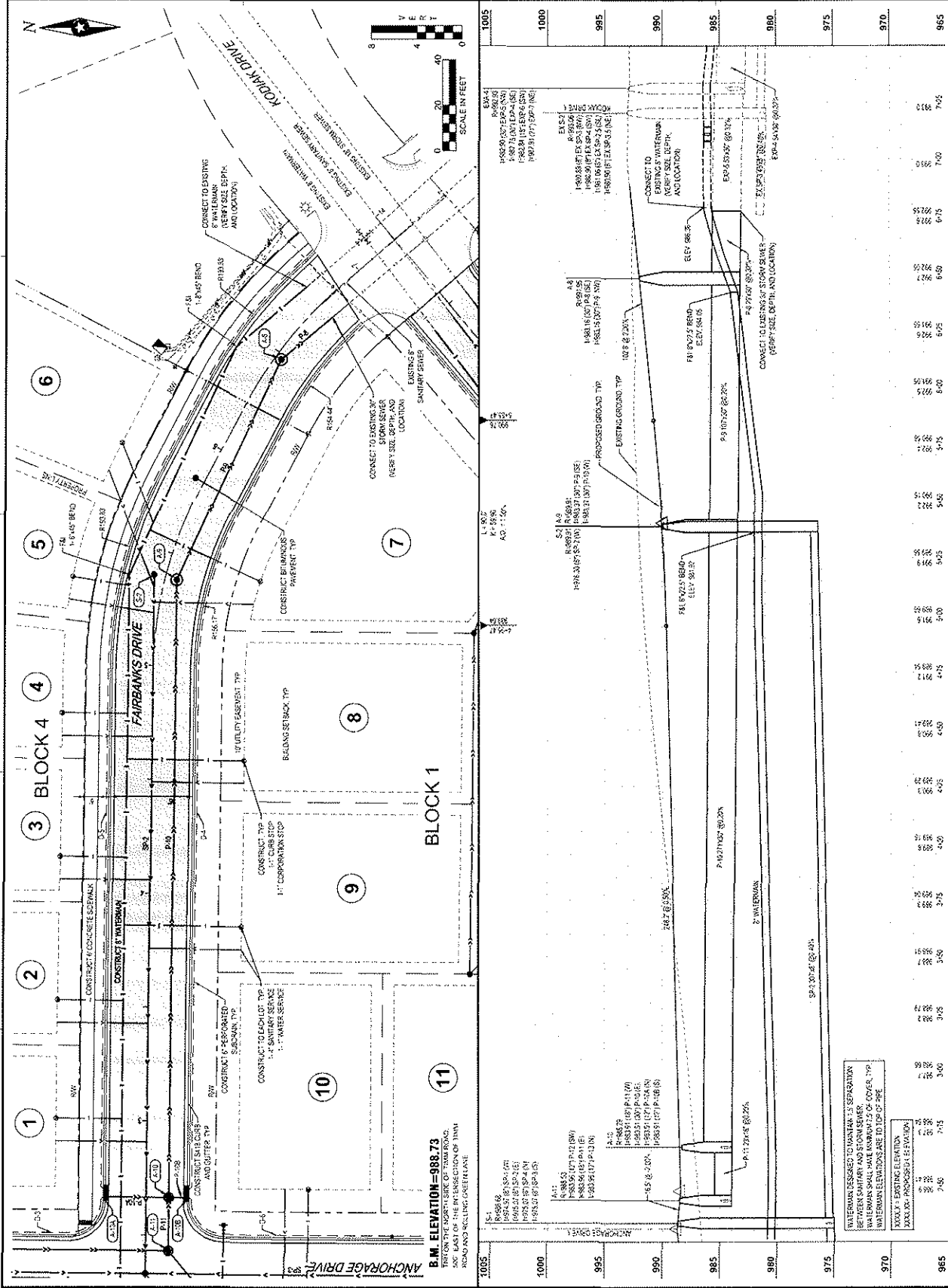
**TRAILS WEST
ESTATES**

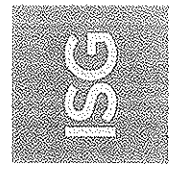
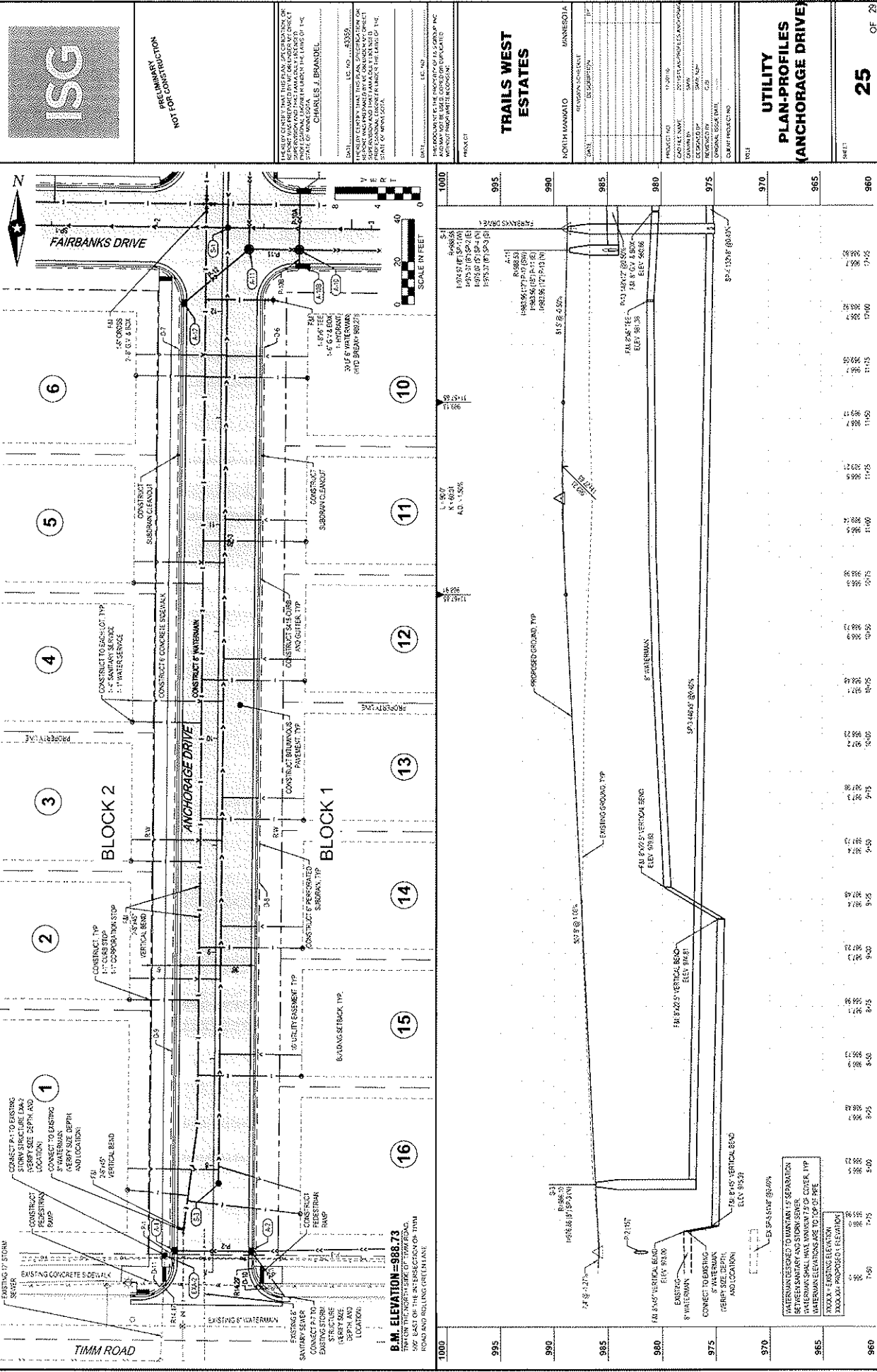
NORTH MANKATO

[illegible]

**UTILITY
PLAN-PROFILES
(FAIRBANKS DRIVE)**

24 OF 26





PRELIMINARY
NOT FOR CONSTRUCTION

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CHARLES J. BRANDEL
DATE: 10/1/16
PROJECT NO.: 16-0016

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TRAILS WEST
ESTATES

NORTH MANITO
MINNESOTA

NO.	DESCRIPTION
1	1.000
2	1.000
3	1.000
4	1.000
5	1.000
6	1.000
7	1.000
8	1.000
9	1.000
10	1.000
11	1.000
12	1.000
13	1.000
14	1.000
15	1.000
16	1.000

PROJECT NO.	16-0016
CADD FILE NAME	20161016_16-0016.dwg
DATE	10/1/16
DESIGNED BY	CM
CHECKED BY	CM
APPROVED BY	CM
DATE	10/1/16

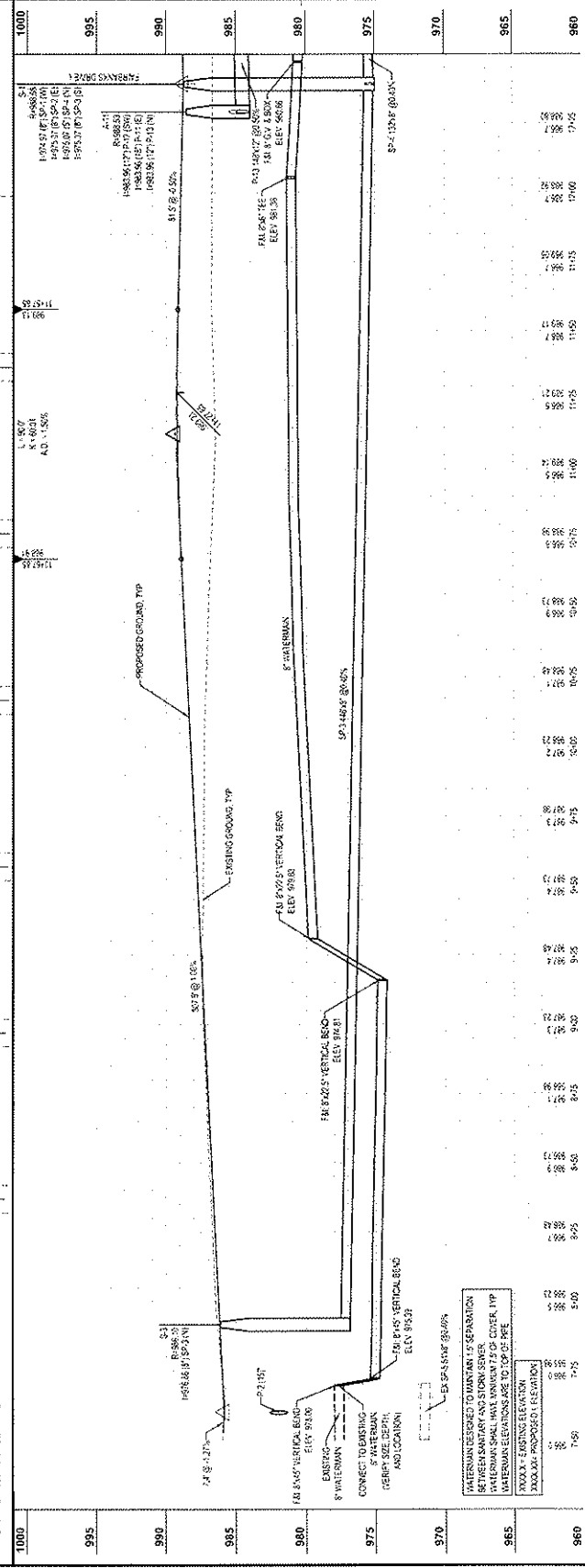
UTILITY
PLAN-PROFILES
(ANCHORAGE DRIVE)

25

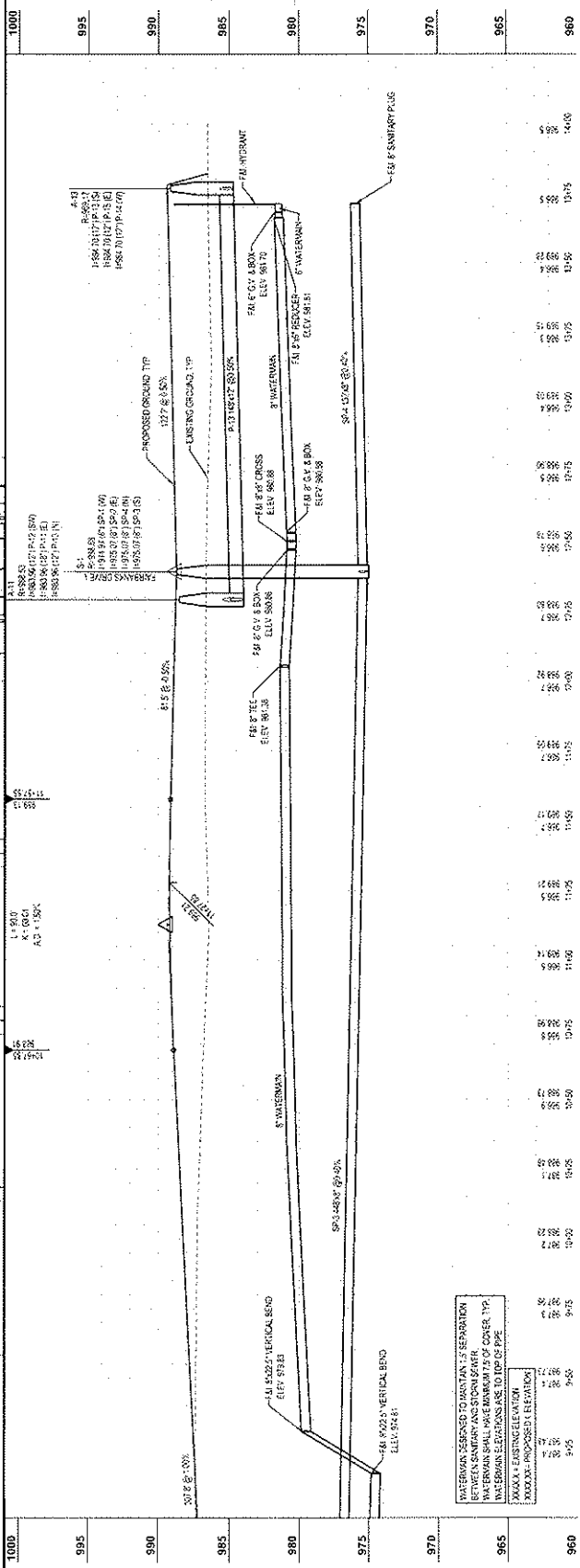
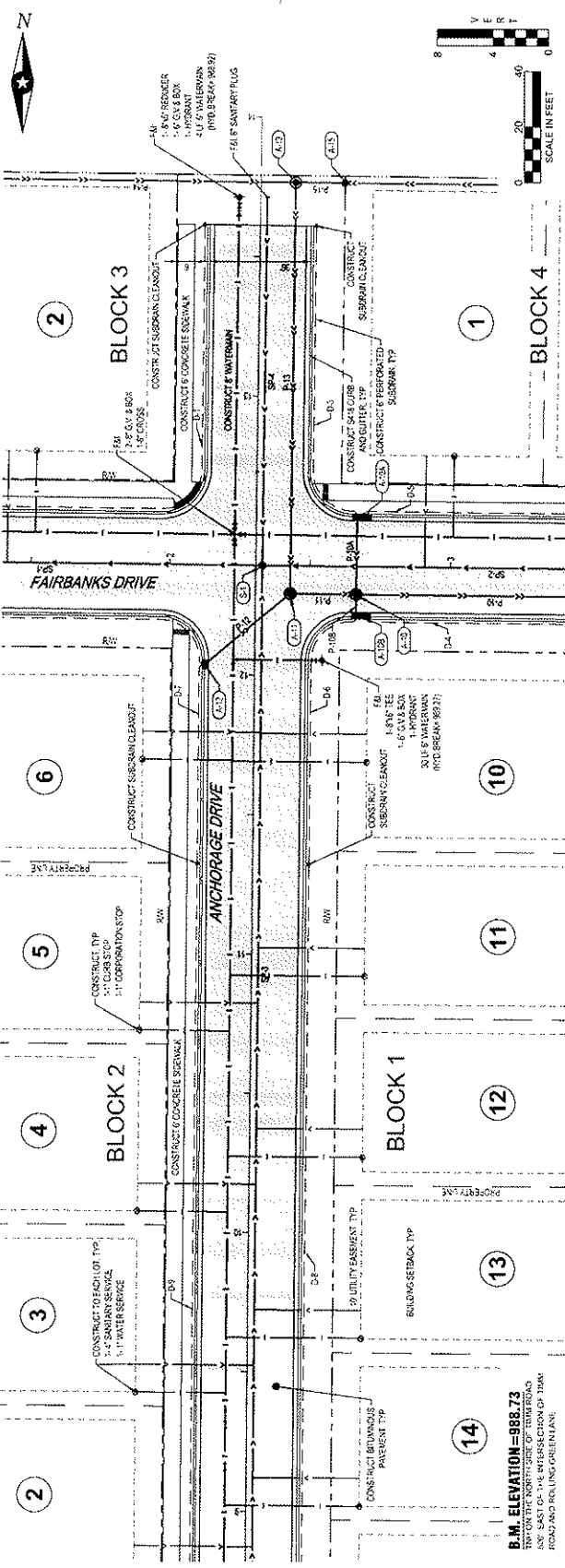
OF 28

B.M. ELEVATION = 988.73
TIMM ROAD NORTH SIDE OF TIMM ROAD
100' EAST OF THE INTERSECTION OF TIMM
ROAD AND ROLLING GREEN LANE

WATERMAIN DESIGNED TO MAINTAIN 1.5' SEPARATION
BETWEEN SANITARY AND STORM SEWERS
WATERMAIN ELEVATIONS ARE TO TOP OF PIPE
STORM SEWER ELEVATIONS ARE TO TOP OF PIPE



STATION	ELEVATION
1000	988.73
995	988.73
990	988.73
985	988.73
980	988.73
975	988.73
970	988.73
965	988.73
960	988.73



PRELIMINARY
NOT FOR CONSTRUCTION

TRAILS WEST ESTATES

NORTH MARSHO MINNESOTA

UTILITY PLAN-PROFILES (ANCHORAGE DRIVE)

DATE: 11/20/20
BY: [Signature]
CHECKED: [Signature]
APPROVED: [Signature]

PROJECT NO: 11-20-20
CLIENT: [Name]
DESIGNER: [Name]
CONTRACT NO: [Number]
CONTRACT NAME: [Name]

PROJECT NO: 11-20-20
CLIENT: [Name]
DESIGNER: [Name]
CONTRACT NO: [Number]
CONTRACT NAME: [Name]

PROJECT NO: 11-20-20
CLIENT: [Name]
DESIGNER: [Name]
CONTRACT NO: [Number]
CONTRACT NAME: [Name]

PROJECT NO: 11-20-20
CLIENT: [Name]
DESIGNER: [Name]
CONTRACT NO: [Number]
CONTRACT NAME: [Name]

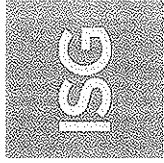
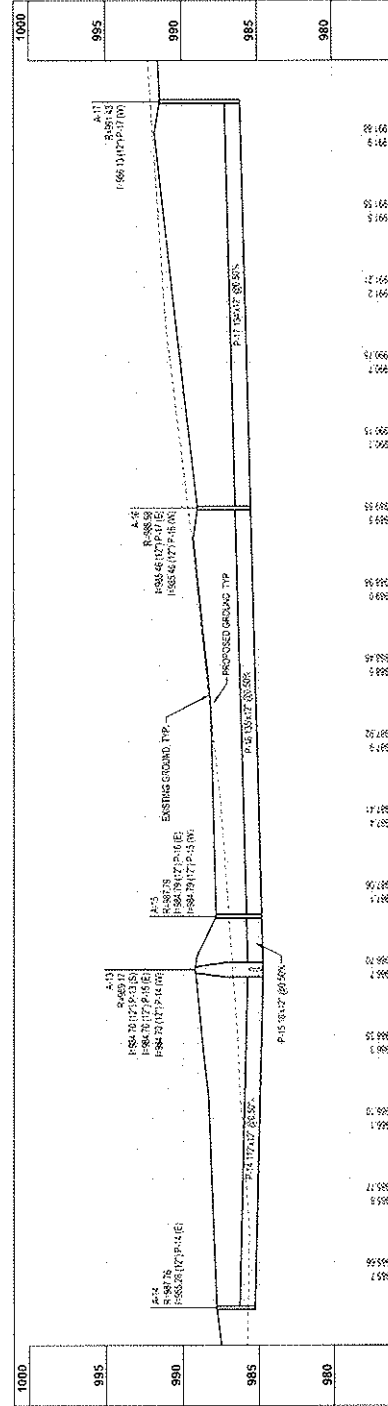
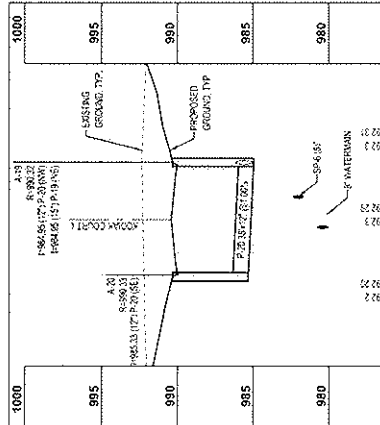
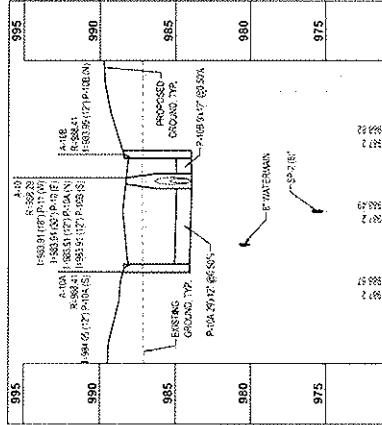
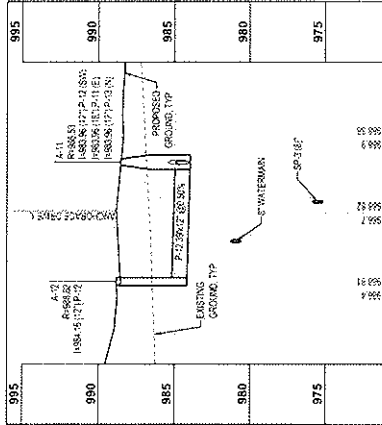
PROJECT NO: 11-20-20
CLIENT: [Name]
DESIGNER: [Name]
CONTRACT NO: [Number]
CONTRACT NAME: [Name]

WATERMAIN DESIGNED TO MAINTAIN 1.5' SEPARATION BETWEEN SANITARY AND WATERMAIN AT ALL POINTS. WATERMAIN ELEVATIONS ARE TO TOP OF PIPE.

XXXXXX PROPOSED ELEVATION

STATION	ELEVATION
1000	960
995	965
990	970
985	975
980	980
975	985
970	990
965	995
960	1000

WATERMAN DESIGNED TO MAINTAIN 1.5 SEPARATION
 BETWEEN SANITARY AND STORM SEWERS.
 WATERMAN SHALL HAVE MINIMUM 3' OF COVER TYP
 WATERMAN ELEVATIONS ARE TO TOP OF PIPE
 XXXXX = EXISTING ELEVATION
 XXXXX = PROPOSED ELEVATION



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CHARLES J. BRANDT

DATE: 10/10/2018 10:20:10 AM

PROJECT NO: 2018-0001

PROJECT NAME: TRAILS WEST ESTATES

PROJECT LOCATION: 10000 100TH AVE, MINNEAPOLIS, MN 55425

PROJECT DESCRIPTION: STORM SEWER INSTALLATION

PROJECT STATUS: IN PROGRESS

PROJECT OWNER: TRAILS WEST ESTATES

PROJECT ARCHITECT: ISG

TRAILS WEST
 ESTATES

NORTH MAPKATO MINNESOTA

PROJECT NO: 2018-0001

PROJECT NAME: TRAILS WEST ESTATES

PROJECT LOCATION: 10000 100TH AVE, MINNEAPOLIS, MN 55425

PROJECT DESCRIPTION: STORM SEWER INSTALLATION

PROJECT STATUS: IN PROGRESS

PROJECT OWNER: TRAILS WEST ESTATES

PROJECT ARCHITECT: ISG

STORM DETAILS

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item # 9B		Dept: City Planner	Council Meeting Date: 4/3/17
TITLE OF ISSUE: Consider Ordinance No. 86, Fourth Series An Ordinance Amending the Code of Ordinances for the City of North Mankato, Minnesota Revising, Updating and Compiling Certain Ordinances of the City Dealing with the Subjects Embraced in the Code of Ordinances, and Providing Penalties for the Violation of the Code of Ordinances.			
BACKGROUND AND SUPPLEMENTAL INFORMATION: A public hearing was held to consider the revision of the Code of Ordinances on March 6, 2017. City Council postponed action on the item to allow the City Attorney time to obtain information concerning the collection of Social Security Numbers during the rental application process as specified in Minnesota State Statute 270C.72, Subd.4. The City Attorney was unable to obtain the necessary information from the Minnesota Department of Internal Revenue prior to the April 3rd City Council meeting. City staff recommends a motion to remove Chapter 151.06 Applications and Chapter 151.07 Action on Application for Rental License from Ordinance No. 86 and table those items until April 17, 2017. Removing the information that references the Social Security Numbers would allow Council to act on the amended Ordinance No. 86, Fourth Series, Amending the Code of Ordinances with Exhibit A. <p style="text-align: right;"><i>If additional space is required, attach a separate sheet</i></p>			
REQUESTED COUNCIL ACTION: Adopt Ordinance No. 86, Fourth Series An Ordinance Amending the Code of Ordinances for the City of North Mankato, Minnesota Revising, Updating and Compiling Certain Ordinances of the City Dealing with the Subjects Embraced in the Code of Ordinances, and Providing Penalties for the Violation of the Code of Ordinances.			
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <div style="display: flex; justify-content: space-around;"> Aye Nay </div> <div style="margin-left: 100px;"> _____ Freyberg _____ Whitlock _____ Steiner _____ Norland _____ Dehen </div>		SUPPORTING DOCUMENTS ATTACHED <div style="display: flex; justify-content: space-around;"> Resolution Ordinance Contract Minutes Map </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="margin-top: 10px;"> Other (specify) _____ Exhibit A </div>	
<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting		<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____	

ORDINANCE NO. 86, FOURTH SERIES

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR
THE CITY OF NORTH MANKATO, MINNESOTA
REVISING, UPDATING AND
COMPILING CERTAIN ORDINANCES OF THE CITY DEALING WITH THE
SUBJECTS EMBRACED IN THE CODE OF ORDINANCES AND PROVIDING
PENALTIES FOR THE VIOLATION OF THE CODE OF ORDINANCES

WHEREAS, Minnesota Statutes Section 415.02 and 415.021 authorize the City to cause its ordinances to be revised, updated and compiled;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, ordains as follows:

Section 1. All portions of the City of North Mankato Code will be revised as outlined in the attached Exhibit A; and

Section 2. Ordinance Nos. 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, and 85, Fourth Series, are incorporated into the revised Code of Ordinances;

Section 3. This ordinance amending the Code of Ordinances shall be a sufficient publication of any ordinance included in it and not previously published in the City's official newspaper. The City Clerk shall cause a substantial quantity of the amended Code of Ordinances to be printed for public distribution to the public at actual cost and shall furnish a copy of the amended Code of Ordinances to the County Law Library or its designated depository. The official copy of this amended Code of Ordinances shall be marked and kept in the Office of the City Clerk.

Section 4. The Code of Ordinances is declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by Minnesota Statutes by the Courts of the State of Minnesota.

Section 5. This ordinance amending the Code of Ordinances shall take effect upon publication of this ordinance in the City's official newspaper.

Adopted by the City Council of the City of North Mankato this 3rd day of April 2017.

Mayor

ATTEST:

City Clerk

EXHIBIT A
TO ORDINANCE NO. 86, FOURTH SERIES
UPDATING CODE OF ORDINANCES
CITY OF NORTH MANKATO

CHAPTER 50: RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES

50.04 Rules and Regulations Related to Municipal Utilities

(D) *Ownership of municipal utilities.* Ownership of all municipal utilities, plants, lines, mains, extensions, and appurtenances thereto shall be held by the city, and remain in the city, except for the service line from the structure to the city main, including the corporation stop, saddle, curb stop and curb box, which shall be the property owner's responsibility.

CHAPTER 111: ALCOHOLIC BEVERAGES

111.206 PERSONS ALLOWED ON THE LICENSED PREMISES.

(B) *Age restrictions.*

(2) No person under 21 years of age may enter a licensed premises except to work, consume meals on premises that qualify as a restaurant, or attend social functions while accompanied by a legal guardian.

CHAPTER 150: BUILDING REGULATIONS

150.02 Building Permits

(G) *Survey Drawing.* For every new residential, commercial or industrial building constructed, a survey drawing prepared by a licensed surveyor showing the location of all buildings, parking areas, and storm water detention areas shall be submitted as part of the building permit application process.

150.04 Fees, Charges and Bond Requirements

(B) *Start without a permit.* Where work for which a permit is required is started or pursued prior to issuance of a permit, an investigative fee in the amount of the building fee, not including the state surcharge, will be added to the building cost due at the time the permit is issued. The payment of such increased fee shall not relieve any persons from fully complying with the requirements of the law in the execution of the work, nor from any penalties prescribed herein.

CHAPTER 156: ZONING CODE

156.035 Generally

(G) *Accessory buildings.* If an accessory building is attached to the main building, it shall be made a structural part of the main building and shall comply in all respects with the requirements of this chapter applicable to the main building. An accessory building, unless attached to and made a part of the main building, shall not be closer than 5 feet to the main building or another accessory building. In no event shall an accessory building be permitted on a vacant lot or when not subordinate to and serving the principal use structure on the same lot.

(1) An accessory building larger than 168 square feet shall be accessible by a hard-surfaced driveway which meets all applicable setback regulations.

(P) *Storage or utility sheds.* Permitted in any residential zoning district subject to the following:

- (1) Maximum floor area shall not exceed 168 square feet.
- (2) Minimum setback is 5 feet from any rear or side property line.
- (3) Located a minimum of 5 feet from any main or accessory building.
- (4) Shall not be located within any front yard.
- (5) Maximum height shall not exceed 14 feet.
- (6) Overhangs shall not exceed 2 feet.
- (7) Access door shall not exceed 6 feet in width.
- (8) No more than 1 storage shed or utility shed is permitted on any lot.
- (9) Minimum setback is 5 feet from any ravine breakline.

(II) For every new attached or detached residential dwelling unit constructed, the following is required:

- (1) An individual water service and shut-off shall be installed for each dwelling unit
 - (2) An individual sanitary sewer service shall be installed for each dwelling unit
- Multi-unit rental apartment buildings are not subject to this provision.

(K) *Residential driveways.*

(1) The maximum allowable driveway width measured at the front property line on residential property having a width of less than 80 feet shall not exceed 24 feet. The maximum allowable driveway width measured at the front property line on a residential property having a width of 80 feet or more shall not exceed 30 feet. There shall be a minimum of 20 feet of hard surfaced driveway located perpendicular from the face of any garage stall to the street.. All driveways shall conform to the required side yard building setbacks for the district it is within.

(X) *Stormwater detention pond.* For any residential, commercial or industrial development utilizing more than 1 acre of land, an on-site stormwater detention pond is required. Prior to issuance of a building permit, a stormwater drainage plan shall be submitted and approved by the Building Inspector. Setbacks for storm water ponds, rain gardens or other storm water retention areas shall be a minimum of 10 feet from any property line.

156.053 Off-Street Parking and Loading

(3) *Construction and maintenance.*

(a) All residential, commercial and industrial parking areas, driveways and access drives shall be surfaced with either a concrete or a bituminous surface. All parking lots in any zoning district designed to accommodate more than six (6) vehicles, shall include B style curb and gutter. A drainage plan may be required for review by the Building Official. The owner of the property shall maintain all parking areas, driveways and access drives in a well-kept condition.

156.054 Performance Standards

(9) *Fences.* Fences are a permitted use in any zoning district, subject to the following.

(a) Fences shall not be located on any property line.

(b) In all residential zones, fences located in front yard setbacks may not exceed 3 feet in height, except as regulated in (c). In all other yards, fences shall not exceed 6 feet in height and shall follow the unaltered natural terrain of the land.

(c) where a lot is located at the intersection of two streets, fences shall be no higher than 3 feet for a distance equal to or greater than the front yard setback measured both directions from the corner property pin.

(d) Fences in commercial zoning districts shall not exceed 6 feet in height and shall follow the unaltered terrain of the land.

(e) Fences in industrial zoning districts shall not exceed 8 feet in height. No barbed wire shall be located less than 6 feet from the ground.

(f) All fences shall be constructed and maintained so as not to endanger life or property.

(g) Fences shall not interfere with traffic or pedestrian visibility

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9C	Dept: City Engineer	Council Meeting Date: 4/3/17																												
TITLE OF ISSUE: Consider Adopting Resolution Awarding Bid for Project No. 17-1B Water Treatment Plant No. 1-Filter Rehabilitation.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the bid evaluation memo from Engineer Herman Dharmarajah. The project will be paid out of the 2017 adopted budget.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt Resolution Awarding Bid for Project No. 17-1B Water Treatment Plant No. 1-Filter Rehabilitation.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ Memo _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION AWARDING BID FOR
PROJECT NO. 17-1B
WATER TREATMENT PLANT NO. 1-FILTER REHABILITATION

WHEREAS, pursuant to an advertisement for bids concerning Water Treatment Plant No. 1 Filter Rehabilitation, six (6) bids were received, opened, and tabulated according to law, and;

WHEREAS, the following bids and add Item No. 1 bids were received complying with the advertisement:

	Total Project Base Bid Price	Add Item No. 1	Total Base Bid + Add Item
Shank Constructors, Inc.	\$180,100.00	\$17,500	\$197,600
Total Mechanical, Inc.	\$193,619.00	\$23,800	\$215,800
Municipal Builders, Inc.	\$194,800.00	\$21,000	\$217,419
Gridor Construction, Inc.	\$198,400.00	\$28,200	\$224,400
Magney Construction, Inc.	\$204,700.00	\$19,700	\$226,600
MN Mechanical Solutions	\$239,000.00	\$21,000	\$260,000

AND WHEREAS, Shank Constructors, Inc. is the lowest responsible bidder.

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

1. The City Council hereby awards the bid to Shank Constructors, Inc. in the amount of \$197,600.
2. The City Administrator and City Clerk are hereby authorized and directed to enter into a contract with Shank Constructors, Inc. of Brooklyn Park, MN in the name of the City of North Mankato, for such improvement according to the plans and specifications approved by the City Council and on file in the Office of the City Clerk.

Adopted by the City Council this 3rd day of April 2017.

Mayor

Attest:

City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: [507] 625-4171
Fax: [507] 625-4177
Bolton-Menk.com

March 24, 2017

Mr. John Harrenstein, City Administrator
City of North Mankato
1001 Belgrade Ave.
North Mankato, MN 56003

RE: Bid Evaluation – Water Treatment Plant No. 1 – Filter Rehabilitation
North Mankato, Minnesota
Project No. M22.113224

Dear John,

Six (6) bids were received on March 23, 2017 for the rehabilitation of the steel filter at Water Treatment Plant No. 1. As shown in the attached Bid Tabulation, the base bids ranged from \$180,100 to \$239,000. The lowest responsive and responsible bid was received from Shank Constructors of Brooklyn Park, Minnesota for \$180,100.00.

The engineer's estimate for the filter rehabilitation was \$200,000. The bids also included an "Add Item" to replace four (4) filter effluent valves and piping modifications to relocate the flow meter to a better location to improve the accuracy of the flow meter. Shank Constructors provided the lowest price for the add item as well at \$17,500.

Shank Constructors, Inc. has completed filter rehabilitation projects for the following cities:

- City of Mapleton, Minnesota
- City of Inver Grove Heights, Minnesota
- City of Richfield, Minnesota
- City of Fridley, Minnesota
- City of New Brighton, Minnesota
- City of Brooklyn Center, Minnesota

Shank Constructors, Inc. is experienced in the type of work required for this project, and has fulfilled the bidding and contract requirements. Therefore, we recommend the "Base Bid" and "Add Item No. 1" from Shank Constructors be accepted and the contract be awarded for \$197,600.

Respectfully Submitted,

Bolton & Menk, Inc.

Herman Dharmarajah, Ph.D., P.E.
Senior Principal Engineer

HD:bj

Enclosures:

- Bid Tabulation
- Project References submitted by Municipal Builders, Inc.

cc: Duane Rader – City of North Mankato
Dan Sarff – Bolton & Menk, Inc.

**BOLTON
& MENK**

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BID TABULATION

Project Location: North Mankato, Minnesota
Project Title: Water Treatment Plant No. 1
Filter Rehabilitation

Bid Day/Date: Thursday, March 23, 2017
Bid Time: 2:00 p.m.

Project No.: M22.113224
Addendum(s): No. 1 – 03/17/2017

BIDDERS	TOTAL PROJECT BASE BID PRICE	ADD ITEM NO. 1	TOTAL BASE BID + ADD ITEM
1. Shank Constructors, Inc. Brooklyn Park, MN	\$180,100.00	\$17,500.00	\$197,600.00
2. Municipal Builders, Inc. Andover, MN	\$194,800.00	\$21,000.00	\$215,800.00
3. Total Mechanical, Inc. St. Paul Park, MN	\$193,619.00	\$23,800.00	\$217,419.00
4. Magney Construction, Inc. Chanhassen, MN	\$204,700.00	\$19,700.00	\$224,400.00
5. Gridor Constr., Inc. Buffalo, MN	\$198,400.00	\$28,200.00	\$226,600.00
6. MN Mechanical Solutions Waite Park, MN	\$239,000.00	\$21,000.00	\$260,000.00

SECTION 00412 – PROJECT REFERENCES

Below is a listing of the most recent projects that meet the following minimum contractor qualifications:

MINIMUM CONTRACTOR QUALIFICATIONS: The Bidder shall have experience as a General Contractor in the successful completion of at least three municipal water or wastewater treatment plants within the last five (5) years.

1. Contracting Agency City of Brooklyn Center
Description of Work (indicate rehab or new construction) Rehab
Type of Treatment Plant (Water or Wastewater) and Capacity (gallons per minute or MGD) Water
Agency Representative Jim
Title Plant Operator Phone 763-438-6710 Contract Completion Date 01/04/16
2. Contracting Agency City of New Brighton - WTP #1
Description of Work (indicate rehab or new construction) Rehab
Type of Treatment Plant (Water or Wastewater) and Capacity (gallons per minute or MGD) Water
Agency Representative Dave Olson
Title Superintendent Phone 651-638-2113 Contract Completion Date 06/15/13
3. Contracting Agency City of Omaha - Missouri River WWTP
Description of Work (indicate rehab or new construction) Rehab & New Construction
Type of Treatment Plant (Water or Wastewater) and Capacity (gallons per minute or MGD) Wastewater
Agency Representative Rick Murch
Title Project Manager Phone 402-444-3915 Contract Completion Date 06/01/14
4. Contracting Agency City of Inver Grove Heights - WTP
Description of Work (indicate rehab or new construction) Rehab
Type of Treatment Plant (Water or Wastewater) and Capacity (gallons per minute or MGD) Water
Agency Representative Jim Sweeney
Title Utility Superintendent Phone 651-450-2565 Contract Completion Date 04/30/14

**** END OF SECTION ****

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9D	Dept: City Engineer	Council Meeting Date: 4/3/17
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TITLE OF ISSUE: Review Summary of 2017 Street and Parks Projects.

BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Dan Sarff and Public Works Director Swanson will review the proposed 2017 Street and Parks Projects.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Receive report.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye Nay

		Freyberg
		Whitlock
		Steiner
		Norland
		Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Map

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Other (specify) _____ Memo _____

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____



**BOLTON
& MENK**

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1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: March 29, 2017

To: Mayor Dehen and City Council Members

From: Daniel R. Sarff, P.E., City Engineer
Brad Swanson, Public Works Director

CC: John Harrenstein, City Administrator

Subject: 2017 Street and Park Projects

For the past several weeks, City staff has been evaluating and prioritizing various street and park projects. The purpose of this memo is to outline the proposed projects for the 2017 construction season. Funding for these projects comes from two areas in the general fund. The first is \$280,000 set aside for bituminous overlay according to the pavement management study approved by the city council in 2015. The second is \$360,000 set aside for implementing the park master plan adopted by the city council also in 2015. The following project areas were identified, in order of priority:

STREETS

- #1 - Reserve Subdivision Bituminous Wearing Course: this would include the construction of the final layer of bituminous surfacing (the bituminous base course was placed in 2008) – estimated construction cost \$87,000
- #2 - Candi Lane from James Avenue to Candi Lane: edge mill and bituminous overlay – estimated construction cost \$57,000
- #3 - Meyer Lane from Commerce Drive to James Avenue: edge mill and bituminous overlay – estimated construction cost \$37,000
- #4 - Mary Lane from James Drive to Mary Circle: edge mill and bituminous overlay – estimated construction cost \$87,000
- #5 - Peggy Lane from Candi Lane to Mary Lane: edge mill and bituminous overlay – estimated construction cost \$12,000

The total estimated construction cost for the projects listed above is \$280,000, which is within the budgeted amount. It is recommended that bids be solicited for these project areas. A resolution authorizing the City Engineer to prepare plans and specifications and advertise for bids for proposed street improvement projects is included for the consideration by City Council. The following is the proposed project timeline:

- Resolution Authorizing Preparation of Plans and Specifications and Authorizing Advertisement for Bids – April 3, 2017
- Open Bids – April 20, 2017
- Resolution Awarding Contract – May 1, 2017

PARKS

- #1 - Benson Park Trail Repairs: this includes the repair of several settled areas of the bituminous path in Benson Park – estimated construction cost \$3,000.
- #2 - Benson Park Main Shelter: new shelter with picnic area and restrooms – estimated construction cost \$250,000
- #3 - Outdoor hockey rinks at Spring Lake Park: estimated construction cost \$150,000; \$50,000 City cost and \$100,000 from Anthony Ford & Mankato Area Foundation
- #4 - South Spring Lake Bathroom: description and concept drawings to be provided under another council agenda item – estimated construction cost \$110,000; assume that \$55,000 to be paid by MAYBA, leaving a City cost of \$55,000. MAYBA cost participation is yet to be confirmed

The total City share of the estimated construction cost for the four project areas is \$358,000. It is recommended that bids be solicited for the four project areas.

It is anticipated that the Benson Park Trail Repairs will be included in the bidding package for the street improvement project. The remaining park projects are in various stages of project development and design. Further council action will be required as each project moves through the design, bidding and contract award process.

Public Works Director Brad Swanson and I will be at the April 3rd City Council meeting to answer any questions.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9E	Dept: City Engineer	Council Meeting Date: 4/3/17																																																					
TITLE OF ISSUE: Consider Adopting Resolution Authorizing Preparation of Plans and Specifications and Advertisement for Bids Project No. 17-2DEF-2017 Street Improvement Project.																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Dan Sarff will review the Project No. 17-2DEF-2017 Street Improvement Project.																																																							
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REQUESTED COUNCIL ACTION: Adopt Resolution Authorizing Preparation of Plans and Specifications and Advertisement for Bids Project No. 17-2DEF-2017 Street Improvement Project.																																																							
For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Freyberg		_____	_____	Whitlock		_____	_____	Steiner		_____	_____	Norland		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify) _____</td> <td colspan="3">Memo _____</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Memo _____			_____					_____					_____				
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RESOLUTION NO.

RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS AND
ADVERTISEMENT FOR BIDS
PROJECT NO. 17-2DEF - 2017 STREET IMPROVEMENT PROJECT

WHEREAS, the Public Work Director and City Engineer have presented recommendations to the City Council regarding the street improvements in the following areas in 2017:

- Reserve Subdivision – bituminous wearing course
- Candi Lane from James Avenue to Peggy Lane – edge mill & bituminous overlay
- Meyer Lane from Commerce Drive to Candi Lane - edge mill & bituminous overlay
- Mary Lane from James Drive to Mary Circle Lane - edge mill & bituminous overlay
- Peggy Lane from Candi Lane to Mary Lane - edge mill & bituminous overlay

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

- 1) Such improvements are necessary, cost-effective, and feasible as outlined in the recommendations provided by the Public Work Director and City Engineer.
- 2) The City Engineer shall prepare plans and specifications for the making of such improvements.
- 3) The city clerk shall prepare and cause to be inserted in the official paper and on Quest Construction Data Network, an advertisement for bids upon the making of such improvement under such plans and specifications. The advertisement shall be published for not less than ten days, shall specify the work to be done, and shall state the date and time that bids will be received.
- 4) The bids will then be tabulated, and will be considered by the City Council at their regular meeting at 7:00 p.m. on May 1, 2017, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.

Adopted by the City Council this 3rd day of April 2017.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9F	Dept: City Engineer	Council Meeting Date: 4/3/17																																																
TITLE OF ISSUE: Review Marvin Boulevard Lift Station and Carol Court Lift Station Improvement Project.																																																		
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Dan Sarff and Public Works Director Swanson will review the Marvin Boulevard Lift Station and Carol Court Lift Station Improvement Project.																																																		
If additional space is required, attach a separate sheet																																																		
REQUESTED COUNCIL ACTION: Receive report.																																																		
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify) _____</td> <td colspan="3" style="text-align: center;">Memo _____</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Memo _____			_____					_____					_____				
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Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: March, 29, 2017

To: Mayor Dehen and City Council Members

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

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

Subject: Marvin Boulevard Lift Station and Carol Court Lift Station Improvement Project

The purpose of this memo is to provide an overview of the Marvin Boulevard Lift Station and Carol Court Lift Station Improvement Project. This project was included in the City's 2017 Capital Improvement Program.

During periods of heavy rainfall, both lift stations experience high flows during which public works staff must provide supplemental pumping to prevent the sewer system from backing up. The following are the recommended improvements that would be necessary to resolve the issues related to these lift stations:

- Carol Court Lift Station:
 - Replace existing pumps with larger capacity pumps
 - Replace existing 6" forcemain with 8" forcemain, possibly using pipe bursting to minimize pavement restoration costs
 - Replace overflow line between Carol Court lift station and Marvin Boulevard lift station
- Marvin Boulevard Lift Station:
 - Replace pumps
 - Install new electrical control panel
 - Isolated replacement of piping and valves
 - Replace existing forcemain from Marvin Boulevard lift station to Carol Court Lift Station
- Estimated project cost: \$200,000 (preliminary, needs to be verified). The amount budgeted in CIP is \$100,000. A preliminary engineering report will be prepared to verify the proposed improvements, develop more detailed cost estimates, and to develop a prioritization and staging plan for the improvements for 2017 and the next several years.
- Proposed Timeline:
 - Resolution Receiving Preliminary Engineering Report and Authorizing Preparation of Plans and Specifications– April 17, 2017
 - Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids – May 15 2017
 - Open Bids – June 8, 2017
 - Resolution Awarding Contract – June 19, 2017

Memo – Marvin Boulevard Lift Station and Carol Court Lift Station Improvement Project
March 29, 2017
Page 2

The information in this memorandum for the Council's information and no action is required at this time. Council action will be required as outlined the project moves through the preliminary engineering, design, bidding and contract award process. I will be available at the April 3 Council Meeting to provide more details and answer any questions.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9G	Dept: Public Works	Council Meeting Date: 4/3/17																																																
TITLE OF ISSUE: Receive Update on the Bathhouse/Warming House at the Spring Lake Swim Facility.																																																		
BACKGROUND AND SUPPLEMENTAL INFORMATION: Public Works Director Swanson will review plans for the proposed Bathhouse/Warming House at the Spring Lake Swim Facility.																																																		
If additional space is required, attach a separate sheet																																																		
REQUESTED COUNCIL ACTION: Receive update.																																																		
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Other (specify)</td> <td colspan="3" style="text-align: center;">Plans</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		Plans			_____					_____					_____				
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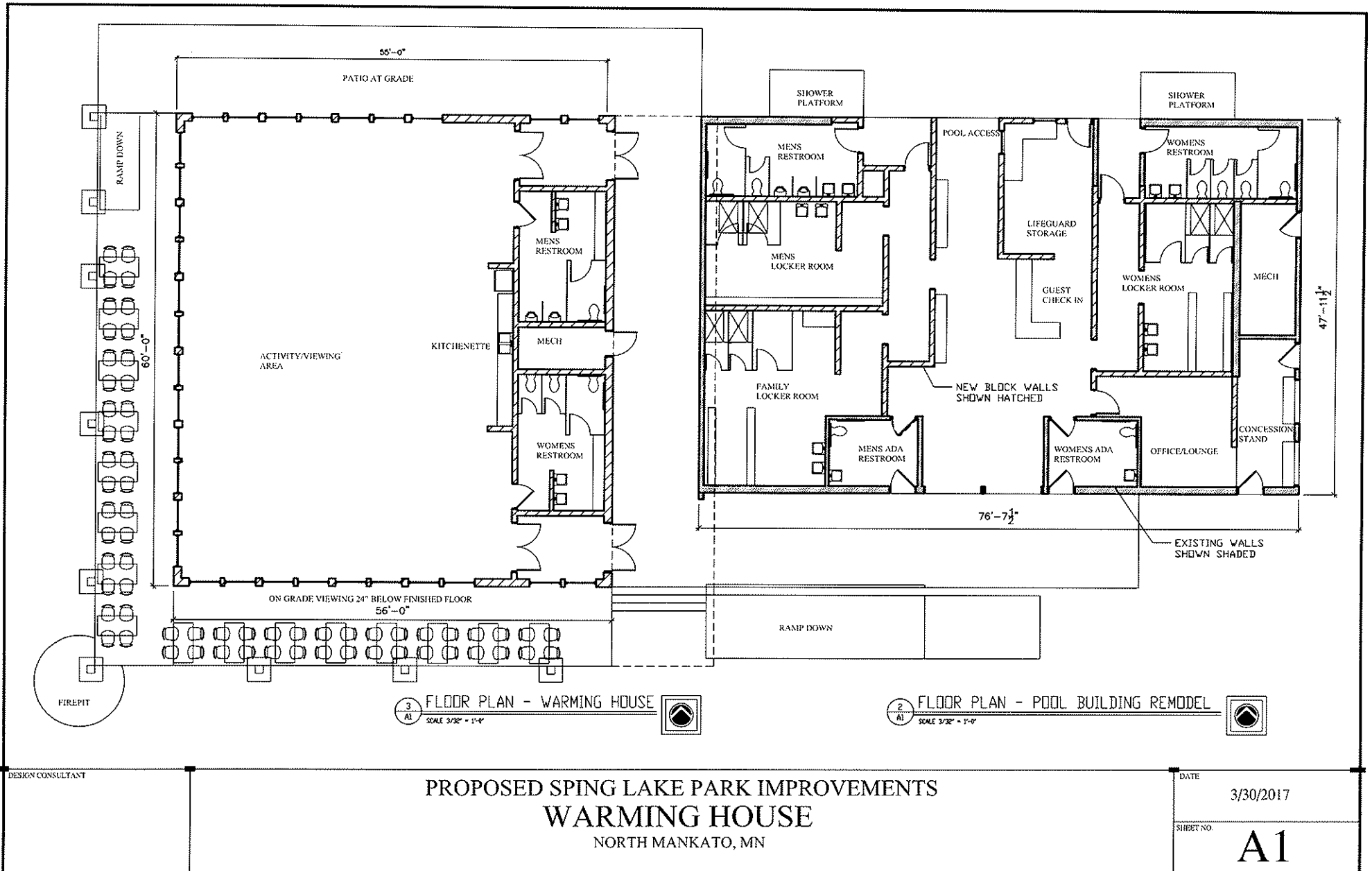
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City of North Mankato – Spring Lake Park Improvements

Warming house budget

1. General Conditions	\$15,000
2. Excavation & Grading	\$40,000
3. Concrete floors, foundations and footings	\$28,000
4. Concrete block walls	\$14,000
5. Insulation	\$15,000
6. Wood Framing	\$64,400
7. Windows	\$28,000
8. Doors and Frames	\$4,000
9. Stone Accent	\$33,600
10. Siding	\$8,500
11. Wood Ceiling	\$11,500
12. Paint	\$7,500
13. Toilet Partitions and Accessories	\$12,500
14. Cabinets	\$6,000
15. Trellis	\$15,000
16. Plumbing	\$20,000
17. Heating	\$24,000
18. Electrical	\$35,000
Construction Total	\$382,000
General Contractor overhead and profit 10%	\$38,200
Design Fees 7%	\$26,740
Total Budget	\$446,940





DESIGN CONSULTANT

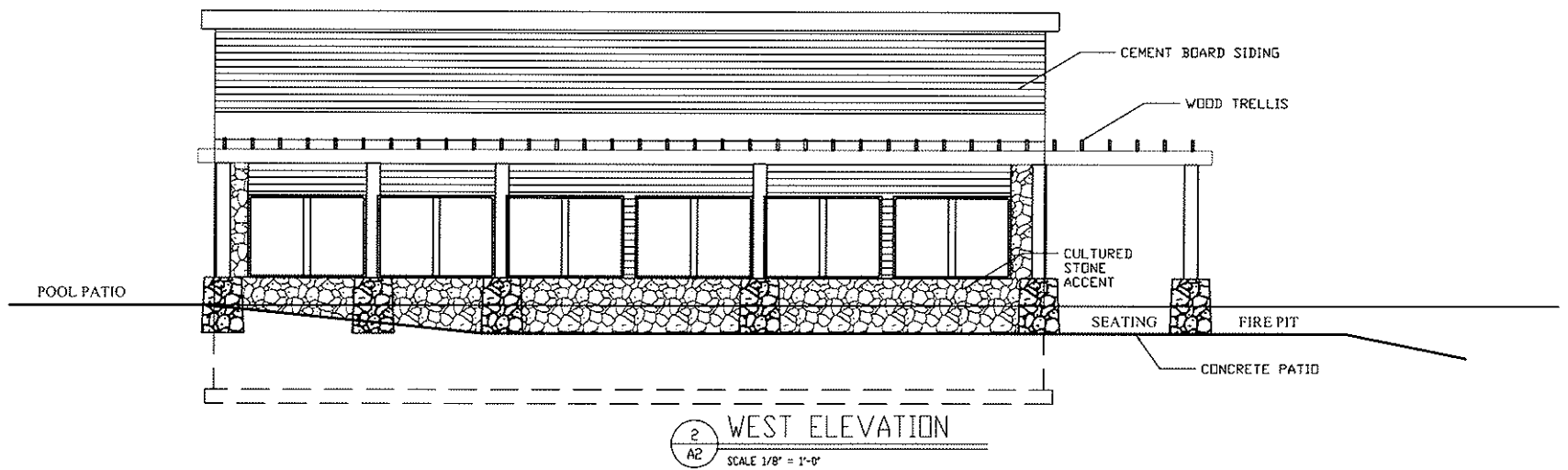
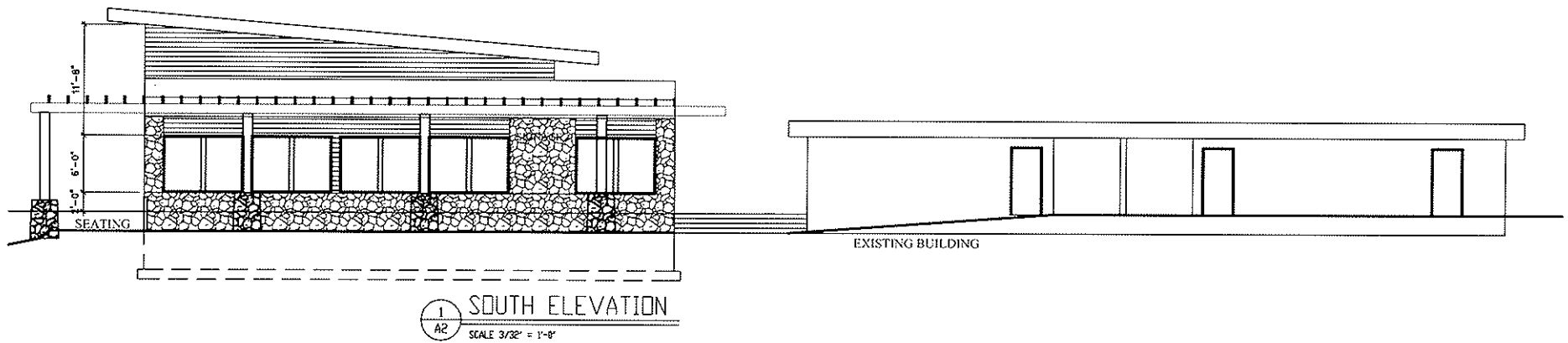
PROPOSED SPING LAKE PARK IMPROVEMENTS
WARMING HOUSE
 NORTH MANKATO, MN

DATE

3/30/2017

SHEET NO.

A1



DESIGN CONSULTANT

PROPOSED SPING LAKE PARK IMPROVEMENTS
WARMING HOUSE
 NORTH MANKATO, MN

DATE

3/30/2017

SHEET NO.

A2



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9H	Dept: Public Works	Council Meeting Date: 4/3/17																																																					
TITLE OF ISSUE: Receive Update on the South Spring Lake Park Restrooms.																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: Public Works Director Swanson will review plans for the proposed South Spring Lake Park Restrooms.																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
REQUESTED COUNCIL ACTION: Receive update.																																																							
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City of North Mankato – Spring Lake Park Improvements

Restroom building budget

1. General Conditions	\$4,000
2. Excavation & Grading	\$5,000
3. Concrete floors, foundations and footings	\$10,100
4. Concrete block walls	\$14,000
5. Wood Framing	\$9,500
6. Windows	\$4,000
7. Doors and Frames	\$6,500
8. Stone Accent	\$8,500
9. Siding	\$2,500
10. Wood Ceiling	\$2,500
11. Paint	\$3,000
12. Toilet Partitions and Accessories	\$4,500
13. Plumbing, Heating & Electrical	\$20,000

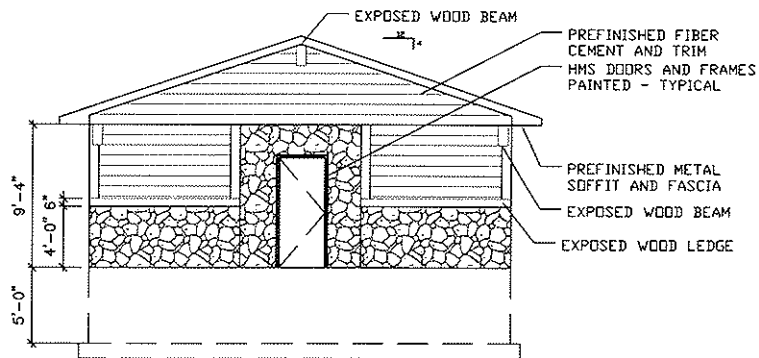
Construction Total	\$94,100
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General Contractor overhead and profit 10%	\$9,410
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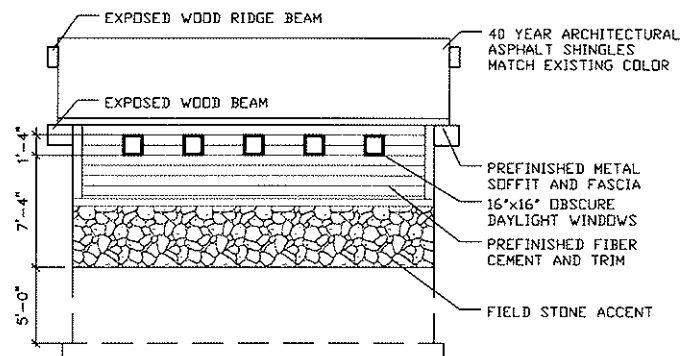
Design Fees 7%	\$6,587
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Total Budget	\$110,097
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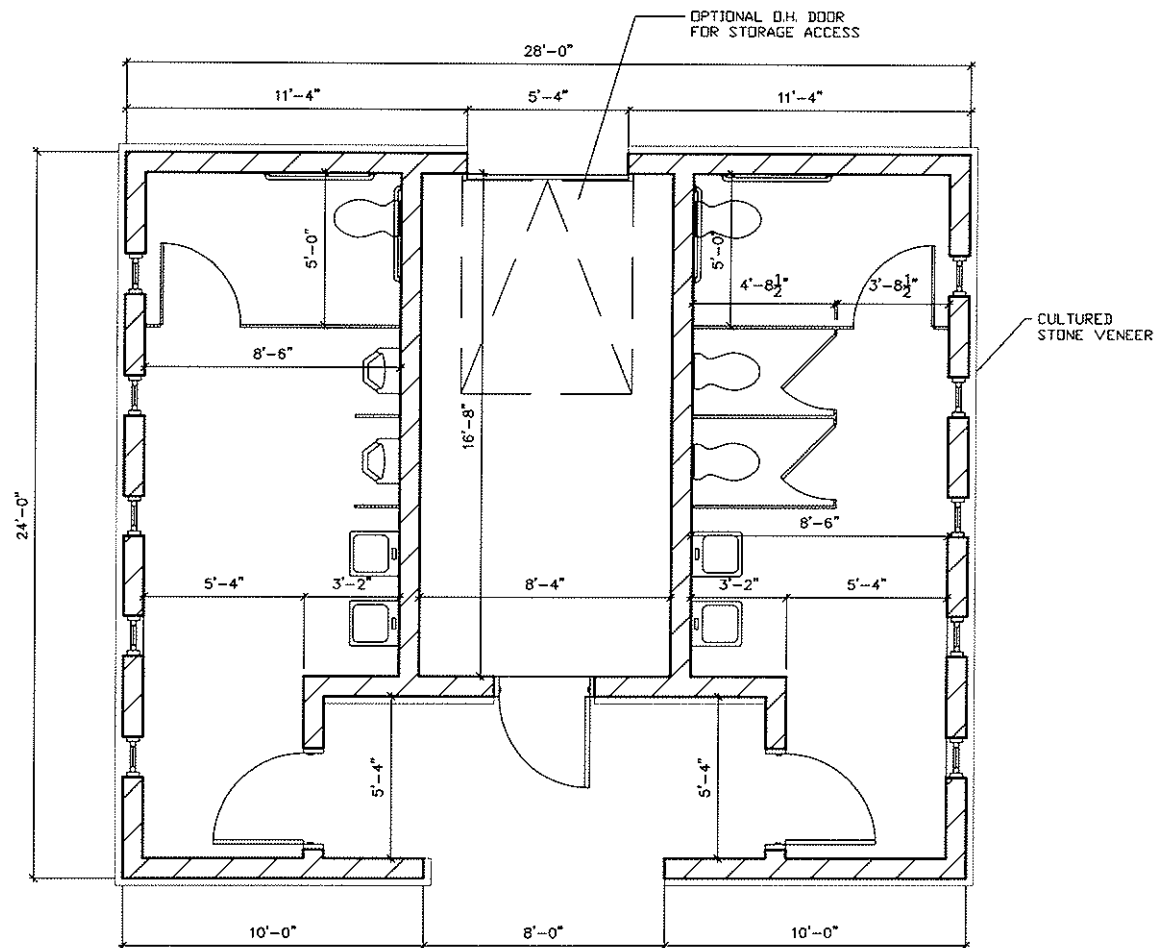




2 FRONT ELEVATION
A3
SCALE 1/4" = 1'-0"



3 SIDE ELEVATION
A3
SCALE 1/4" = 1'-0"



1 FLOOR PLAN - RESTROOM BUILDING
A3
SCALE 1/4" = 1'-0"

DESIGN CONSULTANT

PROPOSED SPING LAKE PARK IMPROVEMENTS
RESTROOM BUILDING
NORTH MANKATO, MN

DATE

3/30/2017

SHEET NO.

A3



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10A	Department: Administration	Council Meeting Date: 4/03/17																											
TITLE OF ISSUE: Review KTV Annual Report.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached for your review please find the KTV Annual Report.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Receive KTV Annual Report.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Annual Report</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Resolution	Ordinance	Contract	Minutes	Map																									
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<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____																												



KTV Annual Report

2016

KTV began operations at the Bethany College Campus in March of 2015 formerly known as public access television CCTV. The cities of Mankato and North Mankato contract with Bethany Lutheran College to provide public access, education and government cable services to the public. The purpose of KTV, as outlined in the KTV Operating Rules and Procedures, is "to engage and connect area residents in the production of local programming that informs, inspires and entertains." KTV rules are designed to ensure maximum use by "all area individuals, groups, and organizations that desire access to KTV resources." This report will review the goals and priorities of KTV, analyze how KTV is performing and provide guidance for the future of KTV. Specific operational guidelines discussed include access to KTV, KTV membership and a review of end-user satisfaction.

KTV studio access hours and equipment are available to KTV members. Access to equipment is reserved for individuals who have completed training and studio access hours are guided according to the rules and regulations of KTV Operating Rules and Procedures (Exhibit A). The KTV Annual Report (Exhibit B) indicated the use of 76 total studio access hours. While individuals used the majority of the access hours there was an increase toward the end of the year by organizational use. This corresponds with the increase in organizational membership. If membership increases, additional studio access hours will be used requiring additional training opportunities.

While studio access indicates membership usage, additional hours of use were logged for both Mankato and North Mankato. Production logs for Mankato included production of 29 FAQ Friday Mankato spots and additional programming. North Mankato's production log included events such as Bier on Belgrade, Fun Days and the Anthony Ford Pond Hockey Tournament. Both cities continue to anticipate events and programming opportunities with KTV. KTV has also covered Greater Mankato Growth events and forums; and broadcast local sporting events. KTV continues to broadcast both Mankato, North Mankato, Blue Earth County and Mankato Area Public School Board meetings. The recent acquisition of additional technology has increased programming opportunities by allowing KTV to broadcast live, including the live broadcast of Mankato and North Mankato's City Council meetings, a positive step for the two cities and KTV.

KTV membership includes individual membership, individual premier membership, organizational membership and college student membership. Each plan includes fees and benefits. The initial membership roster provided by KTV on October 6, 2015 had six individual memberships, two premier memberships, one college membership and three organizational memberships for a total of 12 members. The annual report indicated the current membership was at 14 members with six individual memberships, one premier membership, one college membership and six organizational memberships. While the data does not provide a reason for minimal membership growth, a review of membership drives and membership costs may provide assistance in understanding the growth of KTV members. Increasing membership in KTV will also increase KTV studio access hours as members generate community programming.

While KTV is in its infancy it has taken steps to increase usage and understand the demography of the end-user. KTV produced a survey to reach end-users to discover what viewers want to see, what they are watching and what they are interested in watching. Survey results provided to the board on May 31, 2016 reported 51 respondents (Exhibit C).

The KTV advisory board consists of one staff member from North Mankato, one staff member from Mankato, two residents from Mankato, two residents from North Mankato, and one Bethany staff member (Exhibit D). North Mankato and Mankato resident board members Bradley Wolfe, Greg Abbott and Barb Maher provided brief paragraphs summarizing their views on KTV (Exhibit E).

KTV has worked to understand the end user, responding to the interests of those who watch KTV by providing live sports coverage and rebroadcast, highlighting community events and community generated programming; while government service messages continue to be a high priority. KTV continues efforts to advertise the access channels and their offerings striving to revitalize interest in community access channels. KTV will continue efforts to increase membership in 2017 which in turn will increase community produced programming. This foundational year provides a baseline of use and membership which can be used in the future to better analyze the KTV organization. KTV has produced quality projects and set a new improved standard for local public access television.



Operating Rules

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KTV hours of operation

Monday – Friday.....10:00 a.m. – 5:00 p.m.
Saturday – SundayClosed

KTV Headquarters

Honsey Hall Production Studio
Bethany Lutheran College
700 Luther Drive
Mankato, Minnesota 56001

KTV Operating Rules & Procedures

I. Purpose

- A. The mission of KTV is to engage and connect area residents in the production of local programming that informs, inspires, and entertains. The purpose of these operating rules and procedures is to clearly define the rights, responsibilities, and privileges of KTV, its staff, and the community members in the greater Mankato area in the use of the public access channel and KTV resources.
- B. These operating rules and procedures are based upon the Federal Communication Regulations, Minnesota Cable Communications Board Rules, and the Mankato/North Mankato Cable TV Franchise Ordinance for Charter and Enventis. Recommendations for these rules were also made by the National Federation of Local Cable Programmers and the Advisory Committee. The rules are created to ensure maximum use by all area individuals, groups, and organizations that desire access to KTV resources.

II. Definitions

Key terms pertaining to **public access**:

Cablecast Access: The ability for community members to air programming on KTV.

Equipment Access: The ability for community members to use KTV equipment in the production of KTV programming (see Section V).

Studio Access: The ability for community members to use local production facilities in the production of KTV programming (see Section V).

Key terms pertaining to **people/groups**:

Advisory Committee: A group of people who ensures KTV is operated in accordance to the operational guidelines. Responsibilities of the Advisory Committee are detailed in Section XII.

Access Coordinator: The staff person designated to promote the use of the access channel on a non-discriminatory, first-come-first-served basis. This person is responsible for enforcing the operating rules and procedures, maintaining the access channel and equipment, and supervising the staff and volunteers.

Access User: Any individual or organization that makes proper application for using KTV airtime, equipment, or studio access hours and submits programming for access cablecasting.

Key terms pertaining to **media**:

Advertising: Various methods of attracting attention to commercial goods and services, including candidates for public office.

Copyright: The exclusive legal right of publication, duplication, imitation, or sale of literary, musical, or artistic work. All necessary copyright clearances are the responsibility of the Access User.

Defamation: Anything which exposes a person, group, organization, business, class, race, or association to hatred, contempt, or ridicule. Degradation, or disgrace within society or community, or injury to his/her or it's business or occupation and any matter which render an individual issuing defamatory subject matter liable for damages within the laws of the State of Minnesota (refer to MSAR, Section 4.31 in the Minnesota Code).

Libel: Any written, printed, or pictorial statement that damages a person by defaming his/her character or exposing him/her to ridicule or the act of presenting such a statement to the public (see MCAR, Section 4.31).

Non-discriminatory: All certified people shall be allowed access to the available equipment and studio access hours on a first-come-first-served non-discriminatory basis. No person shall be denied access to these services and facilities because of race, color, creed, religion, nationality, origin, age, sex, marital status, sexual orientation, or disability.

Obscene or indecent material: Any material in a program or character generated message which would subject a producer or supplier of it to prosecution under local, state, or federal law for the production and/or presentation of obscene or indecent materials.

Sponsored programs: A program that has been financed in part or entirely through monetary grants, donations, and/or material contributions. Sponsored programs may not resemble an advertisement.

Miscellaneous key terms:

Community: Refers to any resident, business, businessperson, group, organization, or any other entity located within the boundaries of the servicing area.

Legally qualified candidates: Any person who has publicly announced that he/she is a candidate for nomination by a convention of a political party or for nomination or election in a special primary or general election for municipal, county, state, or national office, so that he/she may be voted for by the electorate directly or by means of delegate, or electors, and who has qualified for a place on the ballot or is eligible under applicable law to be voted for by sticker, by writing his/her name on the ballot, or other methods, and had been duly nominated by political party which is commonly known, or makes a substantial showing that he/she is bona fide candidate for nomination for office.

Lottery: Any device, scheme, plan, promotion, contest or other program which involves directly or indirectly the elements of prize, change, and consideration, or any such act which is declared a lottery under application of local, state, or federal law.

III. Priorities for Cablecast Time

See also Section VII - Cablecast Time

Channel time is made available to any community member, group, or organization on a first-come-first-served, non-discriminatory basis after completion of the necessary filings of the *Time Request Form*, dependent upon the availability of the channel time. When competing claims for the same channel time arises, the priority rules shall be resolved by the Access Coordinator on a non-discriminatory basis that will maximize fairness and diversity of expression by ensuring that no one community member, group, or organization monopolizes KTV resources to the disadvantage of others. The Access Coordinator may also take community interest and project feasibility into account.

A. First Priority

1. Playback of pre-recorded programs produced by a member of the general public who reside in Mankato or North Mankato will share first priority.
2. Live presentations made by the general public who reside in Mankato or North Mankato will share first priority over other types of programming, but will have second priority to resident pre-recorded programs.
3. Playback of pre-recorded programs and live presentations produced by a member of the general public who do not live in Mankato or North Mankato must have a community sponsor and will share first priority over other types of programming, but will have second priority to resident productions.
4. Programming produced by members of the community will have priority over any pre-packaged programs.

B. Second Priority

Local educational authorities and local governmental bodies, both for playback of pre-recorded programming and live presentations, share the second priority for access channel time on a first-come-first-served basis when the access channel time is not in use by the general public.

C. Third Priority

Use of airtime for productions funded, sponsored, or underwritten in part or full with grant monies donated by an individual, group, organization, or business share the third priority for channel time when it is not being used by the general public, educational authorities, or governmental bodies.

1. A message identifying the sponsor or underwriter shall appear at the beginning and end of a program in the following manner: *"This program was made possible with funds provided by (name of supporter)."* No other descriptive messages may be used. Reference to town or city is permissible. The only audio message in this announcement is a voice-over read during the visual message.
2. The program content of a funded access production shall not resemble an advertisement for the individual business or organization who is supporting it (see Section IV, D).
3. Charges shall be consistent with affording the producer(s) a low-cost means of television production and shall be negotiated according to the studio access hour rate (see Section V). All extraneous expenses such as costumes, copyright clearances, auditorium rental, etc. will be incurred by the supporting individual, group, organization, or business.

D. Fourth Priority

1. Local organization programming that is created and produced by KTV staff, the Advisory Committee, or interns of KTV share the fourth priority for use of access channel time when not being used by the general public, local education authorities, governmental bodies, or sponsored programs.
2. The Access Coordinator may reserve a block of time each day for regularly scheduled programs, and shall be responsible for scheduling programs within this block according to the priorities outlined in these rules.

IV. Content

- A. The Access User bears sole responsibility for the content and materials in the programs submitted to KTV. The Access User's signature must appear beneath the indemnification clause on the *KTV Time Request Form* (and remain on file for a period of two years) for each program submitted before the program airs. This responsibility includes libel, defamation, copyright, and any other legal accountability that may arise from the production or airing of that program.
- B. Upon determination by the program producer (Access User), Access Coordinator, or the Advisory Committee that a program's subject matter may cause some viewer concern due to its content, the following message may precede and/or appear during breaks in cablecast of that program:
"The following program may be inappropriate for family viewing. Viewer discretion is advised."
- C. The Access Coordinator or Advisory Committee may suggest the containment of potentially offensive or indecent material. Access Users have the right to reject such a suggestion.
- D. A program cablecast on KTV channel time and/or produced with KTV studio access hours or equipment shall not contain any of the following:
 1. Advertising material designed to promote the sale of commercial products or services.
 2. Promotion by or on behalf of legally qualified candidates.
 3. Soliciting of funds for any group, organization, or individual with the exception of KTV to raise funds for

operating revenues as needed.

4. Obscene, indecent, libelous, or slanderous material.
5. Lottery or lottery information.
- E. Any public meeting will not be edited or subjected to editorial comment. Meeting coverage shall be from gavel to gavel.
- F. All media submitted must be received 3 days before air date unless an exception is granted by the Access Coordinator. Persons submitting the program for cablecast should indicate any possible cause for concern with regard to the technical standards of the program. The Access Coordinator or Advisory Committee may not censor by editing the submitted program or message on the grounds that it is unsuitable for cablecasting.
- G. In the event of problematic technical quality that, while not severe enough to result in the prevention of cablecasting, may cause viewer concern, the following announcement will be shown prior to the program with additional information as to the specific problem, and during breaks in the program when warranted:
"The viewer may find some (identification of technical problem) during this program which is beyond KTV's control."
- H. There may be some cases when the technical problem is so severe that the Access Coordinator may have to reject the program on the grounds that this program may result in technical interference. The Access Coordinator may preview access programs to assess the technical standards of the program. He/she will work with the person submitting this program to correct those problems or make suggestions as to how those problems can be avoided in the future.

V. Use of KTV Studio Access Hours & Equipment

Studio access hours and equipment are available to KTV members who have completed basic certification. Studio access hours are available for all access users at a rate of \$300 per hour, subject to availability. Membership plans include discounts on studio access hours (see Section VIII). Up to 120 studio access hours per year are available to resident KTV members without charge on a first-come-first-served basis.

Studio access hours include:

1. supervised access to local production facilities*
2. a basic multi-camera setup (subject to equipment availability)
3. a basic lighting setup (subject to equipment availability)
4. KTV staff member or youth intern assistance (subject to availability)

**Local production facilities include the video production studio at Bethany Lutheran College (home of KTV headquarters), the video production studio at South Central College, and other suitable facilities.*

Equipment access is available to resident and non-resident KTV members without charge through the North Mankato Taylor Library.

Equipment access includes:

1. a camera kit available for check-out at the North Mankato Taylor library (subject to availability)
2. a designated conference room available for reservations at the North Mankato Taylor library (subject to availability)
3. KTV editing station (iMac computer with iMovie video editing software) at the North Mankato Taylor Library

- A. Only certified individuals may use studio access hours and equipment. In order to become certified, one must pay the annual KTV membership fee and pass the basic certification course offered by KTV staff, which is an introduction to KTV policies as well as basic instruction on video production and equipment. KTV members receive a discount on registration for video production courses presented by KTV.
- B. When an Access User completes basic certification, a certification card will be issued entitling the user to:
 1. use studio access hours under the supervision of KTV staff or designated studio person, and

2. rent and operate KTV equipment available at the North Mankato Taylor Library.

Certification cards must be carried whenever KTV's equipment is being used. A brush-up session for individuals who have not used their cards in six months or who wish for additional help will be offered at no charge. The Access Coordinator may ask individuals to attend brush-up sessions prior to lending the equipment if he/she feels it would be beneficial to both the user and the equipment.

- C. Persons using KTV equipment will be responsible for damage that requires equipment to be replaced or repaired resulting from their negligence or abuse, and must sign a *Responsibility Form* assuming such each time equipment is checked out or used.
- D. Persons under 19 years of age may not use or check out KTV equipment unless their parent or legal guardian signs a *Responsibility Form* personally assuming this liability for damage to the equipment that is checked out. A parent or guardian must accompany each minor to the library the first time equipment is checked out or used by the minor to sign the necessary *Responsibility Form* in the presence of the Access Coordinator or library staff person. Thereafter, that minor need only provide the parent or guardian signature on the appropriate *Responsibility Form* to use the equipment.

VI. Scheduling of Studio Access Hours and Equipment Access

- A. Request for studio access hours may be submitted to the Access Coordinator up to one month (30 days) in advance and must be submitted at least 14 days in advance. *Studio Access Request Forms* must be completed in their entirety before requests will be considered.
- B. Studio access hours are available to *resident* KTV members without charge for up to 120 hours per year. No more than two studio access hours shall be consecutive unless an exception is granted by the Access Coordinator. And, regardless of the amount of time, no user shall be permitted to use the studio access hours more than 4 times per calendar month.
- C. Equipment rental reservations can be made between Access Users and library staff members. Only one video camera may be reserved and checked out by an Access User or Users per production.
- D. Equipment may be checked out by certified Access Users during library operating hours. Upon completion of the necessary *Responsibility Form*, it is the Access User's responsibility to ensure the camera is working properly prior to leaving the library. Valid KTV certification card will be required.
- E. Equipment must be checked in by library staff members. The Access User must report any difficulties that occurred during the operation of the equipment and remain at the library until it has been determined that the equipment is working properly. When the equipment has been returned, the library staff member will initial the *Responsibility Form* and provide a variance report to the Access Coordinator when required.
- F. Equipment may be checked out for a period not to exceed 24 hours at one time unless permission is granted by the Access Coordinator and/or the Advisory Committee. And, regardless of the amount of time, no user shall be permitted to check out equipment more than 4 times per calendar month.
- G. Time at the KTV editing station at the library is available to certified KTV members on a first-come-first-served basis. Access Users are limited to 4 hours at the designated KTV editing computer at any one time and 4 times per calendar month.
- H. Access Users are limited to 4 hours at any one time in the designated conference room at the library. Reservations for the designated conference room are required and are arranged between Access Users and library staff members.
- I. These rules have been created to provide maximum fairness to all individuals, groups, and organizations. In the event that two or more Access Users are working on a single access program, their project shall be allotted the same number of hours as those produced by one Access User. Time shall be divided and clocked equally against the Access Users' individual limitations unless other arrangements are made with the Access Coordinator.

VII. Cablecast Time

- A. Playback time on KTV shall be limited to 10 hours per calendar month by any one Access User, group, or organization.
- B. When KTV schedules subsequent showings of a program beyond the playback time requested by the user or organization responsible, additional time shall not be clocked against the 10 hour per month limitation.
- C. All programs produced with KTV studio access hours or equipment must be cablecast on KTV.
- D. Request for airtime may be submitted up to one month (30 days) in advance and must be submitted at least 14 days in advance to the Access Coordinator. Playback of pre-recorded programs may be accessed on shorter notice depending upon the availability and discretion of the Access Coordinator. Live presentations must be scheduled at least one month (30 days) in advance. Forms must be completed in their entirety before requests can be considered.
- E. For program series, an individual program may not be cablecast more than 2 times weekly regardless of the program's length.

VIII. Membership

All certified persons, groups, and organizations who use KTV studio access hours and/or equipment access will pay yearly membership fees according to the user's membership class. KTV membership classes, benefits, and fees are as follows:

Individual Membership

Resident.....	\$25.00
Non-Resident	\$75.00
<i>Plan includes:</i>	
– access to KTV equipment and studio access hours (with certification)	
– for residents, 50% discount on studio access hours after allotted hours have expired	
– for non-residents, 50% discount on studio access hours	
– discounts on KTV courses	
– show promotion via KTV social media	

Organization Membership

Resident.....	\$100.00
Non-Resident	\$150.00
<i>Plan includes:</i>	
– access to KTV equipment and studio access hours for up to 5 certified persons	
– for residents, 50% discount on studio access hours after allotted hours have expired	
– for non-residents, 50% discount on studio access hours	
– Discounts on KTV courses	
– Show promotion via KTV social media	

Individual Premier Membership

Resident.....	\$75.00
Non-Resident	\$125.00
<i>Plan includes:</i>	
– access to KTV equipment and studio access hours (with certification)	
– for residents, 75% discount on studio access hours after allotted hours have expired	
– for non-residents, 75% discount on studio access hours	
– premier discounts on KTV courses	
– show promotion via KTV social media	

College Student Membership

BLC, MSU-Mankato, Rasmussen, SCC	\$10.00
<i>Plan includes:</i>	
– access to KTV equipment and studio access hours (with certification)	
– 50% discount on studio access hours after allotted hours have expired	
– discounts on KTV courses	
– show promotion via KTV social media	

IX. Membership Responsibilities

Any certified KTV member has the following responsibilities:

- A. To read, understand, and agree to the KTV Operating Rules.
- B. To allow one's name and address to be recorded for KTV's programming file.
- C. To bear responsibility for equipment checked out, or for a minor acting with your permission.
- D. To respect the rights of others.
- E. To bear full responsibility for the content of the produced program and any copyright or offensive/indecent material contained within it.
- F. To follow the KTV content requirements regarding advertisements, lotteries, obscene, and indecent material (see Section IV, D).
- G. To identify the producer and sponsor of a program on KTV.
- H. To return equipment within the 24 hour time frame and in the same condition in which it was received.
- I. To uphold the integrity of the organization by conducting oneself in a responsible and considerate manner while representing KTV, using KTV studio access hours or equipment, and/or participating in KTV activities.

The following may result in the loss of privileges regarding the use of KTV studio access hours and equipment:

- A. Not returning equipment within the 24 hour time frame.
- B. Taking KTV equipment out of town without prior approval of the Access Coordinator.
- C. Damaging the equipment as a result of but not limited to one of the following:
 - a. Leaving equipment in a car above 75 degrees Fahrenheit or below 32 degrees Fahrenheit
 - b. Causing a "burn-in" image in the camera tube by not replacing the lens cap or aiming the camera at intense light
 - c. Dropping, smashing, throwing, running over and/or permanently breaking any of the equipment
 - d. Using the equipment in extremely unfavorable weather conditions (too hot, cold, or wet)
 - e. Trying to repair the equipment or exposing internal parts
 - f. Using equipment improperly, or with equipment that does not belong to KTV
 - g. Using cards in KTV's equipment that were not provided by KTV
 - h. Using portable equipment in a watercraft while on water, or using equipment near water or high-risk conditions (i.e., tornadoes, fires, flying debris, or explosives) without providing prior proof of adequate replacement insurance coverage
- D. Leaving the equipment in an unsafe, unlocked, or unattended area.
- E. Losing the equipment or any part of it.
- F. Failure to notify the Access Coordinator or library staff members when unable to keep scheduled studio access time, equipment check out time, or editing station time.
- G. Acting in an abusive or disruptive manner or demonstrating a pattern of non-cooperative behavior.
- H. General carelessness, recklessness, or lack of regard for the well being of the studio facilities and/or KTV equipment.

The following may result in the loss of privileges regarding the use of KTV studio access hours, equipment, AND airtime:

- A. Producing material that contains advertising, solicitations for funds, lottery or lottery information, obscenity, indecency, slander, or defamation.

X. Appeal

- A. Any Access User will be held responsible for following the guidelines set forth in these operating rules. Depending on the class status of the violation, disciplinary action will be initiated by one or all of the following actions:
1. An oral notice of regulation violated and request to resolve the problem. Three oral warnings within a 60-day period will automatically upgrade the violation status to the next class.
 2. A written warning stating the regulation in violation and further action that may be taken if the problem is not corrected. Two written warnings within a 30-day period will automatically upgrade the violation status to the next class.
 3. Written notification or denial of privileges. Denial of access privileges may be categorized according to the severity of the violation and the loss of privileges extended accordingly:
 - a. *Class A (60 days)*: Violations that interfere with the scheduled time of others or with staff time, or infringe on the rights of others or abuse the environment of the access facilities.
 - b. *Class B (One year)*: Violations that affect the operation or well being of KTV facilities, equipment, or impair the relations between KTV staff and Access User.
 - c. *Class C (Permanent)*: Violations that clearly are careless or reckless in nature lacking all regard for the well being of the equipment, facility, channel, staff, or concept of public access.
- B. Any individual, group, or organization who is denied access to the equipment, studio, editor, or cablecast time by the Access Coordinator for reasons stated in these operating rules (including Grounds for Loss of Privileges) may appeal to the Advisory Committee within one month (30 days) of the mailing of notification of denial. The appellate process shall follow these steps:
1. The Access Coordinator shall notify the Access User in writing of the disciplinary action to be taken, the regulatory provisions in violation and a written statement of facts supporting the action. Along with these materials shall be sent a copy of the operating rules section regarding loss of privileges, the appeal process, and the provision(s) in violation. A request for appeal form shall also be included. These materials shall be sent by first class and certified mail to the address on file.
 2. Upon receipt of the aforementioned materials, the Access User may request an appeal hearing. This request must be made by filling out the request form and personally delivering it to the Access Coordinator within one month (30 days) of the mailing of notification of loss of privileges. Failure to do so within time will invalidate any requests for a hearing on the matter. Requests for hearings on loss of privileges will also be denied if the access user attempts to, or makes contact with, an individual member of the Advisory Committee in writing or otherwise with regard to the appeal or loss of privileges.
 3. Upon the receipt of a request for an appeal that meets the above criteria, the Access Coordinator may respond in writing to claims made by the Access User in the appeal form. Then the Access Coordinator will schedule a hearing date with the Advisory Committee and provide them with all written statements prior to the hearing. This hearing may or may not be taped or broadcast at the discretion of the Advisory Committee. The Coordinator should also notify the Access User in writing of the pending hearing date.
 4. The Advisory Committee should review all statements prior to the hearing. Reading aloud of statements will be prohibited and neither side will be granted the right to comment orally on the issue at the hearing. The Advisory Committee should limit the scope of the appeal hearing exclusively to the written statements but may, in its sole discretion, permit discussion by interested persons. Following appropriate discussion of the matter should be made at that time.
 5. The decision of the Advisory Committee is final.

XI. Consulting Policy

KTV welcomes individuals, groups, and organizations to tour KTV Headquarters. KTV Operating Rules and Proce-

dures, course information, and programming information will be made available upon request. However, because of the number of inquiries and the limited amount of staff time, outside consultation for concerns that do not directly relate to KTV cannot be allowed. The Advisory Committee encourages KTV staff to promote the use of KTV and equipment within the community. But the help KTV can provide to other communities must be restricted to a basic introduction to the function of KTV in the Mankato/North Mankato communities.

XII. Authority Structure

- A. The Mankato and North Mankato City Councils are the final authority on all matters regarding the franchise agreement. The City Councils contract with KTV to provide public access, education, and government cable services. The KTV Advisory Committee ensures KTV is operated in accordance to the operational guidelines and operational agreement. The KTV Advisory Committee shall be comprised of one staff member from the City of North Mankato, one staff member from the City of Mankato, two residents from Mankato, two residents from North Mankato and one Bethany staff member.
- B. The franchise agreement is a contractual agreement between individual cities of Mankato and North Mankato and the cable companies which:
 - 1. Outlines the access channel provisions
 - 2. States responsibility of cable provider
 - 3. Mandates an annual public hearing
- C. The KTV Advisory Committee's responsibilities include:
 - 1. Monitoring the performance of KTV through evaluation and an annual report
 - 2. Address programming concerns and promote KTV public access services.

ktv Annual Report

September 2015 - August 2016

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Members _____ p. 03

Programming _____ p. 04

North Mankato / Mankato Production Log _____ p. 05

KTV Production Log _____ p. 06

Studio Access Hours

KTV Member	Facility	Date	Hours	Series/Show	Staff
September					
Greg Abbott	remote	10-Sep	3	MN Shorts (Performance)	Benjamin Weber, Zach Rinehart (intern)
Greg Abbott	remote	11-Sep	3	MN Shorts (Performance)	Benjamin Weber, Zach Rinehart (intern)
Barb Maher	remote	11-Sep	3	Master Gardeners	Benjamin Weber
October					
North Mankato Library	remote	13-Oct	3	Tracie Peterson Author Talk	Benjamin Weber
November					
Mona Cenicerros	remote	10-Nov	6	Yoga with Mona	Greg Vandermause, Phil Wels, Benjamin Weber
Cindra Kamphoff	BLC	24-Nov	2	Master Your Mindset	Kurt Paulsen, Benjamin Weber, Kalley Hoshaw (student)
Cindra Kamphoff	BLC	24-Nov	3	Master Your Mindset	Kurt Paulsen, Benjamin Weber, Kalley Hoshaw (student)
December					
Greg Abbott	BLC	29-Dec	1	MN Shorts	Benjamin Weber, Phil Wels
January					
North Mankato Library	remote	14-Jan	3	The Pianist Revisited Talk	Benjamin Weber
February					
GMG	remote	18-Feb	2	Volunteer Video	Phil Wels
March					
Cindra Kamphoff	BLC	1-Mar	2	Master Your Mindset	Benjamin Weber
Barb Maher	BLC	8-Mar	4	Master Gardeners	Benjamin Weber, Greg Vandermause
Bradley Wolfe	BLC	8-Mar	2	One Bright Star	Benjamin Weber, Greg Vandermause
Cindra Kamphoff	BLC	22-Mar	2	Master Your Mindset	Benjamin Weber
GMG	BLC	29-Mar	2	The Business Beat	Benjamin Weber, Greg Vandermause
April					
Bradley Wolfe	BLC	6-Apr	2	One Bright Star	Benjamin Weber, Greg Vandermause
Cindra Kamphoff	BLC	7-Apr	2	Master Your Mindset	Benjamin Weber
GMG	BLC	14-Apr	2	The Business Beat	Benjamin Weber, Greg Vandermause
May					
Cindra Kamphoff	BLC	3-May	2	Master Your Mindset	Benjamin Weber
Barb Maher	remote	5-May	2	Master Gardeners	Benjamin Weber
GMG	BLC	24-May	2	The Business Beat	Benjamin Weber, Greg Vandermause
GMG	BLC	27-May	2	The Business Beat	Benjamin Weber, David Schuyler (student)
June					
Cindra Kamphoff	BLC	8-Jun	2	Master Your Mindset	Benjamin Weber
GMG	BLC	13-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
GMG	BLC	14-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
North Mankato Library	remote	15-Jun	2	Geoff Herbach Author Talk	Benjamin Weber
Blue Earth County	BLC	20-Jun	2	Blue Earth County Update	Benjamin Weber
GMG	BLC	29-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
Jack Lindsay	BLC	30-Jun	2	The Jack Lindsay Show	Benjamin Weber, Megan Tonn & David Schuyler (students)
July					
Bradley Wolfe	BLC	26-Jul	3	One Bright Star	Benjamin Weber, Philip Wels, Megan Tonn (student)
Cindra Kamphoff	BLC	28-Jul	2	Master Your Mindset	Benjamin Weber
August					
Karen Wright	remote	8-Aug	2	Master Gardeners	Benjamin Weber, Megan Tonn (student)
Total			76		

In addition, South Central College used studio access hours to create 4 episodes of the program South Central Kitchen, produced by their media students at their facility.

Members

Name	Membership Type	Residential Status
Master Gardeners.....	Organizational.....	Residential
Church of Christ.....	Organizational.....	Non-Residential
Mona Cenicerros.....	Individual.....	Residential
Sheila Skilling.....	Individual Premiere.....	Residential
Jill Truth.....	Individual.....	Non-Residential
Cindra Kamphoff.....	Individual.....	Residential
Jose Barrivaldi.....	Individual.....	Residential
Esther Hoffman.....	Individual.....	Residential
One Bright Star.....	Organizational.....	Residential
BECHS.....	Organizational.....	Residential
Greater Mankato Growth.....	Organizational.....	Residential
KMSU Radio.....	Organizational.....	Residential
Carl Schoenstedt.....	Individual.....	Residential
Jack Lindsay.....	Student.....	Residential

Completed Courses

Member.....	Course
Sheila Skilling.....	Audio/Video Production (June)
Sheila Skilling.....	Advanced Audio/Video Production (June)

Programming Report

Public Access—Series

Spiritual

Area Catholic Mass
Christmas at Bethany
Christ the King Lutheran
Church of Christ
Cry Holy
Everlasting Gospel
Grace Lutheran Church
Hilltop United Methodist
Immanuel Lutheran Church
In Search of the Lords Way
In the Fight
Islam In Focus
Message of Grace
Mt. Olive Lutheran
Peace Lutheran Church
Preach the Word
Our Savior's Lutheran Church
St Paul's Lutheran Church
The Glory of God Revealed
Word of Life Free Lutheran

Other

BLC Home Baseball
BLC Home Soccer
BLC Home Softball
BLC News
GMG Alive After 5
GMG Songs on the Lawn
In the Fight
Learning Somali
Master Gardeners
Mankato East Home Football
Mankato West Home Football
Mankato East/West Home Basketball
Master Your Mindset
Media Week Talks (BLC)
MN Shorts
MSU Maverick Women's Hockey
One Bright Star
South Central Kitchen
Student Cinema
The Business Beat
The Jack Lindsay Show
Viking Sports Beat
Yoga with Mona

Public Access—Stand Alone

Aboveboard (BLC Theatrical Production)
A Christmas Carol (BLC Theatrical Production)
A New Standard for Deception
Anthony Ford Pond Hockey Highlights
Art Splash Highlights
Author Talk Geoff Herbach
Author Talk Tracie Peterson
Bells on Belgrade Highlights
Bethany Commencement
Bethany Fall Sports Preview
Bethany Sports Beat
Bier on Belgrade Highlights
Bookin' on Belgrade Highlights
Blues on Belgrade Highlights
CityArt Sculpture Artists
Common Sense Government
Fix it Healthcare
GMG Luncheon with Kocherlakota
GMG Volunteers of the Year
Hummingbird Mini-Documentary
Laws of Life Essay Contest
Mankato East vs. West Girls Gymnastics Highlights
Mankato East vs. West Soccer
Mankato East vs. West Wrestling
Mass in B Minor
Medical Debt & State Liens
Minnesota Air Spectacular
MVL Spring Play
North Mankato Fun Days Parade
North Mankato Road Race Highlights
Prairie Lakes Grantee Exhibit
Red Eye Film Festival Showcase
Scientific & Ethical Questions
State of the Cities Forum
The Nutcracker (Mankato Ballet)
The Pianist Revisited (Library Talk)

Edu/Gov—Series

Blue Earth County Board Meetings
Mankato Area Public School Board Meetings
Mankato City Council Meetings
Nicollet County Board Meetings
North Mankato Council Meetings
North Mankato Council Workshops
North Mankato Planning Commission
North Mankato Port Authority Meetings

Edu/Gov—Stand Alone

Mankato State of the City

Mankato/North Mankato Production Log

City of Mankato

#FAQFridayMankato 311
 #FAQFridayMankato Adopt a Hydrant
 #FAQFridayMankato Become a Tree Steward
 #FAQFridayMankato Bike Lanes
 #FAQFridayMankato Building Permit
 #FAQFridayMankato City Center Parking
 #FAQFridayMankato Curbside Carts
 #FAQFridayMankato Downtown Officers
 #FAQFridayMankato Drop Box Bill Pay
 #FAQFridayMankato Every Neighborhood
 #FAQFridayMankato Fast Facts about Stormwater Ponds
 #FAQFridayMankato Find a Lost Pet
 #FAQFridayMankato Food Waste
 #FAQFridayMankato Garbage Tag
 #FAQFridayMankato Leaf Pick-Up
 #FAQFridayMankato MSU Police
 #FAQFridayMankato Online Police Report
 #FAQFridayMankato Organics Recycling
 #FAQFridayMankato Photo Contest
 #FAQFridayMankato Recycle Plastic Bags
 #FAQFridayMankato Ride the Bus
 #FAQFridayMankato Stormwater Pond Maintenance
 #FAQFridayMankato Tree Trek
 #FAQFridayMankato Wastewater Reuse
 #FAQFridayMankato Water Leak
 #FAQFridayMankato Weeds & Tall Grass
 #FAQFridayMankato When to Trim Trees
 #FAQFridayMankato Wipes Clog Pipes
 #FAQFridayMankato Wish Book
 Bike Lanes 101
 Mankato Area Public Schools Positive Indicators (partial assistance only)
 Mankato State of the City
 Performing Arts Center Open House
 Prairie Winds Open House

City of North Mankato

Bier on Belgrade Highlights
 Buckthorn Eradication
 Bells on Belgrade Highlights
 Anthony Ford Pond Hockey Highlights
 North Mankato Fun Days Parade Coverage
 Bookin' on Belgrade Highlights
 ArtSplash Highlights
 Blues on Belgrade Highlights
 North Mankato Road Race Highlights

KTV Additional Production Log

GMG Alive After 5 (Full Coverage)
 GMG Luncheon with Narayana Kocherlakota
 GMG Songs on the Lawn (Full Coverage for **5 events**)
 GMG State of the Cities Forum (Full Coverage)
 GMG State of our Workforce (Full Coverage)
 ISD 77's School Board Candidate Forum
 Mankato East vs. West Girls Gymnastics Highlights
 Mankato East and West Home Football (**5 games**)
 Mankato East and West Home Basketball (**4 boys games, 2 girls games**)
 Mankato East vs. West Home Girls Hockey
 Mankato East vs. West Home Boys Hockey
 Mankato East vs. West Wrestling
 MSU Maverick Women's Hockey (**12 games**)



Survey Results

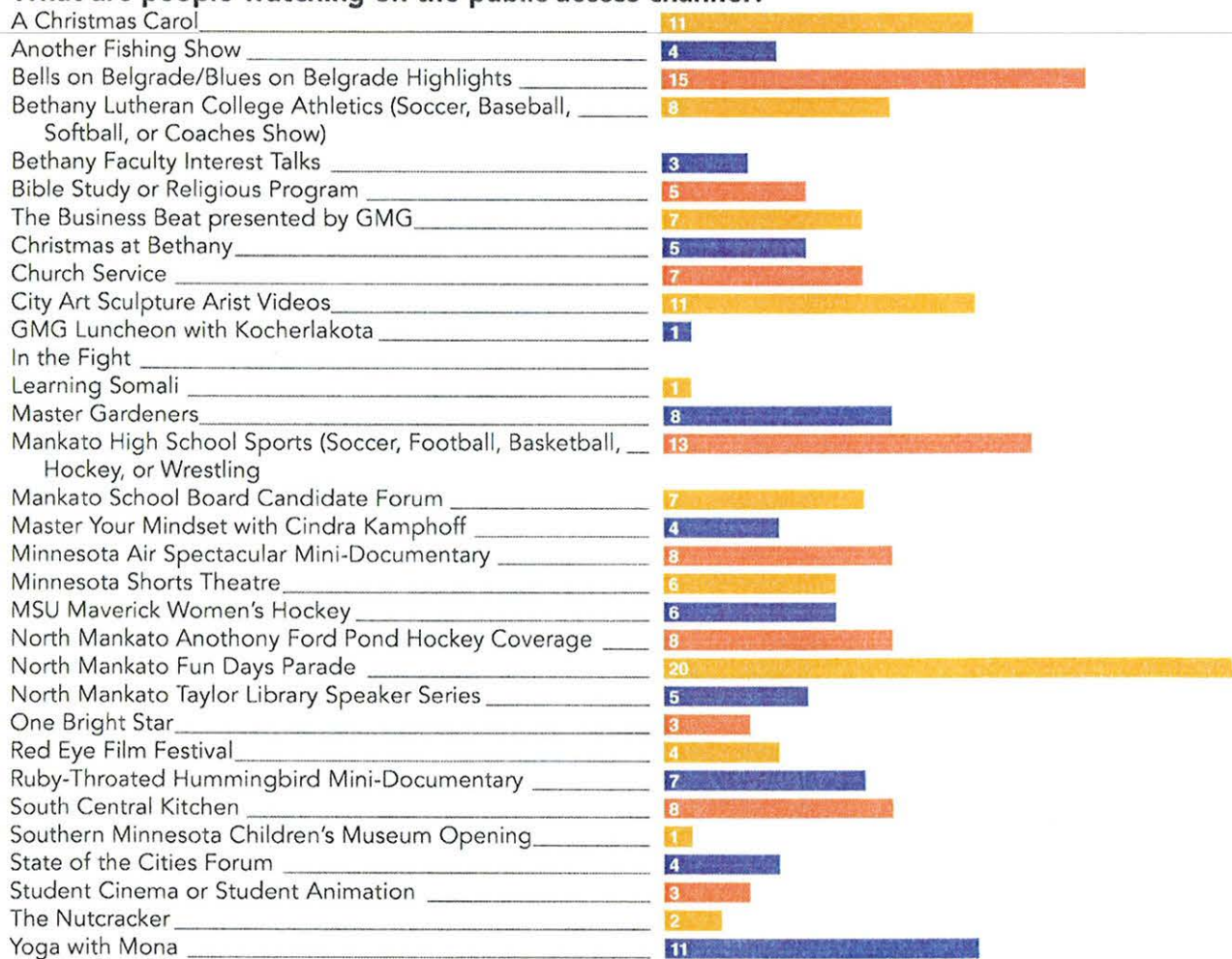
Promotional Plan

The survey was promoted via email to KTV contacts and by the monthly emails of Mankato and North Mankato. We also promoted the survey on-air (both channels) and on our facebook.

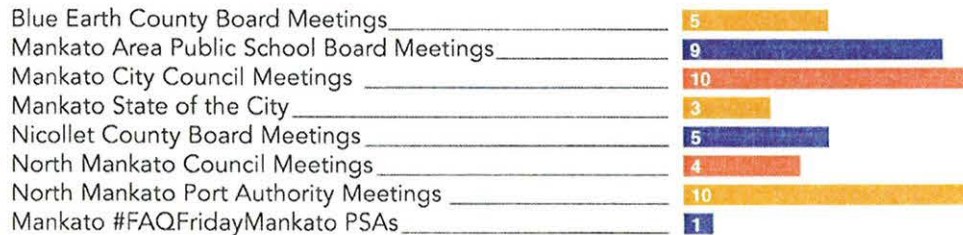
Respondents

As of May 31, 2016, 51 people had taken the survey.

What are people watching on the public access channel?



What are people watching on the education/government channel?



Level of interest in the following programming categories.

Program Type	Not at all		Somewhat		Very	Weighted Average
	1	2	3	4	5	
Church Services/Bible Studies	27	7	10	2	7	2.3
Community Event Broadcasts/Highlight Reels (like the Fun Days Parade)	0	4	18	14	12	3.71
Original Talk Shows	3	17	12	8	8	3.02
Original Instructional Shows (like South Central Kitchen, Yoga with Mona, Master Gardeners)	3	9	11	10	12	3.27
Local Sports	8	7	9	9	13	3.26
Theatre and Performing Arts Events	5	5	16	12	10	3.35

Did you know that KTV offers Video on Demand through accessktv.org and the KTV Youtube channel?



How interested are you in watching KTV online with Video on Demand?



What would you like to see more of on KTV?

"I'd like to see as much community material as possible. Coverage of events, history of Mankato, information about city services."

"Home repair shows. Traditional skills like sowing."

"More Christmas programming during the holidays."

"Local events, sports, council meetings, board meetings."

"I didn't know that the North Mankato Library series was on KTV, so I might watch that."

"Local events."

"Kids stuff."

"Local shows are great, more informational shows are good!"

"Call in auctions/fundraisers."

"Local events, news, history."

"What's New at the Library, Monthly message from the County Attorney, Public Safety Updates."

"Religious history, study of the Saints is sorely lacking in our culture and could help people have the right superheroes."

"High school events—like high school plays, robotics competitions, speech winners, debate."

"Outdoors programs, fishing, hunting, state parks, bike trails, boat acc. area, spots around Southern MN!"

"MSU < BC Gustavus events."

"I'd like to see an actual program guide integrated into the cable provider's channel schedule."

If applicable, how would you rate your experience with the KTV equipment training and rental program?



If applicable, how would you rate your experience with the KTV studio access program?



Demographics

Age



Ethnicity



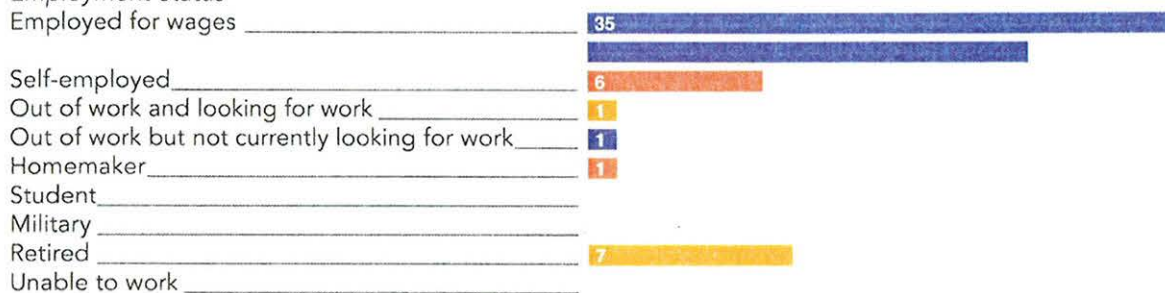
Location



Last Level of Schooling Completed



Employment Status



Takeaways

- 1) Viewer distribution appears to be fairly even across KTV programs.
- 2) Viewers appreciate community event coverage and want more of it.
- 3) People are largely unaware of KTV video on demand and youtube viewing options, though most are at least somewhat interested.
- 4) Most people who completed the survey are well-educated, employed, and white. More North Mankato residents completed the survey than Mankato residents.

Action Items for 2016-17

- 1) Increase on-air messaging for KTV Video on Demand and Youtube.
- 2) Explore additional distribution methods for online content to boost awareness.
- 3) Continue community, arts, and sports coverage. Increase community coverage when possible.
- 4) Explore additional sources of community coverage.
- 5) Continue facilitating/encouraging locally made programs whenever possible.

EXHIBIT D

Barbara Maher-Mankato Resident

Paul Brandon-Mankato Resident

Bradley Wolfe-North Mankato Resident

Greg Abbott-North Mankato Resident

Shelly Schulz-City of Mankato Representative

April Van Genderen-City of North Mankato Representative

April Van Genderen

Subject: FW: KTV Advisory

From: Wolfe, Bradley Max [mailto:bradley.wolfe@mnsu.edu]
Sent: Sunday, September 11, 2016 12:45 PM
To: aprilv@northmankato.com; sschulz@mankatomn.gov
Subject: KTV Advisory

Hello April and Shelly,

KTV has done a great job since its reincarnation to serve the greater Mankato area. The staff have been great to work with both as an advisory committee member and a representative from an organizational affiliate. For the next year, I hope KTV can build on its success to increase membership and maximize the allotted number of production hours for the community to use. KTV is a valuable resource for the community - and the current staff have been great at reaching the potential of the station.

- Bradley Wolfe

Bradley Max Wolfe, M.A., M.S.²
Executive Director Adjunct Comm Studies Professor
One Bright Star Minnesota State University, Mankato

----- Forwarded message -----

From: **Greg Abbott** <geeabbott@gmail.com>
Date: Mon, Aug 29, 2016 at 1:01 PM
Subject: Re: KTV Annual Report
To: "Quist, Amanda" <Amanda.Quist@blc.edu>
Cc: kurt.shrader@blc.edu

Here is my review of KTV for the year:

As a board member and a member who has used the KTV studio and the North Mankato KTV editing booth, I saw KTV make huge strides this year in helping the public become informed of events in the community, helping them CREATE video for the public and have easy access to editing equipment at both Bethany and the library in North Mankato.

KTV is going far and above anything CCTV ever offered and have done an outstanding job capturing events and helping people to create their own local shows for the channel.

Greg Abbott
805 Garfield Avenue
North Mankato, MN 56003
[507-420-1881](tel:507-420-1881)

Dear April

I'm sending my bis. for the annual meeting before I forget it completely. Jun 9, '16

Barb Maher, as the representative of the local Master Gardeners, has had a 15 minute weekly program on Public Access TV since 1985.

This has been a valuable way for Master Gardeners to fulfill their volunteer work of educating the public on horticultural topics.

Hope this is OK Barb

Barb Maher

217 Vassar Ave. Mankato, MN 56003

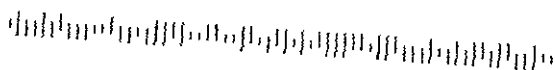
Mankato, Mn.

56003 JUN 2016 PM 8 L



April Vardengen
1001 Belgrade Ave
N. Mankato, Mn
56003

56003





Spirit of Cooperation

Two Cities Working Together



City of North Mankato

PROCLAMATION

WHEREAS, biking to work, school, the store, the park, the countryside or around the neighborhood provides many benefits including better health and fitness, reduced health and transportation costs and a cleaner environment; and

WHEREAS, May is bike month in Minnesota and the United States of America; and the cities of Mankato and North Mankato join in recognition; and

WHEREAS, Greater Mankato Bike and Walk Advocates are organizing rides and events to celebrate Bike Week and encouraging residents to ride their bikes during Bike Week and throughout the year; and

WHEREAS, Mankato and North Mankato make bicycling easier as a form of recreation and transportation through bike lanes and routes, bike repair stations, and wayfinding;

NOW, THEREFORE, We, Eric Anderson, Mayor of Mankato, and Mark Dehen, Mayor of North Mankato, do hereby proclaim May 2017 as

MANKATO AND NORTH MANKATO BIKE MONTH

in Mankato and North Mankato, Minnesota.

IN WITNESS WHEREOF, we have hereunto signed our names and caused the seals of the cities of Mankato and North Mankato to be affixed this 1st day of May 2017.

Eric Anderson, Mayor
City of Mankato

Mark Dehen, Mayor
City of North Mankato

City of Mankato
10 Civic Center Plaza
Post Office Box 3368
Mankato, MN 56002-3368
(507) 387-8600

City of North Mankato
1001 Belgrade Avenue
Post Office Box 2055
North Mankato, MN 56002-2055
(507) 625-4141