

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on February 6, 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 Freyberg, Whitlock, and Norland, City Administrator Harrenstein, Finance Director McCann, City Attorney Kennedy, Community Development Director Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent: Council Member Steiner.

#### **Approval of Agenda**

**Mayor Dehen removed for separate consideration Consent Agenda Item K, Consider Resolution Adopting the City Council Handbook. Council Member Norland moved, seconded by Council Member Whitlock, to approve the agenda with Agenda Item K removed for separate consideration. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

#### **Approval of Council Meeting Minutes**

**Council Member Norland moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of January 17, 2017. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**Mayor Dehen thanked Amaya Thomas, representing Lasting Imprint, for attending and read the following proclamation into the record:**

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

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

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

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

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

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

### ***Congenital Heart Defect Awareness Week***

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

*Dated this 6<sup>th</sup> day of February 2017.*

**Consent Agenda**

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

- A. Bills and Appropriations.
- B. Res. No. 11-17 Approving Donations/Contributions/Grants.
- C. Set Spring Clean-up for April 17-21 for the Valley and April 24-28 for the Hilltop.
- D. Set Water Main Flushing for April 24-28 for the Valley and April 24-May 12 for the Hilltop.
- E. Set Board of Appeal and Equalization for Thursday, April 6, 2017, at 9:00 a.m. in the Police Annex Community Room.
- F. Approved Large Group and Audio Permit for Holy Rosary Church Mass and Picnic at Wheeler Park on September 17, 2017, from 6:00 a.m. to 2:00 p.m. with Audio from 9:00 a.m. to 11:30 a.m.
- G. Approved Large Group and Audio Permit for Lasting Imprint's Community Day at Spring Lake Park on September 16, 2017, from 5:30 a.m. to 5:00 p.m. with Audio from 7:30 a.m. to 12:30 p.m.
- H. Approved Parade Permit for Lasting Imprint Our Community Has Heart 5k and 10K on September 16, 2017.
- I. Res. No. 12-17 Approving State of Minnesota Joint Powers Agreements with the City of North Mankato on Behalf of its City Attorney and Police Department.
- J. Approved the Purchase of a Jacobson AR722T4F Mower for the Parks Department.

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

**Res. No. 13-17 Adopting the City Council Handbook.** Mayor Dehen indicated public comments could be taken concerning the City Council Handbook. Kim Spears, 916 South Avenue, appeared before Council and reviewed his concerns about the City Council Handbook. He indicated Council Members should be able to offer dissent if they do not agree with the official position of the City Council. Mr. Spears stated he did not agree with the statement that all large requests for information should be directed to the City Administrator or the Mayor not directly to staff. Barb Church, 102 Wheeler Avenue, appeared before Council and stated she did not believe the document should have been added to the Consent Agenda and there were grammatical errors. Council Member Freyberg stated the City Council Handbook were guidelines for Council Members and it does not restrict the right of the individual to discuss alternative views. Mayor Dehen stated the City Council Handbook does not remove individual Council Member's rights to a dissenting view, but if the City asks a Council Member to act as an advocate, they should support the Council decision. **Council Member Norland moved, seconded by Council Member Whitlock to Adopt the City Council Handbook.** **Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**Public Comments**

Tom Hagen, 927 Lake Street, appeared before Council and thanked the staff and Council for a much quieter Anthony Ford Pond Hockey Tournament. He indicated his continued desire for the development of a Historical Preservation Commission. Mr. Hagen reported the Nicollet County Historical Society conducted a survey in 1982 that identified 43 potential sites for preservation.

**Business Items**

**Consider Approving the Spring Lake Swim Facility Request for Proposal.** Administrator Harrenstein stated the RFP would begin the process to replace the old filtration system at the Spring Lake Swim Facility. John Kind, Executive Director of the YMCA, appeared before Council and thanked the City for their responsiveness to the YMCA request to improve the facility. Administrator Harrenstein indicated the City would also consider additional play features during the RFP process. He reported the Mankato Foundation \$50,000 matching grant would be used to improve hockey at Spring Lake Park and the City was considering improving and expanding the current bathhouse facility to accommodate a warming house during the winter. **Council Member Norland moved, seconded by Council Member Whitlock to approve the Spring Lake Swim Facility Request for Proposal. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**Approve the Addition of One New Street Maintenance I Employee.** Public Works Director Swanson reviewed the request for an additional Street Maintenance I Employee which included the reduction of staff by three employees since 2013 while there were increased special projects and staffing special events. He indicated the addition of a street serviceman would allow the delegation of duties increasing the time for addressing future capital improvement plans. Council Member Whitlock stated the department is stretched thin. **Council Member Freyberg moved, seconded by Council Member Norland to Approve the Addition of One New Street Maintenance I Employee. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**2016 Street Department Annual Report.** Public Works Director Swanson reported the Street Department maintains approximately 77 miles of roadways and last year 9 miles were seal coated, .8 miles overlayed along with 5 miles of roads crack sealed. He stated the Street Department maintains and inspects 87 miles of storm sewer, several detention ponds, and 62 miles of sanitary sewer mains. He reviewed the increase in recycling collection due to the introduction of recycling single sort in 2015 which corresponds with a decrease in solid waste collection. Public Works Director Swanson reviewed special projects the Street Department completed in 2016 including; City Hall ramp removal and parking lot improvements, construction of displays at the Children's Museum of Southern Minnesota, wood-chips for the Humane Society, and work with the Miracle League of North Mankato in the design and execution of the soon to be constructed all-inclusive Fallenstein Playground at Caswell Park. He reported community events included softball and soccer tournaments at Caswell north and south and traffic control for all Business on Belgrade Events, Fun Days parade, and the North Star Bike Race. **Council Member Norland moved, seconded by Council Member Whitlock to approve the 2016 Street Department Annual Report. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**2016 Water and Sewer Department Annual Report.** Administrator Harrenstein stated he would be reviewing the annual report, with Superintendent Rader available to answer any questions. Administrator Harrenstein stated the Water and Sewer Department was responsible for the distribution of water to the citizens of North Mankato, maintaining the stormwater system, and the sanitary system. The City maintains five City wells, six distributions pumps, twenty chemical pumps, two water towers, four ground storage reservoirs, two separate main lift stations that pump to Mankato's treatment plant, two Corp stations and they inspect storm lines. A few highlights from 2016 included the completion of Well #9, Rehab of the Main Lift Station #1, Rehab of Well #7, there were 12 City Main Breaks, and 1595 Gopher State One Calls. **Council Member Norland moved, seconded by Council Member**

**Whitlock to approve the 2016 Water and Sewer Department Annual Report. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

**2016 Parks Department Annual Report.** Administrator Harrenstein stated he would be reviewing the annual report, with Superintendent Rader available to answer any questions. Administrator Harrenstein reported the City of North Mankato has 21 parks, 250 acres of park space, 43 acres of prairie, 10.6 miles of trails, 12 ball fields, 67 playground structures and 9.3 miles of sidewalks. City Administrator Harrenstein reported highlights for the Parks Department included the planting of 70 trees and the removal of 80 trees, resurfacing of tennis courts in Wheeler Park, seeding of prairie in Bluff Park and park improvements to Caswell to bring the park up to building code compliance. He reported there were over 15,663 swimmers in the Spring Lake Park Swim Facility. **Council Member Norland moved, seconded by Council Member Whitlock to approve the 2016 Parks Department Annual Report. Vote on the motion: Freyberg, Whitlock, Norland and Dehen aye; no nays. Motion carried.**

#### **City Administrator and Staff Comments**

Public Works Director Swanson stated crews were trimming Belgrade Avenue boulevard trees.

#### **Mayor and Council Comments**

Council Member Norland requested Administrator Harrenstein review where the City is at with historic preservation. Administrator Harrenstein indicated the Downtown Masterplan committee is reviewing options and will present recommendations in April.

Council Member Whitlock reported an increase in teams for the Anthony Ford Pond Hockey Tournament. He stated next year the committee was looking at dates that correspond with the Super Bowl.

Mayor Dehen reported 2018 would be the Anthony Ford Pond Hockey Tournament's ten year anniversary and they were looking at special events.

Mayor Dehen stated he received thank you notes from the Girl Scouts, School District 77 and the Echo Food Shelf for donations from the City's Charitable Gambling Fund.

#### **Public Comments**

Tom Hagen, 927 Lake Street, appeared before Council and requested the City consider a deer hunt. Mr. Hagen stated he believes the City has the worst boulevard trees and offered his advice on pruning trees.

Gary Zellmer, 1591 Sharon Drive, appeared before Council and indicated the Library Board would like to meet with City Council and the Administrator to discuss the resignation of the Library Director and the direction of the library.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Whitlock, the meeting adjourned at 7:39 p.m.

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Mayor

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City Clerk





City of North Mankato, MN

## Claims List - Regular

By Vendor Name

Date Range: 2-21-17

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	**Void**	02/21/2017	Regular	0	-	86886
	**Void**	02/21/2017	Regular	0	-	86887
00006	A TOUCH OF MAGIC, INC.	02/06/2017	Regular	0	215.00	86862
00008	A+ SYSTEMS GROUP	02/21/2017	Regular	0	74.85	86873
02433	ADVANCED AUTO PARTS	02/21/2017	Regular	0	114.61	86874
00039	ALL AMERICAN TOWING	02/21/2017	Regular	0	65.00	86875
00072	ANCOM COMMUNICATIONS	02/21/2017	Regular	0	4,130.00	86876
00090	APT MACHINING & FABRICATING, INC.	02/21/2017	Regular	0	120.00	86877
00093	ARNOLD'S OF MANKATO, INC.	02/21/2017	Regular	0	78.57	86878
00101	AT&T MOBILITY	02/10/2017	Regular	0	30.99	86865
00103	AUTO BODY SPECIALTIES	02/21/2017	Regular	0	28.73	86879
00145	BETTER HOUSEKEEPING VACUUMS, INC.	02/21/2017	Regular	0	499.95	86880
00153	BLUE EARTH COUNTY	02/10/2017	Regular	0	1,755.18	86866
00176	BORDER STATES ELECTRIC SUPPLY	02/21/2017	Regular	0	29.72	86881
00181	BOY SCOUT TROOP #29	02/21/2017	Regular	0	200.00	86882
00182	BOYER TRUCKS	02/21/2017	Regular	0	335.94	86883
00212	BUSINESS ON BELGRADE	02/21/2017	Regular	0	587.00	86884
00252	CITY CENTER PARTNERSHIP	02/21/2017	Regular	0	2,000.00	86888
00258	CITY OF MANKATO-WATER BILL	02/21/2017	Regular	0	23.10	86889
00262	CITY OF ST PETER	02/21/2017	Regular	0	833.33	86890
00319	DAHL, CATHY	02/06/2017	Regular	0	1,000.00	86863
00322	DALCO	02/21/2017	Regular	0	342.44	86891
00387	EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	02/21/2017	Regular	0	276.49	86892
00401	EXPRESS SERVICES, INC.	02/21/2017	Regular	0	985.48	86893
00432	FLEETPRIDE	02/21/2017	Regular	0	336.49	86894
00449	FREE PRESS MEDIA	02/21/2017	Regular	0	143.94	86896
00447	FREE PRESS	02/21/2017	Regular	0	766.25	86895
00462	G & K SERVICES	02/21/2017	Regular	0	228.91	86897
00463	G & L AUTO SUPPLY, LLC	02/21/2017	Regular	0	364.24	86898
00465	GALE/CENGAGE LEARNING	02/21/2017	Regular	0	611.00	86899
02531	GOODTIMES MANUFACTURING	02/21/2017	Regular	0	576.00	86900
00493	GOODWIN, TONY	02/21/2017	Regular	0	250.00	86901
00506	GREATER MANKATO GROWTH, INC.	02/21/2017	Regular	0	30,343.37	86902
00511	GREENCARE	02/08/2017	Regular	0	9,261.00	86864
00538	HAWKINS, INC.	02/21/2017	Regular	0	4,307.90	86903
00608	INGRAM LIBRARY SERVICES	02/21/2017	Regular	0	675.63	86904
00680	J.J. KELLER & ASSOCIATES, INC.	02/21/2017	Regular	0	737.50	86905
01275	JADD SEPPMANN & SONS, LLP	02/21/2017	Regular	0	334.00	86906
00639	JOHN DEERE FINANCIAL	02/21/2017	Regular	0	685.64	86907
02291	KEEPRS, INC.	02/21/2017	Regular	0	228.41	86908
00691	KENNEDY & KENNEDY LAW OFFICE	02/21/2017	Regular	0	9,048.39	86909
02523	KRAUSE, TOM	02/21/2017	Regular	0	47.94	86910
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	02/21/2017	Regular	0	268.37	86911
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	02/13/2017	Regular	0	1,372.00	86870
00761	LEON'S CUSTOM BACKHOE, INC.	02/21/2017	Regular	0	683.75	86912
00776	LLOYD LUMBER CO.	02/21/2017	Regular	0	149.03	86913
00812	MANKATO BEARING COMPANY	02/21/2017	Regular	0	18.30	86914
00819	MANKATO FORD, INC.	02/21/2017	Regular	0	98.95	86915
00829	MANKATO PUBLIC SCHOOLS	02/21/2017	Regular	0	144.00	86916
00857	MC GOWAN WATER CONDITIONING, INC.	02/21/2017	Regular	0	112.71	86917
00872	MEI TOTAL ELEVATOR SOLUTIONS	02/21/2017	Regular	0	923.96	86918
00874	MENARDS-MANKATO	02/21/2017	Regular	0	322.40	86919
00889	MIDWEST TAPE/HOOPLA	02/21/2017	Regular	0	732.49	86920
02532	MIKE'S LLC	02/21/2017	Regular	0	2,908.37	86921
00893	MILL SUPPLY, INC.	02/21/2017	Regular	0	51.77	86922
00925	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	02/21/2017	Regular	0	105.00	86923
00925	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	02/21/2017	Regular	0	225.00	86924

00902	MINNESOTA IRON & METAL CO	02/21/2017	Regular	0	46.00	86925
00943	MINNESOTA SHERIFFS' ASSOCIATION	02/21/2017	Regular	0	140.00	86926
00956	MINNESOTA WASTE PROCESSING CO.	02/21/2017	Regular	0	19,774.75	86927
01009	NAPA AUTO PARTS - MANKATO	02/21/2017	Regular	0	11.86	86928
01018	NCPERS MINNESOTA-UNIT 662400	02/13/2017	Regular	0	208.00	86871
01057	NORTH MANKATO MOTOR VEHICLE REGISTRA	02/10/2017	Regular	0	63.00	86867
01092	PARTNERS FOR AFFORDABLE HOUSING	02/21/2017	Regular	0	1,000.00	86929
01106	PETTY CASH	02/21/2017	Regular	0	42.62	86930
01133	POWERPLAN/RDO EQUIPMENT	02/21/2017	Regular	0	124.96	86931
01211	RIVER BEND BUSINESS PRODUCTS	02/21/2017	Regular	0	116.00	86932
01281	SIGN PRO	02/21/2017	Regular	0	90.00	86933
01323	SPS COMPANIES, INC.	02/21/2017	Regular	0	87.69	86934
01335	STAPLES ADVANTAGE	02/21/2017	Regular	0	31.49	86935
01352	STREICHER'S, INC	02/21/2017	Regular	0	1,139.97	86936
01372	TASER INTERNATIONAL	02/21/2017	Regular	0	2,956.10	86937
01402	TIRE ASSOCIATES	02/21/2017	Regular	0	82.10	86938
01409	TOPPERS PLUS, INC.	02/21/2017	Regular	0	249.00	86939
01415	TOYOTA-LIFT OF MINNESOTA	02/21/2017	Regular	0	545.72	86940
01477	VIKING ELECTRIC SUPPLY, INC.	02/21/2017	Regular	0	45.26	86941
01478	VIKING FIRE & SAFETY LLC	02/21/2017	Regular	0	92.45	86942
02282	WARD EINESS STRATEGIES	02/21/2017	Regular	0	2,000.00	86943
01525	WEST CENTRAL SANITATION, INC.	02/21/2017	Regular	0	26,383.28	86944
01568	ZIEGLER, INC.	02/21/2017	Regular	0	360.00	86945
00064	AMERICAN PLANNING ASSOCIATION	02/03/2017	Bank Draft	0	320.00	DFT0000893
00241	CHARTER COMMUNICATIONS	02/07/2017	Bank Draft	0	403.96	DFT0000902
02058	CONSOLIDATED COMMUNICATIONS	02/07/2017	Bank Draft	0	3,131.40	DFT0000903
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	30.53	DFT0000906
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	42.94	DFT0000907
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	37.94	DFT0000908
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	40.54	DFT0000911
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	254.83	DFT0000912
02058	CONSOLIDATED COMMUNICATIONS	02/09/2017	Bank Draft	0	32.30	DFT0000913
02058	CONSOLIDATED COMMUNICATIONS	02/15/2017	Bank Draft	0	209.70	DFT0000924
00311	CULLIGAN WATER CONDITIONING	02/06/2017	Bank Draft	0	47.25	DFT0000897
00617	INTERNATIONAL INSTITUTE OF MUNICIPAL CL	02/03/2017	Bank Draft	0	125.00	DFT0000892
00733	LAKES GAS CO #10	02/15/2017	Bank Draft	0	79.80	DFT0000923
00910	MINNESOTA VALLEY TESTING LAB, INC.	02/06/2017	Bank Draft	0	59.25	DFT0000896
00910	MINNESOTA VALLEY TESTING LAB, INC.	02/07/2017	Bank Draft	0	192.50	DFT0000901
01117	PLUNKETT'S PEST CONTROL, INC.	02/14/2017	Bank Draft	0	113.60	DFT0000922
01335	STAPLES ADVANTAGE	02/10/2017	Bank Draft	0	50.27	DFT0000909
01470	VERIZON WIRELESS	02/09/2017	Bank Draft	0	485.63	DFT0000905
02178	WASTE MANAGEMENT OF WI-MN	02/06/2017	Bank Draft	0	100.73	DFT0000895
01525	WEST CENTRAL SANITATION, INC.	02/10/2017	Bank Draft	0	3,936.75	DFT0000910
00102	AUDIO EDITIONS	02/23/2017	EFT	0	532.04	108
00216	C & S SUPPLY CO, INC.	02/23/2017	EFT	0	179.07	109
00310	CRYSTEEL TRUCK EQUIPMENT, INC	02/23/2017	EFT	0	56.92	110
00796	MAC QUEEN EQUIPMENT, INC.	02/23/2017	EFT	0	184.37	111
00935	MINNESOTA PIPE & EQUIPMENT	02/23/2017	EFT	0	3,221.80	112
01052	NORTH CENTRAL INTERNATIONAL	02/23/2017	EFT	0	635.89	113
02005	PANTHEON COMPUTERS	02/23/2017	EFT	0	4,592.00	114
01090	PARAGON PRINTING, MAILING & SPECIALTIES	02/23/2017	EFT	0	8,010.38	115
					163,486.73	108

## Authorization Signatures

### All Council

The above manual and regular claims for 2-21-17 lists are approved by:

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MARK DEHEN- MAYOR

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DIANE NORLAND- COUNCIL MEMBER

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WILLIAM STEINER- COUNCIL MEMBER

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ROBERT FREYBERG- COUNCIL MEMBER

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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
Anonymous	Paver for the Library	\$50.00
		\$50.00

Adopted by the City Council this 21<sup>st</sup> day of February 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



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

Name of organization	Date organized	Tax exempt number	
Vista Prairie at Monarch Meadows	12/16/02	44-1970657	
Address	City	State	Zip Code
2135 Lor Ray Drive	North Mankato	Minnesota	56003
Name of person making application	Business phone	Home phone	
Stacy Wihlm	507-344-1160		
Date(s) of event	Type of organization		
April 27, 2017	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Jim Bettendorf	Hopkins	Minnesota	55343
Organization officer's name	City	State	Zip Code
Morris Knopf	Hopkins	Minnesota	55343
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

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

Dining Room

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

-

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

-

**APPROVAL**

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 7D	Dept: Administration	Council Meeting Date: 2/21/17																																																										
<b>TITLE OF ISSUE:</b> Consider Setting Public Hearing for 7 pm on March 6, 2017, for Revision of Code of Ordinances.																																																												
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Minnesota Statutes authorize the City to cause its ordinances to be revised, updated and compiled. The attached Exhibit A outlines the proposed amendments to the City Code of North Mankato along with the ordinances adopted in 2015 and 2016. A copy of the proposed ordinances to be adopted after the public hearing on March 6, 2017, is held is also attached.																																																												
<i>If additional space is required, attach a separate sheet</i>																																																												
<b>REQUESTED COUNCIL ACTION:</b> Set Public Hearing for 7 p.m. on Monday, March 6, 2017.																																																												
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NOTICE OF PUBLIC HEARING  
TO AMEND NORTH MANKATO CITY CODE

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 6th day of March 2017, to hold a public hearing to amend the City Code of North Mankato to include all Ordinances adopted by the City Council in 2015 and 2016 and other amendments to the Code as necessary.

Such persons as desire to be heard concerning the proposed amendment to the City Code will be heard at this meeting.

Dated this 21<sup>st</sup> day of February 2017.

April Van Genderen  
City Clerk  
City of North Mankato, Minnesota



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 Exhibit A attached; 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 6<sup>th</sup> day of March 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, ~~which shall be the property owner's responsibility, including the corporation stop, saddle, curb stop and curb box, which shall be the property owner's responsibility. Provided, however, that private facilities and appurtenances constructed on private property are not intended to be included in municipal ownership.~~

**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 ~~that are held in a portion of the premises where liquor is not sold;~~ 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, ~~the building permit fees shall be doubled~~ 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, ~~but~~ 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 151: RESIDENTIAL RENTAL PROPERTY LICENSING CODE**

### **151.06 Applications**

All applications shall be made as follows:

(A) All applications shall be made at the office of the City Clerk, upon forms which have been approved by motion of the City Council;

(B) All such applications must be subscribed, sworn to, and include, but not be limited to, the following:

- (1) Applicant's name, age, and citizenship;
  - (2) Applicant's present address and phone number and length of time at that address;
  - (3) Address of property to be rented;
  - (4) Sketch of property to be rented identifying all rental units by number;
  - (5) Parking plan showing the size and location of all off-street parking spaces;
  - (6) Name(s) of each occupant of each rental unit;
  - (7) Name of person (if other than applicant) responsible for the rental unit;
  - (8) Whether or not applicant has ever been convicted of a felony or misdemeanor, including violation of a city ordinance but excluding traffic violations, and, if so, the date and place of conviction and the nature of the offense;
  - (9) [Social Security number and Minnesota business identification number of the applicant as required by Minnesota Statutes 270C.72, Subd. 4](#)
- (10) Such other information as the Council shall deem necessary considering the nature of the use for which the license application is made.

### **151.07 Action on Application for Rental License**

Upon receipt of a completed application, ~~and~~ payment of all license fees, [and compliance with all applicable property inspections](#) the City Clerk, or his or her designee, shall issue a license to the applicant for the specified property. All residential rental property in North Mankato must obtain a license by January 1, 2003. Such licenses will be valid for a period of 1 year unless canceled or revoked pursuant to this chapter. From January 1, 2004, forward, all licensees will be required to obtain annual renewal of their residential rental licenses on or before January 1 of each year. If by January 1 of each year, a rental license has not been renewed, a \$100 reinstatement fee for each property will be charged in addition to the annual license fee. [An annual rental license renewal will not be granted if the licensee does not provide the City with a Social Security number and Minnesota business identification number of the licensee as required by Minnesota Statutes 270C.72, Subd. 4](#)

## **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 ~~12068~~ 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 ~~12068~~ square feet.
- (2) Minimum setback is 5 feet from any rear or side property line.
- (3) Located a minimum of ~~10~~ 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: an individual water service and shut-off shall be installed for each dwelling unit. Multi-unit rental apartment buildings are not subject to this provision.

- (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. Beginning at the front property line, the driveway width may be enlarged at an angle not greater than 45 degrees to a point not closer than 10 feet to the side property line. There shall be a minimum of 20 feet of hard surfaced driveway located perpendicular from the face of any garage stall to the street. with no greater than a 45 degree angle back to the main driveway. 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 ~~are~~ 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. ~~and shall be located on the property in a manner that both sides can be maintained from the owner's property.~~

(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.

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

(de) 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.

(ef) 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 # 7E	Dept: Administration	Council Meeting Date: 2/21/17
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**TITLE OF ISSUE:** Consider Setting Public Hearing for 7 pm on March 6, 2017, to Consider Amending City Code Chapter 91: Animals.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** In response to public concern and Council direction, City staff is presenting an ordinance prohibiting supplemental deer feeding. A public hearing will be held on March 6, 2017, to take public comment on the proposed ordinance.

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION:** Set Public Hearing for 7 p.m. on Monday, March 6, 2017.

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

	Aye	Nay	
	_____	_____	Whitlock
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

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

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

NOTICE OF PUBLIC HEARING TO AMEND CITY CODE,  
CHAPTER 91: ANIMALS

Notice is hereby given that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Monday, March 6, 2017, at 7 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider amending the City Code Chapter 99, Animals, to include a prohibition on feeding deer.

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

Dated this 21<sup>st</sup> day of February 2017.

April Van Genderen  
City Clerk  
City of North Mankato

**ORDINANCE NO. 87, FOURTH SERIES**

**AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA, AMENDING NORTH MANKATO CITY CODE, TITLE IX, GENERAL REGULATIONS, CHAPTER 91, ANIMALS**

THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA ORDAINS:

Section 1. Sections of North Mankato City Code, Title IX, General Regulations, Chapter 91 Animals, are hereby amended as follows:

**§91.19 PROHIBITION ON SUPPLEMENTAL DEER FEEDING**

(A) Findings. It is hereby determined that an increasing population of deer within the city poses a threat to public safety by:

- (1) Increasing the likelihood of deer-vehicle collisions
- (2) Contributing to the transmission of diseases to humans from deer
- (3) Posing a threat to native and ornamental plants and animal life by excessive foraging which disturbs natural ecological balances
- (4) Posing a threat to the quality of life by deer-related damage to landscaping and vegetable gardens

(B) Purpose: Prohibition on supplemental deer feeding, which results in unnatural concentrations of deer and can affect the normal movement of deer within the community.

(C) Prohibition: No resident may place or permit to be placed on the ground, or within five (5) feet of the ground surface any grain, salt licks, fruit, vegetables, nuts, seeds, hay or other edible materials which may reasonably be expected to intentionally result in deer feeding, unless such items are screened or protected in a manner that prevents deer from feeding on them. Living fruit trees and other live vegetation shall not be considered as supplemental deer feeding.

(C) Exemptions from Provisions

(1) Veterinarians, city animal control officials or county, state or federal game officials who are in the course of their duties and have deer in their custody or under their management.

(2) Persons are feeding birds using self-enclosed feeding devices or containers.

(3) The use of straw, hay or straw-related materials for erosion control, mulching, gardening or other landscape purposes.

(4) Persons are maintaining a compost pile that is screened or protected to prevent deer from foraging.

Penalty, see §91.99 (C)

Section 2. After adoption, signing, and attestation, this Ordinance shall be published once in the official newspaper of the City and shall be in effect on or after the date following such publication.

Adopted by the City Council this 21<sup>st</sup> day of February 2017.

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Mark Dehen, Mayor

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April Van Genderen, City Clerk



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 7F	Dept: Administration	Council Meeting Date: 2/21/17
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**TITLE OF ISSUE: Resolution Setting Fees and Charges.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** City ordinance allows the setting of fees and charges by resolution. Exhibit A shows the current fee and the proposed fee.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION: Adopt Resolution Setting Fees and Charges.**

**For Clerk's Use:**  
  
 Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_  
  

Vote Record:	Aye	Nay	
	_____	_____	Whitlock
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

Resolution No.

RESOLUTION SETTING FEES AND CHARGES

WHEREAS, the City of North Mankato provides various municipal services for which a fee is charged; and

WHEREAS, the City Code provides that such fees shall be set by resolution of the City Council; and

WHEREAS, a report containing recommendations for fees for certain municipal services is attached and will be effective upon approval by the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORTH MANKATO, MINNESOTA, that said fees and charges are adopted.

Adopted by the City Council this 21<sup>st</sup> day of January 2017.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## LICENSES AND PERMIT FEES

LICENSE / PERMIT	CURRENT FEES	PROPOSED FEES
<b>PLANNING</b>		
Sign Permit	\$35	<del>\$35</del> \$31
<b>RESIDENTIAL PLAN REVIEW</b>		
Single Family Dwelling		\$100
Two-Family Dwelling		\$200
Townhome		65% of building permit fee (not including state surcharge)
Addition		\$50
Deck		\$25
Garage/Shed		\$25
Similar Plans		65% of building permit fee (not including state surcharge) for master plan – then 25% of permit fee (not including state surcharge) for similar plans.
<del>Plan Review</del>	<del>65% of Building Permit Fee (3 units or more or Industrial/ Commercial)</del>	<del>65% of Building Permit Fee (3 units or more or Industrial/ Commercial)</del>
<b>COMMERCIAL PLAN REVIEW</b>		65% of building permit fee (not including state surcharge)
Similar Plans		65% of building permit fee (not including state surcharge) for Master Plan – then 25% of building permit fee (not including state surcharge) for similar plans.
<b>PLUMBING PERMIT</b>		
Per Fixture	\$1	\$1
Per Inspection	<del>\$25</del>	<del>\$25</del> \$20
State Surcharge		\$1
<del>Plus Residential</del>	<del>\$25 / unit</del>	<del>\$25 / unit</del>
<del>Plus Commercial</del>	<del>\$25 / room</del>	<del>\$25 / room</del>
Plus Reinspections	\$25	<del>\$25</del> \$20

\*Penalty fee of 10% of fee if not submitted by due date.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 7G	Dept: Public Works	Council Meeting Date: 2/21/17																																																				
<b>TITLE OF ISSUE: Consider Approving Water Treatment Plant No. 1 Filter Rehabilitation Advertisement for Bid.</b>																																																						
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> The filter in the water treatment plant No.1 was rehabilitated last in 1994. This steel filter has to be refurbished every 20 to 22 years to keep it operating. The project consists of: <ul style="list-style-type: none"> <li>• Removing and exiting filter media and inspecting the filter internals for corrosion and any possible leaks</li> <li>• Sand blasting and painting the interior and exterior of the steel tank</li> <li>• Inspecting the filter underdrain system and making necessary repairs and replacing the underdrain nozzles</li> <li>• Installing new filter media</li> <li>• Installing new level control system to replace the existing obsolete equipment for which spare parts are difficult to find.</li> </ul> Estimated construction cost is within what is allocated for capital outlay in the Water Fund.																																																						
<i>If additional space is required, attach a separate sheet</i>																																																						
<b>REQUESTED COUNCIL ACTION: Approve Water Treatment Plant No. 1 Filter Rehabilitation Advertisement for Bid.</b>																																																						
<b>For Clerk's Use:</b>  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>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>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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> <tr> <td colspan="2" style="vertical-align: top;">Other (specify)</td> <td colspan="3" style="vertical-align: top;">Advertisement for Bids</td> </tr> <tr><td colspan="5">_____</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)		Advertisement for Bids			_____					_____					_____					_____				
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## SECTION 00020 - ADVERTISEMENT FOR BIDS

Water Treatment Plant No. 1 Filter Rehabilitation  
North Mankato, MN

**RECEIPT AND OPENING OF PROPOSALS:** Sealed proposals for the work described below will be received by the City Administrator at the City Hall, 1001 Belgrade Ave., North Mankato, MN 56003 until March 23, 2017 at 2:00 p.m., at which time the bids will be opened and publicly read.

**DESCRIPTION OF WORK:** The work includes the following:

- A. Refurbishing Tonka Dualator steel gravity filter by removing the existing filter media and gravel, and replacing with new filter media and gravel.
- B. Repainting interior and exterior of steel gravity filter after surface preparations, as specified.
- C. Miscellaneous welding and patching to repair steel filter tank.
- D. Remove and replace the filter effluent isolation valves and finish painted (Add Item No. 1).
- E. Relocate flow meter from a vertical pipe to a horizontal pipe as shown and add control valve modifications (Add Item No. 2).
- F. All other work specified in the Contract Documents.

**COMPLETION OF WORK:** All work under the Contract must be complete within one hundred twenty (120) calendar days after issuance of the Notice to Proceed. Completion time will be extended for "Add Item No. 2", if accepted.

**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, or construction or rehabilitation of steel gravity filters, within the last five (5) years.

**OBTAINING CONTRACT DOCUMENTS AND BIDDING REQUIREMENTS:** Plans and specifications and all contract documents may be obtained at the office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001, upon payment of \$75.00, (includes sales tax); non-refundable for each full set of specifications and accompanying drawings. Additional shipping charges will apply for delivery to any address not within the lower 48 states. Complete digital project bidding documents are available at [www.questcdn.com](http://www.questcdn.com). You may view the digital plan documents for free by entering Quest project #4820518 on the website's Project Search page. Documents may be downloaded for \$20.00. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information.

A copy of the plans and specifications may be inspected at the following locations:

- Office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001.
- Mankato Builders Exchange, 75 Navaho Ave., Suite 1, Mankato, MN 56001.

**PLANHOLDERS LIST, ADDENDA AND BID TABULATION:** The planholders list, addenda and bid tabulation will be available on-line at [www.bolton-menk.com](http://www.bolton-menk.com).

Bids will be received on a lump sum basis.

**BID SECURITY:** A certified check or a Bid Bond satisfactory to the City of North Mankato, Minnesota, in the amount of not less than 5 percent of the total Bid price submitted must accompany each Bid.

**LABOR RATES - MINIMUM WAGE REQUIREMENTS:**

This project is being funded by the City of North Mankato, Minnesota. The project is not subject to the State or Federal minimum wage requirements.

**PERFORMANCE AND PAYMENT BONDS:** The successful Bidder will be required to furnish a Performance Bond and Labor and Materials Payment Bond each in the amount of the Contract.

The Bid, Agreement, and Bonds shall be conditioned upon compliance with all provisions of the Bid Documents.

**PROJECT ADMINISTRATION:** All questions relative to this project prior to the opening of bids shall be directed to the Engineer/Manager for the project. It shall be understood, however, that no specification interpretations will be made by telephone.

Address inquiries to:  
Bolton & Menk, Inc.  
Attn: Herman Dharmarajah, Ph.D., P.E.  
1960 Premier Drive  
Mankato, MN 56001  
Tel: 507-625-4171 Ext. 1104  
Fax: 507-625-4177  
Email: hermandh@bolton-menk.com

**OWNER'S RIGHTS RESERVED:** The OWNER reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards in the interest of the OWNER.

Date: February 22, 2017

Owner: City of North Mankato, Minnesota

/S/ John Harrenstein  
City Administrator

Published:

Mankato Free Press: Friday, February 24, 2017  
Friday, March 3, 2017

Finance & Commerce: Friday, February 24, 2017  
Friday, March 3, 2017

RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD  
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR  
HOLY ROSARY CHURCH

WHEREAS, Holy Rosary has made application for exemption from a charitable gambling license to conduct a raffle on May 15, 2017, at Holy Rosary Church within the City of North Mankato, Minnesota, which application was received by the City on February 16, 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 21<sup>st</sup> day of February 2017.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Holy Rosary Church

Previous Gambling Permit Number: X03302-16-020

Minnesota Tax ID Number, if any: 8373253

Federal Employer ID Number (FEIN), if any: 0713877  
41-013877

Mailing Address: 525 Grant Ave

City: North Mankato State: MN Zip: 56003 County: Nicollet

Name of Chief Executive Officer (CEO): Father Paul van de Crommert

Daytime Phone: 507-387-6501 Email: jimth@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](http://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): Holy Rosary Church

Address (do not use P.O. box): Sherman & Grant Ave

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

Date(s) of activity (for raffles, indicate the date of the drawing): May 15, 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: \$3000.00)**

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

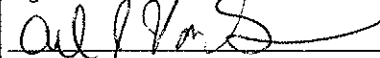


**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

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

Print City Name: North Mankato

Signature of City Personnel:

Title: City Clerk Date: 2-21-17

**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: Date: 2-9-17

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

Print Name: Father Paul van de Crommert**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

**Questions?**

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

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

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

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9A	Dept: City Engineer	Council Meeting Date: 2/21/17
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**TITLE OF ISSUE:** Consider Resolution Requesting the Advance of Municipal State Aid Funds for Municipal Construction Projects.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The City of North Mankato is requesting the release of Municipal State Aid Funds to complete the Lookout Drive Improvement Project and potentially the Roe Crest Drive Improvement Project. City Engineer Dan Sarff will provide additional information.

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION:** Adopt Resolution Requesting the Advance of Municipal State Aid Funds for Municipal Construction Projects.

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:	Aye	Nay						
	_____	_____	Whitlock					
	_____	_____	Steiner					
	_____	_____	Norland					
	_____	_____	Freyberg					
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**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
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Other (specify) \_\_\_\_\_  
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<input type="checkbox"/>	Workshop
<input checked="" type="checkbox"/>	Regular Meeting
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<input type="checkbox"/>	Other: _____

RESOLUTION NO.

RESOLUTION REQUESTING THE ADVANCE OF MUNICIPAL STATE AID FUNDS FOR  
MUNICIPAL CONSTRUCTION PROJECTS

WHEREAS, the Municipality of North Mankato implemented the Lookout Drive Improvement Project, a Municipal State Aid Project, in 2015 which requires State Aid funds to be expended in 2017 in excess of those available in its State Aid Construction Account, and

WHEREAS, the Municipality of North Mankato is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 02/13/2017	(2,339,834.75)
Less estimated disbursements:	
Project # SP 150-116-009	\$95,602
Project # SP 150-070-001	\$70,408
Bond Principle	\$405,000
Total Estimated Disbursements	\$571,010
Advance Amount (amount in excess of acct balance)	\$571,010

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of North Mankato in an amount up to \$571,010. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

Adopted by the City Council this 21st day of February 2017.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9B	Dept: City Engineer	Council Meeting Date: 2/21/17
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<b>TITLE OF ISSUE:</b> Consider Resolution Requesting the Advance of Municipal State Aid Funds for Federal Construction Projects.
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<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> The City of North Mankato is requesting the release of Municipal State Aid Funds to complete the Lookout Drive Improvement Project. City Engineer Dan Sarff will provide additional information.

*If additional space is required, attach a separate sheet*

<b>REQUESTED COUNCIL ACTION:</b> Adopt Resolution Requesting the Advance of Municipal State Aid Funds for Federal Construction Projects.
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<b>For Clerk's Use:</b>																			
Motion By: _____ Second By: _____																			
Vote Record: <table style="margin-left: 20px;"> <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>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>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Dehen	
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SUPPORTING DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Map
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Other (specify) _____ _____ _____ _____				

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RESOLUTION NO.

RESOLUTION REQUESTING THE ADVANCE OF MUNICIPAL STATE AID FUNDS FOR  
FEDERAL CONSTRUCTION PROJECTS

WHEREAS, the Municipality of North Mankato implemented Lookout Drive Reconstruction and Roundabout Project SP 150-116-009 in 2015, which has been programmed by the ATP in the STIP or work plan for the year 2018, and

WHEREAS, said Municipality proceeded with the construction of said project through the use of an advance from the Municipal State Aid Street Fund in 2015 and 2016 to supplement the available funds in their State Aid Construction Account, and

WHEREAS, repayment of the funds so advanced will be made from Federal funds no later than the year in which the ATP has programmed the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that the Commissioner of Transportation be and is hereby requested to approve this advance in 2017 for financing SP 150-116-009 of the Municipality of North Mankato in an amount up to \$14,360 in accordance with Minnesota Rules 8820.1500, Subp. 10b, and to authorize repayments from their state aid account or from local funds within a requested and approved repayment schedule should said project fail to receive Federal funds for any reason.

Adopted by the City Council this 21st day of February 2017.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #9C	Dept: Police	Council Meeting Date: 02/21/17																																																																																								
<b>TITLE OF ISSUE:</b> Receive 2016 Police Department Annual Report.																																																																																										
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Police Chief Boyer will review the 2016 Police Department Annual Report.																																																																																										
<i>If additional space is required, attach a separate sheet</i>																																																																																										
<b>REQUESTED COUNCIL ACTION:</b>																																																																																										
<b>For Clerk's Use:</b>  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 style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Whitlock</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Freyberg</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay								_____	_____						Whitlock		_____	_____						Steiner		_____	_____						Norland		_____	_____						Freyberg		_____	_____						Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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 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="vertical-align: top;">Other (specify)</td> <td colspan="3" style="vertical-align: top;">Report</td> </tr> <tr><td colspan="5">_____</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)		Report			_____					_____					_____					_____				
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A scenic photograph of a pond with trees and reeds. The pond is calm, reflecting the sky and the surrounding landscape. In the background, there are several trees with autumn foliage in shades of orange, yellow, and green. The sky is a clear, deep blue. In the foreground, there are tall, brown reeds or grasses. The overall mood is peaceful and serene.

# **North Mankato Police Department**

## **2016 Year End Report**

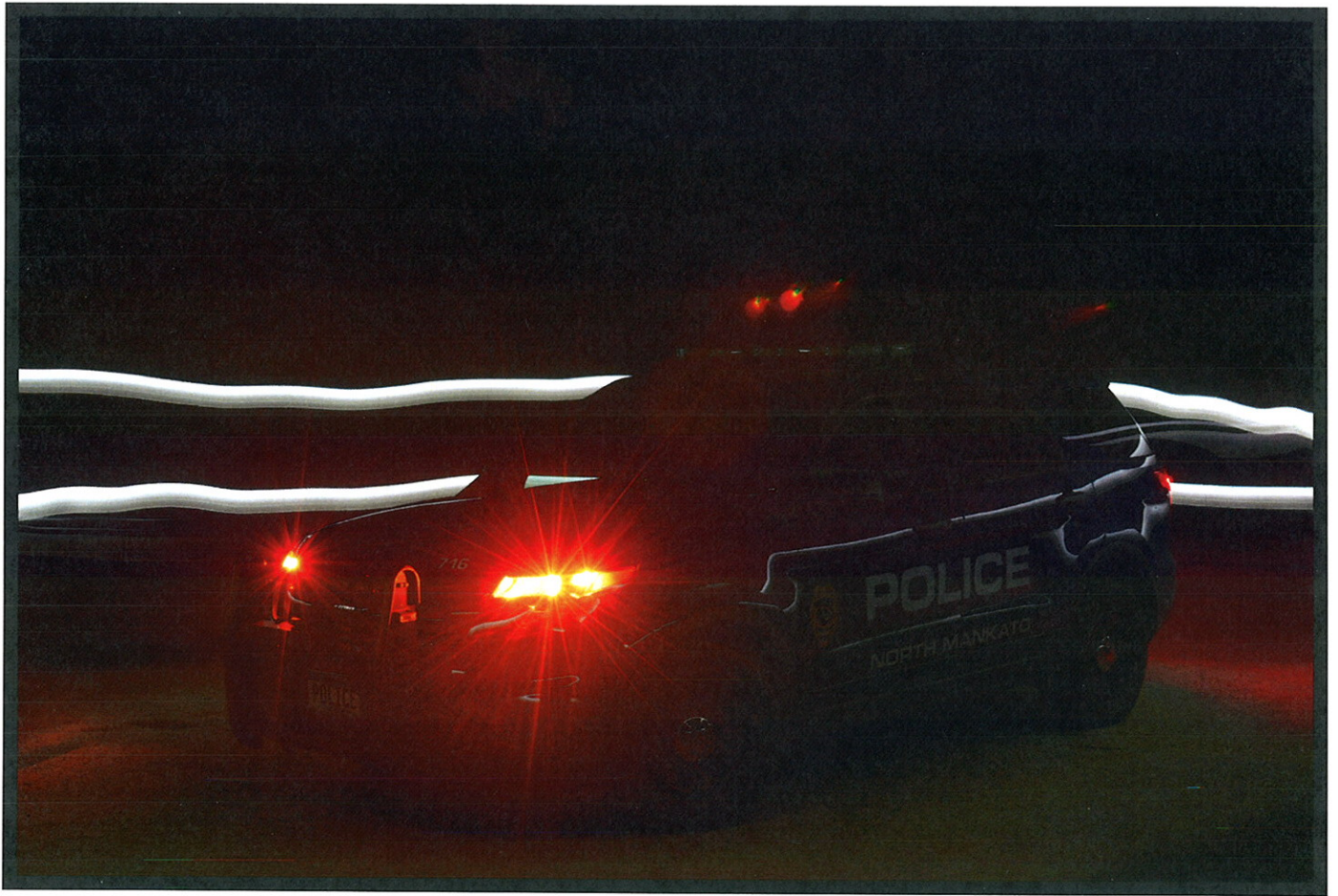
Photo Courtesy of Officer Sandra Howe



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# **General Information**

## **North Mankato Police Department**

1001 Belgrade Avenue

P.O. Box 2055

North Mankato, MN 56002-2055

Emergency Number: 911

Non-Emergency Dispatch Number: (507) 931-1570

Office Number: (507) 625-4141

Email: [nmpd@nmpd.org](mailto:nmpd@nmpd.org)

Tip Information Email: [tips@nmpd.org](mailto:tips@nmpd.org)

The City of North Mankato Code of Ordinances Access: [http://www.amlegal.com/northmankato\\_mn/](http://www.amlegal.com/northmankato_mn/)

Court Records Access: <http://pa.courts.state.mn.us/default.aspx>.





The North Mankato Police Department is a 24/7 Police Agency. Officers are on duty at all times and prepared to respond to emergencies and other calls for assistance. The Police Department is staffed by 14 full time Police Officers and 19 Reserve Police Officers. The department members are assisted by 2 highly trained records specialists who manage the police department records and they assist the public in day to day questions and needs.

The NMPD is responsible for numerous services to the community and a few of them are listed below:

24/7 Patrol Services	Conducting and Clearing Investigations
Providing Security for Special Events	Recruitment and Retention of Police Volunteers
Coordination of Emergency Management	Maintaining Civil Defense Systems
Providing Multiple Forms of Public Education	

The NMPD works with community partners on the following teams:

Sexual Assault Response Team	Regional Investigators Coalition
Nicollet County Child Protection Team	Nicollet County Adult Protection Team
Nicollet County Drug Court Team	Regional Toward Zero Deaths Traffic Grant
Regional Tactical Response Team	Regional Drug Task Force
District 77 Youth Community Team	Mankato Area Tapestry Planning Team
United Way Mobile Outreach Meals Team	Mass Fatality Regional Team
South Central Healthcare Coalition Team	Rental Density Advisory Committee
Safe Routes to School Committee	Traffic and Safety Committee
Greater Mankato Growth Representatives	5 <sup>th</sup> Judicial District Equal Justice Committee
Committee Against Domestic Abuse Board of Directors	

The following report outlines police activities for the calendar year 2016. North Mankato community members are the key to our success and the support provided by our residents and visitors is second to none. In 2017 we plan to continue our community outreach and will be looking at issues such as: Secession planning, strategic planning, body cameras, Reserve Officer recruitment, and online crime mapping.

# Department Training

MN POST Board requires officers to complete a minimum of 48 hours of continuing education within the three-year licensing period to maintain and renew their licensing. Active officers are mandated to train annually in use of force and once every five years in emergency vehicle operations/pursuit driving.

In addition, officers of the North Mankato Police Department are required to complete annual firearms, Taser, defensive tactics training, and biennial 1<sup>st</sup> responder medical training. It is the officer's discretion which law enforcement related courses they complete to satisfy the remainder of the required forty-eight hours.



In 2016, the North Mankato Police Department completed approximately 989 hours of online and classroom training including our biennial 1<sup>st</sup> responder training.

The three officers assigned to the River Valley Tactical Team completed approximately an additional 270 combined hours of specialized training as part of their monthly team training. Training includes but is not limited to: firearms, barricaded suspects/subjects and negotiation, high risk warrants, hostage negotiation and rescue, entry training, crowd control, active threats, VIP security, chemical/impact munitions, and distraction devices.

As part of their expanded role into emergency management, the lieutenants have completed approximately 140 hours of emergency management training and will be certified after two more classes in basic emergency management.

Officers Howe and Paulson completed a 30-hour leadership course hosted by MN Chiefs of Police at Camp Ripley.

Officer VonBerge completed a 30-hour Field Training Officer school, which was beneficial in training our three new hires this year and in the future.

Officer Hendrickson completed both handgun and rifle armor's and instructors course. In the past few years, Officer Hendrickson has been instrumental in building and ensuring our firearms program functions smoothly and our officers are trained to a high standard.

Several officers attended autism emergency preparedness, which provides strategies for officers in dealing with autism in emergency situations.

As the internet rapidly evolves so do social media, online fraud, online scams, and financial crimes. Our officers continue to listen and learn of ways we can investigate and combat the crimes that affect our technology driven community.

Our ability to attend training and the quality of training we are receiving has continually improved. We are confident in the ability of our officers to handle the variety of new challenges we face each day.



# North Mankato Police Reserves



In 2016, The North Mankato Police Reserves consisted of 14 active members. In August, after sixteen years of service, Chief Eric Klompenhower retired. The reserve unit named Dave Krueger as the new Chief. Krueger previously held the position of Captain along with active member Eric Retzlaff. To assist with duty assignments, the unit promoted reserve officers Leonard Woelfel to Captain, James Vihstadt to Sergeant, and James Albright to Sergeant.

During the 2016 event year, the reserves worked a total of thirty-eight events and participated in eleven training sessions totaling over 1,002 hours of service. The reserves participated in a variety of events promoting community safety and policing keeping event functions safe. Some of the events worked included Fun Days and its Parade Detail, Polar Plunge, Kiwanis Lights, Security for Investigator Conference, Grand Prix Bicycle Race, Fourth of July Fireworks, and Multiple Community Fun Runs among many others. Some of these events were worked in collaboration with other neighboring agencies.

The reserves unit interviewed and hired new reserve candidates for the upcoming year. North Mankato Police Officers Steve Hlavac and Brad Schultz assisted the reserve unit with management and training during the past year.

North Mankato Police Reserves continued to perform as a critical component to the community, providing safety at the areas many events.





# 2016 Statistics at a Glance



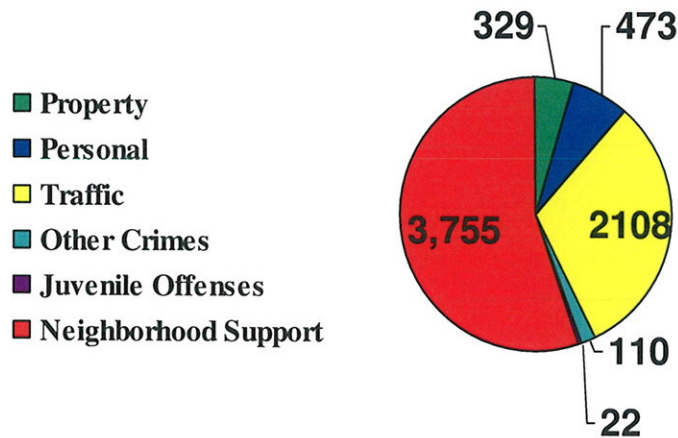
<b>Personal Crimes</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Homicide (includes attempts)	0	0	0
Terroristic Threats	2	8	16
Criminal Sexual Conduct	11	11	14
Robbery	0	1	3
Assault	25	17	31
Domestic Assault	31	38	48
Harassment	17	17	35
Harassing Communications	37	35	48
Child/Vulnerable Adult Protection	180	197	239
Domestic Disturbance	80	92	82
Disorderly Conduct	44	31	32
All other reports	46	40	41
<b>Total Personal Crime Reports</b>	<b>473</b>	<b>470</b>	<b>589</b>
<b>Property Crimes</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Residential Burglaries	23	22	28
Non-Residential Burglaries	7	13	16
Theft from Building	41	53	43
Theft from Vehicle	21	45	66
Motor Vehicle Theft	3	6	14
Motor Vehicle Tampering	3	12	19
Financial Theft	38	40	47
Shoplifting	5	2	7
Property Damage	81	86	86
Arson / Negligent Fires	7	8	3
Trespassing	31	24	12
All other reports	69	71	103
<b>Total Property Crime Reports</b>	<b>329</b>	<b>382</b>	<b>444</b>
<b>Other Crimes</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Narcotics	44	43	33
Underage Consumption	4	6	3
Weapons	8	11	7
Liquor Violations	2	7	8
All other reports	52	48	41
<b>Total Other Crime Reports</b>	<b>110</b>	<b>115</b>	<b>92</b>

<b>Juvenile Offenses</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Alcohol	3	4	3
Runaways	12	28	15
Curfew	3	9	4
Tobacco	0	3	1
All Other reports	4	2	5
<b>Total Juvenile Offense Reports</b>	<b>22</b>	<b>46</b>	<b>28</b>
<b>Traffic Related</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Accident Reports on Public Property	154	173	167
Accident Reports on Private Property	62	47	53
Bicycle Accidents (No Motor Vehicle)	2	3	4
Driving Under the Influence	44	48	36
Parking Violations	180	88	37
Violation Road & Driving Complaints	1580	158	53
Roadway Obstruction Complaints	86	N/A	N/A
<b>Total Traffic Related Reports</b>	<b>2,108</b>	<b>517</b>	<b>350</b>
<b>Neighborhood Support</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Medicals	496	401	382
Animal Control	318	220	153
Public Assists	418	186	93
Suspicious Activity	323	177	66
Assist Other Law Enforcement Agencies	440	281	105
Gun Purchase Permits Applications	132	151	123
Information Only	183	75	42
Civil Complaints	169	129	86
Alarm Calls	198	119	89
Welfare Checks	126	100	78
Residence Checks	114	102	45
Funeral Escorts	12	12	16
All other reports	826	482	347
<b>Total Neighborhood Support Reports</b>	<b>3,755</b>	<b>2,435</b>	<b>1,625</b>

*The North Mankato Police Department takes all reports very seriously and diligently investigates each report.*

<b>TOTAL REPORTS</b>	<b>6,797</b>	<b>4,600</b>	<b>3,128</b>
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# 2016 Police Reports



## Personal Crime Statistics

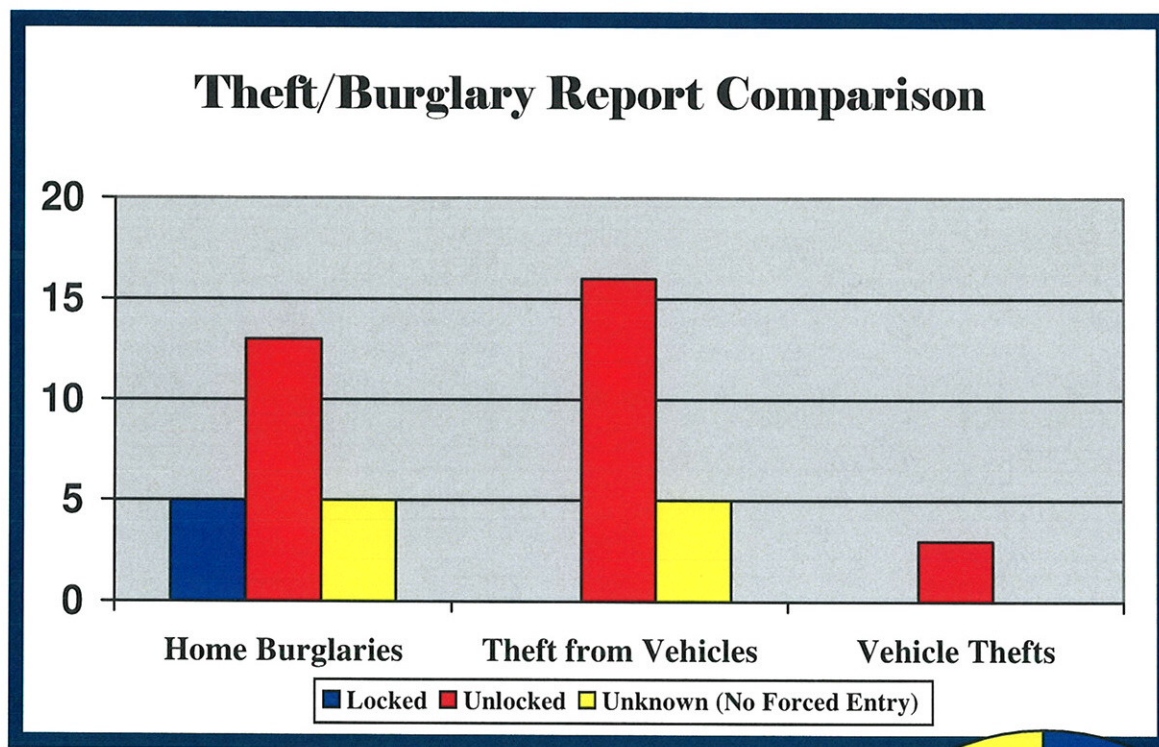
Type of Complaint	2016	2015	2014
Homicide	0	0	0
Attempted Homicide	0	0	0
Robbery	0	1	3
Criminal Sexual Conduct	11	11	14
Terroristic Threats	2	8	16
Assault	25	17	31
Domestic Assault	31	38	48
Bomb Threat	0	0	1
Child Protection	153	183	221
Vulnerable Adult Protection	27	14	18
Domestic Disturbance	80	92	82
Obscenity	4	2	4
Indecent Exposure	0	0	3
Peeping Tom	1	1	2
Kidnapping/Abduction/False Imprisonment	0	0	1
Disorderly Conduct	44	31	32
Harassment	17	17	35
Harassing Communications	37	35	48
Violation Court Order / Order for Protection	41	20	30
<b>TOTAL PERSONAL CRIME CALLS:</b>	<b>473</b>	<b>470</b>	<b>589</b>

\*The title obscenity replaces the title of pornography from the 2014 year-end report.



# Property Crime Statistics

Type of Complaint	2016	2015	2014
Arson / Negligent Fires	7	8	3
Burglary Residence	23	22	28
Burglary Non-residence	7	13	16
Financial Theft			
Fraud/Identity Theft	9	16	9
Forgery/Counterfeiting	4	4	12
Theft by Check	3	1	0
Credit Card Fraud	21	18	25
Fraud/NSF Checks	1	1	1
Property Damage			
Business Damage	7	4	8
Private Damage	68	65	71
Public Damage	6	17	7
Property Theft			
Theft of Motor Vehicle	3	6	14
Theft of ATV/MC/Moped	0	1	1
Theft of Trailers/Snowmobile/Boat	0	0	1
Tamper with Motor Vehicle	3	12	19
Theft from Building	41	53	43
Theft from Yard	18	19	21
Theft from Motor Vehicle	21	45	66
Theft from Boat	0	1	5
Theft from Coin Machine	0	0	3
Theft of Self-Serve Gas	21	9	20
Shoplifting	5	2	7
Bicycle Theft	9	16	23
Theft of Mail	0	1	1
Theft of Services	10	6	4
Theft by Swindle/Scam	9	17	21
Possession of Stolen Property	2	1	4
Trespassing/Prowlers	31	24	12
<b>TOTAL PROPERTY CRIME CALLS:</b>	<b>329</b>	<b>382</b>	<b>444</b>

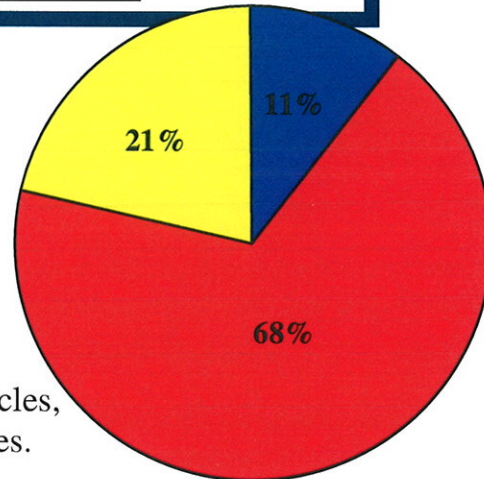


In 2016, the North Mankato Police Department had 3 reports of stolen vehicles. Each vehicle was stolen by someone the owner knew or had access to keys for the vehicle. All stolen vehicles were located.

Sixty-eight percent of home burglaries, theft from motor vehicles, and vehicle thefts happened to unlocked vehicle and residences.

The Police Department encourages residents to keep valuables out of sight and secure their homes, garages, and motor vehicles at all times.

Any suspicious activity should be reported immediately by calling 9-1-1 or the non-emergency dispatch number (507) 931-1570.





# Other Crime Statistics

Type of Complaint	2016	2015	2014
Fleeing Police	1	3	7
False Information to Police	0	3	4
Predatory Offender Fail to Register	2	N/A	N/A
Interfere with 911 Communications	2	N/A	N/A
Narcotics	44	43	33
Obstructing Legal Process	2	0	3
Public Nuisance	13	26	16
Underage Consumption of Alcohol (18 – 21 years)	4	6	3
Liquor Violations	2	7	8
Littering	9	10	8
Fireworks Discharge/Possession	24	6	3
Weapons Violations	8	11	7
<b>TOTAL OTHER CRIME CALLS:</b>	<b>111</b>	<b>115</b>	<b>92</b>



# Juvenile Status Statistics

Type of Complaint	2016	2015	2014
Curfew Violations	3	9	4
Incorrigible Juvenile	3	1	3
Runaways	12	28	15
Truancy Reports	1	1	2
Underage Consumption of Alcohol (Under 18)	3	4	3
Underage Tobacco Possession/Use	0	3	1
<b>TOTAL JUVENILE STATUS OFFENSES:</b>	<b>22</b>	<b>46</b>	<b>28</b>



# Traffic Related Statistics

Traffic Related Calls for Service	2016	2015	2014
Motor Vehicle Accident Reports	216	220	220
Occurring on Public Property	154	173	167
Occurring on Private Property	62	47	53
Bicycle Accidents (No Motor Vehicle Involvement)	2	3	4
Driving While Under the Influence	44	48	36
Violations Road & Driving Complaints	1,580	158	53
Roadway Obstruction Complaints	86	N/A	N/A
Parking Violations/Complaints	180	88	37
<b>TOTAL TRAFFIC RELATED CALLS:</b>	<b>2,108</b>	<b>517</b>	<b>350</b>



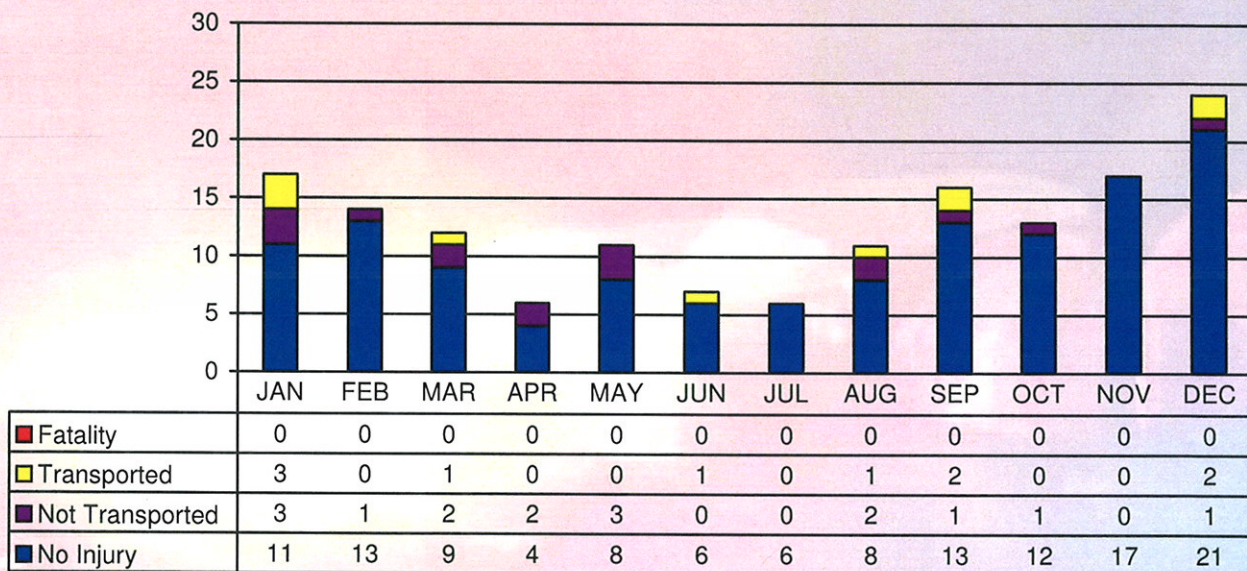
The Toward Zero Deaths (TZD) enforcement grant program provides federal funds to law enforcement agencies to conduct enhanced traffic enforcement. In 2016, the department conducted 176 hours of TZD enforcement compared to 301 hours the previous year.

Traffic Citation Violations	2016	2015	2014
Careless/Exhibition/Reckless Driving	6	12	11
Child Restraint	2	1	1
Driver's License Violation	23	32	19
Driving After Revocation/Cancellation/Suspension of License	44	91	42
Driving While Intoxicated	44	63	49
Equipment Violation	2	1	8
Failure to Yield Right of Way	10	6	12
Fail to Use Due Care	19	14	12
Improper Registration	11	17	26
Leaving the Scene of Accident	2	5	6
No Insurance/No Proof of Insurance	40	99	52
Open Bottle/Allow Open Bottle	3	5	4
Parking Tickets	53	74	90
Seatbelt	38	81	93
Speeding	65	98	108
Semaphore/Stop Sign Violation	13	33	24
All Other Violations	5	3	4
<b>Total:</b>	<b>380</b>	<b>635</b>	<b>561</b>



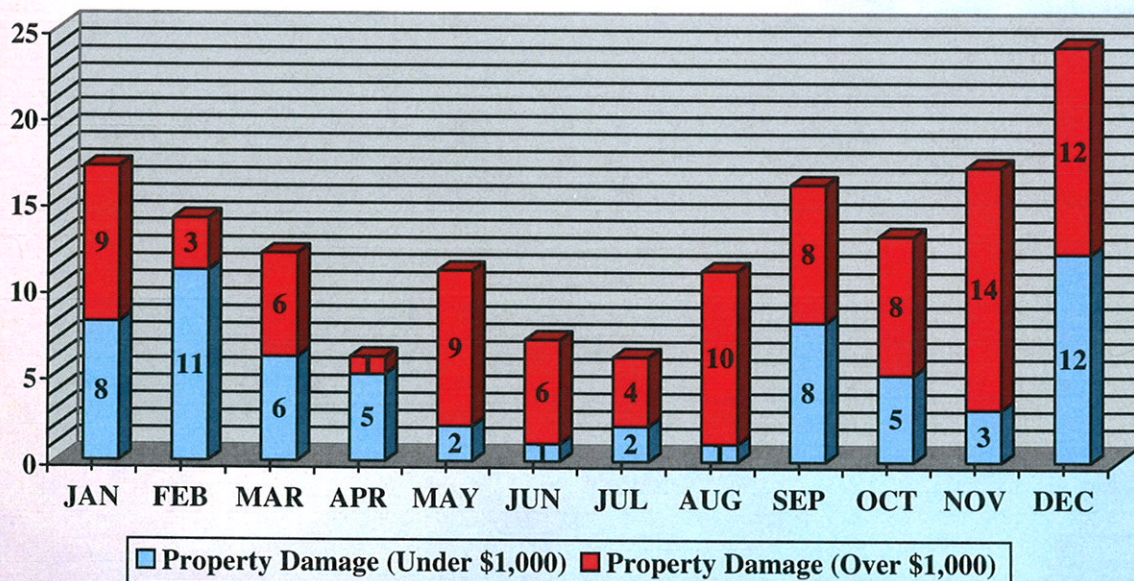
### Motor Vehicle Accident Injury/Fatality Breakdown

(Occurring on Public Property)



### Motor Vehicle Accidents Breakdown

(Occurring on Public Property)





# Neighborhood Support Statistics

Type of Complaint	2016	2015	2014
911 Verifications	264	65	11
Alarm Calls	198	119	89
Animal Control			
Animal Complaints	306	209	144
Animal Bites	12	11	9
Assist Other Law Enforcement Agencies	440	281	105
Civil Complaints	169	129	86
Fire Calls	76	67	54
Found Property	91	67	69
Funeral Escorts	12	12	16
Gun Purchase Permits Applications	132	151	123
Information Only	183	75	42
Lost Property	41	33	12
Medicals			
Sick Cared For	399	287	252
Home Accidents	49	50	72
Occupational Accidents	1	4	3
Public Accidents	8	6	8
Intoxicated Individuals	39	54	47
Mentally Ill Persons	29	26	28
Missing Persons	26	14	8
Neighborhood Problems	23	12	15
Noise Complaints	104	70	72
Open Door/Window	26	19	5
Public Assists			
Motorist Assist	151	52	14
Public Education	26	24	16
All Other Public Assists	241	109	63
Residence Checks/Extra Patrol Requests	114	102	45
Predatory Offender Notifications	31	23	22
Solicitors/Scam Complaints	50	23	2
Sudden Death	16	14	15
Suicides	4	1	1
Suicides Attempts	11	16	12
Suicide Threats	33	33	27
Suspicious Activity	323	177	66
Welfare Checks	126	100	78
<b>TOTAL NEIGHBORHOOD SUPPORT CALLS:</b>	<b>3,754</b>	<b>2,435</b>	<b>1,625</b>



# Community Outreach

The North Mankato Police Department prides itself in providing superior law enforcement services to the community. Some of the ways that this is done is through neighborhood supports activities such as but not limited to directed patrols, medication collection, animal control and public education.

## **Directed Patrols**

Connecting with the community is a high priority for the North Mankato Patrol Officers. Through community outreach and directed patrols officers become positive role models for the community. In 2016, The North Mankato Police Department initiated over 251 directed patrols.

## **Medication Collection**

In partnership with Nicollet County and Excel Energy, the North Mankato Police Department implemented a Medication Collection Program in 2015. A secure drop box allows citizens to anonymously dispose of waste pharmaceuticals and narcotics free of charge. All items collected are disposed at a licensed incinerator within the State of Minnesota.

Since inception, 589 pounds of pharmaceutical waste including but not limited to prescription, non-prescription, narcotics, vitamins, supplements and ointments have been collected and properly disposed. The collection drop box is available in the North Mankato Police Department lobby during normal business hours. In 2016, 240 pounds of waste were collected.

## **Animal Control**

The North Mankato Patrol Officers are responsible for responding to all animal control issues. This includes animals at-large, animals disturbing the peace, animal abuse and animal neglect. The City of North Mankato maintains an Impound Agreement with Premier Veterinary Center of Mankato. In 2016, the North Mankato Police Department responded to 318 animal related reports and impounded 54 animals.



## **Public Education**

The North Mankato Police Department conducted the following public education talks in 2016:

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>OFFICER</b>	<b>ATTENDANCE</b>
2/15	Minnesota State Mankato	DWI Presentation	716	35
4/5	KTOE Radio	Talk of the Town	701	N/A
4/15	Mankato	Tapestry Neighborhood Series	701	30
5/7	Nicollet County Fairgrounds	ATV Training	704	16
5/10	Verizon Wireless Center	50+ Lifestyle Expo	701	1000
5/13	Lincoln Community Center	Tapestry Graduation	701/703/707	30
5/13	Mayo Clinic Health System	Sexual Assault Response Team	710	4
5/20	Hoover Elementary	Risser Run	701/714/715/712	500
5/24	North Mankato Police Dept.	Firearm Safety	704/716	13
6/1	Verizon Wireless Center	Tornado Safety	701	200
6/9	South Central College	Act of Violence	707	80
7/14	North Mankato Fire Dept.	Safety Camp	716/712/701	50
7/15	Forest Heights Park	Ramadan Soccer Tournament	701	40
7/23	North Mankato	Birthday Party/Safety Talk	708	10
8/2	Simon Court	National Night Out	709	40
8/2	Messiah Lutheran Church	National Night Out	709	200
8/2	The Reserve Park	National Night Out	709	50
8/4	Belgrade Methodist Church	Vacation Bible School	709	75
8/6	St. Peter Gun Range	Gun Safety	704	24
8/23	Spring Lake Park	YMCA Camp	704	30
9/1	Mankato	Tapestry Fall Session	701	40
10/22	Nicollet County Fairgrounds	ATV Safety	704	20
11/7	Hoover Elementary	Winter Safety	712	75
11/16	Mayo Clinic Health Systems	Sexual Assault Response Team	710	25
11/17	Monroe Elementary	Winter Safety	707	80
12/8	Fire Department	Connecting Nicollet County	701	30
<b>2016 Total Public Education: 26</b>				
2015 Total Public Education: 24		2014 Total Public Education: 16		





CITY OF NORTH MANKATO

## *Proclamation*

OFFICE OF THE MAYOR

**WHEREAS**, March is St. Jude Month and a celebration of philanthropy where people give whatever they are able to give; and

**WHEREAS**, March is St. Jude Month where citizens of North Mankato work together to share commitments, and rally in the fight to support the St. Jude Children's Research Hospital mission of finding cures, saving children; and

**WHEREAS**, it is fitting and proper that March is St. Jude Month that will realize and recognize the tremendous impact of philanthropy, volunteerism and community service in the City of North Mankato; and

**WHEREAS**, March is St. Jude Month and creates an opportunity to encourage all citizens to serve others throughout this month and during other times during the year; and

**WHEREAS**, March is St. Jude Month and our regions understanding of the compassion of St. Jude Children's Research Hospitals commitment to families who will never receive a bill for their St. Jude treatment, travel, housing or food-because all a family should worry about is helping their child live; and

**WHEREAS**, March is St. Jude Month fundraises for the global resource known as St. Jude Children's Research Hospital that is completely focused on childhood cancer and other life threatening diseases in children, including kids' right in our community.

**NOW, THEREFORE**, I, Mark Dehen, Mayor of the City of North Mankato, Minnesota, do hereby proclaim March, 2017, to be

### *March is St. Jude Month*

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

---

Mark Dehen  
Mayor North Mankato, Minnesota





127 South Second Street, Suite 110  
Mankato, MN 56001

PH: 507.385.6652  
[www.mankatodiversity.org](http://www.mankatodiversity.org)

January 30, 2017

City of North Mankato  
Attn: John Harrenstein  
1001 Belgrade Ave.  
N. Mankato, MN 56003

Dear John Harrenstein,

The Greater Mankato Diversity Council wishes to thank the City of North Mankato for the donation of \$500 for the year 2016 to the Greater Mankato Diversity Council. In exchange for your donation, you did not receive any goods or services. This gift simply demonstrates your belief that our mission of providing diversity education as a catalyst for social and economic success is critical to our community's well being.

The Greater Mankato Diversity Council's work to actively affirm and promote the full participation of all community members continues to go well. The Council's best-known program is its Promoting Respect Workshops (PRW), first introduced to area middle school students in March 2005. In 2015, we finished a complete redesign and rewrite of this PRW curriculum, which debuted to 5,500 students in the Mankato area in the 2015-16 school year. We are now in our second year of this new curriculum, which we continue to update to keep relevant to our community's diversity needs and issues. In addition, we also work with over 45 businesses and 3,000 adults through our "Perspectives" Business Curriculum on ways to create a more welcoming and inclusive business environment. As southern Minnesota demographics change, we continue to implement programs and initiatives that assist us in being a more cohesive and welcoming community. The social and economic well being of our community depends on all members of the community being included and productive.

We are extremely grateful for your support. It is an affirmation that tells us we are on course and moving in the right direction. Through your generosity and support for the vision of an inclusive community, we are making Greater Mankato more welcoming for all. Please accept our sincerest gratitude for your contribution.

Sincerely,

Cindy McCabe  
President

Bukata Hayes  
Executive Director