

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 October 16, 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 Steiner, Norland, Freyberg and Whitlock, City Administrator Harrenstein, Finance Director McCann, City Attorney Kennedy, Community Development Director Fischer, Public Works Director Swanson and City Clerk Van Genderen. Council Member Freyberg left the proceedings before the Business Items.

Approval of Agenda

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

Approval of Council Meeting Minutes

Council Member Steiner moved, seconded by Council Member Whitlock, to approve the minutes of the Council meeting of October 2, 2017. Vote on the motion: Whitlock, Steiner, and Dehen aye; Norland and Freyberg abstain. Motion carried.

Tribute to New Creation World Outreach Church

WHEREAS, October 8, 2017, marks the 50th Anniversary of New Creation World Outreach Church in our city, which began service in the community on October 8, 1967, like Trinity Church led by Pastors Cleon and Alita Laughlin; and

WHEREAS, Trinity Church moved to North Mankato in 1970 and settled in their current location in 1990, and was renamed New Creation World Outreach Church in 2004; and

WHEREAS, we give pause, honor, and praise this day for the deep and abiding commitment of those who began this work, and for those that continue to support the community; and

WHEREAS, the community has benefited from the church's influence and the many facets of its outreach and practical assistance to the needy, including providing support groups, hosting Fare For All, home school co-ops operating in the building, and weekly services for people in the region; and

WHEREAS, it is a pleasure to extend this expression of our esteem and best wishes to the members of this congregation on the memorable occasion of this 50th Anniversary.

NOW, THEREFORE, I do hereby proclaim October as New Creation World Outreach Church month in our community, and further, provide that a copy of this tribute be presented to the congregation in testimony of the high regard in which this church is held in the City of North Mankato.

Dated this 16th day of October 2017.

Pastor Dave Laughlin and Tyra Laughlin received the tribute. Pastor Laughlin reflected on the beginning of the church and stated for the Church's 50th anniversary they planned ways to give back to the community. On October 8, 2017, the church took an offering for the North Mankato Police

Department. The offering totaled \$17,000. Chief Boyer thanked Pastor Laughlin and the congregation for the generous donation.

Public Hearing-Public Comments on the 2018 Proposed Budget.

Barb Church, 102 Wheeler Avenue, appeared before Council and requested clarification on where the City obtained the 2 million dollars discussed at the Brewing up the Budget. Finance Director McCann reported this was the amount budgeted for debt issuance while still allowing the City to pay down debt. Tom Hagen, 927 Lake Street, appeared before Council and stated the largest single budget item is for debt. He stated the City should consider retiring debt. He also requested the City consider an Historic Tax Levy. Kim Spears, 916 South Avenue, appeared before Council and stated the City should not spend the 2 million dollars rather it should reduce spending and reverse the levy. Phil Henry, 1300 Noretta Drive, appeared before Council and stated the City should scale back and give the citizens the benefit of the tax base growth. Nancy Evans, 705 Grant Avenue, appeared before Council and noted the City should budget money to refine the rental code further. Ms. Evans said the City should budget money for a lawsuit concerning the work environment.

Public Hearing-Consider Purchase of 928 South Avenue.

Barb Church, 102 Wheeler Avenue, appeared before Council and stated she was against tearing down affordable housing. She asked if the City had inspected the house to see if it could be moved. Ms. Church requested clarification on why the City's purchase agreement was for \$125,000 when the home value listed on the Nicollet County Assessor's website was \$93,500. Kim Spears, 916 South Avenue, appeared before Council and expressed his concern that if the City purchased the property, it would be taken off the tax roles. Mr. Spears stated the resolution also dispensed with having the Planning Commission review if the purchase would affect the Comprehensive Plan. He said he believed the purchase of the property would affect the Comprehensive Plan and the Planning Commission should review the purchase.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 71-17 Approving Donations/Contributions/Grants.
- C. Approved Large Group and Audio Permit for Smith/Ludewig Wedding at Spring Lake Park Shelter #2 on September 1, 2018, from 9 a.m. to 5:00 p.m.
- D. Approved Large Group and Audio Permit for MN River Builders Association After Hours Event at 424 Belgrade Avenue on October 17, 2017, from 5:00 p.m. to 8:00 p.m.
- E. Accepted Property Owner Petition to Municipality for Annexation by Ordinance by Chad Harrison.
- F. Res. No. 72-17 Approving Consent Assessment Agreement-424 South Avenue.
- G. Received October Traffic and Safety Committee Meeting Reports.

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

Public Comments Concerning Business Items on the Agenda

Barb Church, 102 Wheeler Avenue, appeared before Council and stated she believed the City should send out the swim facility bid with more lead time to allow more bidders the opportunity to bid.

Tom Hagen, 927 Lake Street, appeared before Council and stated he does not believe the City should include any amenities in the Spring Lake Swim Facility work.

Phil Henry, 1300 Noretta Drive, appeared before Council and stated he was in favor of updating the pool, but the City does not need to spend the money proposed.

Business Items

Res. No. 73-17 Supporting Pursuit of 2017 Local Road Improvement Program Funding from the Minnesota Department of Transportation for the Commerce Drive Improvement Project. City Engineer Sarff appeared before Council and stated in 2017 the Minnesota Legislature appropriated \$25.3 million in bond funds statewide to the Local Roads Improvement Program. This is a competitive grant opportunity available to cities, counties, and townships throughout the state. Selected projects from cities with populations over 5,000 can receive up to \$1,000,000 in grant funds. The City received \$908,000 in federal funding through the Surface Transportation Program (STP) for the Commerce Drive improvement project. The total estimated cost is \$1,984,200, leaving approximately \$1,076,000 to be paid from Municipal State Aid or local funds. It is recommended that a funding application for \$1,000,000 be submitted under the current Local Roads Improvement Program solicitation for the Commerce Drive project. **Council Member Norland moved, seconded by Council Member Steiner to adopt Res. No. 73-17 Supporting Pursuit of 2017 Local Road Improvement Program Funding from the Minnesota Department of Transportation for the Commerce Drive Improvement Project. Vote on the motion: Steiner, Norland, Whitlock and Dehen aye; no nays. Motion carried.**

Res. No. 74-17 Authorizing the Purchase of Real Estate Located at 928 South Avenue and Dispensing with Requirements Under Minnesota Statute 462.356 Subdivision 2. City Administrator Harrenstein stated the property abuts the North Mankato Police Department on the South. The property is available due to the death of the property owner. City Administrator Harrenstein noted the City believes it is prudent to purchase the property for when the facility needs to be expanded. He stated no decisions have been made concerning the use of the property. He said in response to a question asked during the public hearing that the purchase price was the lowest price the existing owners were willing to take. Mayor Dehen requested clarification on the condition of the property. Administrator Harrenstein stated it was dated but in good condition. He said Public Works Director Swanson would need to review the property to see if it was eligible for moving. Attorney Kennedy stated this action is similar to what Immanuel Saint Joseph and Bethany College have done by expanding their campuses when properties become available. Administrator Harrenstein stated the City is dispensing with Minnesota Statute 462.356 Subdivision 2 for two reasons. First, the sellers are anxious to dispose of the property. Second, there would be no impact to the Comprehensive Plan as the property abuts the Police Annex and would either be zoned as R1 or Public Land and would not change the character of the Comprehensive Plan. Council Member Norland stated the purchase was a good idea. Mayor Dehen indicated it was an opportunity to expand the campus without condemning buildings. **Council Member Steiner moved, seconded by Council Member Norland to adopt Res. No. 74-17 Authorizing the Purchase of Real Estate Located at 928 South Avenue and Dispensing with Requirements Under Minnesota Statute 462.356 Subdivision 2. Vote on the motion: Steiner, Norland, Whitlock and Dehen aye; no nays. Motion carried.**

USAquatics Provided an Update on the Spring Lake Park Swim Facility. Tom Schaffer, President of USAquatics, appeared before Council and stated the bid letting at the end of September resulted in one non-responsive bid. He stated USAquatics suggests rebidding the project early next year with a construction start date in early August or rebid this year and lose most of the swim season next year for construction. City Administrator Harrenstein stated he agreed with Mr. Schaffer's assessment and due to the continued use of the pool, more than 7500 people in 2017, he recommended bidding the project in early 2018 for construction beginning in late 2018. City Administrator Harrenstein indicated that the cost might be greater than anticipated. The Spring Lake Swim Facility was the only debt issuance planned for 2017, and maybe the City would need to consider allocating 2017 and a portion of the 2018 debt issuance to complete the project, but only if the Council is comfortable with the allocation. He stated during North Kato Ideas the citizens placed a high priority on the Swim Facility. City Administrator Harrenstein noted that \$400,000 of the anticipated cost was for the warming house and \$400,000 for the amenities and the remaining was for the upgrade of the swim facility.

City Administrator and Staff Comments

City Administrator Harrenstein thanked New Creation World Outreach church for their 50-year presence in the City and the thank you notes from the church congregants. He also extended thanks to the \$17,000 donation to the Police Department.

Finance Director McCann stated the second Brewing up the Budget session would be held on Tuesday, October 17th at 6:00 pm at Neutral Groundz.

Public Works Director Swanson stated it was another successful junk drop-off. He extended his gratitude to the City of North Mankato employees and the Dotson Foundry employees who assisted.

Public Works Director Swanson reported leaf collection would begin on October 17, 2017, and continue until all leaves are collected or weather no longer permits continued pick-up.

Mayor and Council Comments

Council Member Norland reported Community Education, and Recreation is continuing to grow and respond to local needs by providing classes for the area's refugees, providing Adult Basic Education classes (over 253 students), and ACES, an after-school program has over 1000 students at eleven locations.

Council Member Norland reported she attended a Sustainable Cities conference and stated the STAR framework is a guideline for sustainable communities. The framework includes the built environment, climate and energy, economy and jobs, education, arts and community, equity and empowerment, health and safety and natural systems. Council Member Norland stated the City is ahead because the following are already taking place: energy audits on buildings, looking at solar energy, creating a natural, sustainable environment at Benson Park & Bluff Park, ponds at new building sites, funds to help residents upgrade their homes, bike paths and sidewalks, community input meetings, working on water quality and many more.

Council Member Steiner stated the public comment policy was adopted in July and it is time for the Council to review the policy.

Mayor Dehen read a letter from the Anthony Ford Pond Hockey Committee. The letter stated the Anthony Ford Pond Hockey Committee visited the Spring Lake Park rink project and were excited about the work. The committee stated that once the project is completed, it will be the premier outdoor skating facility in Southern Minnesota. The committee has agreed to the use of a construction trailer for a warming house this hockey season. They reported some frustration that the warming house project is now contingent on the swim facility upgrade. The committee requested that the new warming house addition be usable by the 2018-2019 skating season. The committee reported they look forward to the 10th annual Anthony Ford Pond Hockey Classic on January 27th & 28th in Spring Lake Park.

Mayor Dehen read a thank you note from Messiah Lutheran Church for the City's continued support of the neighborhood night out.

Mayor Dehen read a thank you note from Greater Mankato Bike & Walk.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 7:58 p.m.

Mayor

City Clerk



Spirit of Cooperation

Two Cities Working Together

Proclamation

WHEREAS, Mankato and North Mankato, Minnesota celebrates local small businesses and the contributions they make to our economy and community; and

WHEREAS, small businesses employ more than 49 percent of all businesses with employees in the United States; and

WHEREAS, 93 percent of consumers in the United States agree it is important for people to support small businesses they value in the community; and

WHEREAS, Mankato and North Mankato, Minnesota supports our local businesses that create jobs, boost our local economy and preserve neighborhoods; and

WHEREAS, advocacy groups and public and private organization across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday; and

NOW, THEREFORE, we, Eric Anderson, Mayor of the City of Mankato, and Mark Dehen, Mayor of the City of North Mankato, in the State of Minnesota hereby proclaim Saturday, November 25, 2017 as "Small Business Saturday."

Eric T. Anderson, Mayor of Mankato, Minnesota

Mark Dehen, Mayor of North Mankato, Minnesota

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

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

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #8	Department: Community Dev.	Council Meeting Date: 11/6/17																												
TITLE OF ISSUE: Public Hearing, 7 pm-Public Hearing to Review the Sidewalks on the 300 Block of Jefferson Avenue.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the memo provided by Community Development Director Fischer and City Engineer Sarff.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Public Hearing.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Memo and Pictures</u> _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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MEMORANDUM

Date: November 2, 2017

To: John Harrenstein, City Administrator

From: Michael Fisher, City Planner
Daniel R. Sarff, P.E., City Engineer

CC: Brad Swanson, Public Works Director

Subject: Jefferson Avenue Improvements

City staff has recently received a number of complaints regarding the condition of the existing sidewalk on the north side of Jefferson Avenue from Cross Street to Range Street (300 block). On-site observations of the sidewalk condition confirm that much of the sidewalk on both sides of the street within this block is deficient and presents a significant safety hazard to pedestrians using the sidewalk. Most of the deficiencies are due to large trees within the narrow boulevard heaving the sidewalk panels resulting in raised segments of sidewalk, cracked panels, and offset joints. The sidewalk in areas not adjacent to trees also has deficiencies such as cracked panels, settled panels, and offset joints, presumably due to the age of the sidewalk, which is estimated to be approximately 65 years old. Photos showing the existing sidewalk condition accompany this memorandum.

Due to the severity and extent of the deficiencies, it is recommended that the sidewalk on both sides of the street be removed and replaced. As stated previously, many the sidewalk deficiencies are being caused by the roots from the larger trees in the narrow boulevard area. In recent sidewalk replacements in the City with similar tree problems, the roots have been cut away to allow the "hump" in the sidewalk grade to be flattened out. The risk of this approach is that either the tree will die in the future or the hump in the sidewalk will eventually reappear. However, the root trimming approach has been successful so far and has saved several large trees from having to be removed, so it is recommended that that approach should be considered for this project. The City has a cost sharing policy for project involving only sidewalk replacements and/or repair that results in 50% of the cost being paid by the property owner and 50% of the cost being paid by the City. There are 19 properties on this block of Jefferson Avenue. Based on very preliminary estimates, the cost to the individual property owners for the sidewalk reconstruction project could range from \$2,500 to \$5,500, depending on the size of the lot.

This reconstruction of this block of Jefferson Avenue has been on the City's Capital Improvements Program (CIP) for a number of years. The street and underground utilities are approximately 65 years old. Besides the sidewalk deficiencies described above, the existing curb is in poor condition in many areas, as is the existing bituminous street surface. The existing sanitary sewer is clay pipe and records show that the pipe was constructed using a less than minimum slope. Public Works staff has indicated that there have been problems with the sanitary sewer backing up in the past which may be due in part to the lack of adequate slope, but also due to the offset joints and the presence of tree roots in the pipe that have been observed while televising the pipe. The existing watermain pipe is most likely cast iron, and while there have not been a significant problems with breaks and leaks, the 65 year old pipe would generally be considered to be beyond its expected life. The existing street surface slopes from Range

Street to Cross Street at about a 0.5% grade and due to the minimal slope and the movement of the street and curb over the years, there are isolated areas of standing water following rainfall events. There is no existing storm sewer in place in this block of Jefferson Avenue, but the construction of new storm sewer would improve the surface drainage.

Since this segment of Jefferson Avenue is included on the City's CIP, an alternative to reconstructing only the sidewalk would be to consider a more comprehensive reconstruction project. Based on very preliminary estimates, the reconstruction project could cost between \$450,000 and \$550,000.

The City's assessment policy for reconstruction projects includes an assessment cap that limits the assessments on each property to a pre-determined amount established by the City Council. The assessment cap is adjusted periodically reflect changes in construction cost indexes and other project specific factors such as relative lot sizes. The Roe Crest Drive reconstruction project which was constructed and assessed in 2016 had an assessment cap of \$8,000. The average size of the lots on Roe Crest Drive are larger than the lots on Jefferson Avenue, so a lower assessment cap may be considered. If the City Council decides to proceed with the Jefferson Avenue reconstruction project, an appropriate assessment cap would be established by the Council for this project.

The following are options that the City Council can consider regarding the 300 block of Jefferson Avenue:

1. Allow or require the individual property owners to remove and replace the segments of sidewalk that are deficient in front of their respective properties with cost sharing of 50% property owner/50% City according to City policy.
2. Implement a sidewalk reconstruction project to remove and replace all of the deficient sidewalk, under one construction project and assess the property owners using the cost sharing of 50% property owner/50% City according to City policy.
3. Implement a project that would include complete reconstruction of the 300 block of Jefferson Avenue (street, curb & gutter, sidewalk, driveways, selected trees, sanitary sewer, watermain and storm sewer) and assess the adjacent property owners according to the City's assessment policy, utilizing an assessment cap established by the City Council.

Letters were sent to the property owners on the 300 block of Jefferson Avenue informing them that this issue will discussed at the November 6 City Council meeting and that an opportunity will be provided to provide their input on this issue at the meeting.



October 20, 2017

Dear Resident:

As a result of complaints relating to the condition of the sidewalk on the north side of the 300 block of Jefferson Avenue, City Staff completed an assessment of the walking condition on the sidewalk. The assessment determined that several portions of the sidewalk require replacement. In addition, the pavement management plan of North Mankato indicates a review of the useful life of a street should be considered after the road reaches 50 years in age. The 300 block of Jefferson was constructed in 1952 and is 65 years old. For several years, the road has been included in the City's Capital Improvement Plan (CIP) plan for reconstruction, but not funded.

You are invited to attend a City Council public hearing on **Monday, November 6, 2017 at 7:00 p.m. in the Municipal Building Council Chambers**. At the public hearing, staff will summarize the existing conditions on the block and seek direction from the City Council to proceed with sidewalk repairs or to move forward with a feasibility study to reconstruct the street. At the public hearing, you will have the opportunity to address the Council regarding your opinion on this matter.

Please feel free to contact me at 625-4141 should you have any questions regarding the upcoming meeting.

Sincerely,

THE CITY OF NORTH MANKATO

Mike Fischer
Community Development Director













CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #9	Department: Administration	Council Meeting Date: 11/6/17																											
TITLE OF ISSUE: Public Hearing, 7 pm-Public Hearing to Consider the Purchase of 850 Nicollet Avenue.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: The property that abuts Water Plant #1, located at 850 Nicollet Avenue recently became available for purchase. City Engineer Herman Dharmarajah will provide additional information concerning why it would be beneficial for the City to purchase the property. The purchase price is \$114,900.																													
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For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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MLS # 7016151
Old MLS Number
Association MLS ID RASM
Class SINGLE FAMILY
Sub Type Single Family
Area N MANKATO LOWER
Address 850 Nicollet Avenue
Address 2
Unit
City North Mankato
State MN
Zip 56003
Asking Price \$124,900
Original Price \$124,900
Status ACTIVE



Schedule a Showing

AGENT/OFFICE

Tamara Gretz
 Office: 507-625-7800
 tamara@nustarmankato.com

NU STAR REALTY
 422 Park Lane
 Mankato MN 56001
 Main: 507-625-7800

LIST AGENT/OFFICE

JENNIFER A WETTERGREN-LETOURNEAU - cell:
 507-340-2280

NU STAR REALTY
 Main: 507-625-7800

GENERAL

County Nicollet County
Comp/Dev/Subdiv
Township
School District Mankato #77
Total Bedrooms 3
Total Bathrooms 1
Full Baths 0
3/4 Baths 1 **1/2 Baths** 0 **1/4 Baths** 0
Garage Dimensions 10x18
Garage Square Footage 180
Garage Type Detached
Garage Capacity 1
Style SF Single Family
Stories 1.25 - 1.75 Story
Construction Status Previously Owned
Waterfront No
Fireplace No
Fireplace Type
Age (L)
Owner (L)
Listing Date 10/24/2017
Expiration Date 3/24/2018
Buyer Agency 2.00 Percent
Facilitator 1.00 Percent
Dual/Var Rate Com No
Bonus
Appointment Phone 507-340-2280
Lock Box Type Combination
Lock Box Source RASM
Lock Box Serial #
Fraction Ownership
% of Ownership
Owner Is an Agent No
Rental License No
Occupied By
Foreclosure No
Potential Short Sale No
Lender Owned No
Listing Type Exclusive Right to Sell

Agent Hit Count 41
Client Hit Count 27

Waterfront Name
Waterfrontage
Waterfront Description
DNR Lake ID #
Lake Acres
Lake Maximum Depth
Lake Class
Lake Chain
Chain Acreage
Rd Btwn Wtrfrnt & Home
Parcel Number 18.543.0070
Prop Adjoins Public Land
Classification Homestead
Tax Year 2017
Tax Amount \$1,477.00
Assessments Yes
Assessment Balance \$20.00
Taxes With Assessments \$1,497.00
Year Built 1928
Foundation Size 864.00
Tot Above Grade SqFt (L) 1,469
Tot Below Grade SqFt (L) 864
Total Square Footage 2333
Fin Footage-Above Grade 1,469
Fin Footage-Below Grade 0
Total Fin Square Footage 1,469
Approx Lot Dimension 40x157.50
Approx Number of Acres 0.15

Soil Type
Association Fee
Association Fee Amt/Freq /
Separate Insurance Fee
Sep Insur Fee Amt/Freq /
Planned Unit Development
Insurance Fee
Insurance Fee Amount /
New Development
Total Units Available
Minimum Price
Maximum Price
Hobby Farm
Approx Tillable Acres
Approx Pasture Acres
Approx Wooded Acres

Open House

Date	Start	End	Type
Agent			

Auction **Date**
Auctioneer License #

Auction Type
 Premium

ROOM INFORMATION

	ROOM	ROOM LEVEL	ROOM DIMENSIONS	ROOM REMARKS
Room 1	Living Room	Main	13 x 11.9	
Room 2	Dining Room	Main	12 x 10.2	
Room 3	Kitchen	Main	x	
Room 4	Family Room	Upper	23 x 17	
Room 5	Master Bedroom	Upper	17 x 12	
Room 6	Bedroom	Main	9.5 x 11	
Room 7	Bedroom	Main	9 x 11	
Room 8	Porch	Main	12 x 5	
Room 9			x	
Room 10			x	
Room 11			x	
Room 12			x	
Room 13			x	
Room 14			x	
Room 15			x	
Room 16			x	
Room 17			x	
Room 18			x	
Room 19			x	
Room 20			x	

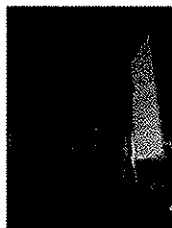
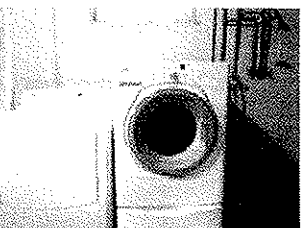
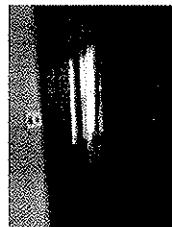
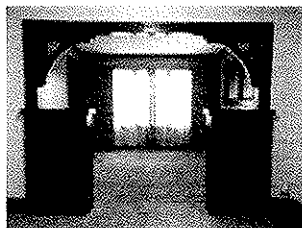
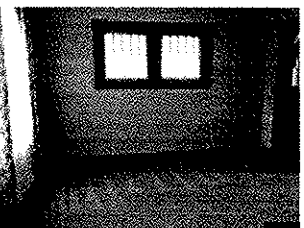
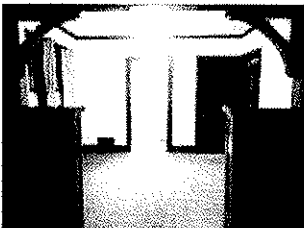
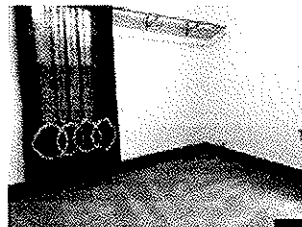
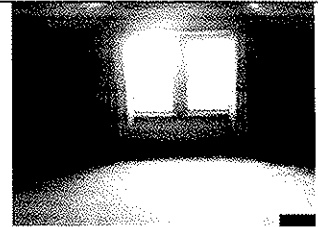
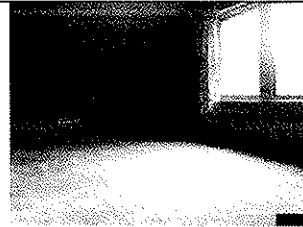
FEATURES**BASEMENT MATERIAL** Concrete Block**BASEMENT STYLE** Full**CONSTRUCTION TYPE** Frame/Wood**EXTERIOR** Wood**FUEL** Natural Gas**HEAT** Forced Air**SEWER** City**WATER** City**AIR CONDITIONING** Central**AMENITIES** Natural Woodwork, Washer/Dryer Hookups**AMENITIES-EXTERIOR** Driveway - Gravel**APPLIANCES** Dryer, Range/Stove, Refrigerator, Washer**BATH DESCRIPTION** Main Floor 3/4 Bath**BASEMENT FEATURES** Daylight/Lookout Windows, Unfinished**LOT/LAND DESCRIPTION** Tree Coverage - Medium**MECHANICALS** Water Heater-Gas**ROAD FRONTAGE** City, Curb/Gutters, Sidewalk**ROOF** Asphalt Shingles**SPECIAL SEARCH** Main Floor Bedrooms**TERMS** Cash, Conventional**MANKATO SCHOOLS (L)** Mankato West**SHOWINGS (L)** Showing Time**REMARKS****Showing Instructions** Set up through showing time. Please lock all doors and shut off lights.**Legal Description** Brief Legal: Block 1 Lot 7 & W 10' OF LOT 6 SubdivisionCd 18543 SubdivisionName OLE GRUE'S ADD**Open House Remarks****Virtual Tour****Virtual Tour 2****Directions** Property is next to city water works building. Off of Belgrade**Agent Remarks** Home is vacant so please lock all doors and turn off lights. Garage is in need of repair. Upper level is 1/2 story with angled ceilings.**Public Remarks** 3+ bedroom home with original character & woodwork located in lower North Mankato. Main level features: Front porch/mud room, 2 bedrooms, 3/4 bath, living room & dining room with arched wood work and built ins, kitchen with new flooring & countertop. Upper level features large open family room & 3rd bedroom. Large backyard. Newly painted exterior & new carpet throughout. All appliances included.**Financing Type****Financial Remarks**

SOLD

How Sold
Sold Price
Net Selling Price
Contract Accepted Date
Projected Closed Date
Closing Date
Sellers Contribution
Sellers Contribution Amt
Seller Conc Description

Selling Agent
Selling Office
Co-Selling Agent
Co-Selling Office
Sell Team
Days On Market 0
Days On MLS 0
Status Date: 10/24/2017

IDX Include Y

ADDITIONAL PHOTOS

**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

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1. Date 10/23/2017
2. Page 1 of _____ pages: RECORDS AND
3. REPORTS, IF ANY, ARE ATTACHED AND MADE A
4. PART OF THIS DISCLOSURE

5. Property located at 850 Nicollet Avenue
6. City of North Mankato, County of Nicollet, State of Minnesota.

7. **NOTICE:** Sellers of residential property, with limited exceptions, are obligated to satisfy the requirements of MN Statutes
8. 513.52 through 513.60. **To comply with the statute, Seller must provide either a written disclosure to the**
9. **prospective Buyer (see Disclosure Statement: Seller's Property Disclosure Statement) or satisfy one of the**
10. **following two options.** Disclosures made here, if any, are not a warranty or guarantee of any kind by Seller or
11. licensee(s) representing or assisting any party in this transaction and are not a substitute for any inspections or
12. warranties the party(ies) may wish to obtain.

13. (Select one option only.)

14. 1) ☐ **QUALIFIED THIRD-PARTY INSPECTION:** Seller shall provide to prospective Buyer a written report that
15. discloses material information relating to the real property that has been prepared by a qualified third party.
16. "Qualified third party" means a federal, state, or local governmental agency, or any person whom Seller or
17. prospective Buyer reasonably believes has the expertise necessary to meet the industry standards of practice
18. for the type of inspection or investigation that has been conducted by the third party in order to prepare the
19. written report.

20. **Seller shall disclose to prospective Buyer material facts known by Seller that contradict any information**
21. **that is included in a written report, or material facts known by Seller that are not included in the**
22. **report.**

23. The inspection report was prepared by _____
24. _____
25. and dated _____, 20____.

26. Seller discloses to Buyer the following material facts known by Seller that contradict any information included
27. in the above referenced inspection report.
28. _____
29. _____
30. _____

31. Seller discloses to Buyer the following material facts known by Seller that are not included in the above
32. referenced inspection report.
33. _____
34. _____
35. _____

36. 2) ☒ **WAIVER:** The written disclosure required may be waived if Seller and prospective Buyer agree in writing. Seller
37. and Buyer hereby waive the written disclosure required under MN Statutes 513.52 through 513.60.

38. **NOTE:** If both Seller and prospective Buyer agree, in writing, to waive the written disclosure required under
39. MN Statutes 513.52 through 513.60, Seller is not obligated to disclose ANY material facts of which Seller
40. is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property or any
41. intended use of the property, other than those disclosure requirements created by any other law. Seller is
42. not obligated to update Buyer on any changes made to material facts of which Seller is aware that could
43. adversely and significantly affect the Buyer's use or enjoyment of the property or any intended use of the
44. property that occur, other than those disclosure requirements created by any other law.

45. **Waiver of the disclosure required under MN Statutes 513.52 through 513.60 does not waive, limit, or**
46. **abridge any obligation for Seller disclosure created by any other law.**

**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

47. Page 2

48. Property located at 850 Nicollet Avenue North Mankato MN 56003

OTHER REQUIRED DISCLOSURES:

NOTE: In addition to electing one of the above alternatives to the material fact disclosure, Minnesota law also requires sellers to provide other disclosures to prospective buyers, such as those disclosures listed below. Additionally, there may be other required disclosures by federal, state, local, or other governmental entities that are not listed below.

A. SUBSURFACE SEWAGE TREATMENT SYSTEM DISCLOSURE: (A subsurface sewage treatment system disclosure is required by MN Statute 115.55.) (Check appropriate box.)

Seller certifies that Seller ☐ DOES ☒ DOES NOT know of a subsurface sewage treatment system on or serving the above-described real property. (If answer is **DOES**, and the system does not require a state permit, see *Disclosure Statement: Subsurface Sewage Treatment System.*)

☐ There is a subsurface sewage treatment system on or serving the above-described real property. (See *Disclosure Statement: Subsurface Sewage Treatment System.*)

☐ There is an abandoned subsurface sewage treatment system on the above-described real property. (See *Disclosure Statement: Subsurface Sewage Treatment System.*)

B. PRIVATE WELL DISCLOSURE: (A well disclosure and Certificate are required by MN Statute 103I.235.) (Check appropriate box.)

☒ Seller certifies that Seller does not know of any wells on the above-described real property.

☐ Seller certifies there are one or more wells located on the above-described real property. (See *Disclosure Statement: Well.*)

Are there any wells serving the above-described property that are not located on the property? ☐ Yes ☐ No
To your knowledge, is the property in a Special Well Construction Area? ☐ Yes ☐ No

Comments: _____

C. VALUATION EXCLUSION DISCLOSURE: (Required by MN Statute 273.11, Subd. 18)

There ☐ IS ☒ IS NOT an exclusion from market value for home improvements on this property. Any valuation exclusion shall terminate upon sale of the property, and the property's estimated market value for property tax purposes shall increase. If a valuation exclusion exists, Buyers are encouraged to look into the resulting tax consequences.

Additional comments: _____

D. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"): Section 1445 of the Internal Revenue Code provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply.

Seller represents that Seller ☐ IS ☒ IS NOT a foreign person (i.e., a non-resident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign estate) for purposes of income taxation. This representation shall survive the closing of any transaction involving the property described here.

NOTE: If the above answer is "IS," Buyer may be subject to income tax withholding in connection with the transaction (unless the transaction is covered by an applicable exception to FIRPTA withholding). In non-exempt transactions, Buyer may be liable for the tax if Buyer fails to withhold.
If the above answer is "IS NOT," Buyer may wish to obtain specific documentation from Seller ensuring Buyer is exempt from the withholding requirements as prescribed under Section 1445 of the Internal Revenue Code.

Due to the complexity and potential risks of failing to comply with FIRPTA, including Buyer's responsibility for withholding the applicable tax, Buyer and Seller should seek appropriate legal and tax advice regarding FIRPTA compliance, as the respective licensees representing or assisting either party will be unable to assure either party whether the transaction is exempt from the FIRPTA withholding requirements.

**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

95. Page 3

96. Property located at 850 Nicollet Avenue North Mankato MN 56003

E. METHAMPHETAMINE PRODUCTION DISCLOSURE:

(A methamphetamine production disclosure is required by MN Statute 152.0275, Subd. 2 (m).)

☒ Seller is not aware of any methamphetamine production that has occurred on the property.

☐ Seller is aware that methamphetamine production has occurred on the property.

(See Disclosure Statement: Methamphetamine Production.)

F. RADON DISCLOSURE:

(The following Seller disclosure satisfies MN Statute 144.496.)

RADON WARNING STATEMENT: The Minnesota Department of Health strongly recommends that ALL homebuyers have an indoor radon test performed prior to purchase or taking occupancy, and recommends having the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily be reduced by a qualified, certified, or licensed, if applicable, radon mitigator.

Every buyer of any interest in residential real property is notified that the property may present exposure to dangerous levels of indoor radon gas that may place occupants at risk of developing radon-induced lung cancer. Radon, a Class A human carcinogen, is the leading cause of lung cancer in nonsmokers and the second leading cause overall. The seller of any interest in residential real property is required to provide the buyer with any information on radon test results of the dwelling.

RADON IN REAL ESTATE: By signing this Statement, Buyer hereby acknowledges receipt of the Minnesota Department of Health's publication entitled *Radon in Real Estate Transactions*, which is attached hereto and can be found at www.health.state.mn.us/divs/eh/indoorair/radon/rnrealestateweb.pdf.

A seller who fails to disclose the information required under MN Statute 144.496, and is aware of material facts pertaining to radon concentrations in the property, is liable to the Buyer. A buyer who is injured by a violation of MN Statute 144.496 may bring a civil action and recover damages and receive other equitable relief as determined by the court. Any such action must be commenced within two years after the date on which the buyer closed the purchase or transfer of the real property.

SELLER'S REPRESENTATIONS: The following are representations made by Seller to the extent of Seller's actual knowledge.

(a) Radon test(s) ☐ HAVE ☒ HAVE NOT occurred on the property.

----- (Check one.) -----

(b) Describe any known radon concentrations, mitigation, or remediation. **NOTE:** Seller shall attach the most current records and reports pertaining to radon concentration within the dwelling:

(c) There ☐ IS ☒ IS NOT a radon mitigation system currently installed on the property.

----- (Check one.) -----

If "IS," Seller shall disclose, if known, information regarding the radon mitigation system, including system description and documentation.

G. NOTICE REGARDING AIRPORT ZONING REGULATIONS: The property may be in or near an airport safety zone with zoning regulations adopted by the governing body that may affect the property. Such zoning regulations are filed with the county recorder in each county where the zoned area is located. If you would like to determine if such zoning regulations affect the property, you should contact the county recorder where the zoned area is located.

**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

139. Page 4

140. Property located at 850 Nicollet Avenue

North Mankato

MN 56003

141. **H. NOTICE REGARDING CARBON MONOXIDE DETECTORS:**

142. MN Statute 299F.51 requires Carbon Monoxide Detectors to be located within ten (10) feet from all sleeping
143. rooms. Carbon Monoxide Detectors may or may not be personal property and may or may not be included in the
144. sale of the home.

145. **I. WATER INTRUSION AND MOLD GROWTH:** Studies have shown that various forms of water intrusion affect many
146. homes. Water intrusion may occur from exterior moisture entering the home and/or interior moisture leaving the
147. home.

148. Examples of exterior moisture sources may be

- 149. • improper flashing around windows and doors,
- 150. • improper grading,
- 151. • flooding,
- 152. • roof leaks.

153. Examples of interior moisture sources may be

- 154. • plumbing leaks,
- 155. • condensation (caused by indoor humidity that is too high or surfaces that are too cold),
- 156. • overflow from tubs, sinks, or toilets,
- 157. • firewood stored indoors,
- 158. • humidifier use,
- 159. • inadequate venting of kitchen and bath humidity,
- 160. • improper venting of clothes dryer exhaust outdoors (including electrical dryers),
- 161. • line-drying laundry indoors,
- 162. • houseplants—watering them can generate large amounts of moisture.

163. In addition to the possible structural damage water intrusion may do to the property, water intrusion may also result
164. in the growth of mold, mildew, and other fungi. Mold growth may also cause structural damage to the property.
165. Therefore, it is very important to detect and remediate water intrusion problems.

166. Fungi are present everywhere in our environment, both indoors and outdoors. Many molds are beneficial to humans.
167. However, molds have the ability to produce mycotoxins that may have a potential to cause serious health problems,
168. particularly in some immunocompromised individuals and people who have asthma or allergies to mold.

169. To complicate matters, mold growth is often difficult to detect, as it frequently grows within the wall structure. If you
170. have a concern about water intrusion or the resulting mold/mildew/fungi growth, you may want to consider having
171. the property inspected for moisture problems before entering into a purchase agreement or as a condition of your
172. purchase agreement. Such an analysis is particularly advisable if you observe staining or any musty odors on the
173. property.

174. **J. NOTICE REGARDING PREDATORY OFFENDER INFORMATION:** Information regarding the predatory
175. offender registry and persons registered with the predatory offender registry under MN Statute 243.166
176. may be obtained by contacting the local law enforcement offices in the community where the property is
177. located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections
178. web site at www.corr.state.mn.us.

**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

179. Page 5

180. Property located at 850 Nicollet Avenue North Mankato MN 56003

181. K. SELLER'S STATEMENT:

182. *(To be signed at time of listing.)*

183. Seller(s) hereby authorizes any licensee(s) representing or assisting any party(ies) in this transaction to provide
184. a copy of this Disclosure Statement to any person or entity in connection with any actual or anticipated sale of the
185. property. A seller may provide this Disclosure Statement to a real estate licensee representing or assisting a
186. prospective buyer. The Disclosure Statement provided to the real estate licensee representing or assisting a
187. prospective buyer is considered to have been provided to the prospective buyer. If this Disclosure Statement is
188. provided to the real estate licensee representing or assisting the prospective buyer, the real estate licensee must
189. provide a copy to the prospective buyer.

190. **QUALIFIED THIRD-PARTY INSPECTION:** If Seller has made a disclosure under the Qualified Third-Party
191. Inspection, Seller is obligated to disclose to Buyer in writing of any new or changed facts of which Seller is aware
192. that could adversely and significantly affect the Buyer's use or enjoyment of the property or any intended use of
193. the property that occur up to the time of closing. To disclose new or changed facts, please use the *Amendment to*
194. *Disclosure Statement* form.

195. **WAIVER:** If Seller and Buyer agree to waive the seller disclosure requirement, Seller is NOT obligated to disclose
196. and will NOT disclose any new or changed information regarding facts.

197. **OTHER REQUIRED DISCLOSURES (Sections A-F):** Whether Seller has elected a Qualified-Third Party Inspection
198. or Waiver, Seller is obligated to notify Buyer, in writing, of any new or changed facts regarding Other Required
199. Disclosures up to the time of closing. To disclose new or changed facts, please use the *Amendment to Seller's*
200. *Disclosure* form.

Shupe 850, LLC

201. *[Signature]* President 10-23-17
(Seller) (Date) (Seller) (Date)

202. L. BUYER'S ACKNOWLEDGEMENT:

203. *(To be signed at time of purchase agreement.)*

204. I/We, the Buyer(s) of the property, acknowledge receipt of this *Seller's Disclosure Alternatives* form and agree to
205. the seller's disclosure option selected in this form. I/We further agree that no representations regarding facts have
206. been made, other than those made in this form. This Disclosure Statement is not a warranty or a guarantee of
207. any kind by Seller or licensee representing or assisting any party in the transaction and is not a suitable substitute
208. for any inspections or warranties the party(ies) may wish to obtain.

209. The information disclosed is given to the best of the Seller's knowledge.

210. _____
(Buyer) (Date) (Buyer) (Date)

211. **LISTING BROKER AND LICENSEES MAKE NO REPRESENTATIONS HERE AND ARE**
212. **NOT RESPONSIBLE FOR ANY CONDITIONS EXISTING ON THE PROPERTY.**

MN:DS:SDA-5 (8/16)

Radon in Real Estate Transactions

All Minnesota homes can have dangerous levels of radon gas. Radon is a colorless, odorless and tasteless **radioactive gas** that can seep into homes from the soil. When inhaled, it can damage the lungs. Long-term exposure to radon can lead to **lung cancer**. About 21,000 lung cancer deaths each year in the United States are caused by radon.

The only way to know how much radon gas has entered the home is to conduct a radon test. MDH estimates 2 in 5 homes exceed the 4.0 pCi/L action level. Whether a home is old or new, **any home can have high levels of radon.**

The purpose of this publication is to educate and inform potential home buyers of the risks of radon exposure, and how to test for and reduce radon as part of real estate transactions.

Disclosure Requirements



Effective January 1, 2014, the Minnesota Radon Awareness Act requires specific disclosure and education be provided to potential home buyers during residential real estate transactions in Minnesota. **Before signing a purchase agreement to sell or transfer residential real property**, the seller shall provide this publication and shall disclose in writing to the buyer:

1. whether a radon test or tests have occurred on the property;
2. the most current records and reports pertaining to radon concentrations within the dwelling;
3. a description of any radon levels, mitigation, or remediation;
4. information on the radon mitigation system, if a system was installed; and
5. a radon warning statement.

MDH Minnesota
Department of Health

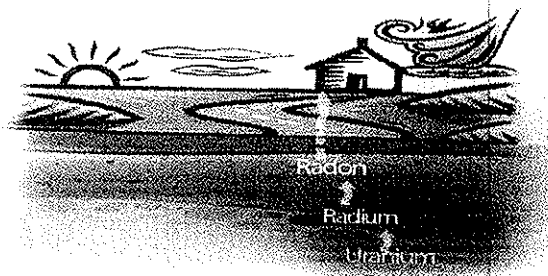
INDOOR AIR UNIT

Radon Facts

How dangerous is radon? Radon is the number one cause of lung cancer in non-smokers, and the second leading cause overall. Your risk for lung cancer increases with higher levels of radon, prolonged exposure, and whether or not you are a current smoker or former smoker.

Where is your greatest exposure to radon? For most Minnesotans, your greatest exposure is at home where radon can concentrate indoors.

What is the recommended action based on my results? If the average radon in the home is at or above 4.0 pCi/L, the home's radon level should be reduced. Also, consider mitigating if radon levels are between 2.0 pCi/L and 3.9 pCi/L. Any amount of radon, even below the recommended action level, carries some risk.



MDH Radon Program

PO Box 64975

St Paul, MN 55164-0975

health.indoor@state.mn.us

www.health.state.mn.us/radon

651-201-4601

800-798-9050

Radon Testing

Any test lasting less than three months requires **closed-house conditions**. Keep all windows and doors closed, except for normal entry and exit.

Before testing: Begin closed-house conditions at least 12 hours before the start of the radon test.

During testing: Maintain closed-house conditions during the entire duration of the short-term test. Operate home heating or cooling systems normally during the test. Test for at least 48 hours.

Where should the test be conducted? Any radon test conducted for a real estate transaction needs to be placed in the lowest livable area of the home suitable for occupancy. This is typically in the basement, whether finished or unfinished.

Place the test kit:

- twenty inches to six feet above the floor
- at least three feet from exterior walls
- four inches away from other objects
- in a location where it won't be disturbed
- not in enclosed areas or areas of high heat or humidity

Radon Mitigation

When elevated levels of radon are found, they can be easily reduced by a certified radon mitigation professional.

Radon mitigation is the process used to reduce radon concentrations in buildings. This is done by drawing soil gas from under the house and venting it above the roof. A quality mitigation system should reduce levels to below 4.0 pCi/L, if not lower.

After a radon mitigation system is installed perform an independent short-term test to ensure the reduction system is effective. Operate the radon system during the entire test. This test will confirm low levels in the home. Be sure to retest the house every two years to confirm continued radon reduction.

Radon Warning Statement

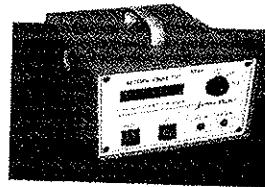
"The Minnesota Department of Health strongly recommends that ALL homebuyers have an indoor radon test performed prior to purchase or taking occupancy, and recommends having the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily be reduced by a qualified, certified, or licensed, if applicable, radon mitigator.

Every buyer of any interest in residential real property is notified that the property may present exposure to dangerous levels of indoor radon gas that may place the occupants at risk of developing radon-induced lung cancer. Radon, a Class A human carcinogen, is the leading cause of lung cancer in nonsmokers and the second leading cause overall. The seller of any interest in residential real property is required to provide the buyer with any information on radon test results of the dwelling".

How are radon tests conducted in real estate transactions? There are special protocols for radon testing. The two most common ways to test are either using a calibrated continuous radon monitor (CRM) or two-short term test kits used at the same time. The short-term test kits are placed 4 inches apart and the results are averaged.

Continuous Radon Monitor (CRM)

Fastest



Simultaneous Short-term Testing

Second Fastest



All radon tests should be conducted by a certified professional. This ensures the test was conducted properly, in the correct location, and under appropriate building conditions. A list of these radon measurement professionals can be found at MDH's Radon website. If the seller previously conducted testing in a property at or above 4 pCi/L, the home should be mitigated.

**ADDENDUM TO PURCHASE AGREEMENT:
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND LEAD-BASED
PAINT HAZARDS**

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which disclaims any liability arising out of use or misuse of this form.
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1. Date 10/23/2017

2. Page 1

3. Addendum to Purchase Agreement between parties, dated _____, 20____,
4. pertaining to the purchase and sale of the property at 850 Nicollet Avenue
5. North Mankato MN 56003

Section I: Lead Warning Statement

6. Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified
7. that such property may present exposure to lead from lead-based paint that may place young children at risk of
8. developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including
9. learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also
10. poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide
11. the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's
12. possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible
13. lead-based paint hazards is recommended prior to purchase.
14.

Seller's Disclosure (Initial.)

JRT

(a) Presence of lead-based paint and/or lead-based paint hazards.
(Check one below.)

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing
(Explain.):

☒ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

JRT

(b) Records and reports available to the seller.
(Check one below.)

☐ Seller has provided Buyer with all available records and reports pertaining to lead-based paint
and/or lead-based paint hazards in the housing (List documents below.):

☒ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards
in the housing.

Buyer's Acknowledgment (Initial.)

(c) Buyer has received copies of all information listed under (b) above.

(d) Buyer has received the pamphlet, *Protect Your Family from Lead in Your Home*.

(e) Buyer has (Check one below.):

☐ Received a 10-day opportunity (or mutually agreed-upon period) to conduct a risk assessment
or inspection for the presence of lead-based paint and/or lead-based paint hazards (If checked,
see Section II on page 2.); or

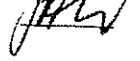
☐ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-
based paint and/or lead-based paint hazards.

ADDENDUM TO PURCHASE AGREEMENT:
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND LEAD-BASED
PAINT HAZARDS

38. Page 2

39. Property located at 850 Nicollet Avenue North Mankato MN 56003

40. **Real Estate Licensee's Acknowledgment** (Initial.)

41.  (f) Real estate licensee has informed Seller of Seller's obligations under 42 U.S.C. 4852(d) and is aware
42. of licensee's responsibility to ensure compliance.

43. **Certification of Accuracy**

44. The following parties have reviewed the information above and certify, to the best of their knowledge, that the information
45. provided by the signatory is true and accurate.

46. Joe Rye II president Shape 850, LLC 10-22-17
(Seller) (Date) (Buyer) (Date)

47. [Signature] [Signature]
(Seller) (Date) (Buyer) (Date)

48. JENNIFER A WETTERGREN-LETOURNEAU 10-22-17
(Real Estate Licensee) (Date) (Real Estate Licensee) (Date)

49. **Section II: Contingency** (Initial only if first box under (e) is checked in **Buyer's Acknowledgment** above.)

50. This contract is contingent upon a risk assessment or an inspection of the property for the presence of lead-
51. based paint and/or lead-based paint hazards to be conducted at Buyer's expense. The assessment or inspection
52. shall be completed within ☐ ten (10) ☐ _____ calendar days after Final Acceptance of the Purchase Agreement.
(Check one.)

53. This contingency shall be deemed removed, and the Purchase Agreement shall be in full force and effect, unless Buyer or
54. real estate licensee representing or assisting Buyer delivers to Seller or real estate licensee representing or assisting
55. Seller, within three (3) calendar days after the assessment or inspection is timely completed, a written list of the specific
56. deficiencies and the corrections required, together with a copy of any risk assessment or inspection report. If Seller
57. and Buyer have not agreed in writing within three (3) calendar days after delivery of the written list of required corrections
58. that: (A) some or all of the required corrections will be made; or (B) Buyer waives the deficiencies; or (C) an adjustment to
59. the purchase price will be made; this Purchase Agreement is canceled. Buyer and Seller shall immediately sign a
60. **Cancellation of Purchase Agreement** confirming said cancellation and directing all earnest money paid here to be
61. refunded to Buyer. It is understood that Buyer may unilaterally waive deficiencies or defects, or remove this contingency,
62. providing that Buyer or real estate licensee representing or assisting Buyer notifies Seller or real estate licensee
63. representing or assisting Seller of the waiver or removal, in writing, within the time specified.

TLX:SALE-2 (8/17)



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 11-6-17

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	11/01/2017	Regular	0	-	88338
	Void	11/06/2017	Regular	0	-	88345
	LEAGUE OF MINNESOTA CITIES	10/04/2017	Regular	0	(650.00)	88242
	ASE SUPPLY INC.	10/02/2017	Regular	0	(53.53)	88175
00008	A+ SYSTEMS GROUP	11/06/2017	Regular	0	419.55	88339
02539	ALL AMERICA PRESSURE WASHER MFG., INC.	11/06/2017	Regular	0	34.00	88340
00063	AMERICAN PEST CONTROL	11/06/2017	Regular	0	200.00	88341
02712	AXON ENTERPRISE, INC.	11/06/2017	Regular	0	224.58	88342
00113	BAKER & TAYLOR	11/06/2017	Regular	0	29.98	88343
02709	BARNES, LEILANI	10/17/2017	Regular	0	41,666.67	88318
00137	BENCO ELECTRIC COOPERATIVE	11/06/2017	Regular	0	30,069.86	88344
02711	BENSON, JESSICA	10/17/2017	Regular	0	124.88	88319
02714	BERGMAN TANK, JESS	11/06/2017	Regular	0	625.00	88346
00145	BETTER HOUSEKEEPING VACUUMS, INC.	11/06/2017	Regular	0	299.95	88347
00179	BOUND TREE MEDICAL LLC	11/06/2017	Regular	0	42.89	88348
02608	BUD'S NUISANCE WILDLIFE REMOVAL LLC	11/06/2017	Regular	0	2,500.00	88349
02716	BURGER, DAVID A.	11/06/2017	Regular	0	2,494.93	88350
00232	CEMSTONE CONCRETE MATERIALS, LLC	11/06/2017	Regular	0	21,600.00	88351
00234	CENTER POINT ENERGY	11/06/2017	Regular	0	1,088.22	88352
00255	CITY OF MANKATO	11/06/2017	Regular	0	90,075.61	88353
00299	COUNTRYSIDE REFRIGERATION & HEATING, IN	11/06/2017	Regular	0	5,977.00	88354
00300	COUNTRYSIDE TREE SERVICE	11/06/2017	Regular	0	10,600.00	88355
00315	CUSHMAN MOTOR CO., INC	11/06/2017	Regular	0	360.48	88356
00322	DALCO	11/06/2017	Regular	0	408.51	88357
02620	DORLAND, DOLORES	11/06/2017	Regular	0	1,360.00	88358
02708	ERICKSON, GARY	10/17/2017	Regular	0	41,666.67	88320
00401	EXPRESS SERVICES, INC.	11/06/2017	Regular	0	1,462.86	88359
00404	FASTENAL COMPANY	11/06/2017	Regular	0	475.17	88360
00432	FLEETPRIDE	11/06/2017	Regular	0	67.17	88361
00462	G & K SERVICES	11/06/2017	Regular	0	311.83	88362
00463	G & L AUTO SUPPLY, LLC	11/06/2017	Regular	0	748.53	88363
00511	GREENCARE	11/06/2017	Regular	0	100.17	88364
02718	HES - HEALTH ENHANCEMENT SYSTEMS	11/06/2017	Regular	0	253.86	88365
00563	HINIKER HOMES, INC.	11/01/2017	Regular	0	133,735.73	88336
02114	HYDRO KLEAN	11/06/2017	Regular	0	1,382.82	88366
02713	JEFF'S REPAIR	11/06/2017	Regular	0	3,180.50	88368
00639	JOHN DEERE FINANCIAL	11/06/2017	Regular	0	304.26	88369
00657	JT SERVICES	11/06/2017	Regular	0	888.21	88370
00663	JULIUS, KIMBERLY	11/06/2017	Regular	0	329.70	88371
00691	KENNEDY & KENNEDY LAW OFFICE	10/17/2017	Regular	0	663.08	88324
02643	KIWANIS CLUB OF MANKATO DOWNTOWN	11/06/2017	Regular	0	170.00	88372
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	10/24/2017	Regular	0	637.00	88332
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	11/06/2017	Regular	0	5,266.00	88373
00784	LOOKOUT DRIVE WELDING	11/06/2017	Regular	0	250.00	88374
02647	MALTERER MECHANICAL INC.	11/06/2017	Regular	0	6,780.00	88375
00812	MANKATO BEARING COMPANY	11/06/2017	Regular	0	42.44	88376
00818	MANKATO FAMILY YMCA	11/06/2017	Regular	0	34,723.51	88377
00819	MANKATO FORD, INC.	11/06/2017	Regular	0	376.60	88378
00829	MANKATO PUBLIC SCHOOLS	11/06/2017	Regular	0	144.50	88379
00832	MANKATO TENT & AWNING CO.	11/06/2017	Regular	0	190.50	88380
00847	MATHESON TRI-GAS, INC.	11/06/2017	Regular	0	116.33	88381
00874	MENARDS-MANKATO	11/06/2017	Regular	0	2,264.02	88382
02179	MES (MUNICIPAL EMERGENCY SERVICES)	11/06/2017	Regular	0	12,899.90	88383
02532	MIKE'S LLC	11/06/2017	Regular	0	646.58	88384
00950	MINNESOTA STATE UNIVERSITY-MANKATO	11/06/2017	Regular	0	21.38	88385
00992	MR. ROOTER PLUMBING	10/17/2017	Regular	0	11,283.96	88321
02717	NAJWA'S CATERING	11/06/2017	Regular	0	846.68	88386

01018	NCPERS MINNESOTA-UNIT 662400	10/24/2017	Regular	0	192.00	88333
01033	NEWMAN TRAFFIC SIGNS	11/06/2017	Regular	0	2,906.84	88387
01057	NORTH MANKATO MOTOR VEHICLE REGISTRA	11/06/2017	Regular	0	51.00	88388
01076	OLD DOMINION BRUSH	11/06/2017	Regular	0	531.18	88389
01078	OLYMPIC FIRE PROTECTION CORP.	11/06/2017	Regular	0	840.00	88390
01084	OVERHEAD DOOR CO. OF MANKATO, INC.	11/06/2017	Regular	0	507.91	88391
01099	PET EXPO DISTRIBUTORS	11/06/2017	Regular	0	50.00	88392
01106	PETTY CASH	11/06/2017	Regular	0	64.62	88393
01142	PREMIER VETERINARY CENTER - MANKATO	11/06/2017	Regular	0	377.40	88394
01170	RAMY TURF PRODUCTS	11/06/2017	Regular	0	783.50	88395
02715	SONNEK, WILLIAM	11/06/2017	Regular	0	50.00	88396
01297	SOUTH CENTRAL COLLEGE	11/06/2017	Regular	0	861.06	88397
02710	SPARKS, TERRY	10/17/2017	Regular	0	41,666.67	88322
02000	STARKSON, LLOYD	10/24/2017	Regular	0	1,800.00	88329
01340	STATE OF MINNESOTA	10/13/2017	Regular	0	1,449.25	88317
01091	STOREY KENWORTHY & MATT PARROTT	11/06/2017	Regular	0	480.25	88398
02719	SVOR, DAVID & VALORA	11/06/2017	Regular	0	1,550.00	88399
01402	TIRE ASSOCIATES	11/06/2017	Regular	0	2,945.03	88400
02150	U.S. BANK	11/06/2017	Regular	0	715,821.25	88401
01443	UNITED STATES POSTAL SERVICE	11/06/2017	Regular	0	2,000.00	88402
01445	UNITED WAY INC	10/24/2017	Regular	0	169.72	88334
02640	VALLEY LANDSCAPE SUPPLY	11/06/2017	Regular	0	21.06	88403
01477	VIKING ELECTRIC SUPPLY, INC.	11/06/2017	Regular	0	1,060.99	88404
01492	WACO SCAFFOLDING & SUPPLY CO.	11/06/2017	Regular	0	1,084.33	88405
01552	WW BLACKTOPPING, INC	11/06/2017	Regular	0	2,114.20	88406
01557	XCEL ENERGY	11/01/2017	Regular	0	22,515.67	88337
02033	AMAZON.COM	10/27/2017	Bank Draft	0	51.92	DFT0001527
00101	AT&T MOBILITY	10/16/2017	Bank Draft	0	26.15	DFT0001505
02058	CONSOLIDATED COMMUNICATIONS	10/16/2017	Bank Draft	0	209.70	DFT0001504
02058	CONSOLIDATED COMMUNICATIONS	10/25/2017	Bank Draft	0	57.14	DFT0001521
02058	CONSOLIDATED COMMUNICATIONS	10/25/2017	Bank Draft	0	30.08	DFT0001522
02058	CONSOLIDATED COMMUNICATIONS	10/25/2017	Bank Draft	0	160.14	DFT0001523
02058	CONSOLIDATED COMMUNICATIONS	10/25/2017	Bank Draft	0	32.25	DFT0001524
00337	DEMCO, INC.	10/31/2017	Bank Draft	0	160.47	DFT0001531
00496	GOVERNMENT FINANCE OFFICERS ASSOCIATIK	10/24/2017	Bank Draft	0	135.00	DFT0001517
00503	GREAT AMERICAN BUSINESS PRODUCTS	10/17/2017	Bank Draft	0	913.99	DFT0001506
00608	INGRAM LIBRARY SERVICES	11/02/2017	Bank Draft	0	2,673.70	DFT0001532
00733	LAKES GAS CO #10	10/25/2017	Bank Draft	0	105.40	DFT0001519
00930	MINNESOTA GFOA	10/30/2017	Bank Draft	0	180.00	DFT0001529
00910	MINNESOTA VALLEY TESTING LAB, INC.	10/16/2017	Bank Draft	0	59.50	DFT0001500
00910	MINNESOTA VALLEY TESTING LAB, INC.	10/25/2017	Bank Draft	0	192.50	DFT0001520
00910	MINNESOTA VALLEY TESTING LAB, INC.	10/30/2017	Bank Draft	0	59.50	DFT0001528
01137	PRAXAIR DISTRIBUTION, INC	10/16/2017	Bank Draft	0	80.00	DFT0001501
01322	SPRINT	10/25/2017	Bank Draft	0	35.21	DFT0001518
01335	STAPLES ADVANTAGE	10/12/2017	Bank Draft	0	396.84	DFT0001499
01335	STAPLES ADVANTAGE	10/18/2017	Bank Draft	0	103.88	DFT0001507
01335	STAPLES ADVANTAGE	10/24/2017	Bank Draft	0	112.51	DFT0001516
01335	STAPLES ADVANTAGE	10/27/2017	Bank Draft	0	136.40	DFT0001526
01377	TELRITE CORPORATION	10/16/2017	Bank Draft	0	185.24	DFT0001503
01470	VERIZON WIRELESS	10/16/2017	Bank Draft	0	30.10	DFT0001502
02178	WASTE MANAGEMENT OF WI-MN	10/31/2017	Bank Draft	0	113.31	DFT0001530
00016	ADAMS, NICOLE	11/08/2017	EFT	0	53.97	437
00105	AUTO VALUE MANKATO	11/08/2017	EFT	0	386.47	438
00174	BOLTON & MENK, INC.	11/08/2017	EFT	0	1,750.00	439
00176	BORDER STATES ELECTRIC SUPPLY	11/08/2017	EFT	0	656.86	440
00216	C & S SUPPLY CO, INC.	11/08/2017	EFT	0	413.13	441
02706	CORE & MAIN LP	11/08/2017	EFT	0	580.30	442
00439	FORSTER, DANIEL	11/08/2017	EFT	0	24.32	443
00460	G AND H READY MIX, LLC	11/08/2017	EFT	0	1,539.00	444
00476	GIEFER, DANIEL	11/08/2017	EFT	0	49.00	445
01098	GILLETTE GROUP/PEPSI-COLA	11/08/2017	EFT	0	12.30	446
00493	GOODWIN, TONY	11/08/2017	EFT	0	200.00	447
00494	GOPHER STATE ONE-CALL	11/08/2017	EFT	0	214.65	448
00586	HOWE, SANDRA K.	11/08/2017	EFT	0	766.52	449
00609	INMAN, RICH	11/08/2017	EFT	0	73.40	450
00705	KNUDSON, DAVID	11/08/2017	EFT	0	47.08	451
02209	KRAL, JACOB	11/08/2017	EFT	0	179.00	452

00743	LARKSTUR ENGINEERING & SUPPLY, INC.	11/08/2017	EFT	0	9.33	453
00776	LLOYD LUMBER CO.	11/08/2017	EFT	0	402.29	454
00796	MACQUEEN EQUIPMENT, INC.	11/08/2017	EFT	0	2,616.53	455
00825	MANKATO MOTOR COMPANY	11/08/2017	EFT	0	82.45	456
00902	MINNESOTA IRON & METAL CO	11/08/2017	EFT	0	13.00	457
00935	MINNESOTA PIPE & EQUIPMENT	11/08/2017	EFT	0	130.63	458
00975	MORGAN, SHAWN	11/08/2017	EFT	0	145.00	459
00997	MTI DISTRIBUTING CO	11/08/2017	EFT	0	330.22	460
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	11/08/2017	EFT	0	92.00	461
01052	NORTH CENTRAL INTERNATIONAL	11/08/2017	EFT	0	882.92	462
02005	PANTHEON COMPUTERS	11/08/2017	EFT	0	5,699.25	463
01179	RED FEATHER PAPER CO.	11/08/2017	EFT	0	59.80	464
01211	RIVER BEND BUSINESS PRODUCTS	11/08/2017	EFT	0	1,210.42	465
01263	SCHWICKERT'S TECTA AMERICA LLC	11/08/2017	EFT	0	2,623.43	466
01323	SPS COMPANIES, INC.	11/08/2017	EFT	0	8.78	467
01486	VON BERGE, DAVID	11/08/2017	EFT	0	540.32	468
					<u>1,301,655.77</u>	<u>138</u>

Authorization Signatures

All Council

The above manual and regular claims lists for 11-6-17 are approved by:

MARK DEHEN- MAYOR

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

ROBERT FREYBERG- COUNCIL MEMBER

JAMES WHITLOCK- COUNCIL MEMBER

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

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

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

Donor	Restriction	Amount
Delta Kappa Gamma NU Chapter	Backpack for Books Program-Library	\$1120.00
		\$1120.00

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

Mayor

City Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of North Mankato, Minnesota, will hold a Public Hearing on Monday, December 4, 2017 at 7 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider Annexation of Land containing 20.75 acres owned by BCD Properties, LLC legally described as:

That part of the East Half of the East Half of the Northeast Quarter of Section 4, Township 108 North Range 27 West, Nicollet County, Minnesota. A full legal description is available at the North Mankato City Hall.

Dated this 22nd day of November 2017.

April Van Genderen
City Clerk
City of North Mankato

**PROPERTY OWNER PETITION TO MUNICIPALITY
FOR ANNEXATION BY ORDINANCE - 120 Acres or Less**

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE
ANNEXATION OF CERTAIN LAND TO THE CITY OF NORTH MANKATO,
MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of North Mankato, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

 X the sole property owner; or
 all of the property owners (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of Belgrade to the City of North Mankato, County of Nicollet, Minnesota.

The area proposed for annexation is described as follows:

That part of the East Half of the East Half of the Northeast Quarter of Section 4, Township 108 North Range 27 West, Nicollet County, Minnesota, described as:

Commencing at the East Quarter corner of said Section 4; thence North 00 degrees 11 minutes 38 seconds East, (Minnesota County Coordinate System - Nicollet County Zone - HARN NAD83 - 1996), along the east line of the Northeast Quarter of said Section 4, the same being the east line of Parcel 16N2 of Nicollet County Right Of Way Plat No. 26, on file and of record with the Nicollet County Recorder, 227.70 feet to the northeast corner of said Parcel 16N2, said point being the point of beginning; thence continuing North 00 degrees 11 minutes 38 seconds East, along the east line of the Northeast Quarter of said Section 4, a distance of 1373.66 feet to the northwesterly corner of Parcel 3N5 of said Right Of Way Plat; thence North 89 degrees 47 minutes 05 seconds West, along the westerly extension of the northerly line of said Parcel 3N5, a distance of 658.63 feet to the point of intersection with the west line of the East Half of the East Half of the Northeast Quarter of said Section 4; thence South 00 degrees 03 minutes 40 seconds West, along said west line, 1378.02 feet to the point of intersection with the north line of said Parcel 16N2; thence North 89 degrees 50 minutes 06 seconds East, along said north line, 655.44 feet to the point of beginning.

Said parcel contains 20.75 acres, subject to any and all easements of record.

1. There is 1 property owner in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)

2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.

Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.

3. Said property is unincorporated, abuts on the city's N S E W(circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 20.75 acres.
5. The reason for the requested annexation is industrial development.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of North Mankato, Minnesota.

Dated: 10-3-2017

Signature: 

Chad Harrison, BCD Properties, LLC

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3) or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

Municipal Boundary Adjustment Unit Contacts

Star Holman star.holman@state.mn.us 651-361-7909

Katie Lin katie.lin@state.mn.us 651-361-7911

(June 2011)



Legend

City Limits

Medians

Roadways

Roads

US TRUNK HWY

COUNTY STATE AID HWY

MUNICIPAL STATE AID STREET

LOCAL STREET

RAMP

PRIVATE STREET

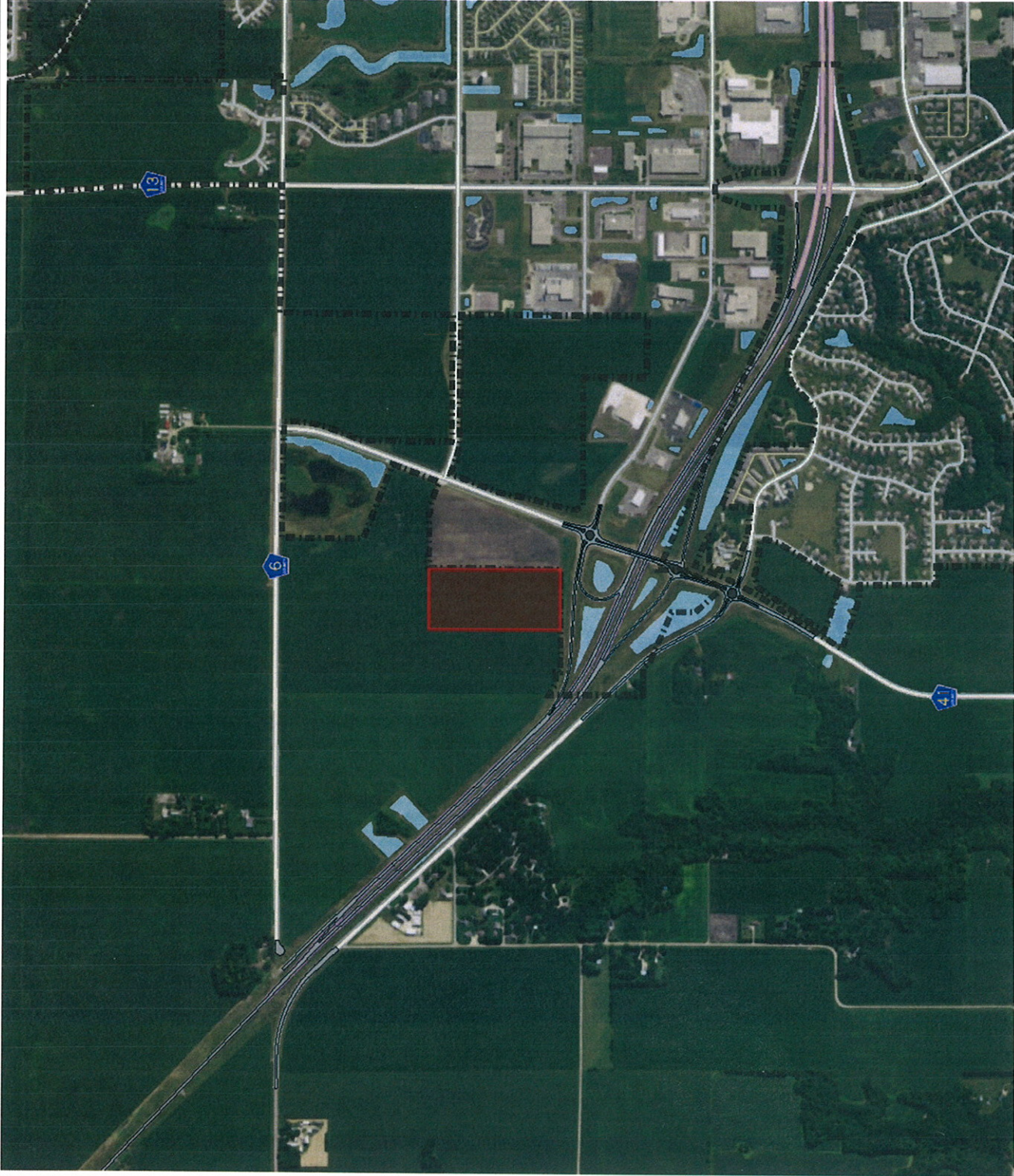
Lakes & Ponds

Minnesota River



Disclaimer:

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



Real People. Real Solutions.

0 1,425 Feet

© Bolton & Menk, Inc. - Web GIS 10/12/2017 9:36 AM

DESCRIPTION

That part of the East Half of the East Half of the Northeast Quarter of Section 4, Township 108 North Range 27 West, Nicollet County, Minnesota, described as:

Commencing at the East Quarter corner of said Section 4; thence North 00 degrees 11 minutes 38 seconds East, (Minnesota County Coordinate System - Nicollet County Zone - HARN NAD83 - 1996), along the east line of the Northeast Quarter of said Section 4, the same being the east line of Parcel 16N2 of Nicollet County Right Of Way Plat No. 26, an file and of record with the Nicollet County Recorder, 227.70 feet to the northeast corner of said Parcel 16N2, said point being the point of beginning; thence continuing North 00 degrees 11 minutes 38 seconds East, along the east line of the Northeast Quarter of said Section 4, a distance of 1373.66 feet to the northwesterly corner of Parcel 3N5 of said Right Of Way Plat, thence North 89 degrees 47 minutes 05 seconds West, along the westerly extension of the northerly line of said Parcel 3N5, a distance of 658.63 feet to the point of intersection with the west line of the East Half of the East Half of the Northeast Quarter of said Section 4; thence South 00 degrees 03 minutes 40 seconds West, along said west line, 1378.02 feet to the point of intersection with the north line of said Parcel 16N2; thence North 89 degrees 50 minutes 06 seconds East, along said north line, 655.44 feet to the point of beginning.

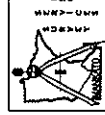
Said parcel contains 20.75 acres, subject to any and all easements of record.

BASIS OF BEARINGS

(MINNESOTA COUNTY COORDINATE SYSTEM - NICOLLET COUNTY ZONE - HARN NAD83 - 1996)

I hereby certify that this survey, plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signature: *Warren P. Smith*
Print Name: WARREN P. SMITH
Date: 11/12/16 License No. 14701



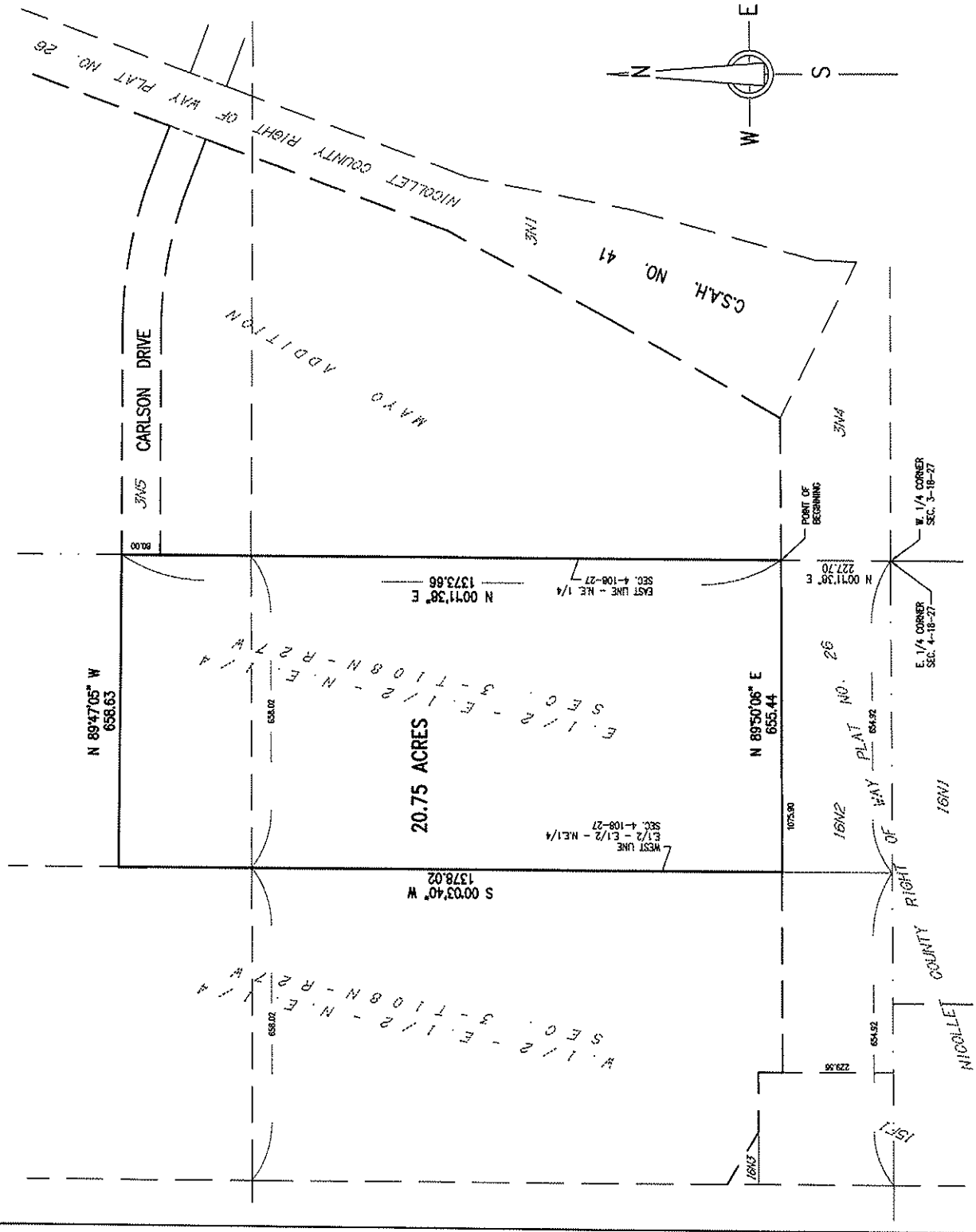
DRAWING & DESCRIPTION

PART OF E 1/2 - E 1/2 - N.E. 1/4,
SEC. 4, T108N - R27W

FOR BURNETT, STEVE

1121 S. JAMES COURT
MINNETONKA, MN 55369
PHONE: 952-895-1003

DATE: 11/12/16



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10D	Department: City Planner	Council Meeting Date: 11/6/17																												
TITLE OF ISSUE: Consider Setting Public Hearing for 7 p.m. on November 20, 2017, to consider Proposed Improvements to the Sidewalk at 540 Belgrade Avenue.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: In response to a citizen complaint, City staff identified the sidewalk in front of 540 Belgrade Avenue to have a condition requiring maintenance or replacement and has been following the Sidewalk Installation and Maintenance Policy. City staff sent a certified letter to the property owner indicating that it was necessary to either repair or replace the sidewalk. The property owner was given sixty (60) days from the date of the letter to make the necessary improvements. The property owner did not respond within sixty (60) days and according to the Sidewalk and Maintenance Policy if the improvements have not been made, the "City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner."																														
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NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT
TO THE SIDEWALK AT 540 BELGRADE AVENUE

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 20th day of November 2017, to hold a public hearing to consider proposed improvement to the sidewalk at 540 Belgrade Avenue.

Such persons as desire to be heard with reference to the proposed improvement to the sidewalk at 538 Page Avenue will be heard at this meeting.

Dated this 7th day of November 2017.

April Van Genderen
City Clerk
City of North Mankato

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10E	Department: City Planner	Council Meeting Date: 11/6/17																												
TITLE OF ISSUE: Consider Setting Public Hearing for 7 p.m. on November 20, 2017, to consider Proposed Improvements to the Sidewalk at 613 Lyndale Street.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: In response to a citizen complaint, City staff identified the sidewalk in front of 613 Lyndale Street to have a condition requiring maintenance or replacement and has been following the Sidewalk Installation and Maintenance Policy. City staff sent a certified letter to the property owner indicating that it was necessary to either repair or replace the sidewalk. The property owner was given sixty (60) days from the date of the letter to make the necessary improvements. The property owner did not respond within sixty (60) days and according to the Sidewalk and Maintenance Policy if the improvements have not been made, the "City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner."																														
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NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT
TO THE SIDEWALK AT 613 LYNDAL STREET

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 20th day of November 2017, to hold a public hearing to consider proposed improvement to the sidewalk at 613 Lyndale Street.

Such persons as desire to be heard with reference to the proposed improvement to the sidewalk at 613 Lyndale Street will be heard at this meeting.

Dated this 7th day of November 2017.

April Van Genderen
City Clerk
City of North Mankato

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #10F	Department: City Planner	Council Meeting Date: 11/6/17																																	
TITLE OF ISSUE: Consider Setting Public Hearing for 7 p.m. on November 20, 2017, to consider Proposed Improvements to the Sidewalk at 409 Sherman Street																																			
BACKGROUND AND SUPPLEMENTAL INFORMATION: In response to a citizen complaint, City staff identified the sidewalk in front of 409 Sherman Street to have a condition requiring maintenance or replacement and has been following the Sidewalk Installation and Maintenance Policy. City staff sent a certified letter to the property owner indicating that it was necessary to either repair or replace the sidewalk. The property owner was given sixty (60) days from the date of the letter to make the necessary improvements. The property owner did not respond within sixty (60) days and according to the Sidewalk and Maintenance Policy if the improvements have not been made, the "City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner."																																			
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NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT
TO THE SIDEWALK AT 613 LYNDAL STREET

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 20th day of November 2017, to hold a public hearing to consider proposed improvement to the sidewalk at 409 Sherman Street.

Such persons as desire to be heard with reference to the proposed improvement to the sidewalk at 409 Sherman Street will be heard at this meeting.

Dated this 7th day of November 2017.

April Van Genderen
City Clerk
City of North Mankato

RESOLUTION DECLARING SURPLUS VEHICLES AND EQUIPMENT

WHEREAS, the City of North Mankato owns the following vehicles and equipment; and

2008 Ford Crown Victoria	VIN 2FAHP71V18X163227	Miles: 113,000
2010 Crown Victoria	VIN 2FABP7BV4AX129924	Miles: 114,000
Ricoh Plat Printer	2400WD LW310 Aficio 240	
Trimble R10GNSS System	Survey Receiver and TSCS Controller and Range Pole with bipod	

WHEREAS, these vehicles and equipment have been replaced, or are no longer in use causing them to become surplus;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the aforementioned vehicles and equipment be declared surplus and that the sale of said vehicles and equipment is hereby authorized.

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

Mayor

ATTEST:

City Clerk



CONNECTING & INNOVATING
SINCE 1913

Did you know...

The League of Minnesota Cities now has additional services available to members to help councils, early on, work together, understand roles, be transparent (to avoid Open Meeting Law issues) and avoid or deal with conflict?

Debate and, even, conflict exists in every organization, including cities, and to a certain extent indicates a healthy exchange of ideas and creativity. However, counter-productive conflict can result in staff or councilmember dissatisfaction, reduced productivity, poor governance, absenteeism, increased turnover, increased stress or, worse case scenario, litigation. The League now offers additional special services to provide tools to cities, through interactive presentations or workshops, to work together, along with staff, to effectively govern or, in the alternative, to engage in some more formal conflict resolution offered by a League coordinated third party neutral.

Are you saying . . .

- We've got to get everybody on the same page ...
- We could use help running meetings....
- We don't completely understand the Open Meeting Law...
- We wish we had additional training on good governance...
- We would like to learn more about data practices law...
- I wish our council could get things done efficiently...
- I wish a third party could come in and help us communicate better...

Some common offerings...

- Problem Solving
- Good Governance & Understanding Roles
- Transparency & Public Engagement
- Council/Staff Teamwork
- Data Practices & Open Meeting Law Pitfalls
- Running & Participating in Meetings
- Formal Qualified Neutral Services

Contact Pam Whitmore for More Information:

Call: (651)281-1224 (work) or (612) 816-7386 (cell)

Email: pwhitmore@lmc.org

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13A	Department: Public Works	Council Meeting Date: 11/6/17																												
TITLE OF ISSUE: Review the Soil Gas Investigation Work Plan.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Public Works Director Swanson will review the Soil Gas Investigation Work Plan. The plan addresses the Public Works Department at 610 Webster Avenue.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION:																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Work Plan</u> _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

SOIL GAS INVESTIGATION WORK PLAN

Public Works Street Department Site

610 Webster Avenue
North Mankato, Minnesota

MPCA Project No. VP33130
AET Project No. 03-05698

Date:

October 27, 2017

Prepared for:

City of North Mankato
610 Webster Avenue
North Mankato, MN 56003

www.amengtest.com





CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

October 27, 2017

City of North Mankato
610 Webster Avenue
North Mankato, MN 56003

Attn: Mr. Brad Swanson
Public Works Director
bswanson@northmankato.com

RE: Soil Gas Investigation Work Plan
610 Webster Avenue
North Mankato, MN 56003
AET Project No. 03-05698
MPCA Project No. VP33130

Dear Mr. Swanson:

American Engineering Testing, Inc. (AET) has prepared this Soil Gas Investigation Work Plan for the property located at 610 Webster Avenue in North Mankato, Minnesota. This work plan has been prepared based on a request from the Minnesota Pollution Control Agency (MPCA) Remediation Division to further investigate soil gas impacts at the site. Upon MPCA approval, AET is prepared to proceed with the investigation.

If you have any questions regarding the information presented in this plan, please contact us.

Sincerely,
American Engineering Testing, Inc.

A handwritten signature in black ink that reads 'Tyler Boley'.

Tyler Boley, PG
Geologist
Phone: 612-816-5696
Email: tboley@amengtest.com

Cc: Mark Ostby, MPCA Site Assessment Program



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FIGURES

1. Site Location Map
2. Vapor Probe Site Map

APPENDICES

- A. Environmental Sampling Methods and Procedures
- B. Vapor Pin™ Standard Operating Procedure

1.0 INTRODUCTION

On behalf of the City of North Mankato, American Engineering Testing, Inc. (AET) has prepared this Soil Gas Investigation Work Plan for the Public Works Street Department Site located at 610 Webster Avenue in North Mankato, Minnesota. Hereafter the subject property is referred to as the "Site." The Site is located in a commercially and residentially developed area along Webster Avenue in North Mankato. **Figure 1** is a United States Geological Survey (USGS) map that shows the location of the Site.

AET has enrolled the Site in the Minnesota Pollution Control Agency (MPCA) Voluntary Brownfields Program. The City of North Mankato seeks to pursue a No Further Action Letter and possibly other liability assurances, depending on the findings of the Soil Gas Investigation.

2.0 PURPOSE AND OBJECTIVES

The proposed investigation activities are intended to further evaluate the presence and the magnitude of soil-gas impacts identified during previous soil-gas investigations conducted at the Site. The investigation findings will be used to plan response actions if they are deemed necessary.

The objectives of this Soil Gas Investigation Work Plan are to: a) describe how the source of contamination will be investigated; and b) characterize the extent and types of soil gas impacts in the scope of services proposed.

3.0 EXISTING CONDITIONS

3.1 Current Development and Historical Activities

As shown on **Figure 2**, the Site is irregularly shaped and is bound by wooded land to the north, a recycling center to the east, Webster Avenue to the south, and a ball field and wooded land to the west. The Site is occupied by the Public Works Street Department building (Building A), which includes offices and a maintenance garage, a cold storage building (Building B), a paved parking lot and unpaved exterior lots for storage of vehicles, parts, and stockpiles of soil, gravel, and demolition debris.

The Site has been occupied in the past by a river or river basin and a city dump. Adjacent property has been occupied by farmland, a street, a city dump, and a river or river basin.

Documented petroleum releases were investigated from 2012 to 2014. Minor petroleum impacts were measured in soil and groundwater, and the MPCA closed the petroleum release file for the Site. Various non-petroleum volatile organic compounds (VOCs) were detected at concentrations above thirty-three-times commercial and residential intrusion screening values (ISVs) and

methane was detected at levels ranging from 1.9% to 70% during the most recent soil gas investigation. Building A at the Site, which is used for offices and a shop, was constructed in 1976 with a passive sub-slab depressurization system beneath the building due to the presence of dump materials beneath the Site. Due to levels of VOCs and methane in the soil gas beneath the Site, the MPCA requested additional investigation of the magnitude and extent of soil gas impacts.

3.2 Site Geology/Hydrogeology

The Site is located in the Lower Minnesota River Watershed. Underlying soils are fill composed of sand and silty sand. The depth to bedrock, St. Lawrence silty dolostone, is less than 50 feet below grade. Groundwater is at a depth of 9 to 16 feet below grade and appears to flow locally to the east toward the Minnesota River.

4.0 PROPOSED INVESTIGATION ACTIVITIES

Based on the identified conditions above, AET has developed a Soil Gas Investigation scope as described in detail below. The proposed Soil Gas Investigation is intended to provide a greater level of detail on subsurface conditions at the Site.

The following investigation activities are proposed:

- Install one sub-slab vapor sampling point (SSV-1) at a location inside the main building on the Site. The sub-slab sampling point will be installed to a depth of approximately 2 to 3 inches below the concrete slab;
- Install four vapor sampling points (VP-15 through VP-18) at locations to the north, east, south, and west of the main building on the Site using a Geoprobe™ drilling system. Exterior sampling points will be installed to a depth of approximately 3 to 5 feet below ground surface (bgs).
- Collect one soil-gas sample from each probe for laboratory analysis of VOCs using EPA Method TO-15 and methane using EPA Method 3C.
- Prepare a brief Soil Gas Investigation Report containing the results of the field and laboratory analyses.

See the attached **Figure 2** for the Site layout and proposed vapor sampling points on the Site.

4.1 Methods and Procedures

The exterior soil gas samples will be collected by advancing push probe borings using a Geoprobe™ system to a depth of 5 feet at each sample location, pulling the probe rods back to 3

feet, and collecting the soil gas samples from the 3 to 5 foot interval. The methods and procedures for soil gas sampling at exterior locations are outlined on the Environmental Sampling Methods information sheet in **Appendix A**.

The sub-slab sample will be collected utilizing the Vapor Pin™ sampling system. Using this system, we will place a sampling port in the floor at a selected location and drill the sampling point through the floor into the sub-slab fill using a ½" diameter drill bit to a depth of approximately 2-3" below the bottom of the slab. The sub-slab vapor port will be a brass Vapor Pin™ Soil Gas Sampling Port (dimensions 3.5" x 0.5" x 0.8125"). The lower end of the Vapor Pin™ assembly is placed into the drilled hole and hammered into place. During installation, the silicone sleeve will seal the hole and form a slight bulge between the slab and the Vapor Pin™ shoulder. A protective cap will be placed on the pin and covered with a stainless steel Secure Cover for future sampling, if necessary. The Standard Operating Procedure for using the Vapor Pin™ system is included in **Appendix B**.

At each sample location, a soil gas sample will be extracted using disposable tubing. Prior to sample collection, the tubing will be purged of excess soil gas. Each soil gas sample will be withdrawn over a period of 10-15 minutes and placed into a stainless-steel, 1.5-liter Summa canister equipped with a flow regulator.

4.2 Laboratory Analysis

The samples will be submitted under chain of custody procedures to a Minnesota-certified laboratory for chemical analysis of VOCs in soil gas using Environmental Protection Agency (EPA) Method TO-15 (Minnesota Soil Gas Method) and methane using EPA Method 3C.

4.3 QA/QC Plan

Data quality assessment will be conducted in accordance with MPCA guidelines.

4.4 Site Safety Plan

The Soil Gas Investigation will be performed in compliance with a Site Safety Plan to be prepared in accordance with Occupational Safety and Health Administration (OSHA) standards.

4.5 Soil Gas Investigation Report

Upon completion of field sampling and laboratory analysis, AET will prepare a brief soil gas investigation report. This report will include the results, figures showing Site layout and vapor sample locations, sheets describing methodologies used, and tables summarizing the laboratory analytical results. Laboratory results will be compared to the following regulatory values:

- Concentrations of constituents detected in soil-gas samples will be compared to the MPCA-established Residential and Industrial ISVs. A multiple factor of 33 times is applied to ISVs to reflect attenuation during vapor intrusion from soils, sub-slab spaces, or groundwater.

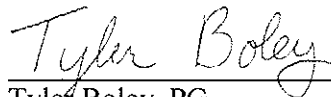
5.0 SCHEDULE

AET will perform the field activities immediately following MPCA approval of the Work Plan; field work has been scheduled for Monday, October 30th. Analytical results are anticipated within one to two weeks following field activities. A draft Soil Gas Investigation Report is expected to be available within one to two weeks following the receipt of final analytical results.

6.0 CLOSING AND SIGNATURES

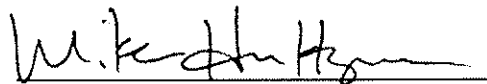
This Soil Gas Investigation Work Plan was prepared based on our current understanding of conditions at the Site. The scope of work for the investigation may be altered due to situations that arise during the field activities. Any significant alterations to this Work Plan will be communicated to the City and MPCA staff.

Work Plan Prepared by:
American Engineering Testing, Inc.



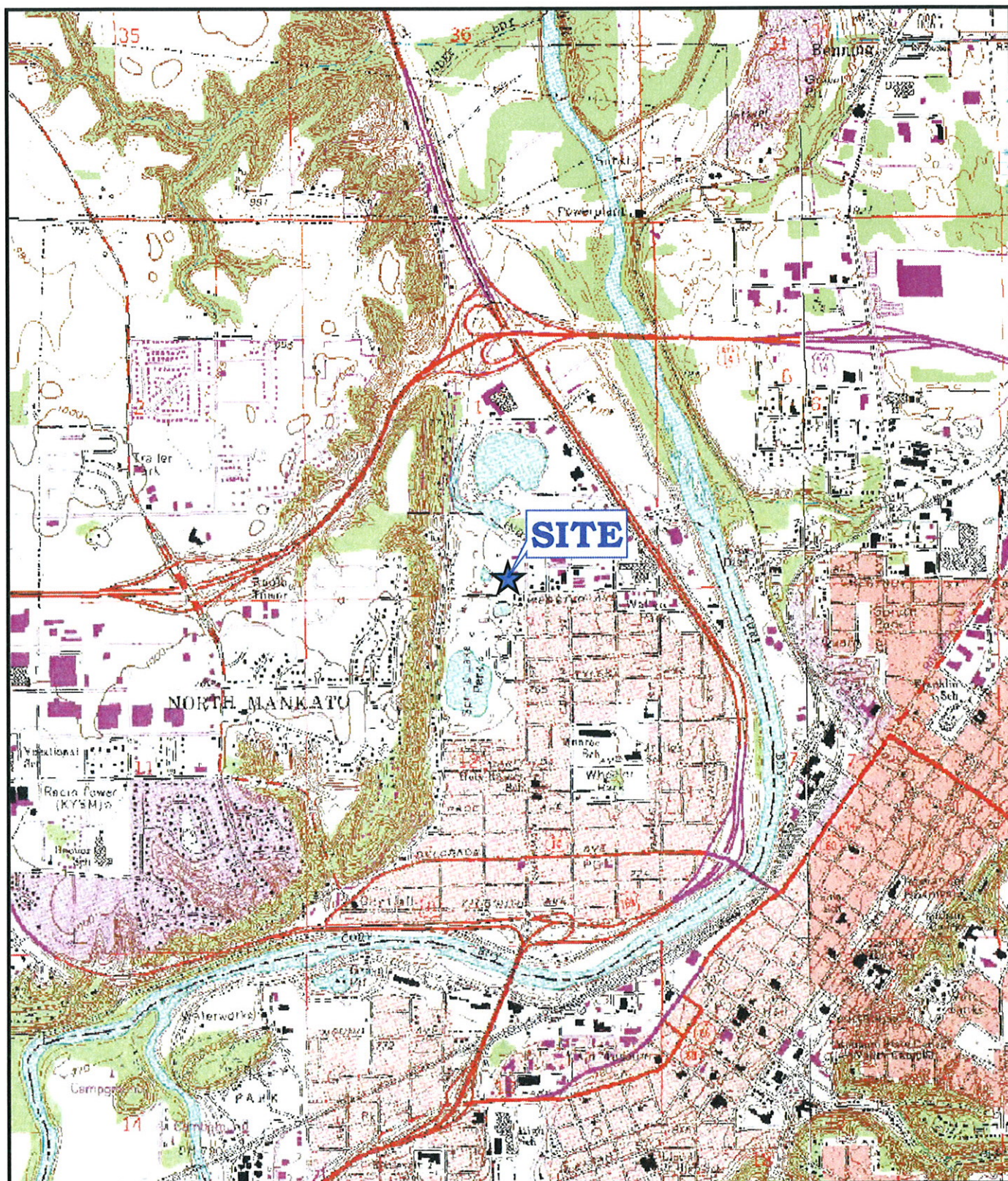
Tyler Boley, PG
Geologist

Work Plan Reviewed by:
American Engineering Testing, Inc.



Mike Hultgren, PG, CPG
Principal Geologist

Figures



AMERICAN
ENGINEERING
TESTING, INC

Map Reference: USGS 7.5" Quadrangles,
Mankato West & Mankato East, Minnesota

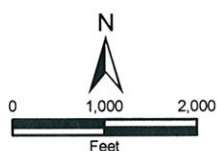


Figure 1

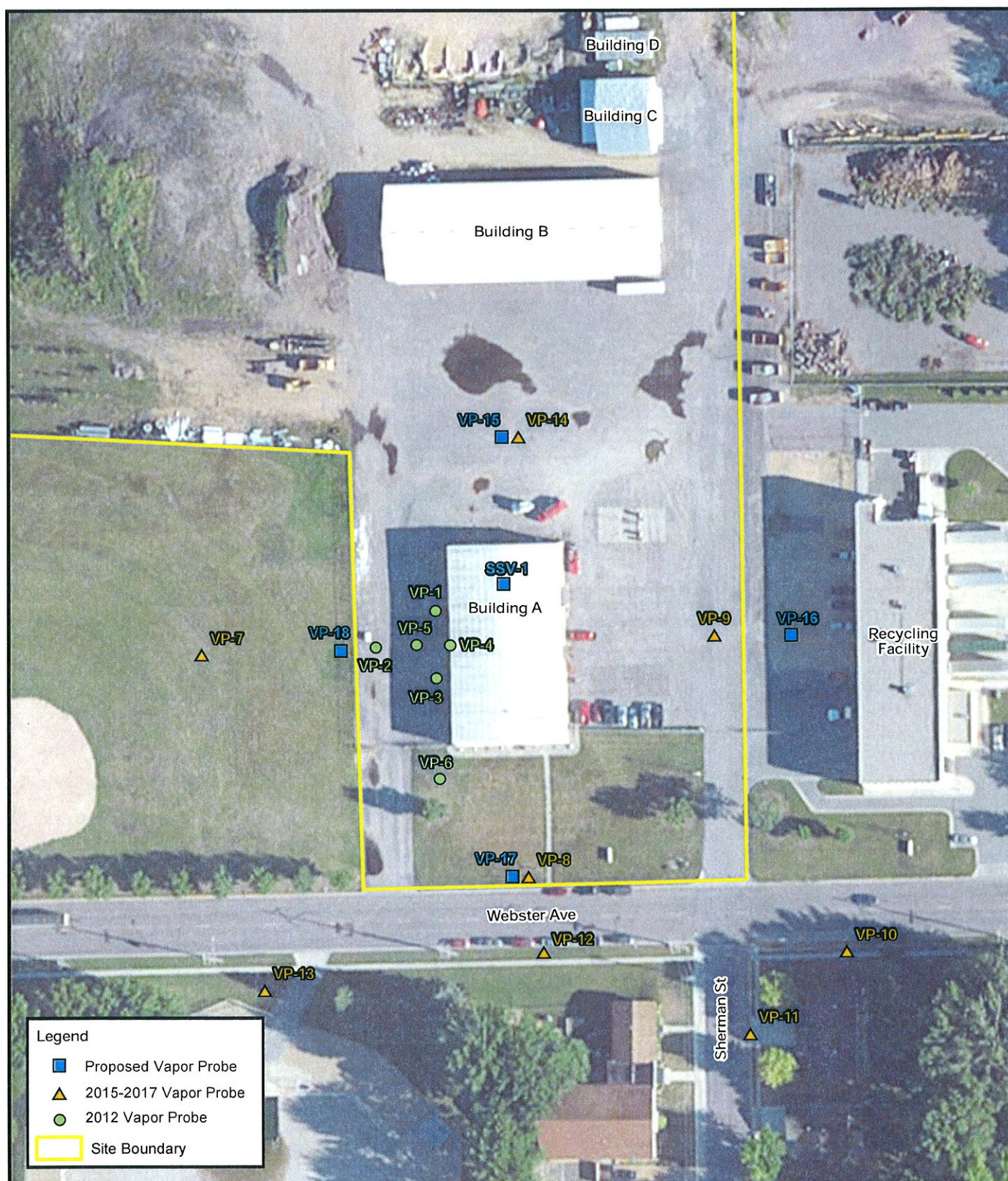
Site Location Map

Soil Gas Investigation

Public Works Street Department
610 Webster Avenue
North Mankato, Minnesota

Date: 10/27/2017

AET Project No. 03-05698



Legend

- Proposed Vapor Probe
- ▲ 2015-2017 Vapor Probe
- 2012 Vapor Probe
- Site Boundary



Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

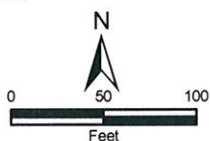


Figure 2
Vapor Probe Site Map

Soil Gas Investigation

Public Works Street Department
610 Webster Avenue
North Mankato, Minnesota

Date: 10/27/2017

AET Project No. 03-05698

Appendix A

Environmental Sampling Methods and Procedures

ENVIRONMENTAL SAMPLING METHODS – PUSH PROBES

Contamination Reduction

The push-probe down hole tooling is steam cleaned prior to mobilization. New clear plastic liners are used for each drive, and the tooling is cleaned between borings to minimize cross contamination. The cleaning procedure consists of an alconox detergent-water wash using a brush, followed by a tapwater rinse. The alconox wash and rinse water are changed regularly – typically between borings. Certain types of projects may entail more stringent decontamination procedures.

Soil Boring Advancement and Limitations

Soil sampling in the soil borings is performed using a Geoprobe® system. Soil borings are advanced using a vehicle-mounted, hydraulically-powered, soil probing machine, which uses static force (vehicle weight) and percussion to advance small-diameter sampling tools into the subsurface for collecting soil core, soil gas, or groundwater samples. Using this system, a 2" outer-diameter (OD) MacroCore® soil sampler containing a 1.75" OD clear plastic liner is driven into the soil in distinct 48" depth intervals, except where subsurface conditions limit the equipment to shorter drive lengths. In cases where soil recovery is poor, typically due to grain-size or moisture, a smaller "discrete" soil sampler (1.5" OD containing a 1.0" OD clear plastic liner) with a retractable piston tip may be used to collect soil in distinct 24" depth intervals. Probe rods are added to extend borings deeper beneath the surface. The plastic liner is removed from the sampler and cut lengthwise to expose discrete sections of soil for classification and sampling.

Unless actually observed, contacts between soil layers are estimated based on the spacing of samples and the action of the push-probe system. Cobbles, boulders, and other large objects generally cannot be recovered from push-probe soil borings, and may be present in the ground even if they are not noted on the boring logs. Impacted soils or buried debris may be present that are not observed due to the spacing and depths of sampling points. Best judgment determinations, based on known site conditions and past experience in similar situations, do not guarantee identification of all impacts.

Soil Classification

As the samples are obtained in the field, they are visually and manually classified by the field staff. Representative portions of the samples may be returned to the laboratory for further observation and for verification of the field classification. Logs of the borings are prepared indicating the depth and identification of the various strata, water level information, and other pertinent information regarding the method of advancing the borings. A chart illustrating the descriptive terminology and symbols used on the borings logs is also provided.

Boring logs include judgments of the geologic depositional origin. This judgment is primarily based on observations of the soil samples, which can be limited. Observations of the surrounding topography, vegetation, and development can sometimes aid this judgment. Visual/odor observations may aid in assessing impacts but are not relied on exclusively.

Soil Sample Vapor Screening

Soil samples collected directly from the sampling liner are screened with a photoionization detector (PID) for the presence of organic vapors with ionization potentials less than the lamp voltage. The PID is calibrated for direct reading in parts-per-million-volume (PPMv) of a benzene equivalent. Soil samples are collected and screened according to the bag-headspace field screening procedure, which consists of placing freshly collected soil into a polyethylene Whirl-Pak or freezer "baggie" (i.e., bag), sealing the bag to contain an air pocket (i.e., headspace), and allowing 10 to 20 minutes for vapors to disperse from the soil to the headspace. The highest reading upon inserting the PID probe into the bag headspace – typically attained within two to five seconds of probe insertion – is recorded on the boring log. Excessive moisture, temperature extremes, ambient vapors, or other unusual field circumstances can affect screening results.

Other Field Screening

For certain sites, field screening may be conducted for additional parameters in accordance with AET's Field Screening Methods Supplemental information sheet.

Soil Sampling for Chemical Analysis

Soil samples obtained for chemical analysis are collected directly from the sampling liner and placed into laboratory-prepared containers with appropriate preservatives, according to laboratory protocols. The samples are delivered to the analytical laboratory within prescribed holding times, accompanied by proper chain-of-custody forms.

ENVIRONMENTAL SAMPLING METHODS – PUSH PROBES

Water Level Measurements

The groundwater level measurements are shown at the bottom of the boring logs. The following information appears under Water Level Measurements on the logs:

- Date and time of measurement
- Sampled Depth: greatest depth of soil sampling at the time of measurement
- Cave-in Depth: tape-measured depth of borehole
- Water Level: tape-measured depth of free water in the borehole

The true depth of the water table at the boring locations may be different from the water levels measured in the boreholes. This is possible because several factors can affect the water level measurements in the borehole such as permeability of each soil layer in profile, presence of perched water, amount of time between water-level readings, and weather conditions.

Groundwater Sampling for Chemical Analysis

Groundwater sampling in the boreholes/temporary monitoring wells is performed using a Geoprobe® system. Using this system, a 1.5" OD groundwater sampler with a 41" stainless-steel or PVC screen is driven into the soil to the desired sampling depth using static and percussive forces. The operation of extension rods through the hollow interior of the probe rods enables advancement of the screen beyond the depth of the probe rods while maintaining a closed system above the desired sampling depth.

Using a peristaltic pump or check-valve assembly, samples are pumped directly from the screen through new polyethylene tubing extended to depth through the probe rods. Samples are collected in laboratory-prepared containers with appropriate preservatives, according to laboratory protocols. For analyses in which field-filtering is performed, samples are vacuum-filtered through a new dedicated plastic filter with 0.45- μ m pores. The samples are delivered to the analytical laboratory within prescribed holding times, accompanied by proper chain-of-custody forms.

Because boreholes are not typically in equilibrium with ambient groundwater, results provide qualitative groundwater data. Purging additional water prior to sampling may improve the data representativeness somewhat. Monitoring wells are necessary to obtain more accurate quantitative groundwater data.

Soil Vapor Probes

For assessment of vapor encroachment or intrusion into structures, soil vapor sampling is performed using a Geoprobe® system. A 1.25" OD retractable rod with soil vapor adaptor tip is driven into the soil to the desired sampling depth (typically basement floor or base-of-foundation) using static and percussive forces. New polyethylene tubing is attached to the tip, and the rods are retracted approximately 6", creating a closed system. Air samples are pumped through the tubing, and collected in either summa canisters or tedlar bags, as approved by regulatory authorities. The samples are delivered to the analytical laboratory within prescribed holding times, accompanied by proper chain-of-custody forms.

As appropriate, bore holes are stabilized in relative equilibrium with air in soil void spaces by removing a minimum of two borehole volumes of air as measured by a flow gauge. Due to the actions of push-probe tools, potential surface leakage, and diffusion from surrounding soils, air samples may not attain equilibrium with the air in soil void spaces; this method is considered a screening measurement.

Boring Elevations, Locations, and Abandonment

Following sampling, ground surface elevations at boring locations are typically measured to the nearest 0.1 foot. If a permanent benchmark of known elevation is unavailable, the measurement is referenced to a nearby temporary benchmark given the arbitrary reference elevation of 100.0 feet. Horizontal location control is typically based on tape measurements from fixed site features. Certain types of projects may entail more stringent measures such as global positioning systems (GPS) or contracting registered surveyors.

Boreholes/temporary monitoring wells are abandoned using appropriate grouting materials and methods. Licensed well contractors on staff ensure compliance with state and local standards.

Appendix B

Vapor Pin™ Standard Operating Procedure



Standard Operating Procedure Installation and Extraction of the Vapor Pin™

Updated April 3, 2015

Scope:

This standard operating procedure describes the installation and extraction of the Vapor Pin™ for use in sub-slab soil-gas sampling.

Purpose:

The purpose of this procedure is to assure good quality control in field operations and uniformity between field personnel in the use of the Vapor Pin™ for the collection of sub-slab soil-gas samples or pressure readings.

Equipment Needed:

- Assembled Vapor Pin™ [Vapor Pin™ and silicone sleeve(Figure 1)]; Because of sharp edges, gloves are recommended for sleeve installation;
- Hammer drill;
- 5/8-inch (16mm) diameter hammer bit (hole **must** be 5/8-inch (16mm) diameter to ensure seal. It is recommended that you use the drill guide). (Hilti™ TE-YX 5/8" x 22" (400 mm) #00206514 or equivalent);
- 1½-inch (38mm) diameter hammer bit (Hilti™ TE-YX 1½" x 23" #00293032 or equivalent) for flush mount applications;
- ¾-inch (19mm) diameter bottle brush;
- Wet/Dry vacuum with HEPA filter (optional);
- Vapor Pin™ installation/extraction tool;
- Dead blow hammer;
- Vapor Pin™ flush mount cover, if desired;
- Vapor Pin™ drilling guide, if desired;
- Vapor Pin™ protective cap; and

- VOC-free hole patching material (hydraulic cement) and putty knife or trowel for repairing the hole following the extraction of the Vapor Pin™.



Figure 1. Assembled Vapor Pin™

Installation Procedure:

- 1) Check for buried obstacles (pipes, electrical lines, etc.) prior to proceeding.
- 2) Set up wet/dry vacuum to collect drill cuttings.
- 3) If a flush mount installation is required, drill a 1½-inch (38mm) diameter hole at least 1¾-inches (45mm) into the slab. Use of a Vapor Pin™ drilling guide is recommended.
- 4) Drill a 5/8-inch (16mm) diameter hole through the slab and approximately 1-inch (25mm) into the underlying soil to form a void. Hole **must** be 5/8-inch (16mm) in diameter to ensure seal. It is recommended that you use the drill guide.

Vapor Pin™ protected under US Patent # 8,220,347 B2

Standard Operating Procedure
Installation and Removal of the Vapor Pin™
Updated April 3, 2015
Page 2

- 5) Remove the drill bit, brush the hole with the bottle brush, and remove the loose cuttings with the vacuum.
- 6) Place the lower end of Vapor Pin™ assembly into the drilled hole. Place the small hole located in the handle of the installation/extraction tool over the Vapor Pin™ to protect the barb fitting, and tap the Vapor Pin™ into place using a dead blow hammer (Figure 2). Make sure the installation/extraction tool is aligned parallel to the Vapor Pin™ to avoid damaging the barb fitting.



Figure 2. Installing the Vapor Pin™.

During installation, the silicone sleeve will form a slight bulge between the slab and the Vapor Pin™ shoulder. Place the protective cap on Vapor Pin™ to prevent vapor loss prior to sampling (Figure 3).



Figure 3. Installed Vapor Pin™

- 7) For flush mount installations, cover the Vapor Pin™ with a flush mount cover, using either the plastic cover or the optional stainless-steel Secure Cover (Figure 4).

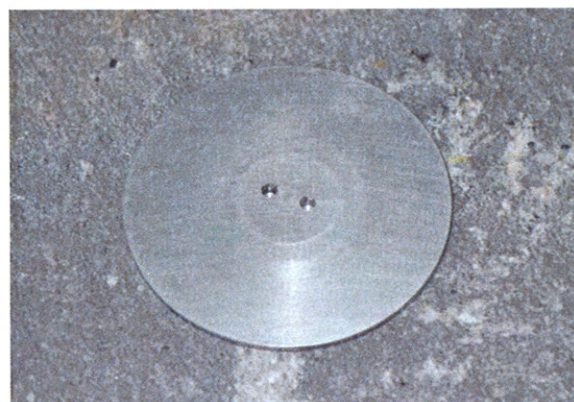


Figure 4. Secure Cover Installed

- 8) Allow 20 minutes or more (consult applicable guidance for your situation) for the sub-slab soil-gas conditions to re-equilibrate prior to sampling.
- 9) Remove protective cap and connect sample tubing to the barb fitting of the Vapor Pin™. This connection can be made using a short piece of Tygon™ tubing to join the Vapor Pin™ with the Nylaflow

Standard Operating Procedure
Installation and Removal of the Vapor Pin™
Updated April 3, 2015
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tubing (Figure 5). Put the Nylaflow tubing as close to the Vapor Pin as possible to minimize contact between soil gas and Tygon™ tubing.

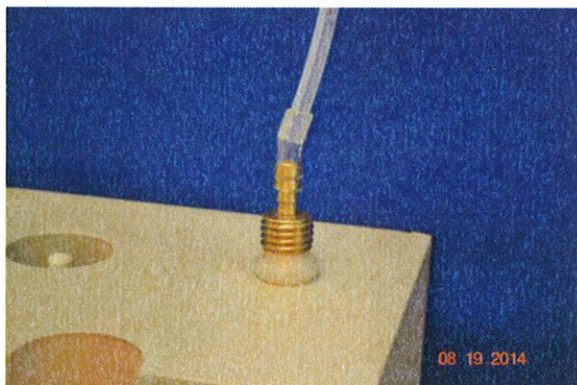


Figure 5. Vapor Pin™ sample connection.

10) Conduct leak tests in accordance with applicable guidance. If the method of leak testing is not specified, an alternative can be the use of a water dam and vacuum pump, as described in SOP Leak Testing the Vapor Pin™ via Mechanical Means (Figure 6). For flush-mount installations, distilled water can be poured directly into the 1 1/2 inch (38mm) hole.



Figure 6. Water dam used for leak detection

11) Collect sub-slab soil gas sample or pressure reading. When finished, replace the protective cap and flush mount cover until the next event. If the sampling is complete, extract the Vapor Pin™.

Extraction Procedure:

- 1) Remove the protective cap, and thread the installation/extraction tool onto the barrel of the Vapor Pin™ (Figure 7). Continue turning the tool clockwise to pull the Vapor Pin™ from the hole into the installation/extraction tool.
- 2) Fill the void with hydraulic cement and smooth with a trowel or putty knife.



Figure 7. Removing the Vapor Pin™.

- 3) Prior to reuse, remove the silicone sleeve and protective cap and discard. Decontaminate the Vapor Pin™ in a hot water and Alconox® wash, then heat in an oven to a temperature of 265° F (130° C) for 15 to 30 minutes.

The Vapor Pin™ is designed to be used repeatedly, however, replacement parts and supplies will be required periodically. These parts are available on-line at VaporPin.CoxColvin.com.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item #13B	Department: Finance	Council Meeting Date: 11/6/17																											
TITLE OF ISSUE: Consider Adopting Federal Grants Policy and Procedures.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: As part of the 2016 audit, Abdo, Eick & Meyers reviewed current City policies and recommended the City adopt additional policies. Finance Director McCann will review the recommended policy.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Adopt Federal Grants Policy and Procedures.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Freyberg	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Memo</u> _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Federal Grants Policy and Procedures

This policy is to document federal grant procedures and to form a policy according to OMB Federal requirements. These procedures will be decentralized which means each department will oversee and document the requirements and fulfillment thereof for federal grant requirements; this could and probably should also be used for more sizable and complex state grants.

Under federal guidelines the City (including the Port Authority) will need to have what is called a single audit when we earn (may be different than actual receipt of) greater than \$750,000 in federal monies (grants). Under these guidelines it further defines major grants as those of \$750,000 or more. When a program reaches this size it is more likely to be audited; however, smaller grants may be audited to reach a certain dollar amount of dollars that must be audited.

Please note that in most cases this money is funneled through the state so just because it comes from a state department does not mean it is a state grant. You will need to review the grant document in each case and determine whether it is a state or federal grant; if you are not sure get a definitive answer from the grant representative from the state. At this same time obtain the Catalog of Federal Domestic Assistance (CFDA) number from the agency if it is not in the grant document. This is a five digit number in this format: ##.### (two numbers which denotes an administering federal department, and then 3 numbers which is the grant number within the federal department. According to regulations we will also need the Federal award ID and year; name of federal awarding agency; and pass-through entity's name (if applicable). All of these items will need to be included in the financial system.

General Grant Guidance:

1. Find a project or purchase that fits a federal grant criteria.
2. The responsible department will contact the appropriate state or federal department (whichever the case may be) to start the process and inquire about the requirements of the grant.
3. Start a file during this process and label everything well so there is no difficulty finding the documents needed when being audited. Make sure it is well laid out.
4. The responsible department will create an action form for the appropriate government body to request they approve attempting to receive this new grant.
 - a. This action form should contain ALL important information concerning this grant even INCLUDING any additional requirements that the grant may have such as continuing reporting for years to come; inability to sell an asset after used for certain amount of time; required future upkeep of an asset at local entities expense; or other important information as deemed appropriate.
5. Responsible department needs to document all requirements and then follow the grant procedures. These requirements may need to be fulfilled before the grant can actually be applied for. Some requirements may be (please note that some of these may not be able to be documented or completed until after grant award):
 - a. Improvement plan
 - b. Is this improvement plan in a 5 year capital plan
 - c. Plans and specifications
 - d. Bidding requirements
 - e. Data requirements (i.e. invoice and receipt retention, reports, schedules, etc.)
 - f. May need to hire a consulting firm
 - g. Scope of project
 - h. Cost estimates

- i. Projected timelines
 - j. What project reports will be required
 - k. Document what steps will be needed for grant closeout
- 6. Once you have all the documents needed to apply for the grant, then apply.
- 7. Obtain all necessary grant documents and requirements once the grant is approved.
- 8. Follow through and progress through the project to completion.
- 9. File all grant reports as requested per the grant and on a timely basis. Ensure all requirements are well documented.

Internal Controls:

- 1. Uniform guidance requires our organization to have effective controls in place to manage federal awards and show compliance with Federal statutes, regulations, and terms and conditions of the award.
 - a. The section "General Grant Guidance" and following our internal policies will fulfill these requirements.
- 2. Uniform guidance requires that there are reasonable procedures in place to protect Personally Identifiable Information (PII) as sensitive by Federal agency or pass-through entity.
 - a. The City of North Mankatoas approved the Data Practices Policy that outlines different types of data and what must be followed regarding dissemination of data. This policy may not be all encompassing; however, between that and implementation of other grant rules and procedures the controls are in place to protect PPI.
 - b. Another item to consider is storage of this data. Please ensure that PPI is kept in a locking file cabinet or computer system that is only accessible to people authorized to have that access.
 - i. In regards to keeping documents within Laserfiche, it is possible to have a directory that would only be accessible to those who are authorized to have access to that directory.
 - c. Follow other normal operating procedures in regards to purchase requisitions, contracting and bidding, and submitting of claims.

Travel:

- 1. According to federal grant guidelines, our travel policy is accordance with what we allow for travel costs.
 - a. Our travel guidelines must be followed. No travel costs can be submitted that are contrary to our policies. Our travel policies are within the personnel policy guidelines and the Finance Department sends out updates to any mileage and meal per diems that have changed.
 - b. If costs for a conference are being charged to a grant directly or through an indirect cost allocation; the supporting documentation of attendance must be retained by the participant and/or department.

Financial Management and Accounting Records:

- 1. Financial system must identify all federal awards in all accounts that are received and expended by:
 - a. CFDA number and title

- b. Federal award ID and year
 - c. Name of federal awarding agency
 - d. Pass-through entity's name
- 2. Major Federal Grants - Each department will need to contact either the Finance Director or Assistant Finance Director with the information in number one above for major federal grants so that we can set up the appropriate Project Accounting Codes.
 - a. Project accounting is a system that works along with the main general ledger. This will allow for proper identification that the federal government is requiring.
 - b. Major federal grants will be defined as grants that require multiple entries for the receipt of the federal grant and multiple expenditure items of the federal grant. It would also be further defined as greater than \$100,000 in expenditures or revenues.
- 3. Minor Federal Grants – Each department when asking for a federal grant to be receipted into the general ledger system will need to be accompanied by the information in number one above so that the information can be entered into the detailed description. The same will be true for expenditures that when entered into the system that the information required above will need to be entered into the detail description.
 - a. A minor program would be a grant that is less than \$100,000 and also only has very few number of transactions needing to be entered such as 1 receipt and 1 expenditure.
- 4. Follow our procedures in relation to expenditures.
- 5. Each department must know the requirements of the grant they are receiving and ensure that the allowability of costs are well documented including allowability of costs in accordance with Subpart E Cost Principles if applicable on the grant.
- 6. To receive advance payments:
 - a. Written procedures must be in place by the departments to minimize time between transfer of funds and disbursement by the entity.
- 7. Payments to subrecipients are:
 - a. Not required to be maintained in separate depository accounts for federal awards,
 - b. Required to be accounted for by receipt, obligation and expenditure of federal awards. Documentation must be kept and very good descriptions used on expenditures to the system. If using a project account, more defining items could be set up to provide better information but each department will need to contact finance department to aid in this endeavor.

Personnel Compensation Documentation:

- 1. Written policies and procedures for personnel compensation
 - a. Employees will follow current personnel policies
 - b. Management must communicate with employees how to record their time on timesheets to designate that the work is for a federal grant or possible federal grant.
 - c. When entering time information, staff must enter in these cases project accounting code so that payroll time is properly recorded.
 - d. Timesheets must be sent to finance for imaging and sorting for backup in relation to the federal grant (mostly used for FEMA grants).
 - e. Documentation must be maintained for all employees whose salaries are paid in full or in part by a federal award and used in meeting cost sharing or matching requirements on federal awards.

Conflict of Interest:

1. All potential conflicts of interest must be disclosed in writing to the federal awarding agency.
 - a. City officials need to make themselves aware of other interests that employees may have or own. For example, are they involved in a sideline business or spouse involved in a business.
 - i. Officials must be aware of their own business interests.
 - ii. Officials need to keep note of other businesses employees may be involved with.
 - iii. Possibly may want to state to their employees and ask questions whether they are involved with other businesses.
 - iv. Read and understand the code of Conduct in the City/PUC's employee handbook.
 - b. Federal award recipients must disclose, in a timely manner, all violations of Federal criminal law in writing that involve fraud, bribery or gratuities that affect a federal award. This information must be reported to the federal agency or pass through entity. If you fail to do so you may forfeit a portion or all of the federal award.

Procurement:

1. The City must have written procurement procedures that comply with federal, state, and local laws and regulations.
 - a. Follow state guidelines (which are also in our internal control procedures document) in regards to bidding and contracting.
 - b. Follow the internal controls document from the Finance Department in relation to purchasing, bidding and contracting, purchase orders, and accounts payable. *If we follow these procedures it should and must include full and open competition consistent with uniform guidance standards.*
2. Contract only with responsible contractors that can meet the requirements, and terms and conditions. Some items to consider are:
 - a. Contractor integrity
 - b. Compliance with public policy
 - c. Record of past performance
 - d. Financial and technical resources
3. Conflicts of interest for procurement:
 - a. Follow our code of conduct in the personnel policy manual.
 - b. Avoid purchasing unnecessary or duplicative items under the grant contract.
 - c. Maintain sufficient detailed records to provide an audit trail for the procurement.
4. Identify the procurement method: Under federal guidelines there are different sizes of purchases and requirements that they follow.
 - a. Micro purchases are purchases not to exceed \$3,000.
 - i. Follow our normal purchasing procedures in the internal control documents. Issue purchase requisitions when policy requires.
 - ii. Distribute as equitably as possible among qualified suppliers.
 - iii. Policy is that you should get more than one price quote if possible but is not required if the price is reasonable.
 - iv. Purchasing from small and minority businesses, women's business enterprises and labor surplus firms when possible. Steps must include
 1. Placing qualified small and minority businesses and women's business enterprises on a solicitation list;
 2. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these five items above.
- b. Small purchase procedures which are relatively simple and informal procurement methods for securing services and supplies of less than \$150,000 under federal guidelines.
- i. Follow City guidelines in relation to purchasing, and contracting and bidding for these items and follow state statutes which would require competitive quotes above \$25,000 and sealed competitive bids after \$100,000 except possibly for emergencies.
 - ii. Stay in contact with the federal or state agency you are coordinating this grant with to ensure compliance.
 - iii. Purchasing from small and minority businesses, women's business enterprises and labor surplus firms when possible. Steps must include
 1. Placing qualified small and minority businesses and women's business enterprises on a solicitation list;
 2. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources;
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these five items above.
- c. Sealed bid procurements with formal advertising are for items exceeding \$150,000 (> \$100,000 for the city).
- i. Follow city guidelines in relation to contracting and bidding which are the same as MN State statute (> \$100,000).
 - ii. Stay in contact with the federal or state agency you are coordinating this grant with to ensure compliance.
 - iii. Purchasing from small and minority businesses, women's business enterprises and labor surplus are firms when possible. Steps must include
 1. Placing qualified small and minority businesses and women's business enterprises on a solicitation list;
 2. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these five items above.
- d. Sealed bid procurements without formal advertising are for items exceeding \$150,000.
This would be a rarity that this will occur.
- i. Follow city guidelines in relation to contracting and bidding (> \$100,000) which are the same as MN State statute.
 - ii. Stay in contact with the federal or state agency you are coordinating this grant with to ensure compliance.
 - iii. Purchasing from small and minority businesses, women's business enterprises and labor surplus are firms when possible. Steps must include
 1. Placing qualified small and minority businesses and women's business enterprises on a solicitation list;
 2. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources;
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these five items above.
 - iv. Complete cost/price analysis;
 1. Method used and level of analysis depends on facts surrounding the procurement action;
 - v. Recipient must make independent estimates before receiving bids or proposals.
- e. Non-competitive proposals or bids
- i. Review use of non-competitive proposals, if used and when to use:
 1. Item or service is available from only one source;
 2. Public emergency exists;
 3. Awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the city/puc;
 4. Competition is inadequate after a solicitation is issued.
- f. RECIPIENT MUST ENSURE THAT AWARDED CONTRACTS ARE NOT AWARDED TO A CONTRACTOR THAT IS DEBARRED OR SUSPENDED.
- i. Verify in Excluded Parties List System (EPLS) in the System for Award Management (SAM).

Report Certification:

1. An authorizing official needs to sign a certification regarding the filing of documents.
 - a. When the grant is approved by the governing body. Have the official that will be signing the grant documentation approved for all of the grant documents going forward including this certification.
 - b. Certification: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Financial Reporting:

1. Use OMB approved government wide data collection instrument (currently SF-425 Federal Financial Report).
2. Frequency of reporting will be identified in the grant documents. Check your documentation.
3. If more guidance is needed, please check with the federal agency or pass-through entity.

Performance Reporting:

1. Uniform guidance requires Federal agencies to include performance goals or measures in awards and recipients are to report against those goals or measures.
 - a. Read and understand the grant document in relation to performance reporting requirements.
 - b. Performance reporting will require the following:
 - i. Recipients are to relate financial data to performance accomplishments;
 - ii. Oversight and monitoring must cover each program or activity.
 - iii. Performance report timeframes will be defined by awarding agency or pass-through entity.
 - c. Expectations of performance reports (non-construction):
 - i. Comparison of actual accomplishments of each federal award for the established reporting period by submitting:
 1. Quantifiable data (cost/units) when available
 2. Trend data or data analysis
 3. Other defined measures
 - ii. Reasons why goals were not met:
 1. Analysis/reason why goals not met
 2. Explanation of any cost overruns
 3. *(Identification of or if goals will be met)*
 - d. Expectations of performance reports (construction)
 - i. On-site technical inspection reports
 - ii. Certified percentage of completion data
 - iii. Additional reports as required by Federal agency
 - iv. Data and Information that identifies:
 1. Significant developments between scheduled reporting dates, e.g., delays, problems, adverse conditions

2. Identify any action taken, contemplated, or assistance needed
3. Identify favorable conditions
- v. Policy and Procedures considerations:
 1. Entities should consider having procedures that describe when to start collecting data for the report, who shall review the report, who shall sign the report, and when the report will be submitted.
 2. Build in a timeline for submission and know the reportable measures for the reporting period to eliminate constant revisions.
 3. For special data collection, procedures may need to reflect unique steps to take to collect and analyze data for reporting purposes - may require interim procedures to satisfy current reporting.

Allowable costs:

1. Uniform guidance provides a listing of certain items of cost that require prior written approval. This should be covered in the grant documents or in indirect cost principles. I am not aware of any indirect costs that we currently charge to federal grants. If you believe there are indirect costs that we should be charging to a federal grant you will need to do more research.
 - a. Recipients must seek written approval from cognizant agency for indirect costs.
 - b. Recipients make the request in advance of incurrence of special or unusual costs.
 - c. Agency written approval should include timeframe or written agreement.
 - d. Please see list found at section 200.407 at ECFR.gov (Electronic Code of Federal Regulations).

Documentation:

1. Documents associated with a particular action (examples):
 - a. Travel, e.g., airline tickets, authorized travel request, hotel receipts, conference registration, mileage records, etc.
 - b. Procurement, e.g., request to buy (purchase), quotes from suppliers, written agreement/contract to purchase or an order, receipt of goods or completion of services, invoice, etc.
 - c. Personnel Compensations (T&E), e.g., timesheets, calendars with worked hours, approved or authorized schedules.
 - d. Performance Reports, e.g., activities completed, associated costs, log of attendees/those served, publications or written material, etc.
 - e. Financial Reports, e.g., receipts, invoices, payroll schedules, etc.



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT Spring 2017: PROGRAM SUMMARY & OVERVIEW

In the SPRING 2017 Tapestry Project session, **56 diverse community members** in Mankato and North Mankato built community inclusion together by engaging in interactive group discussions on Financial Literacy, Preventative Health, Safety, and Housing over a 5 week period. Our deepest gratitude goes to those who donated their time, resources, and expertise to this community-building initiative.

- **17 Immigrant/Refugee Participants** (10 Mankato, 7 North Mankato)
- **6 Community Connectors/Volunteers**
- **7 City of Mankato** Employees
- **3 City of North Mankato** Employees
- **7 Interpreters** provided communication assistance (Somali, Arabic, Nuer and Mandarin)
- **8 Guest Speakers** (Representatives from: Blue Earth County Financial Assistance, United Prairie Bank, Lloyd Management, Mankato Clinic, and Minnesota Council of Churches)
- **1 Transportation Service** contracted to provide transportation services to participants (Yellow Cab)
- **8 Planning Committee Members** collaborated to plan project activities (Representatives from: City of Mankato, City of North Mankato, ISD77 Mankato Adult Basic Education and MCC Refugee Services)
- **510 community hours collectively logged totaling \$12,311.40 in social capital!**



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT Spring 2017 Session City of North Mankato Outcomes

ANNUAL PROJECT BENCHMARKS:	PROGRESS TO DATE:
➤ 2 Tapestry Project Sessions facilitated (Fall 2016 and Spring 2017)	2 Tapestry Project sessions facilitated to date (Spring Session: March – May 2017)
➤ 8-20 Refugees/Immigrants participants residing in the Greater Mankato area	7 North Mankato refugee/immigrant participants attended spring Tapestry session (7 Somali)
➤ Refugees/Immigrants served, at least 90% are LMI (Low to Moderate Income)	100% of North Mankato refugee/immigrant spring participants were low to moderate income.
➤ Activity #1 – Transportation Provide transportation services to refugees and immigrants living in Mankato to remove barriers to participation.	5 North Mankato refugee/immigrant participants received transportation assistance to attend activities.
➤ Activity #2 – Interpretation Provide interpretation supports to refugees and immigrants to ensure access to learning and cross-cultural communications.	7 North Mankato refugee/immigrant participants received interpreter services to ensure accessibility to information and cross-cultural communication.
➤ Activity #3 – Childcare Provide childcare support to refugees and immigrants living in Mankato to remove barriers to participation.	2 North Mankato refugee/immigrant participants received childcare assistance to attend activities.



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT Spring 2016: PROGRAM SUMMARY & OVERVIEW

In the Spring 2016 Tapestry Project session, **53 diverse community members** built community inclusion together by engaging in interactive group discussions on Being a Neighbor, Housing, Community Resources, and Community Gardens, Parks, and Trails over a 5 week period. Our deepest gratitude goes to those who have given their time, resources, and expertise to this community-building initiative.

- 19 Participants
- 4 Community Connectors
- 7 City of Mankato Employees
- 4 City of North Mankato Employees
- 6 Interpreters
- 6 Guest/Guest Speakers
- 2 Guest from other Southern MN communities interested in the project
- 5 Planning Committee Members

Grand total of= 53 people involved the Tapestry Project, logging roughly 300 community hours, the in-kind equivalent of \$7,500 in donated time.



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT

Spring 2016 Session Report

City of North Mankato Outcomes

ANNUAL PROJECT BENCHMARKS:	PROGRESS TO DATE:
➤ 8-20 Refugees/Immigrants participants residing in the Greater Mankato Area	The Tapestry Project was attended by 6 participants residing in North Mankato.
➤ Refugees/Immigrants served, at least 90% are LMI (Low to Moderate Income)	The Tapestry Project served 100% refugees/immigrants with low to moderate income.
➤ Activity #1- Transportation Provide transportation services to refugees and immigrants living in Mankato to remove barriers to participation	Provided 5 transportation services to refugees and immigrants living North Mankato.
➤ Activity #2- Interpreters Provide interpretation supports to refugees and immigrants to ensure access to learning and cross-cultural communications	Provided interpreters to 5 participants from North Mankato to ensure access to learning and cross-cultural communication.
➤ Activity #3- <i>Cultural Broker</i> Provide one-to-one bilingual follow up home management mentoring after completion of the class to 4 refugee/immigrant participants	Completed one-to-one bilingual follow up home management mentoring to 2 participants after completion of the class and rescheduling follow up with 2 participants in June.



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT Fall 2016: PROGRAM SUMMARY & OVERVIEW

In the FALL 2016 Tapestry Project session, **58 diverse community members** in Mankato and North Mankato built community inclusion together by engaging in interactive group discussions on Community Resources, Mental Health, Safety, and Housing over a 5 week period. Our deepest gratitude goes to those who donated their time, resources, and expertise to this community-building initiative.

- **19 Immigrant/Refugee Participants** (12 Mankato, 7 North Mankato)
- **12 Community Connectors/Volunteers**
- **7 City of Mankato** Employees
- **1 City of North Mankato** Employee
- **7 Interpreters** provided communication assistance (Somali, Anuak, and Nuer)
- **7 Guest Speakers** (Representatives from: Open Door Health Center, ASC Psychological Clinic, YMCA, The Children's Museum, Connecting Kids, YWCA and the North Mankato Library)
- **1 Transportation Service** contracted to provide transportation services to participants (Blue Earth Taxi)
- **7 Planning Committee Members** collaborated to plan project activities (Representatives from: City of Mankato, City of North Mankato, ISD77 Mankato Adult Basic Education and MCC Refugee Services)
- **1 Independent Professional Evaluator** facilitated independent focus group to refugee/immigrant participants to evaluate and measure project outcomes
- **350 community hours collectively logged totaling \$8,246 in social capital!**



MINNESOTA COUNCIL OF CHURCHES
refugee services

TAPESTRY PROJECT

Fall 2016 Session Report

City of North Mankato Outcomes

ANNUAL PROJECT BENCHMARKS:	PROGRESS TO DATE:
➤ 2 Tapestry Project Sessions facilitated (Fall 2016 and Spring 2017)	1 Tapestry Project session facilitated to date (Fall Session: October – December 2016)
➤ 8-20 Refugees/Immigrants participants residing in the Greater Mankato area	7 North Mankato immigrant/refugee participants attended fall Tapestry session. (7 Somali)
➤ Refugees/Immigrants served, at least 90% are LMI (Low to Moderate Income)	71% of North Mankato refugees/immigrant participants were low to moderate income.
➤ Activity #1 – Transportation Provide transportation services to refugees and immigrants living in Mankato to remove barriers to participation.	5 North Mankato refugees/immigrants participants received transportation assistance to attend activities.
➤ Activity #2 – Interpretation Provide interpretation supports to refugees and immigrants to ensure access to learning and cross-cultural communications.	7 North Mankato immigrant/refugee participants received interpreter services to ensure accessibility to information and cross-cultural communication.
➤ Activity #3 – Childcare Provide childcare support to refugees and immigrants living in Mankato to remove barriers to participation.	2 North Mankato immigrant/refugee participants received childcare assistance to attend activities.