

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on March 18, 2019. Acting Mayor Steiner 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: Council Member Whitlock, Norland, and Oachs, City Administrator Harrenstein, City Attorney Chris Kennedy, Finance Director McCann, Community Development Director Fischer, Public Works Director Host, and City Clerk Van Genderen. Mayor Dehen arrived at 7:13 p.m.

**Approval of Agenda**

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

**Approval of Council Meeting Minutes March 4, 2019**

**Council Member Norland moved, seconded by Council Member Oachs, to approve the minutes of the Council meeting of March 4, 2019. Vote on the motion: Whitlock, Steiner, Norland, and Oachs aye; no nays. Motion carried.**

**Consent Agenda**

**Council Member Norland moved, seconded by Council Member Whitlock, to approve the Consent Agenda.**

- A. Bills and Appropriations.
- B. Res. No. 27-19 Approving Donations/Contributions/Grants.
- C. Approved Parade and Audio Permit for Bookin' on Belgrade Fun Run on May 18, 2019, from 8:00 am to 11:00 am.
- D. Approved Audio and Block Party Permit on the 200 Block of Belgrade for the Twin Valley Council Boy Scouts of America Easter Bunnies on Belgrade Event on April 13, 2019, from 4:00 p.m. to 9:00 p.m.
- E. Approved Parade Permit for South Central College End of Year Color Run on May 2, 2019, from 4:00 pm to 6:00 pm
- F. Approved Audio Permit for North Mankato Taylor Library's Music in the Park on July 11, 18 and 25<sup>th</sup> from 4:00 pm to 7:00 pm.
- G. Approved Audio Permit for North Mankato Taylor Library's Art Splash on June 15, 2019, from 10:00 am to 4:00 pm at the corner of Lookout Drive and Lee Boulevard.
- H. Approved Parade and Audio Permit for Mankato Brewery's Mankato Beer Run on September 21, 2019, from 10:00 am to 12:00 pm.
- I. Approved Parade Permit for A.B.A.T.E. Awareness Ride on May 4, 2019, from 1:15 pm to 1:30 pm.
- J. Approved Park Shelter Permit for the YWCA's 11<sup>th</sup> Annual Girls on the Run 5K at Spring Lake Park Shelters #1 and #2 on April 27, 2019, from 6:00 a.m. to 1:00 p.m.
- K. Approved Parade and Audio Permit for YWCA's 11<sup>th</sup> Annual Girls on the Run 5K on April 27, 2019, from 8:00 a.m. to 11:30 a.m.
- L. Res. No. 28-19 Approving Waiving Waiting Period for Exemption from Lawful Gambling License for Feeding Our Communities Partners.
- M. Accepted and Implemented the Traffic and Safety Committee Recommendations from the March 13, 2019, Traffic & Safety Meeting.

N. Approved Parade and Audio Permit for Crossview Covenant Church Global 6K with World Vision for Clean Water Projects in Africa on May 4, 2019, from 8:30 a.m. until noon.

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

#### **Public Comments Concerning Business Items on the Agenda**

None

#### **Business Items**

##### **Certificate of Correction-Nature View Subdivision No. 3.**

Community Development Director Fischer reported the Planning Commission and City Council approved the Nature View Subdivision No. 3 in August of 2018. According to the Surveyor, Bolton & Menk, after the plat was recorded by Nicollet County an error was found related to the scale of the plat. As a result, it is necessary for the Planning Commission and City Council to approve the attached Certificate of Correction. **Council Member Norland moved, seconded by Council Member Whitlock, to Approve the Certificate of Correction-Nature View Subdivision No. 3. Vote on the motion: Whitlock, Steiner, Norland, and Oachs aye; no nays. Motion carried.**

##### **Dem-Con Materials Recovery Recycling Services Agreement.**

City Administrator Harrenstein reported Dem-Con takes North Mankato's recyclable materials after they have been baled. Dem-Con has provided this service since 2014, but in the light of the global recycling issues and potential rejection of recyclables it was decided to lock in the rate for the next three years. Finance Director McCann reported Dem-Con had provided an option to lock in the tipping fees to help manage City expenditures. Otherwise the cost could fluctuate. The set prices: \$73.00 per ton-2019, \$74.00 per ton-2020 and \$75.00 per ton-2021. Council Member Norland suggested a discussion at a Council Work Session concerning recycling and reducing waste. **Council Member Norland moved, seconded by Council Member Whitlock to Approve the Dem-Con Materials Recovery Recycling Services Agreement. Vote on the motion: Whitlock, Steiner, Norland, and Oachs aye; no nays. Motion carried.**

##### **Res. No. 29-19 Accepting Bid Project No. 19-01 DE 2019 Street and Miscellaneous Paving Improvement Project.**

City Engineer Sarff reported bids were opened on Tuesday, March 12<sup>th</sup> for the 2019 Street and Miscellaneous Paving Improvement Project. The project includes:  
Street Mill & Overlays:

- Lor Ray Drive-Lee Blvd to Clare Drive
- James Drive-Lor Ray Drive to Mary Lane
- Haughton Avenue-Howard Drive to Countryside Drive
- Roe Crest Drive- Lee Boulevard to Commerce Drive
- Sherwood Drive-Nottingham Drive to dead end cul de sac

Other Miscellaneous Paving Projects:

- Benson Park Parking Lot
- Benson Park trail drainage improvements
- Spring Lake Park-reclaim and overlay the east parking lots
- Overlay basketball courts-Walter S. Farm Park, Forest Heights Park, Langness Park

Engineer Sarff reported two bids were received; one bid from W.W. Blacktopping, Inc. for \$710,657.60 and the other bid from OMG Midwest, Inc. (SMC) for \$729,323.25. The engineer's

estimate was \$691,000.00, and the City budgeted \$691,000 for the project. The low bid was over budget. City Engineer Sarff reported after discussion with the staff it was decided to remove the Lor Ray Drive-Lee Blvd to Clare Drive portion of the project reducing the project cost to \$661,592.85. City Administrator Harrenstein reported the portion of LorRay Drive would be scheduled for 2020. **Council Member Norland moved, seconded by Council Member Whitlock to Adopt Res. No. 29-19 Accepting Bid Project No. 19-01 DE 2019 Street and Miscellaneous Paving Improvement Project. Vote on the motion: Whitlock, Steiner, Norland, Oachs, and Dehen aye; no nays. Motion carried.**

#### **Open Forum**

Phil Henry, 1300 Noretta Drive, appeared before Council and stated he agreed with delaying a portion of the project. He urged the Council to spend tax dollars wisely.

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

City Administrator Harrenstein stated there were a lot of events coming up in the next year and welcomed the groups and stated the City was happy to work with them.

Public Works Director Host reminded the City that Spring Cleanup days would be April 8-12 for the valley and April 15-19 for the hilltop. He indicated staff is out patching potholes.

Public Works Director Host reported staff would begin 24-hour levee patrol to watch for areas of danger and thanked the public works department, the volunteer firefighters and police reserves for their work.

Mayor Dehen encouraged residents to contact the City if they have wet carpet that is being pulled from basements as staff will help haul away when they are able.

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

Council Member Norland thanked Lindsay Windows, and their crew for opening storm drains before the rains.

At 7:27 p.m. on a motion by Council Member Whitlock, seconded by Council Member Norland the Council Meeting was adjourned.

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Mayor

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City Clerk

Pursuant to due call and notice thereof, a Council Work Session of the North Mankato City Council was held in the North Mankato Police Annex on March 25, 2019. Mayor Dehen called the meeting to order at 12:00 p.m. The following were present for roll call: Mayor Dehen, Council Members Whitlock, Norland and Oachs, Finance Director McCann, and City Clerk Van Genderen. Absent: Council Member Steiner and City Administrator Harrenstein.

**Review of County Land and Valuation Process-County Assessor Lorna Sandvik**

County Assessor Lorna Sandvik appeared before Council and stated in 1974 a process began that created a County base for property assessments, this is reviewed every year. Assessors visit properties every 5 years and North Mankato's property was reviewed in 2016. Ms. Sandvik reported often there is not a lot of changes based on the visits, but sometimes assessors find a basement that was flooded and is no longer finished or they may find a deck has been added. All of the property information is entered into the Computer Assisted Mass Appraisal System. State statute requires the County to maintain assessments at between 90%-105% of market value. If a property is assessed at \$90,000 and it sells for \$100,000 a ratio is established by dividing the assessed value by the sales price. In the case of the example the ratio would be 90%, which is within the State mandated requirements. Ms. Sandvik reported the entire City must fall within the average, but the County also looks at neighborhoods within the City to ensure all areas are equitably assessed. She noted the assessment notices are sent out in March. Classifications are noted on the assessment notices and individuals may want to remember to review the classifications. If someone notices the classification of the property has changed they should contact the assessor's office and have it changed. Individuals who believe their classification/assessment is unfair should contact the Assessor's Office. If after speaking with the Assessor's Office they are still not satisfied with the assessment they can appeal to the Local Board of Appeal and Equalization, if they are dissatisfied with the classification at the Local Board of Appeal they can appeal to the County Board of Appeal and if they are still dissatisfied the case can go to tax court. Mayor Dehen requested clarification on the number of individuals who appeal their classification. Ms. Sandvik stated very few appeal and most are satisfied after speaking and being heard about their concerns. Council Member Whitlock requested clarification on if the Assessor's Office contacts City officials if an improvement has been made and a building permit had not been issued. Ms. Sandvik indicated conversations with the City have been held following on-site assessments. Ms. Sandvik noted increasing value is a positive for homeowners because their investment is not depreciating in value. Mayor Dehen requested market trends for 2019. Ms. Sandvik indicated sales seemed to be steady from previous years.

**Revenue Guide-Permits and Licenses**

Finance Director McCann reviewed the Permits and Licenses Revenue Guide which included alcohol licenses, Rental Housing Licenses, Rental License Strikes, Amusement Devices, Tobacco Licenses, Soft Drink Licenses, Cabaret Licenses, Peddlers Licenses and Other Business licenses. The revenue is trending steady to a slight increase. Council Member Norland requested clarification on how often the fees are reviewed. Finance Director McCann reported the fees are reviewed annually and the last major increase was in 2017.

Council Member Whitlock reported he has received several emails concerning the use of Premiere Vets as the holding location for North Mankato stray animals. He noted the business is under State review and the City is looking for a different business to work with, but there are limited locations that would be willing to take in strays.

Mayor Dehen closed the Council Work Session at 12:30 p.m.

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Mayor

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City Clerk



City of North Mankato, MN

# Claims List - Regular

By Vendor Name

Date Range: 4-1-19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
00445	FRED PRYOR SEMINARS	03/18/2019	VOID	0	(199.00)	90710
00006	A TOUCH OF MAGIC, INC.	03/20/2019	Regular	0	210.50	90745
00009	A-1 KEY CITY LOCKSMITHS, INC	03/28/2019	Regular	0	20.00	90751
00546	AJ HENRY FENCE CO.	03/28/2019	Regular	0	1,950.00	90752
00093	ARNOLD'S OF MANKATO, INC.	03/28/2019	Regular	0	1,746.48	90753
00145	BETTER HOUSEKEEPING VACUUMS, INC.	03/28/2019	Regular	0	501.80	90754
00188	BRANDT LAW OFFICE, P.A.	03/28/2019	Regular	0	8.00	90755
00221	CARGILL, INC.	03/28/2019	Regular	0	7,830.42	90756
02757	CINTAS	03/28/2019	Regular	0	148.45	90757
00331	DE MARS CONSTRUCTION	03/28/2019	Regular	0	65,883.56	90758
00336	DELTA DENTAL	03/20/2019	Regular	0	1,338.90	90740
00349	DISCOUNT PAPER PRODUCTS, INC.	03/28/2019	Regular	0	143.98	90759
00401	EXPRESS SERVICES, INC.	03/28/2019	Regular	0	1,193.09	90760
00409	FERGUSON ENTERPRISES, INC	03/28/2019	Regular	0	10,805.98	90761
00447	FREE PRESS	03/28/2019	Regular	0	67.34	90762
02774	FURTHER	03/20/2019	Regular	0	2,742.27	90741
02774	FURTHER	03/20/2019	Regular	0	26,339.14	90742
00600	ICMA RETIREMENT TRUST ROTH IRA	03/27/2019	Regular	0	1,171.00	90749
00601	ICMA RETIREMENT TRUST-457	03/27/2019	Regular	0	3,745.85	90750
00639	JOHN DEERE FINANCIAL	03/28/2019	Regular	0	13.00	90763
00731	LAGER'S OF MANKATO, INC.	03/28/2019	Regular	0	1,109.12	90764
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	03/28/2019	Regular	0	3,613.98	90765
00815	MANKATO CLINIC, LTD.	03/28/2019	Regular	0	95.00	90766
00819	MANKATO FORD, INC.	03/28/2019	Regular	0	1,285.99	90767
00829	MANKATO PUBLIC SCHOOLS	03/28/2019	Regular	0	148.00	90768
00846	MATCO TOOLS	03/28/2019	Regular	0	196.00	90769
02842	MINNESOTA LIFE INSURANCE COMPANY	03/20/2019	Regular	0	964.08	90746
00970	MOBILE GLASS SERVICE	03/28/2019	Regular	0	307.14	90770
02999	NASG LED LLC	03/28/2019	Regular	0	3,574.15	90771
01010	NATIONAL INSURANCE SERVICES OF WI, INC.	03/20/2019	Regular	0	1,253.69	90743
01069	NORTHWESTERN POWER EQUIPMENT CO., IN	03/28/2019	Regular	0	6,729.00	90772
01084	OVERHEAD DOOR CO. OF MANKATO, INC.	03/28/2019	Regular	0	106.00	90773
01092	PARTNERS FOR AFFORDABLE HOUSING	03/28/2019	Regular	0	1,000.00	90774
02611	PATHSTONE CAFE & CATERING	03/28/2019	Regular	0	213.75	90775
01106	PETTY CASH	03/20/2019	Regular	0	6,424.00	90744
01130	POSTMASTER	03/26/2019	Regular	0	1,334.60	90748
01133	POWERPLAN/RDO EQUIPMENT	03/28/2019	Regular	0	517.06	90776
03000	RADEL, ELLEN	03/28/2019	Regular	0	250.00	90777
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOT	03/28/2019	Regular	0	389.61	90778
02998	RURAL NICOLLET FIRE BOARD	03/15/2019	Regular	0	15,000.00	90739
01385	SANCO EQUIPMENT, LLC	03/28/2019	Regular	0	900.00	90779
01278	SHERWIN-WILLIAMS CO.	03/28/2019	Regular	0	93.55	90780
02350	SHRED RIGHT	03/28/2019	Regular	0	234.00	90781
01340	STATE OF MINNESOTA	03/21/2019	Regular	0	6.00	90747
01402	TIRE ASSOCIATES	03/28/2019	Regular	0	2,400.02	90782
01433	TYLER TECHNOLOGIES	03/28/2019	Regular	0	10,567.75	90783
02282	WARD EINESS STRATEGIES	03/28/2019	Regular	0	4,000.00	90784
00062	AMERICAN SECURITY CABINETS GROUP	04/01/2019	Bank Draft	0	93.00	DFT0002954
00241	CHARTER COMMUNICATIONS	03/15/2019	Bank Draft	0	498.32	DFT0002948
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	59.98	DFT0002968
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	41.40	DFT0002969
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	338.72	DFT0002970
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	1,386.14	DFT0002971
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	42.94	DFT0002972
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	209.70	DFT0002973
02058	CONSOLIDATED COMMUNICATIONS	03/27/2019	Bank Draft	0	37.05	DFT0002974
00608	INGRAM LIBRARY SERVICES	03/27/2019	Bank Draft	0	1,621.64	DFT0002965

00733	LAKES GAS CO #10	03/20/2019	Bank Draft	0	107.00	DFT0002952
01322	SPRINT	03/22/2019	Bank Draft	0	35.71	DFT0002955
01335	STAPLES ADVANTAGE	03/15/2019	Bank Draft	0	175.42	DFT0002950
01335	STAPLES ADVANTAGE	03/20/2019	Bank Draft	0	183.39	DFT0002953
01335	STAPLES ADVANTAGE	03/26/2019	Bank Draft	0	61.04	DFT0002967
01335	STAPLES ADVANTAGE	03/27/2019	Bank Draft	0	124.68	DFT0002975
01470	VERIZON WIRELESS	03/15/2019	Bank Draft	0	30.16	DFT0002949
00105	AUTO VALUE MANKATO	04/03/2019	EFT	0	341.56	1666
00123	BATTERIES+BULBS	04/03/2019	EFT	0	89.95	1667
00174	BOLTON & MENK, INC.	04/03/2019	EFT	0	1,272.50	1668
00176	BORDER STATES ELECTRIC SUPPLY	04/03/2019	EFT	0	313.86	1669
00216	C & S SUPPLY CO, INC.	04/03/2019	EFT	0	192.27	1670
00322	DALCO	04/03/2019	EFT	0	153.20	1671
00334	DEHEN, MARK	04/03/2019	EFT	0	167.04	1672
00453	FREYBERG PETROLEUM SALES, INC.	04/03/2019	EFT	0	283.50	1673
00463	G & L AUTO SUPPLY, LLC	04/03/2019	EFT	0	31.80	1674
01274	JADD SEPPMANN & SONS, INC.	04/03/2019	EFT	0	600.00	1675
00691	KENNEDY & KENNEDY LAW OFFICE	04/03/2019	EFT	0	798.49	1676
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	04/03/2019	EFT	0	34.20	1677
00776	LLOYD LUMBER CO.	04/03/2019	EFT	0	1,114.29	1678
00796	MACQUEEN EQUIPMENT, INC.	04/03/2019	EFT	0	548.69	1679
02791	MANKATO MAKERSPACE	04/03/2019	EFT	0	125.00	1680
00874	MENARDS-MANKATO	04/03/2019	EFT	0	235.70	1681
01052	NORTH CENTRAL INTERNATIONAL	04/03/2019	EFT	0	3,590.52	1682
02005	PANTHEON COMPUTERS	04/03/2019	EFT	0	1,581.98	1683
01090	PARAGON PRINTING, MAILING & SPECIALTIES	04/03/2019	EFT	0	3,295.54	1684
01160	QUALITY OVERHEAD DOOR CO, INC	04/03/2019	EFT	0	180.00	1685
01179	RED FEATHER PAPER CO.	04/03/2019	EFT	0	1,017.41	1686
01198	RETROFIT COMPANIES, INC.	04/03/2019	EFT	0	140.54	1687
01263	SCHWICKERT'S TECTA AMERICA LLC	04/03/2019	EFT	0	330.00	1688
01323	SPS COMPANIES, INC.	04/03/2019	EFT	0	66.97	1689
01407	TOOL SALES COMPANY	04/03/2019	EFT	0	70.00	1690
01478	VIKING FIRE & SAFETY LLC	04/03/2019	EFT	0	72.00	1691
01486	VON BERGE, DAVID	04/03/2019	EFT	0	344.89	1692
01524	WERNER ELECTRIC SUPPLY	04/03/2019	EFT	0	49.53	1693
01568	ZIEGLER, INC.	04/03/2019	EFT	0	34.90	1694
00234	CENTER POINT ENERGY	03/15/2019	Bank Draft	0	347.11	DFT0002947
01557	XCEL ENERGY	03/15/2019	Bank Draft	0	332.08	DFT0002951
01557	XCEL ENERGY	03/26/2019	Bank Draft	0	23,378.81	DFT0002956
					234,553.87	96

## Authorization Signatures

### All Council

The above manual and regular claims lists for 4-1-19 are approved by:

MARK DEHEN- MAYOR

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

SANDRA OACHS- 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:

[illegible]

Adopted by the City Council this 1<sup>st</sup> day of April 2019.

Mayor

City Clerk



Permit #: 23-2019  
Date: 9/13/19

Start time: 2:00 pm  
Stop time: 6:00 pm

Fee: \$ 125.00

Shelter: ☐ Spring Lake Shelter #1 ☒ Spring Lake Shelter #2 ☐ Wheeler Park Indoor Shelter

Event Name: Selchow-Hanson wedding

Name: Bennett Selchow

Address: 284 Cliff Dr

Phone: 651-230-2435

# of People: 40

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

Notes: will be using pier as well

Alcoholic Beverages (wine & beer only) ☒ No ☐ Yes \* \$300 refundable deposit and \$30 keg permit  
Please specify: Cans Keg Catering\* (must contact City Hall)

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

## Allowed

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

## Prohibited

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

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

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

SIGNED: \_\_\_\_\_

Applicant

Date

☐ APPROVED ☐ DENIED

☒ REFER TO COUNCIL

City Clerk

Date

Receipt # R00169512

☒ Book

☐ Online

☐ Park

☐ Police

Staff Initials TR

STAFF INITIALS

# PARK PERMIT

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

Permit #: 34 -2019

Start time: 5:30 Am

Fee: \$ NIC

Date: 9/28/2019

Stop time: 1:00 pm

Shelter: ☒ Spring Lake Shelter #1 ☒ Spring Lake Shelter #2 ☐ Wheeler Park Indoor Shelter

Event Name: Community Day

Name: Kristen Thomas-Lasting Imprint

Address: PO Box 261 Mankato

Phone: 317-2180

# of People:

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

Notes: Fire Trucks / Petting Zoo / Therapy Dogs / Bounce House / Slides / walk around lake kids fun run

Alcoholic Beverages (wine & beer only) ☒ No ☐ Yes *\* \$300 refundable deposit and \$30 keg permit*

Please specify: Cans Keg Catering\* (must contact City Hall)

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

## Allowed

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

SIGNED:

Kristen Thomas  
Applicant

3-15-19  
Date

☐ APPROVED ☐ DENIED

☒ REFER TO COUNCIL

City Clerk

Date

Receipt # \_\_\_\_\_ Book \_\_\_\_\_ Online \_\_\_\_\_ Park \_\_\_\_\_ Police \_\_\_\_\_ Staff Initials \_\_\_\_\_



1001 Belgrade Avenue  
North Mankato, MN 56003  
507-625-4141 Fax: 507-625-4151  
[www.northmankato.com](http://www.northmankato.com)

Audio Permit 34 A - 2019  
Park Permit 34 - 2019

## Audio Permit

### About:

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

### Audio Permit Responsibilities:

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

### What happens if there is a noise complaint?

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

AMPLIFIED SOUND: ☐ LIVE MUSIC/BAND ☒ DJ/KARAOKE MACHINE ☐ OTHER: \_\_\_\_\_  
DATE OF EVENT: 9-28-19  
BEGIN TIME: 7:30 AM  
END TIME: 12:30 pm

LOCATION / SHELTER: SLP #1, #2 Gazebo

EVENT NAME: Lasting Imprint Community Day

ONSITE COORDINATOR: \_\_\_\_\_ PRINT NAME: Kristen Thomas

MOBILE NUMBER: 317-2180

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

SIGNATURE: Kristen Thomas DATE: 3-15-19

CITY CLERK: \_\_\_\_\_ ☐ DENIED ☐ APPROVED

☐ BOOK ☐ POLICE ☐ ONLINE ☐ \$25.00 FEE

STAFF INITIALS \_\_\_\_\_

RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD  
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR  
KNIGHTS OF COLUMBUS #5551

WHEREAS, Knights of Columbus #5551 has made application for exemption from a charitable gambling license to conduct bingo on July 10-14, 2019 at Wheeler Park, 402 Page Avenue, within the City of North Mankato, Minnesota, which application was received by the City on March 18, 2019.

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

Adopted by the City Council this 1<sup>st</sup> day of April 2019.

---

Mayor

ATTEST:

---

City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10A	Dept: City Engineer	Council Meeting Date: 4/1/19
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<b>TITLE OF ISSUE:</b> Consider Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 18-07 ABCDEF 2019 Tyler Avenue Reconstruction Project.
--

<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> City Engineer Sarff will review the resolution.

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

<b>REQUESTED COUNCIL ACTION:</b> Adopt Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 18-07 ABCDEF 2019 Tyler Avenue Reconstruction Project.
---

<b>For Clerk's Use:</b>  Motion By: _____ Second By: _____  <table style="width: 100%;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Steiner		_____	_____	Norland		_____	_____	Oachs		_____	_____	Whitlock		_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <table style="width: 100%;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> X</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 checked="" type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

March 28, 2019

Mr. John Harrenstein  
City Administrator  
City of North Mankato  
P.O. Box 2055  
North Mankato, MN 56002-2055

RE: 2019 Tyler Avenue Reconstruction Project  
City Project No. 18-07 ABCDEF  
City of North Mankato, Minnesota  
BMI Project No. M18.117407

Dear Mr. Harrenstein,

Bids for the 2019 Tyler Avenue Reconstruction Project were received and opened at City Hall on at 11:00 am on Thursday, March 21<sup>st</sup>. Three (3) bids were received and the results of the bids are tabulated below:

<b>Bidder</b>	<b>Bid Amount</b>
WW Blacktopping, Inc.	\$500,097.08
Holtmeier Construction, Inc.	\$510,490.53
OMG Midwest, Inc. (SMC)	\$566,134.85

The low bidder for the project is WW Blacktopping, Inc., from Mankato, Minnesota. The estimated construction cost from the Preliminary Engineering Report (PER) was \$434,700. This estimate was revised to \$470,000 in a memo dated February 11 and presented to the City Council on February 19. The low bid is approximately 15% above the PER estimate and approximately 6% over the estimate in the February 11 memo. The next lowest bid is approximately 2% over the low bid.

Based on past performance on similar projects in previous years, it is our opinion that W.W. Blacktopping, Inc. is qualified to perform the work required under this contract. An assessment hearing for this project is scheduled for May 6, 2019. We hereby recommend that W.W. Blacktopping, Inc. be awarded the contract based on the bid contract amount of \$500,097.08, provided that the assessment proceedings go as expected.

Please feel free to contact me if you have any questions or if you need any additional information.

Sincerely,

Bolton & Menk, Inc.

**Daniel R. Sarff, P.E.**  
City Engineer

Cc: Nate Host, Public Works Director  
Kevin McCann, Finance Director

RESOLUTION NO.

RESOLUTION DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION  
OF PROPOSED ASSESSMENT  
PROJECT NO. 18-07-ABCDEF  
2019 TYLER AVENUE RECONSTRUCTION PROJECT

WHEREAS, bids have been received for Project No. 18-07 ABCDEF, 2019 Tyler Avenue Reconstruction Project and the estimated cost for such improvement is \$500,100, and the expenses incurred or to be incurred in the making of such improvement amount to \$90,000, so that the total cost of the improvement will be \$590,100.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the portion of the cost of such improvement to be paid by the City is hereby declared to be \$470,100, and the portion of the cost to be assessed against benefited property owners is declared to be \$120,000, and

BE IT FURTHER RESOLVED, that assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2020 and shall bear interest at the rate of two percent (2%) greater than the average coupon interest rate of the bonds, rounded to the nearest quarter of a percent, from the date specified in the assessment resolution and notices.

BE IT FURTHER RESOLVED, that the City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.

BE IT FURTHER RESOLVED, that the City Clerk shall upon the completion of such proposed assessment, notify the City Council thereof.

Adopted by the City Council this 1<sup>st</sup> day of April 2019.

\_\_\_\_\_  
Mayor

Attest:

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



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10B	Dept: City Engineer	Council Meeting Date: 4/1/19																											
<b>TITLE OF ISSUE: Consider Resolution for Hearing on Proposed Assessment Project No. 18-07 ABCDEF 2019 Tyler Avenue Reconstruction Project.</b>																													
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> City Engineer Sarff will review the resolution.																													
<i>If additional space is required, attach a separate sheet</i>																													
<b>REQUESTED COUNCIL ACTION: Adopt Resolution for Hearing on Proposed Assessment Project No. 18-07 ABCDEF 2019 Tyler Avenue Reconstruction Project.</b>																													
<b>For Clerk's Use:</b>  Motion By: _____ Second By: _____  Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Other (specify) _____</span> <span>Public Hearing Notice _____</span> </div> <div style="border-top: 1px solid black; height: 40px; margin-top: 5px;"></div>	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT  
PROJECT NO. 18-07-ABCDEF  
2019 TYLER AVENUE RECONSTRUCTION PROJECT

WHEREAS, by a resolution passed by the City Council on April 1, 2019, the City Clerk and the City Engineer, were directed to prepare a proposed assessment of the cost of the 2019 Tyler Avenue Reconstruction Project, Project No. 18-07-ABCDEF, and

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that a hearing shall be held on the 6<sup>th</sup> day of May 2019 in the City Council Chambers of City Hall, 1001 Belgrade Avenue, North Mankato, Minnesota at 7:00 p.m., to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment, and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. The City Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

BE IT FURTHER RESOLVED, that the owner of any property so assessed may, at any time prior to the date specified in the assessment resolution and notices, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid by the date specified in the assessment resolution and notices. An owner may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council this 1<sup>st</sup> day of April 2019.

---

Mayor

Attest:

---

City Clerk

**PROPOSED ASSESSMENT ROLL**  
 TYLER AVENUE - CROSS STREET TO RANGE STREET  
 CITY PROJECT NO. 18-07 ABCDEF  
 CITY OF NORTH MANKATO, MINNESOTA  
 BMI PROJECT NO. M18.117407

LINE	PID	PROPERTY ADDRESS	PROPERTY OWNER NAME	ADDRESS	CITY	STATE	ZONING	ASSESSABLE LENGTH						ASSESSABLE UNITS						CALCULATED ASSESSMENT						PROPOSED ASSESSMENT		
								LENGTH OF PARCEL ABUTTING IMPROVEMENT		CORNER LOT#	CORNER	ASSESSABLE LENGTH		STREET & UTILITY (LN FT)	STREET & UTILITY SERVICE (EACH)	STREET & UTILITY SERVICE (EACH)	WATER SERVICE (EACH)	SEWER SERVICE (EACH)	WATERMAN MANHOLE (EACH)	SEWER SERVICE (EACH)	SANITARY MANHOLE (EACH)	STREET & UTILITY (LN FT)	STREET & UTILITY SERVICE (EACH)	WATERMAN MANHOLE (EACH)	SEWER SERVICE (EACH)	SANITARY MANHOLE (EACH)	TOTAL CALCULATED ASSESSMENT	MAXIMUM ASSESSMENT (\$5,000.00)
								INTERSECT	PROJECT CODE			INTERSECT	PROJECT CODE															
1	184230050	835 RANGE STREET	RICHARD L & KATHLEEN L WEBER	835 RANGE STREET	NORTH MANKATO	MN	56003	134	55	Y	134	55	67.00	1	1	\$10,154.48	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$15,493.48	\$6,000.00					
2	185530060	903 RANGE STREET	AARON ZUHLSDORF	903 RANGE STREET	NORTH MANKATO	MN	56003	113	85	Y	113	85	56.50	1	1	\$8,563.11	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$13,572.11	\$6,000.00					
3	185530050	310 TYLER AVENUE	MARLOW W & JUDITH PALMQUIST	310 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
4	185530040	314 TYLER AVENUE	FAITH M CLOSE	314 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
5	184230060	315 TYLER AVENUE	WILLIAM W BERNARDE	W244N8822 Cordell Ln	SUSSEX	WI	53099	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
6	184230070	317 TYLER AVENUE	MICHELLE M JOHNSON	317 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
7	185530030	318 TYLER AVENUE	SARAH J & NATHAN K KERICH	318 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
8	185530020	320 TYLER AVENUE	JOHN W & JANELLE N CEDERGREN	320 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
9	184230080	321 TYLER AVENUE	DALE & DANIELLE C SENN	321 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
10	185530010	322 TYLER AVENUE	DOUGLAS E & TAMARA A AUSTAD	322 TYLER AVENUE	NORTH MANKATO	MN	56003	50		N	50		50.00	1	1	\$7,577.97	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,586.97	\$6,000.00					
11	185571390	324 TYLER AVENUE	MICHAEL C BULEY	324 TYLER AVENUE	NORTH MANKATO	MN	56003	66		N	66		66.00	1	1	\$10,002.92	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$15,011.92	\$6,000.00					
12	185571380	326 TYLER AVENUE	JEAN M KEEMAN	326 TYLER AVENUE	NORTH MANKATO	MN	56003	66		N	66		66.00	1	1	\$10,002.92	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$15,011.92	\$6,000.00					
13	184230090	327 TYLER AVENUE	JOSEPH ZOLLE	327 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
14	185571370	330 TYLER AVENUE	STEVEN D & WENDY M BUCKHOLZ	330 TYLER AVENUE	NORTH MANKATO	MN	56003	53.5		N	53.5		53.50	1	1	\$8,108.43	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$13,117.43	\$6,000.00					
15	184230100	331 TYLER AVENUE	DANIELLE M MILLER	331 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
16	185571360	334 TYLER AVENUE	ROB D & TARA J ROHMAN	334 TYLER AVENUE	NORTH MANKATO	MN	56003	53.5	140	Y	53.5		53.50	1	1	\$8,108.43	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$13,117.43	\$6,000.00					
17	184230110	335 TYLER AVENUE	BRIAN M & PAULA A THEISSEN	335 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
18	184230120	338 TYLER AVENUE	TODD SHELTON FERGUSON	338 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
19	184230130	343 TYLER AVENUE	ALEX & LISA MEYER	343 TYLER AVENUE	NORTH MANKATO	MN	56003	52		N	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
20	184230140	348 TYLER AVENUE	JUSTIN MONTEMURNO & JENNA M FRENCH	348 TYLER AVENUE	NORTH MANKATO	MN	56003	52	140	Y	52		52.00	1	1	\$7,881.09	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$1,034.00	\$12,890.09	\$6,000.00					
								1080.50	20		1080.50	20	20	\$153,750.00	\$20,680.00	\$20,680.00	\$20,680.00	\$20,680.00	\$20,680.00	\$20,680.00	\$20,680.00	\$203,430.00	\$120,000.00					

NOTICE OF HEARING ON PROPOSED ASSESSMENT  
FOR PROJECT NO. 18-07 ABCDEF 2019 TYLER AVENUE  
STREET & UTILITY IMPROVEMENT

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 6<sup>th</sup> day of May 2018 to consider the proposed assessment for Project No. 18-07 ABCDEF 2019 Tyler Avenue Street & Utility Improvement. The properties being assessed are those properties on Tyler Avenue from Cross Street to Range Street in North Mankato.

Complete copies of the assessment roll are available for public inspection upon request in the Office of the City Clerk. The area proposed to be assessed is the property abutting said improvements. Written or oral objections to these assessments will be considered at the hearing. The total cost of the improvement is estimated to be \$590,100.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment and by filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.

The City Council may defer the payment of special assessments pursuant to Minnesota Statutes 435.193 through 435.195 for homestead property owned by a person 65 years of age or older or permanently and totally disabled for whom it would be a hardship to make the payments. In order to qualify, such a person must have limited income. If you feel you may qualify, contact the City Clerk for more specific information.

Dated this 18<sup>th</sup> day of April 2019.

April Van Genderen  
City Clerk  
City of North Mankato

**CITY OF NORTH MANKATO**  
**REQUEST FOR COUNCIL ACTION**

[illegible]

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS  
2019 COMMERCE DRIVE IMPROVEMENT PROJECT, PROJECT NO. 18-05 DEF

WHEREAS, pursuant to a resolution of the City Council adopted the 19<sup>nd</sup> day of November 2018, the City Engineer has prepared plans and specifications for the 2019 Commerce Drive Improvement Project, PROJECT NO. 18-05 DEF and has presented such plans and specifications to the council for approval.

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

1. Such plans and specifications, a copy of which is on file in the City Clerk's office and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and on Quest Construction Data Network, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for not less than three weeks, shall specify the work to be done, shall state that bids will be received by the clerk and will be publicly opened in the Council Chambers of the City Hall by the City Clerk and the City Engineer. The date that bids will be received will be established upon completion of the review of plans and specifications by the Minnesota Department of Transportation.
3. The bids will then be tabulated, and will be considered by the City Council at a regular City Council meeting in the Council Chambers of the City Hall. The date that bids will be considered by the City Council will be established after the bid date and the date for the assessment hearing has been determined. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
4. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five (5) percent of the amount of such bid.

Adopted by the City Council this 1<sup>st</sup> day of April 2019.

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Mayor

ATTEST:

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City Clerk



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## MEMORANDUM

**Date:** March 26, 2019  
**To:** John Harrenstein, City Administrator  
**From:** Daniel R. Sarff, P.E., City Engineer  
**CC:** Nate Host, Public Works Director  
Kevin McCann, Finance Director  
**Subject:** 2019 Commerce Drive Improvement Project  
City Project No. 18-05 DEF  
BMI Project No. M18.115987

Plans and specifications have been prepared for the 2019 Commerce Drive Improvement Project. The plans are currently being review by the Minnesota Department of Transportation. The following is a brief summary of the proposed improvements:

**Project Location:** Commerce Drive between Lookout Drive and Lor Ray Drive

### Proposed Improvements:

- Street and Drainage Improvements - from approx. 400' east of Commerce Lane to Lor Ray Drive:
  - Reconstruct existing bituminous pavement structure
  - Install new subsurface drainage
  - Reconstruct existing 6-foot wide concrete sidewalk on north side from Roe Crest to Lor Ray Drive with ADA pedestrian ramps at the intersections
  - Replace existing sidewalk with new 8-foot wide concrete multi-use trail on south side (entire length) with ADA pedestrian ramps at the intersections
  - Reconstruct existing driveways in areas where sidewalk is constructed/reconstructed
  - Reconstruction of some of the existing storm sewer catch basins and addition of additional catch basins
  - Mid-block crossing with raised concrete median for pedestrian refuge – to be located where existing middle Kwik Trip driveway presently exists (to be removed)
  - Striping
  - Turf restoration
- Street Improvements - from approx. Lookout Drive to approx. 400' east of Commerce Lane
  - Edge mill and 2" bituminous overlay
- Access Removal/Consolidation:
  - Big Dog – close east access
  - Kwik Trip – close middle access
  - Indulge Salon/Loffler Business Machines – close east access
  - Curiosi-tea Tea House – consolidate two accesses into one access
  - Wells Fargo/South Point Credit Union/Dimension Center – consolidate two accesses into one access

- Streetscaping and Lighting:
  - Pedestrian/gateway node at NW corner of Commerce Drive/Lor Ray Drive (near Erberts and Gerberts) – see attached drawing
    - Gateway monument
    - Decorative concrete walk (several design treatments)
    - Decorative limestone accents
    - Benches waste receptacles
    - Kiosk with wayfinding
    - Planting bed with shrubs, grasses, trees and perennials
    - Opportunities for public art/sculpture
  - Pedestrian node at location of existing middle driveway to Kwik Trip – see attached drawing
    - Decorative concrete walk (several design treatments)
    - Decorative limestone accents
    - Bench and waste receptacle
    - Planting bed with shrubs, grasses, trees and perennials
  - Pedestrian nodes and SW corner and SE corner of Commerce Drive/Roe Crest intersection – see attached drawing
    - Decorative concrete walk (several design treatments)
    - Decorative limestone accents
    - Bench and waste receptacle
    - Interpretative signage
    - Drinking fountain including per fountain
    - Planting bed with shrubs, grasses, trees and perennials
    - Opportunities for public art/sculpture
  - New boulevard trees along entire length of project
  - Screening shrubs along back side of sidewalk – Wis-Pak, Gillette Pepsi, and Lindsay Windows & Doors
  - Decorative street lighting :
    - 30-foot high decorative lights at approx. 150-foot spacing (alternating sides)
    - 20-foot high decorative lights at approx. 75-foot spacing (alternating sides)

**Estimated Project Costs:**

• Street and Drainage Improvements	\$2,327,000
• Streetscaping/Pedestrian Nodes	297,000
• Street Lighting	690,000
• <b>Total Estimated Construction Cost:</b>	<b>\$3,314,000</b>

**Proposed Funding:**

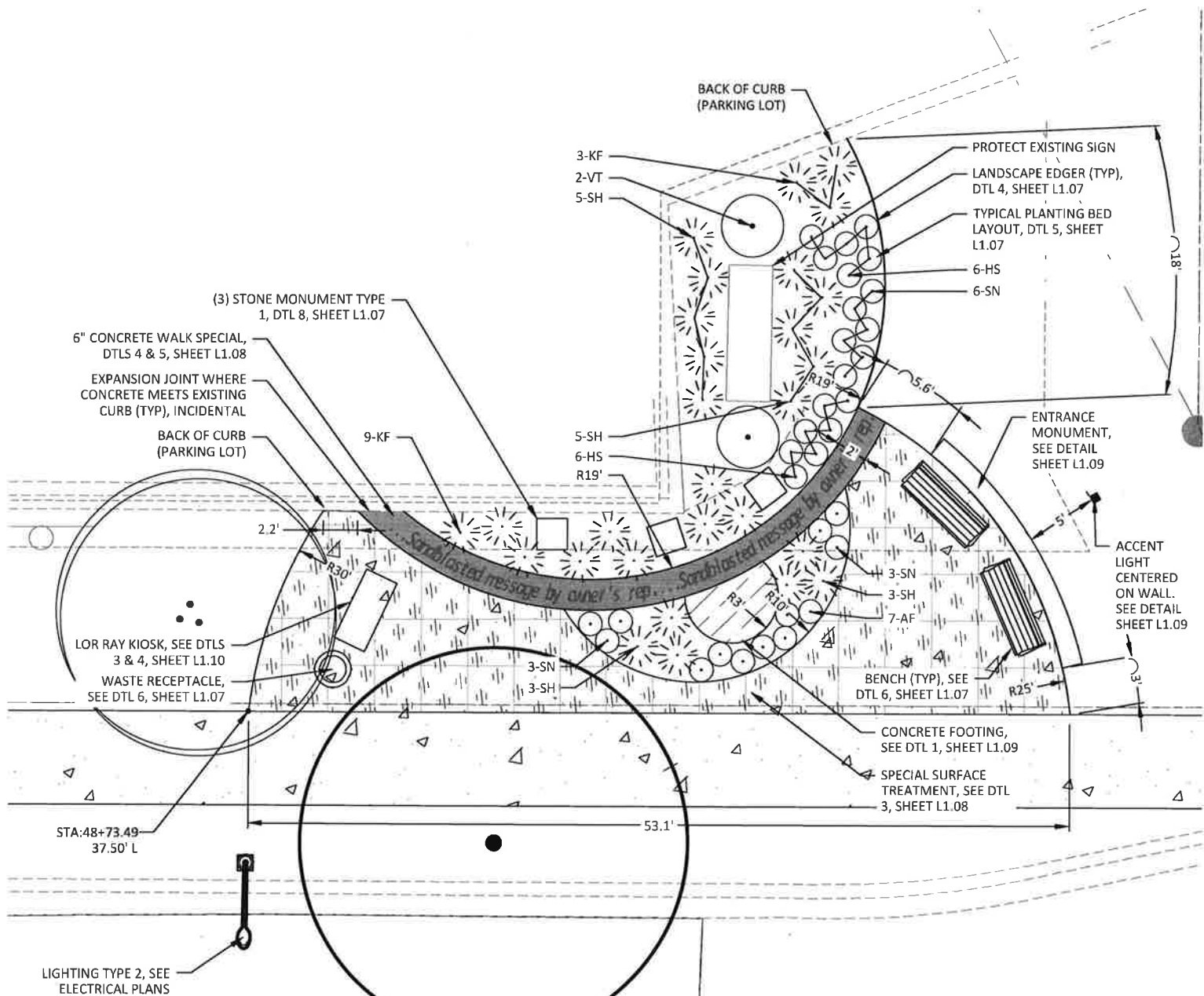
• Federal Funds – STP Small Urban	\$1,159,414
• State Funds – Local Road Improvement Program:	\$700,000
• Municipal State Aid Funds	\$727,293
• City Funds	\$727,293
• <b>Total</b>	<b>\$3,314,000</b>



**Project Schedule:**

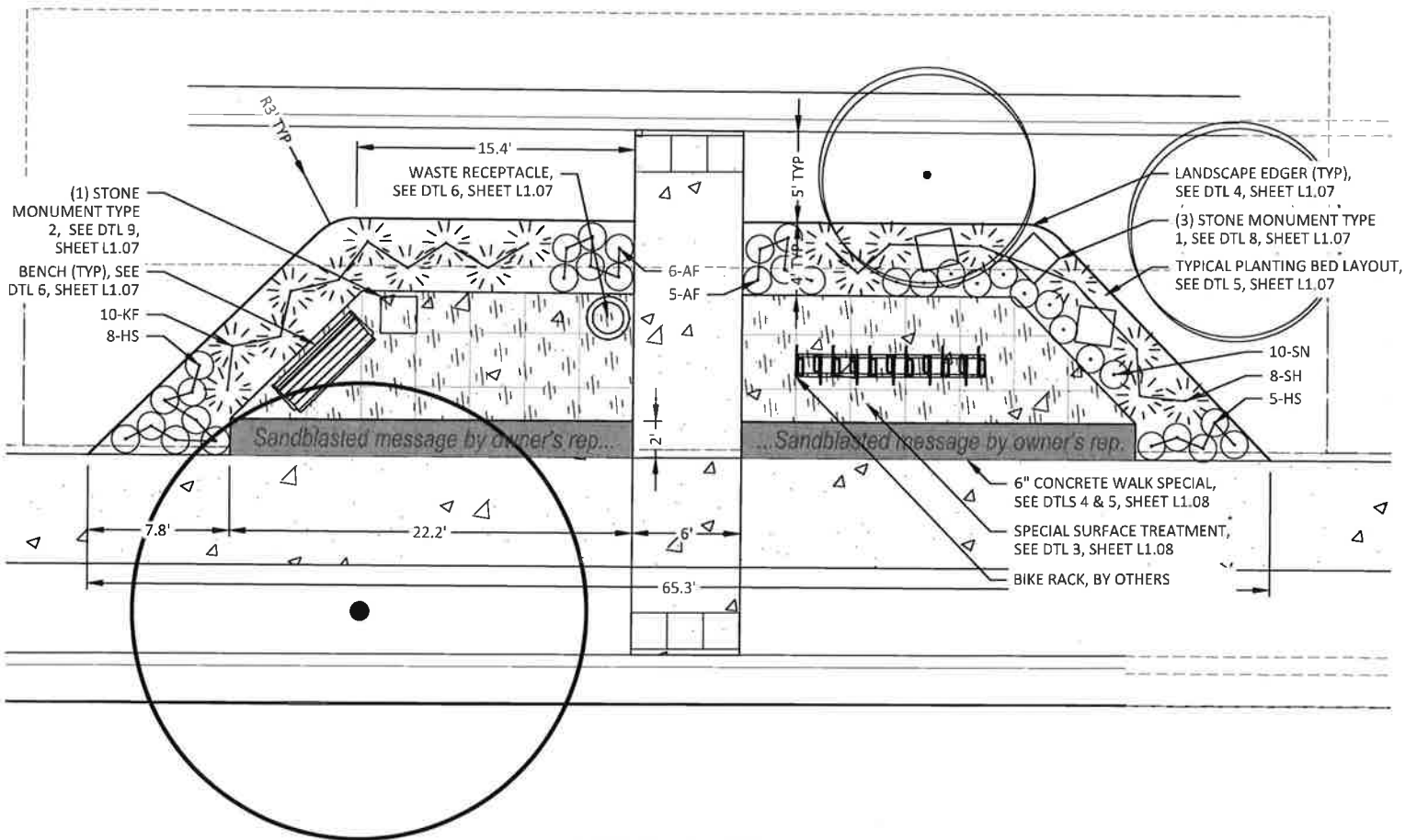
Date	Task
April 1, 2019	Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
May 2, 2019	Open Bids
June 3, 2019	Assessment Hearing
May 6, 2019	Resolution Adopting Assessment and Resolution Awarding Contract
June 17, 2019	Begin Construction (Approx.)
August 30, 2019	Roe Crest Drive to Lor Ray Drive Substantially Complete (Approx.)
September 27, 2019	Construction Complete (Approx.)

**Recommended Action:** Adopt resolution approving plans and specifications and ordering advertisement for bids. Copy of resolution is included in Council Packet.



COMMERCE DRIVE

PEDESTRIAN NODE - LOR RAY DRIVE NW

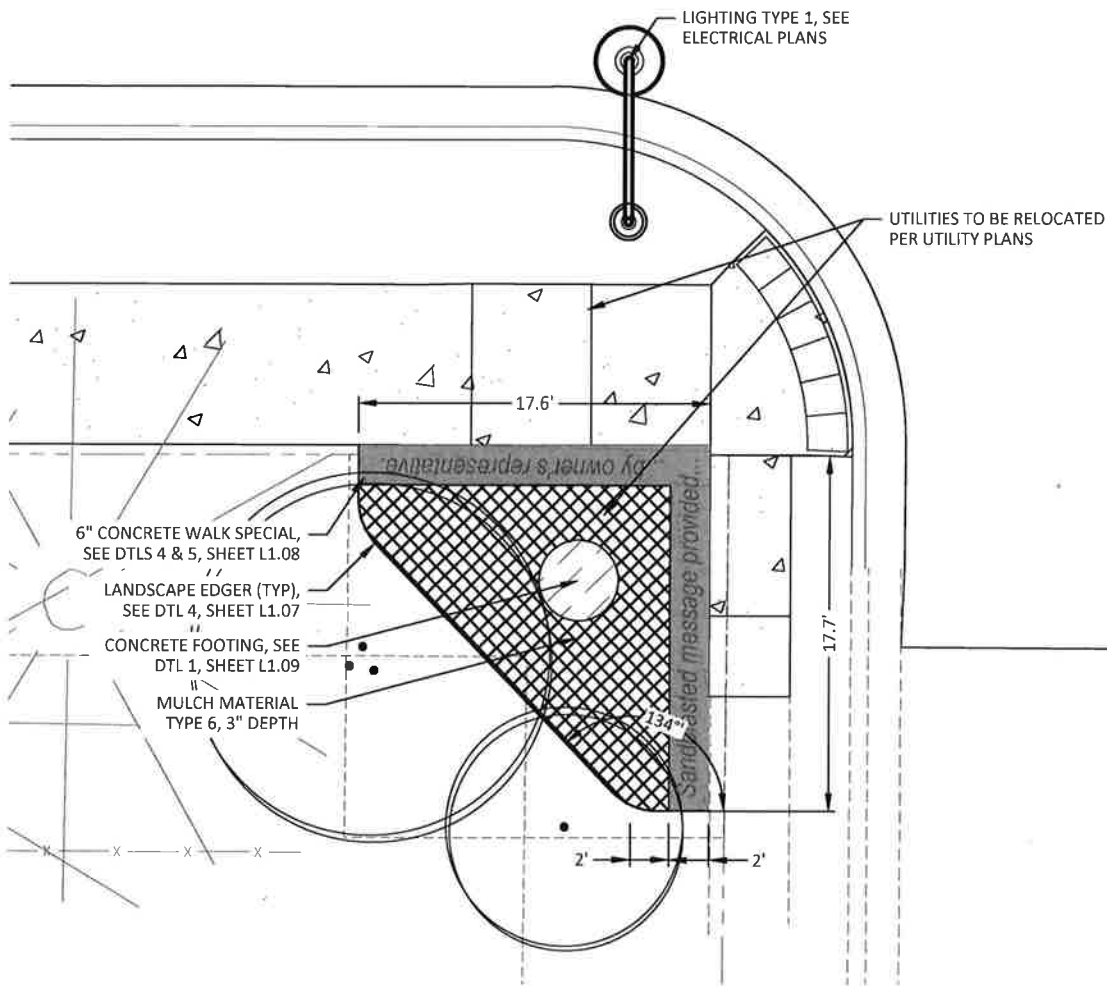


COMMERCE DRIVE

## PEDESTRIAN NODE - KWIK TRIP

COMMERCE DRIVE

ROE CREST DRIVE

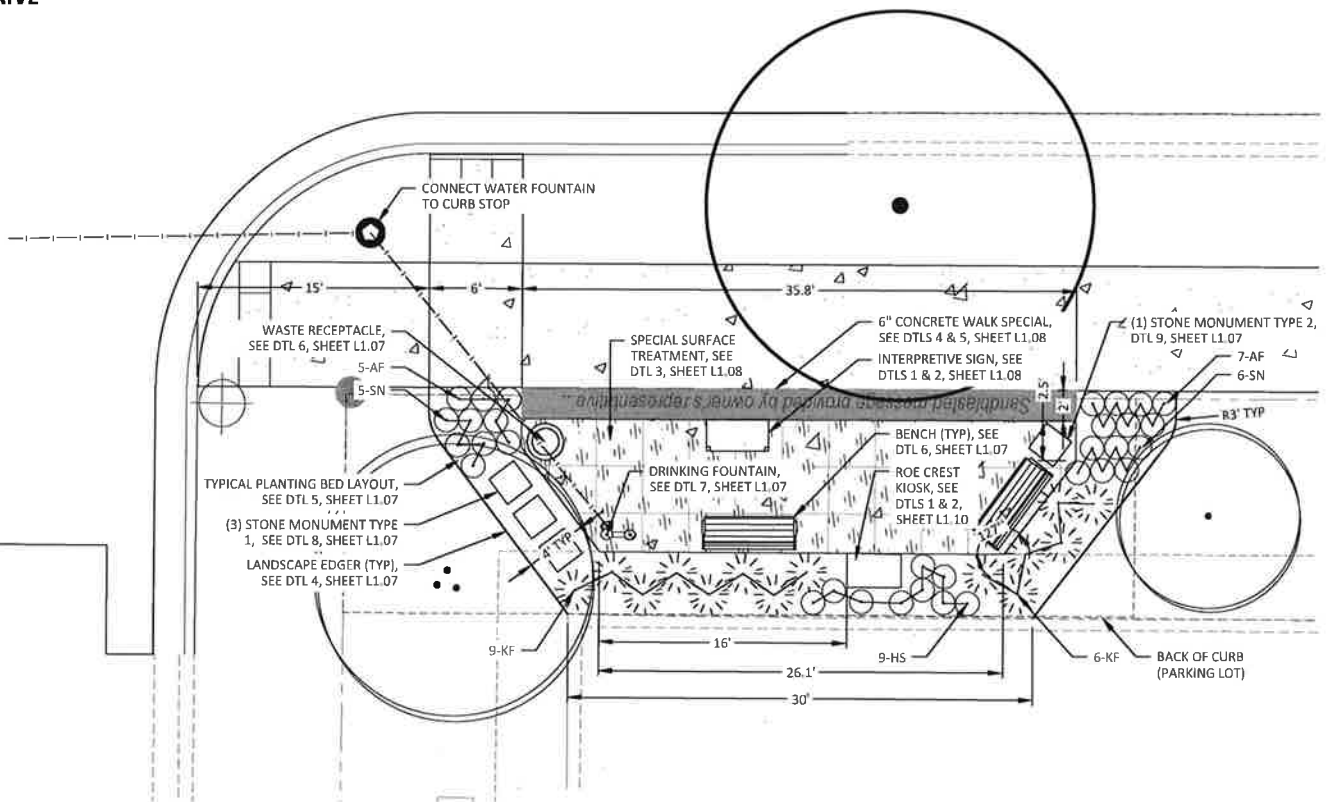


PEDESTRIAN NODE - ROE CREST DRIVE SW



COMMERCE DRIVE

ROE CREST DRIVE



## PEDESTRIAN NODE - ROE CREST DRIVE SE