

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 June 17, 2019. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Norland, Oachs, Whitlock, and Steiner, City Administrator Harrenstein, City Attorney Kennedy, Finance Director McCann, Public Works Director Host, and City Clerk Van Genderen. Absent: Community Development Director Fischer.

### **Approval of Agenda**

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

### **Peppers Week Proclamation**

*WHEREAS, Mankato Area Girls Fastpitch Association (MAGFA) was started in 1982 and became known as the "Peppers" because the first sponsor was Dr. Pepper; and*

*WHEREAS, MAGFA supports and encourages girls and young women to become involved in softball; and*

*WHEREAS, more than 4,800 girls participated in softball over the last 10 years and that number looks to increase in the next 10 years; and*

*WHEREAS, Peppers will host a National Professional Fastpitch team in North Mankato during June-August, 2019; and*

*WHEREAS, the Peppers National Professional Fastpitch team will bring 15 International teams to North Mankato in 2019; and*

*WHEREAS, over 150 teams are expected for Peppers Week 2019 during Rising Stars & Peppers Classic Tournament; and*

*WHEREAS, Girls Fastpitch brings an estimated 5,000 visitors to the greater Mankato area and generates a significant economic impact to the area.*

*NOW THEREFORE I, Mark Dehen, Mayor of North Mankato, proclaim June 18-July 6, 2019 as:*

### **PEPPERS WEEK**

*And I call this observance to the attention of all of our citizens.*

### **Approval of Council Meeting Minutes June 3, 2019**

**Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of June 3, 2019. Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Consent Agenda**

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

- A. Bills and Appropriations.
- B. Res. No. 49-19 Approving Donations/Contributions/Grants.
- C. Approved Parade Permit for the North Mankato Fun Days Kiddie Parade on July 12, 2019, from 6:15-7:00 p.m.
- D. Approved Parade Permit for the North Mankato Fun Days Parade on July 13, 2019, Parade starts at 11:00 a.m.
- E. Approved Audio Permit for the Spinners Patio on June 29, 2019, from 12:00 to 6:00 p.m.

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

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

Barb Church, 102 Wheeler Avenue, appeared before Council and discussed Item 10C, indicating she thought the discussion should include examples and benefits of participation in the Greater Mankato Regional Marketplace.

**Business Items**

**Set Public Hearing for 7:00 p.m. on July 1, 2019, to Consider Ordinance NO. 116, Amending North Mankato City Code, Title XV: Land Usage Chapter 152 Manufactured Mobile Home Dwelling Parks.**

City Administrator Harrenstein reported the Planning Commission had reviewed a request from Cal-Am to amend City Code to reduce the minimum separation of mobile/manufactured homes from 20 feet to 10 feet and upon review recommended denying the request. The City Council subsequently accepted the Planning Commission's recommendation and denied the request. During the discussion, it was determined it might be beneficial to amend City Code to allow accessory structures to be as close to the primary dwelling as allowed by State Fire and Building Codes provided there is a minimum of 10 feet separation between any other structure. City Administrator Harrenstein reported the motion would set a public hearing at 7:00 p.m. on July 1, 2019, to consider Ordinance No. 116.

**Council Member Norland moved, seconded by Council Member Oachs to Set a Public Hearing for 7:00 p.m. on July 1, 2019, to Consider Ordinance No. 116, Amending North Mankato City Code, Title XV: Land Usage Chapter 152 Manufactured Mobile Home Dwelling Parks. Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Res. No. 50-19 Approving MN/DOT Agreement No. 1033943 Grant Agreement for State Transportation Fund (Local Road Improvement Program) and Grant Terms and Conditions 2019 Commerce Drive Improvement Project SP 150-119-003, MINN Proj No. STPF, 5219, (102).**

City Engineer Sarff appeared before Council and reported the agreement with MnDOT is for the \$700,000 in State funds from the Local Road Improvement Grant. The agreement allows the City to receive the funds. Council Member Steiner requested clarification on the start date. City Engineer Sarff reported the anticipated start date is July 1, 2019. **Council Member Norland moved, seconded by Council Member Steiner to Adopt Res. No. 50-19 Approving MN/DOT Agreement No. 1033943 Grant Agreement for State Transportation Fund (Local Road Improvement Program) and Grant Terms and Conditions 2019 Commerce Drive Improvement Project SP 150-119-003,**

**MINN Proj No. STPF 5219 (102). Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Approved a Joint Economic Development Services Agreement Regarding the Greater Mankato Regional Marketplace.**

John Considine, Greater Mankato Growth's Business Development Resource Manager, appeared before Council and reviewed the updates to the agreement which included Marketplace Enhancements, increased program services, and updates on partners and clarification on services. Mr. Considine reviewed some of the services REDA provided which included assistance with Requests for Information from businesses looking to relocate or expand, assistance with meeting with local businesses, and the provision of resources to the City of North Mankato. City Administrator Harrenstein reported REDA has worked with North Mankato and provided volumes of research and data, provided information to businesses interested in relocating to North Mankato, and helped create cooperation within the region. Council Member Steiner requested clarification on if a business was interested in locating in the Industrial Park if the City of North Mankato has control over that process. Mr. Considine assured Council the City has complete control and works to support that growth.

**Council Member Norland moved, seconded by Council member Whitlock to approve the Joint Economic Development Services Agreement Regarding the Greater Mankato Regional Marketplace.**

**Open Forum**

Tom Hagen, 927 Lake Street, appeared before Council and commented on the Historic Context Study and historic preservation.

Phil Henry, 1300 Noretta Drive, appeared before Council and commented on taxes in North Mankato and deer.

**City Administrator and Staff Comments**

City Administrator Harrenstein reported that Movies in the Park would be held on June 22<sup>nd</sup> at Wheeler Park and activities begin at 7:00 p.m. with the movie starting at dusk. He reported Casting with a Cop will occur on Sunday, June 23<sup>rd</sup>, at 9 am to 11 am at Mill Pond at Riverside Park in St. Peter and to contact Officer Hughs who is coordinating the effort between St. Peter, Nicollet County, and North Mankato. City Administrator Harrenstein reported Miss Fun Days coronation would occur on July 10<sup>th</sup> in Wheeler Park.

Public Works Director Host reported progress is being made on the swim facility and Benson Park parking lot has been poured, and the excavation for the Benson shelter is underway.

**Mayor and Council Comments**

Council Member Oachs reported Miss Fun Days Coronation would occur on July 10<sup>th</sup> at Wheeler park at 6:00 p.m.

Council Member Norland reported she reviewed the Historic Context Study and enjoyed the report.

Mayor Dehen reported a lot of activities are planned around Fun Days for the 120<sup>th</sup>-anniversary celebration.

Mayor Dehen read a thank you from Bridges school for the swim pass donation to their silent auction.

At 7:38 p.m. on a motion by Council Member Steiner, seconded by Council Member Whitlock 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 at 443 Belgrade Avenue on June 24, 2019. Mayor Dehen called the meeting to order at 12:00 p.m. The following were present for roll call: Mayor Dehen, Council Members Steiner, Norland, and Whitlock, City Administrator Harrenstein, Community Development Director Fischer, Finance Director McCann, Police Chief Gullickson, Public Works Director Host, and City Clerk Van Genderen. Absent: Council Member Oachs.

### **2018 Annual Police Report**

Police Chief Gullickson reviewed the 2018 Annual Police Report. He stated the five pillars of the organization are to prevent crime; problem-solving, intelligence-led policing, collaboration, and continual improvement. The Police Department is values-based not rules-based, and the goals are to provide quality law enforcement and prevent crime. The report reviewed the Police Officer continuing education, the different divisions of the department, special assignments, and the Police Reserve. A review of Part 1 and Part 2 Crimes revealed a low crime rate with a less than ½ of 1% chance of being a victim of crime in North Mankato. Police Chief Gullickson reported the department now has the policy of at least two officers on duty at all times, even during overnights. The Police Department does have the opportunity to have unallocated patrol time, which allows officers to have extra patrols and provide patrols for homeowners on vacation.

### **The Landing Phase 4-Lexington Lane Extension**

City Administrator Harrenstein reported there is interest in an extension in the reserve development currently owned by KWS. Part of the extension includes a deep sewer to service this area and future expansion. He reported staff was requesting the Council consider financing the utility portion and finance the development improvements of the project with stringent requirements. Finance Director McCann reported the developers were requesting the City finance the infrastructure to be repaid with assessments. The City would require an agreement concerning the developers purchasing certain lots within a certain timeframe to cover the debt payment. Finance Director McCann reported Financial Advisor Tammy Omdal suggested using bank financing if the plan is to pay back the debt quickly. G.O. bonds have a minimum waiting period of 8 years before refinancing, and a bank loan could be repaid more quickly. Finance Director McCann reported the City would require the developers to mortgage the land to finance the project, protecting the City from loss. City Administrator Harrenstein reported the City has not taken on public financing of private developments since 2008. He reported the difference between previous agreements and this agreement is that KWS plans to pay back the project within three years and mortgage the ground, to protect the community's investment. Mayor Dehen reported concern due to the events that occurred during the recession and the City's current procedure of not financing private development infrastructure. He reported concern with the boom and bust cycle and that the City does not want to take on new private infrastructure debt at the end of a boom cycle. City Administrator Harrenstein reported the City would gather more information and flesh out the terms and bring the topic back at another Work Session.

### **Historic Recognition Program**

City Clerk Van Genderen reviewed the Historical Recognition Program and Implementation Plan. She reported the plan would provide North Mankatoan's an opportunity to become aware of their history and the places associated with that history, recognize historical places and buildings that contributed to the community's development and provide residents the opportunity learn about North Mankato's history. The program will include displays at the library, social media posts, historical

plaques, walking tours, website information, historical markers, and oral history program and cooperation with Nicollet County Historical Society to promote and present North Mankato History.

**Update on Electric Car Stations**

Mayor Dehen reported the information provided concerning electric car stations. Potential locations for an electric car station include Commerce Drive or Belgrade Avenue. He reported there were different levels of chargers that could be considered.

**Utility Bill Round Up Program**

Finance Director McCann reported restaurants have recently been offering the opportunity for customers to round up to the nearest dollar to donate money to a cause. The City of Belle Plaine implemented a utility bill round-up program to support their local youth programs. He stated the enclosed example shows that the City's utility billing system would be able to add the roundup option. If the Council decides to move forward with this program, the question would be where would the funds be used; possibilities include historical markers or art programs.

**Discussion on Judson Bottom Road**

Public Works Director Host reported there were two areas of disturbance and showed pictures of the rock slides, including boulders the size of cars on the road. He reported local experts reviewed the area and indicated snow and rain are getting behind the boulders and rocks, and the sand behind the rocks gives out causing a slide. Lookout Drive is not contributing to the slide as very little water is moved down the slope from Lookout Drive. No recent slides have occurred. Discussion was held by Council members, and it was suggested that the City clear the road and open it back up to traffic.

**Tour of the Former Municipal Building**

Mayor Dehen closed the Council Work Session at 1:00 p.m.

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Mayor

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City Clerk

**NOTICE OF PUBLIC HEARING  
TO AMEND NORTH MANKATO CITY CODE**

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 1<sup>st</sup> day of July 2019, to hold a public hearing to consider amending City Code Title XV: Land Usage, Chapter 152 Manufactured Mobile Home Dwelling Parks related to minimum separation of buildings. Proposed language and additional information may be obtained at the City Clerk's office or by calling 625-4141.

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

Dated this 17<sup>th</sup> day of June 2019.

April Van Genderen  
City Clerk  
City of North Mankato, Minnesota

**CITY CODE AMENDMENT-SECTION 152.20 (F)(1)**



## THE CITY OF NORTH MANKATO

SUBJECT: City Code Amendment-Mobile Home Separation  
APPLICANT: City of North Mankato  
LOCATION: Mobile/Manufactured Home Parks  
EXISTING ZONING: -  
DATE OF HEARING: June 13, 2019  
DATE OF REPORT: June 6, 2019  
REPORTED BY: Mike Fischer, Community Development Director

### APPLICATION SUBMITTED

Request to amend Section 152.20 (F)(1) of the City Code

### COMMENT

In May of 2019, Cal-Am Homes requested a City Code amendment to reduce the minimum separation of mobile/manufactured homes from 20 feet to 10 feet. Upon review by the Planning Commission, it was recommended to deny the request and amend the section of the City Code related to minimum separation of buildings based on discussions related to the original Cal-Am request. This was supported by the City Council. In summary, the current City Code regulation is as follows:

(F) *Required separation between mobile homes.*

(1) Mobile homes shall be separated from each other and from other buildings and structures by at least 20 feet or the sum of the heights of both trailer units, whichever is greater. Mobile homes placed end-to-end must have minimum clearance of 15 feet.

The proposed amendment to Section 152.20 (F)(1) is:

(F) *Required separation between mobile homes.*

(1) Mobile and manufactured homes shall be separated from each other and from other buildings and structures by at least 20 feet or the sum of the heights of both trailer units, whichever is greater. Mobile and manufactured homes placed end-to-end must have minimum clearance of 15 feet. Accessory structures may be as close to the primary dwelling as allowed by State Fire and Building Codes provided there is a minimum of 10 feet separation between any other structures.

As this is a City Code amendment, it is necessary for the Planning Commission to review the proposed amendment and hold public comment. The City Council would then hold a public hearing for the amendment.

**RECOMMENDATION**

Staff recommends approval of the proposed City Code amendment

**ORDINANCE NO. 116, FOURTH SERIES**

**AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,  
AMENDING NORTH MANKATO CITY CODE, TITLE XV: LAND USAGE, CHAPTER  
152 MANUFACTURED MOBILE HOME DWELLING PARKS**

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

**Section 1. Sections of North Mankato City Code, Title XV: Land Usage, Chapter 152 Manufactured Mobile Home Dwelling Parks are hereby amended as follows:**

152.20 Environmental, Open Space and Access Requirements

(A) *General requirements.* Condition of soil, ground water level, drainage, and topography shall not create hazards to the property or the health and safety of the occupants. The site should not be exposed to objectionable smoke, noise, odors, or other adverse influences and no portion subject to unpredictable or sudden flooding.

(B) *Area.* Minimum total park area shall be 10 acres.

(C) *Soil and ground cover requirements.* Exposed ground surfaces in all parts of every mobile home park shall be paved or covered with stone, screenings, or other solid material or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

(D) *Site drainage requirements.* The ground surface in all parts of every mobile home park shall be graded and equipped to drain all surface water in a safe, efficient manner.

(E) *Use requirements.*

(1) No part of any park shall be used for nonresidential purposes, except such uses that are required for the direct servicing and well-being of park residents and for the management and maintenance of the park.

(2) Nothing contained in this subsection shall be deemed as prohibiting the sale of a mobile home located on a mobile home stand and connected to the pertinent utilities.

(F) *Required separation between mobile homes.*

(1) Mobile and manufactured homes shall be separated from each other at least 20 feet. Mobile and manufactured homes placed end-to-end must have minimum clearance of 15 feet. Accessory structures may be as close to the primary dwelling as allowed by State Fire and Building Codes provided there is a minimum of 10 feet separation between any other structure.

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

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

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Mayor

ATTEST:

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City Clerk



City of North Mankato, MN

## Claims List - Regular

By Vendor Name

Date Range: 7-1-19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00008	A+ SYSTEMS GROUP	07/01/2019	Regular	0	218.40	91169
00009	A-1 KEY CITY LOCKSMITHS, INC	07/01/2019	Regular	0	66.00	91170
00012	ABDO, EICK & MEYERS, LLP	07/01/2019	Regular	0	9,500.00	91171
00029	AG SPRAY EQUIPMENT	07/01/2019	Regular	0	156.06	91172
03031	AMERICAN SOLUTIONS FOR BUSINESS	07/01/2019	Regular	0	40.00	91173
03053	ASPHALT ZIPPER	07/01/2019	Regular	0	3,570.00	91174
03051	BACKSTROM, FLOYD & JUDY	07/01/2019	Regular	0	662.50	91175
00113	BAKER & TAYLOR	07/01/2019	Regular	0	27.98	91176
02169	BLUE LINE SHARPENING & SALES	07/01/2019	Regular	0	70.00	91177
00172	BOHRER, TOM	07/01/2019	Regular	0	255.00	91178
00189	BRAUN INTERTEC CORPORATION	07/01/2019	Regular	0	3,012.50	91179
00195	BROCK WHITE COMPANY LLC	07/01/2019	Regular	0	32.15	91180
02608	BUD'S NUISANCE WILDLIFE REMOVAL LLC	07/01/2019	Regular	0	2,100.00	91181
03048	CADA	07/01/2019	Regular	0	500.00	91182
00232	CEMSTONE CONCRETE MATERIALS, LLC	07/01/2019	Regular	0	2,432.00	91183
02757	CINTAS	07/01/2019	Regular	0	181.65	91184
00252	CITY CENTER PARTNERSHIP	07/01/2019	Regular	0	10,000.00	91185
03044	CITY MOUSE	06/14/2019	Regular	0	900.00	91152
00274	COALITION OF GREATER MINNESOTA CITIES	07/01/2019	Regular	0	140.00	91186
00312	CULVER'S OF NORTH MANKATO	07/01/2019	Regular	0	374.00	91187
03049	DEICHMAN CONSTRUCTION	07/01/2019	Regular	0	156.33	91188
00074	EARL F. ANDERSEN INC.	07/01/2019	Regular	0	778.75	91189
00386	EMERGENCY APPARATUS MAINTENANCE, INC	07/01/2019	Regular	0	2,136.59	91190
00401	EXPRESS SERVICES, INC.	07/01/2019	Regular	0	390.87	91191
00404	FASTENAL COMPANY	07/01/2019	Regular	0	23.24	91192
00432	FLEETPRIDE	07/01/2019	Regular	0	5.68	91193
00449	FREE PRESS MEDIA	07/01/2019	Regular	0	329.99	91195
00447	FREE PRESS	07/01/2019	Regular	0	107.05	91194
03054	FRIEDRICHS, CHARLIE & BONNIE	07/01/2019	Regular	0	780.00	91196
00499	GRAINGER	07/01/2019	Regular	0	266.88	91198
00505	GREATER MANKATO DIVERSITY COUNCIL	07/01/2019	Regular	0	500.00	91199
00511	GREENCARE	07/01/2019	Regular	0	1,170.67	91200
00595	HY-VEE, INC.	07/01/2019	Regular	0	305.28	91201
00624	JM PROMOTIONS	07/01/2019	Regular	0	1,758.23	91202
03055	KELLY & SONS EXCAVATING, LLC	07/01/2019	Regular	0	6,075.00	91203
02371	KNOCKERBALL MANKATO	07/01/2019	Regular	0	160.00	91204
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	06/25/2019	Regular	0	652.93	91166
00754	LEAGUE OF MINNESOTA CITIES	07/01/2019	Regular	0	120.00	91205
00772	LITTLE FALLS MACHINE, INC.	07/01/2019	Regular	0	2,153.79	91206
00800	MADDEN, GALANTER, HANSEN, LLP	07/01/2019	Regular	0	903.05	91207
00819	MANKATO FORD, INC.	07/01/2019	Regular	0	566.51	91208
00834	MANKATO UNITED SOCCER CLUB	06/18/2019	Regular	0	20.58	91158
00834	MANKATO UNITED SOCCER CLUB	06/25/2019	Regular	0	12.10	91167
00837	MANTRONICS MAILING SYSTEMS, INC.	07/01/2019	Regular	0	187.50	91209
00869	MECHANICAL RESOURCES, INC.	07/01/2019	Regular	0	390.00	91210
02892	MICHEL'S TRAILER SALES	07/01/2019	Regular	0	1,795.29	91211
02842	MINNESOTA LIFE INSURANCE COMPANY	06/21/2019	Regular	0	971.78	91164
03022	MINNESOTA PAVING & MATERIALS	07/01/2019	Regular	0	622.46	91212
00996	MT BALLOONS	07/01/2019	Regular	0	275.00	91213
03043	NATE BOOTS	06/14/2019	Regular	0	400.00	91153
01071	NUSS TRUCK & EQUIPMENT, INC.	07/01/2019	Regular	0	2,890.68	91214
03020	NUTRIEN AG SOLUTIONS, INC.	07/01/2019	Regular	0	800.75	91215
03052	OERTEL ARCHITECTS, LTD.	07/01/2019	Regular	0	10,215.76	91216
02245	ONSITE	07/01/2019	Regular	0	3,046.40	91217
01106	PETTY CASH	07/01/2019	Regular	0	43.52	91218
02770	PFEFFER TREE SERVICE INC	07/01/2019	Regular	0	1,500.00	91219
02677	PIZZA RANCH	07/01/2019	Regular	0	774.46	91220

01130	POSTMASTER	06/25/2019	Regular	0	1,334.60	91168
01133	POWERPLAN/RDO EQUIPMENT	07/01/2019	Regular	0	1,435.81	91221
01139	PRECOCIOUS PYROTECHNICS, INC.	07/01/2019	Regular	0	32,500.00	91222
03050	PUBLISHERS WEEKLY	07/01/2019	Regular	0	99.00	91223
01170	RAMY TURF PRODUCTS	07/01/2019	Regular	0	720.00	91224
02931	REDEXIM TURF PRODUCTS	07/01/2019	Regular	0	49.51	91225
01190	REINHART FOODSERVICE LLC	07/01/2019	Regular	0	643.04	91226
03056	RODRIGUEZ, JEFF	07/01/2019	Regular	0	50.00	91227
01402	TIRE ASSOCIATES	07/01/2019	Regular	0	2,178.42	91228
01414	TOWMASTER	07/01/2019	Regular	0	647.60	91229
01433	TYLER TECHNOLOGIES	07/01/2019	Regular	0	10,567.75	91230
02041	ULINE	07/01/2019	Regular	0	5,466.71	91231
01504	WATCH GUARD VIDEO	07/01/2019	Regular	0	40.00	91232
01513	WELLS FARGO	07/01/2019	Regular	0	2,243.00	91233
01523	WENZEL AUTO ELECTRIC CO	07/01/2019	Regular	0	17.68	91234
03045	WINGERT, JOHN	06/14/2019	Regular	0	250.00	91154
00101	AT&T MOBILITY	06/18/2019	Bank Draft	0	27.70	DFT0003174
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	59.77	DFT0003195
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	41.42	DFT0003196
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	338.55	DFT0003197
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	1,482.04	DFT0003198
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	42.94	DFT0003199
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	36.90	DFT0003200
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	159.76	DFT0003201
02058	CONSOLIDATED COMMUNICATIONS	06/25/2019	Bank Draft	0	209.70	DFT0003202
02820	DESIGN & WINE	06/18/2019	Bank Draft	0	1,800.00	DFT0003173
00349	DISCOUNT PAPER PRODUCTS, INC.	06/17/2019	Bank Draft	0	143.98	DFT0003171
00608	INGRAM LIBRARY SERVICES	06/26/2019	Bank Draft	0	1,443.08	DFT0003203
00733	LAKES GAS CO #10	06/25/2019	Bank Draft	0	107.00	DFT0003193
00815	MANKATO CLINIC, LTD.	06/21/2019	Bank Draft	0	125.00	DFT0003189
01181	REGENTS OF THE UNIVERSITY OF MINNESOTA	06/18/2019	Bank Draft	0	435.00	DFT0003172
01322	SPRINT	06/25/2019	Bank Draft	0	35.62	DFT0003194
01335	STAPLES ADVANTAGE	06/13/2019	Bank Draft	0	194.51	DFT0003170
01335	STAPLES ADVANTAGE	06/19/2019	Bank Draft	0	262.12	DFT0003188
02591	UNITED TEAM ELITE	06/25/2019	Bank Draft	0	99.00	DFT0003192
00551	A.H. HERMEL COMPANY	07/03/2019	EFT	0	155.78	1910
03016	ACTIVE NETWORK	07/03/2019	EFT	0	3,600.00	1911
00028	AFFORDABLE TOWING OF MANKATO, INC.	07/03/2019	EFT	0	100.00	1912
00050	ALPHA WIRELESS COMMUNICATIONS	07/03/2019	EFT	0	64.51	1913
00059	AMERICAN LEGAL PUBLISHING CORP.	07/03/2019	EFT	0	203.00	1914
00105	AUTO VALUE MANKATO	07/03/2019	EFT	0	415.79	1915
00123	BATTERIES+BULBS	07/03/2019	EFT	0	108.62	1916
00164	BOBHOLZ, JACOB	07/03/2019	EFT	0	57.09	1917
00216	C & S SUPPLY CO, INC.	07/03/2019	EFT	0	62.42	1918
00264	CLARKE MOSQUITO CONTROL PRODUCTS, INC	07/03/2019	EFT	0	4,202.37	1919
00322	DALCO	07/03/2019	EFT	0	217.68	1920
00453	FREYBERG PETROLEUM SALES, INC.	07/03/2019	EFT	0	34.99	1921
00463	G & L AUTO SUPPLY, LLC	07/03/2019	EFT	0	173.05	1922
01098	GILLETTE GROUP/PEPSI-COLA	07/03/2019	EFT	0	7,628.79	1923
02560	GOLD MEDAL	07/03/2019	EFT	0	4,840.47	1924
02295	GRAYBAR	07/03/2019	EFT	0	61.14	1925
02841	HEALTHY PONDS	07/03/2019	EFT	0	86.03	1926
00680	J.J. KELLER & ASSOCIATES, INC.	07/03/2019	EFT	0	696.50	1927
00776	LLOYD LUMBER CO.	07/03/2019	EFT	0	1,525.08	1928
02575	LOCHER BROS, INC.	07/03/2019	EFT	0	3,110.70	1929
00793	M & M SIGNS, INC.	07/03/2019	EFT	0	770.00	1930
00825	MANKATO MOTOR COMPANY	07/03/2019	EFT	0	10.92	1931
02463	MCCANN, KEVIN	07/03/2019	EFT	0	32.13	1932
00874	MENARDS-MANKATO	07/03/2019	EFT	0	810.41	1933
00910	MINNESOTA VALLEY TESTING LAB, INC.	07/03/2019	EFT	0	451.40	1934
00956	MINNESOTA WASTE PROCESSING CO.	07/03/2019	EFT	0	27,392.13	1935
02323	MOBOTREX	07/03/2019	EFT	0	470.00	1936
01052	NORTH CENTRAL INTERNATIONAL	07/03/2019	EFT	0	322.80	1937
02005	PANTHEON COMPUTERS	07/03/2019	EFT	0	425.98	1938
01090	PARAGON PRINTING, MAILING & SPECIALTIES	07/03/2019	EFT	0	1,926.39	1939
01160	QUALITY OVERHEAD DOOR CO, INC	07/03/2019	EFT	0	100.00	1940
01164	RADER, DUANE A.	07/03/2019	EFT	0	22.49	1941

01179	RED FEATHER PAPER CO.	07/03/2019	EFT	0	501.69	1942
02281	REINDERS	07/03/2019	EFT	0	2,550.00	1943
02747	RENT-N-SAVE	07/03/2019	EFT	0	440.00	1944
01211	RIVER BEND BUSINESS PRODUCTS	07/03/2019	EFT	0	357.56	1945
01263	SCHWICKERT'S TECTA AMERICA LLC	07/03/2019	EFT	0	670.02	1946
01281	SIGN PRO	07/03/2019	EFT	0	145.00	1947
01419	TRAVERSE DES SIOUX LIBRARY COOPERATIVE	07/03/2019	EFT	0	2,251.03	1948
01492	WACO SCAFFOLDING & SUPPLY CO.	07/03/2019	EFT	0	188.69	1949
01552	WW BLACKTOPPING, INC	07/03/2019	EFT	0	245,281.70	1950
00234	CENTER POINT ENERGY	06/18/2019	Bank Draft	0	55.51	DFT0003177
02003	MINNESOTA DEPT OF REVENUE	06/20/2019	Bank Draft	0	6,935.91	DFT0003185
01477	VIKING ELECTRIC SUPPLY, INC.	06/18/2019	Bank Draft	0	425.00	DFT0003178
01477	VIKING ELECTRIC SUPPLY, INC.	06/18/2019	Bank Draft	0	227.13	DFT0003178
01477	VIKING ELECTRIC SUPPLY, INC.	06/21/2019	Bank Draft	0	265.95	DFT0003190
01477	VIKING ELECTRIC SUPPLY, INC.	06/21/2019	Bank Draft	0	74.86	DFT0003190
01557	XCEL ENERGY	06/18/2019	Bank Draft	0	37.25	DFT0003175
01557	XCEL ENERGY	06/18/2019	Bank Draft	0	167.23	DFT0003176
					<u>463,465.76</u>	<u>141</u>

## Authorization Signatures

### All Council

The above manual and regular claims lists for 7-1-19 are approved by:

\_\_\_\_\_  
MARK DEHEN- MAYOR

\_\_\_\_\_  
DIANE NORLAND- COUNCIL MEMBER

\_\_\_\_\_  
WILLIAM STEINER- COUNCIL MEMBER

\_\_\_\_\_  
SANDRA OACHS- COUNCIL MEMBER

\_\_\_\_\_  
JAMES WHITLOCK- COUNCIL MEMBER

## RESOLUTION 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
Eunice Simonson	Donation to Library	\$ 150.00
Jo Marie Robbins	Donation to Library	\$ 100.00
Georgia Rettmer	Donation to Library	\$ 50.00
Charles & Elizabeth Frost	Adopt a Family Swim Donation	\$ 40.00
Charles & Elizabeth Frost	Adopt a Family Swim Donation	\$ 160.00
Circle Inn of North Mankato LLC	Adopt a Family Swim Donation	\$ 40.00
Barb Scott	Adopt a Family Swim Donation	\$ 40.00
Vicki Lauruhn & Thomas Hager	Adopt a Family Swim Donation	\$ 40.00
Sheila & Michael Skilling	Adopt a Family Swim Donation	\$ 40.00
Kent & Janet Kvislen	Adopt a Family Swim Donation	\$ 80.00
Charles & Rosanne Bernard	Adopt a Family Swim Donation	\$ 40.00
Oak Terrace Senior Housing	Adopt a Family Swim Donation	\$ 120.00
David & Eileen Abel	Adopt a Family Swim Donation	\$ 40.00
Elna Bohlke	Adopt a Family Swim Donation	\$ 80.00
Diane Norland	Adopt a Family Swim Donation	\$ 40.00
TOTAL		\$1,060.00

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

\_\_\_\_\_  
Mayor

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



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11A	Department: Finance Department	Council Meeting Date: 7/1/19																																																				
<b>TITLE OF ISSUE: Consider Accepting the 2018 Comprehensive Annual Financial Report (CAFR).</b>																																																						
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Auditor's from Abdo, Eick &amp; Meyers, LLP will be presenting the CAFR.</b>																																																						
<i>If additional space is required, attach a separate sheet</i>																																																						
<b>REQUESTED COUNCIL ACTION: Accept the 2018 Comprehensive Annual Financial Report (CAFR).</b>																																																						
<p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Aye</th> <th style="text-align: center;">Nay</th> <th></th> </tr> </thead> <tbody> <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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </tbody> </table>	Aye	Nay		_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	<p style="text-align: center;"><b>SUPPORTING DOCUMENTS ATTACHED</b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Resolution</th> <th style="text-align: center;">Ordinance</th> <th style="text-align: center;">Contract</th> <th style="text-align: center;">Minutes</th> <th style="text-align: center;">Map</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="5">Other (specify) _____</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </tbody> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____					_____					_____					_____					_____				
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# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11B	Department: Community Dev.	Council Meeting Date: 7/1/19																																																									
<b>TITLE OF ISSUE: Consider Adopting Ordinance No. 116, Amending North Mankato City code, Title XV: Land Usage Chapter 152 Manufactured Mobile Home Dwelling Parks.</b>																																																											
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the Planning Commission Report. Community Development Director Fischer will be present to answer any questions.</b>																																																											
<i>If additional space is required, attach a separate sheet</i>																																																											
<b>REQUESTED COUNCIL ACTION: Adopt Ordinance No. 116, Amending North Mankato City code, Title XV: Land Usage Chapter 152 Manufactured Mobile Home Dwelling Parks.</b>																																																											
Motion By: _____ Second By: _____  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>Oachs</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>Whitlock</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>Steiner</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>Norland</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>Dehen</td> <td></td> <td></td> </tr> </table>	Vote Record:	Aye	Nay							_____	_____			Oachs				_____	_____			Whitlock				_____	_____			Steiner				_____	_____			Norland				_____	_____			Dehen			<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> <b>SUPPORTING DOCUMENTS ATTACHED</b> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Resolution</td> <td style="width: 15%;">Ordinance</td> <td style="width: 15%;">Contract</td> <td style="width: 15%;">Minutes</td> <td style="width: 15%;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <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> </tr> </table> Other (specify) <u>Report</u> _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**ORDINANCE NO. 116, FOURTH SERIES**

**AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,  
AMENDING NORTH MANKATO CITY CODE, TITLE XV: LAND USAGE, CHAPTER  
152 MANUFACTURED MOBILE HOME DWELLING PARKS**

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

**Section 1. Sections of North Mankato City Code, Title XV: Land Usage, Chapter  
152 Manufactured Mobile Home Dwelling Parks are hereby amended as follows:**

**152.20 Environmental, Open Space and Access Requirements**

(A) *General requirements.* Condition of soil, ground water level, drainage, and topography shall not create hazards to the property or the health and safety of the occupants. The site should not be exposed to objectionable smoke, noise, odors, or other adverse influences and no portion subject to unpredictable or sudden flooding.

(B) *Area.* Minimum total park area shall be 10 acres.

(C) *Soil and ground cover requirements.* Exposed ground surfaces in all parts of every mobile home park shall be paved or covered with stone, screenings, or other solid material or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

(D) *Site drainage requirements.* The ground surface in all parts of every mobile home park shall be graded and equipped to drain all surface water in a safe, efficient manner.

(E) *Use requirements.*

(1) No part of any park shall be used for nonresidential purposes, except such uses that are required for the direct servicing and well-being of park residents and for the management and maintenance of the park.

(2) Nothing contained in this subsection shall be deemed as prohibiting the sale of a mobile home located on a mobile home stand and connected to the pertinent utilities.

(F) *Required separation between mobile homes.*

(1) Mobile and manufactured homes shall be separated from each other at least 20 feet. Mobile and manufactured homes placed end-to-end must have minimum clearance of 15 feet. Accessory structures may be as close to the primary dwelling as allowed by State Fire and Building Codes provided there is a minimum of 10 feet separation between any other structure.

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

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

---

Mayor

ATTEST:

---

City Clerk

CITY CODE AMENDMENT-SECTION 152.20 (F)(1)

## THE CITY OF NORTH MANKATO

SUBJECT: City Code Amendment-Mobile Home Separation  
APPLICANT: City of North Mankato  
LOCATION: Mobile/Manufactured Home Parks  
EXISTING ZONING: -  
DATE OF HEARING: June 13, 2019  
DATE OF REPORT: June 6, 2019  
REPORTED BY: Mike Fischer, Community Development Director

### APPLICATION SUBMITTED

Request to amend Section 152.20 (F)(1) of the City Code

### COMMENT

In May of 2019, Cal-Am Homes requested a City Code amendment to reduce the minimum separation of mobile/manufactured homes from 20 feet to 10 feet. Upon review by the Planning Commission, it was recommended to deny the request and amend the section of the City Code related to minimum separation of buildings based on discussions related to the original Cal-Am request. This was supported by the City Council. In summary, the current City Code regulation is as follows:

(F) *Required separation between mobile homes.*

(1) Mobile homes shall be separated from each other and from other buildings and structures by at least 20 feet or the sum of the heights of both trailer units, whichever is greater. Mobile homes placed end-to-end must have minimum clearance of 15 feet.

The proposed amendment to Section 152.20 (F)(1) is:

(F) *Required separation between mobile homes.*

(1) Mobile and manufactured homes shall be separated from each other ~~and from other buildings and structures by~~ at least 20 feet ~~or the sum of the heights of both trailer units, whichever is greater.~~ Mobile and manufactured homes placed end-to-end must have minimum clearance of 15 feet. Accessory structures may be as close to the primary dwelling as allowed by State Fire and Building Codes provided there is a minimum of 10 feet separation between any other structures.

As this is a City Code amendment, it is necessary for the Planning Commission to review the proposed amendment and hold public comment. The City Council would then hold a public hearing for the amendment.

RECOMMENDATION

Staff recommends approval of the proposed City Code amendment

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11C	Department: Administration	Council Meeting Date: 7/1/19																																															
<b>TITLE OF ISSUE: Consider Approving the Operating Service Agreement for the All Seasons Arena.</b>																																																	
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached are both a redlined and clean copy of the Operating Service Agreement with All Seasons Arena.</b>																																																	
<i>If additional space is required, attach a separate sheet</i>																																																	
<b>REQUESTED COUNCIL ACTION: Approve the Operating Service Agreement for the All Seasons Arena.</b>																																																	
<p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Aye</th> <th style="text-align: center;">Nay</th> <th></th> </tr> </thead> <tbody> <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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </tbody> </table>	Aye	Nay		_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	<p style="text-align: center;"><b>SUPPORTING DOCUMENTS ATTACHED</b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Resolution</th> <th style="text-align: center;">Ordinance</th> <th style="text-align: center;">Contract</th> <th style="text-align: center;">Minutes</th> <th style="text-align: center;">Map</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="5">Other (specify) _____</td> </tr> <tr> <td colspan="5">_____</td> </tr> <tr> <td colspan="5">_____</td> </tr> <tr> <td colspan="5">_____</td> </tr> </tbody> </table>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____					_____					_____					_____				
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## **OPERATING SERVICE AGREEMENT**

This Agreement is made between the City of Mankato, the City of North Mankato, the City of Skyline, the City of Eagle Lake, and County of Blue Earth, (hereinafter jointly referred to as "Owners") and Independent School District 77 (hereinafter referred to as "Operator").

The parties agree that the All Seasons Arena is an asset to the citizens living within the geographical boundaries of the governmental units involved in the Agreement. They further agree that said facility is to be operated in the best interest of the general public. Now, therefore, in order to meet those requirements, it is hereby agreed by the parties hereto as follows:

1.) The Operator shall manage the All Seasons Arena facility through the Community Education and Recreation Advisory Council (CERAC) and Community Education and Recreation Department (CER), an agency of Independent School District 77. CER shall conduct the day-to-day activities and operations at the Arena facility. The Operator shall consult with the Arena Board with reference to operating methods, procedures, programming, and policy. Job descriptions of fulltime employees, salaries, benefits, and individual responsibilities of employees shall be determined by the Arena Board, with input and recommendations for same to be furnished by CERAC/CER. All fulltime employees and personnel will be hired, selected and approved by the Arena Board and shall serve at the discretion of and under such conditions as are established by the Board and employee in any employment agreement which may be established. All fulltime employees shall be reviewed and evaluated on at least an annual basis to determine retention and any adjustments in salary or benefits as may be appropriate..

2.) The Operator shall be responsible for maintaining the financial records and statements of the All Seasons Arena in conformity of Generally Accepted Accounting Principles (GAAP). An audit of the financial statements shall be performed by an independent auditing firm annually. A statement of income and expenses will be prepared by the Operator and presented to the Arena Board on a monthly basis.

3.) The Operator shall limit expenditures to budgeted amount and shall not incur expenses outside budget limitations except with the consent of the Owners.

4.) The Operator shall not be required to advance any funds or pay any portion of the expenses except from income received by the Operator pursuant to the terms of this Agreement.

5.) The term of the Operator's Agreement shall be for a period of three (3) years, expiring June 30, 2022, unless renewed by mutual agreement.

6.) The governmental units designated as Owners shall provide to the Operator the sum of forty thousand dollars (\$40,000) in operating funds per operating year. Proportions are to be based on the formula as outlined in Exhibit A attached hereto and incorporated by reference. Said operating funds are to be requested in writing within fifteen (15) days' notice of desired receipt date. If the census formula changes by 5% or more, adjustment will be made to the formula accordingly. The governmental units will be notified if changes are made.

7.) The Operator does further agree to keep in full force and effect during the terms of this contract, either individually or through Independent School District 77, a general liability insurance policy with coverage for bodily injury liability in the amount of at least two million dollars (\$2,000,000.00) per person, with a limit of one million dollars (\$1,000,000.00) per occurrence. The undersigned individuals state that they have the authority from their respective governmental units and that they execute this Agreement on behalf of said governmental units.

City of Mankato:

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of North Mankato

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of Skyline

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of Eagle Lake

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

County of Blue Earth

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

Independent School District 77:

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

Exhibit A:

ALL SEASONS ARENA

OWNERSHIP FORMULA

<u>Unit</u>	<u>Unit Share 5-Owners</u>	<u>Owner Share</u>
Mankato	<del>64.7352%</del> 66.597 %	<del>\$25,894.00</del> \$26,638.61
North Mankato	<del>21.7756%</del> 21.883 %	<del>\$8,710.00</del> \$ 8,753.29
Blue Earth County	<del>12.7801%</del> 6.523 %	<del>\$5,112.00</del> \$ 2,609.15
Eagle Lake	4.524 %	\$1,809.57
Skyline	<del>.7091%</del> .473%	<del>\$284.00</del> \$189.38
		\$40,000.00

## **OPERATING SERVICE AGREEMENT**

This Agreement is made between the City of Mankato, the City of North Mankato, the City of Skyline, the City of Eagle Lake, and County of Blue Earth, (hereinafter jointly referred to as "Owners") and Independent School District 77 (hereinafter referred to as "Operator").

The parties agree that the All Seasons Arena is an asset to the citizens living within the geographical boundaries of the governmental units involved in the Agreement. They further agree that said facility is to be operated in the best interest of the general public. Now, therefore, in order to meet those requirements, it is hereby agreed by the parties hereto as follows:

1.) The Operator shall manage the All Seasons Arena facility through the Community Education and Recreation Advisory Council (CERAC) and Community Education and Recreation Department (CER), an agency of Independent School District 77. CER shall conduct the day-to-day activities and operations at the Arena facility. The Operator shall consult with the Arena Board with reference to operating methods, procedures, programming, and policy. Job descriptions of fulltime employees, salaries, benefits, and individual responsibilities of employees shall be determined by the Arena Board, with input and recommendations for same to be furnished by CERAC/CER. All fulltime employees and personnel will be hired, selected and approved by the Arena Board and shall serve at the discretion of and under such conditions as are established by the Board and employee in any employment agreement which may be established. All fulltime employees shall be reviewed and evaluated on at least an annual basis to determine retention and any adjustments in salary or benefits as may be appropriate..

2.) The Operator shall be responsible for maintaining the financial records and statements of the All Seasons Arena in conformity of Generally Accepted Accounting Principles (GAAP). An audit of the financial statements shall be performed by an independent auditing firm annually. A statement of income and expenses will be prepared by the Operator and presented to the Arena Board on a monthly basis.

3.) The Operator shall limit expenditures to budgeted amount and shall not incur expenses outside budget limitations except with the consent of the Owners.

4.) The Operator shall not be required to advance any funds or pay any portion of the expenses except from income received by the Operator pursuant to the terms of this Agreement.

5.) The term of the Operator's Agreement shall be for a period of three (3) years, expiring June 30, 2022, unless renewed by mutual agreement.

6.) The governmental units designated as Owners shall provide to the Operator the sum of forty thousand dollars (\$40,000) in operating funds per operating year. Proportions are to be based on the formula as outlined in Exhibit A attached hereto and incorporated by reference. Said operating funds are to be requested in writing within fifteen (15) days' notice of desired receipt date. If the census formula changes by 5% or more, adjustment will be made to the formula accordingly. The governmental units will be notified if changes are made.

7.) The Operator does further agree to keep in full force and effect during the terms of this contract, either individually or through Independent School District 77, a general liability insurance policy with coverage for bodily injury liability in the amount of at least two million dollars (\$2,000,000.00) per person, with a limit of one million dollars (\$1,000,000.00) per occurrence. The undersigned individuals state that they have the authority from their respective governmental units and that they execute this Agreement on behalf of said governmental units.

City of Mankato:

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of North Mankato

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of Skyline

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

City of Eagle Lake

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

County of Blue Earth

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

Independent School District 77:

BY \_\_\_\_\_ Its \_\_\_\_\_

DATE \_\_\_\_\_

Exhibit A:

ALL SEASONS ARENA

OWNERSHIP FORMULA

<u>Unit</u>	<u>Unit Share 5-Owners</u>	<u>Owner Share</u>
Mankato	66.597 %	\$26,638.61
North Mankato	21.883 %	\$ 8,753.29
Blue Earth County	6.523 %	\$ 2,609.15
Eagle Lake	4.524 %	\$1,809.57
Skyline	.473%	\$189.38
		\$40,000.00



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



Agenda Item #11D	Department: Administration	Council Meeting Date: 7/1/19																											
<b>TITLE OF ISSUE: Consider Adopting Resolution Accepting Bid Project No. 19-03 North Ridge Ravine Improvements-Phase 1.</b>																													
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the attached memo from Bolton and Menk concerning the bid. City staff recommends approval of the bid.</b>																													
<i>If additional space is required, attach a separate sheet</i>																													
<b>REQUESTED COUNCIL ACTION: Adopt Resolution Accepting Bid Project No. 19-03 North Ridge Ravine Improvements-Phase 1.</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>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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> <b>SUPPORTING DOCUMENTS ATTACHED</b> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 20%;">Resolution</td> <td style="text-align: center; width: 20%;">Ordinance</td> <td style="text-align: center; width: 20%;">Contract</td> <td style="text-align: center; width: 20%;">Minutes</td> <td style="text-align: center; width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>    Memo    </u> _____ _____ _____ _____	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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Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

June 26, 2019

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

RE: North Ridge Ravine Improvements – Phase 1  
City Project No. 19-03  
BMI Project No. M18.117757

Dear Mr. Harrenstein,

Bids were received and opened on Tuesday, June 25<sup>th</sup> at 11:30am for North Ridge Ravine Improvements – Phase 1. Two (2) bids were received and the results of the bids are tabulated below:

<b>Bidder</b>	<b>Bid Amount</b>
R & R Excavating, Inc.	\$709,915.25
Holtmeier Construction, Inc.	\$722,184.43

The Engineer's Estimate for the project was \$661,000. The low bidder for the project is R & R Excavating, Inc. from Hutchinson, Minnesota. The low bid is approximately 7.4% above the Engineer's Estimate and the next lowest bid is approximately 1.7% over the low bid. Based on our discussion with the low bidder and our analysis of the bid, it appears that the higher costs were due to some of the unique and challenging aspects of the project, including access to the site and dealing with storm water runoff flow in the ravine during construction. It appears that our Engineer's Estimate may not have had enough cost allocated to address these items.

Based on our research regarding past performance on similar projects, it is our opinion that R & R Excavating, Inc. is qualified to perform the work required under this contract. We hereby recommend that R & R Excavating, Inc. be awarded the contract based on the contract amount of \$709,915.25.

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 ACCEPTING BID  
PROJECT NO. 19-03  
NORTH RIDGE RAVINE IMPROVEMENTS – PHASE I

WHEREAS, pursuant to an advertisement for bids for Project No. 19-03, North Ridge Ravine Improvements – Phase I, bids were received, opened, and tabulated according to the law, and

WHEREAS the following bids were received complying with the advertisement:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
R & R Excavating, Inc.	\$709,915.25
Holtmeier Construction, Inc.	\$722,184.43

AND WHEREAS, it appears that R & R Excavating, Inc. of Hutchinson, Minnesota is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, AS FOLLOWS:

- 1) The Mayor and Administrator are hereby authorized and directed to enter into a construction contract with R & R Excavating, Inc. of Hutchinson, Minnesota in the name of the City of North Mankato, Minnesota for the Project No. 19-03, North Ridge Ravine Improvements – Phase I, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- 2) The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

\_\_\_\_\_  
Mayor

ATTEST:

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #11E	Department: Administration	Council Meeting Date: 7/1/19																												
<b>TITLE OF ISSUE:</b> Consider Adopting Resolution Authorizing North Mankato's Local Consent for the Mankato/North Mankato Area Planning Organization to Undertake a Corridor Study of Highway 169 from Lake Street Northwest to State Highway 60 and also Providing Conditions of that Local Consent.																														
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> City staff recommends the adoption of the attached resolution.																														
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<b>REQUESTED COUNCIL ACTION:</b> Adopt Resolution Authorizing North Mankato's Local Consent for the Mankato/North Mankato Area Planning Organization to Undertake a Corridor Study of Highway 169 from Lake Street Northwest to State Highway 60 and also Providing Conditions of that Local Consent.																														
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>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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> <b>SUPPORTING DOCUMENTS ATTACHED</b> </div> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____ _____		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 AUTHORIZING NORTH MANKATO'S LOCAL CONSENT FOR THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION TO UNDERTAKE A CORRIDOR STUDY OF HIGHWAY 169 FROM LAKE STREET NORTHWEST TO STATE HIGHWAY 60 AND ALSO PROVIDING CONDITIONS OF THAT LOCAL CONSENT**

**WHEREAS**, in 1996, area governments decided that an area transportation plan was needed. This resulted in a coordinated effort to produce the Mankato Area Transportation & Planning Study (MATAPS); and

**WHEREAS**, an update of MATAPS was completed in 2003 and 2012; and

**WHEREAS**, a reoccurring component of MATAPS was Highway 169 corridor improvements; and

**WHEREAS**, the Mankato/North Mankato Area Planning Organization Policy Board (MAPO) budgeted funds for the Highway 169 Corridor Study from Lake Street Northwest to State Highway 60 to be completed in 2019; and

**WHEREAS**, proceeding with corridor studies requires a resolution of consent from local governments included in the study; and

**WHEREAS**, a critical intersection along the Highway 169 Corridor is at Webster Avenue where many North Mankato businesses rely on unrestricted access and turning movements on and off Highway 169; and

**WHEREAS**, in 2017, the City of North Mankato held business engagement meetings with area businesses to discuss the importance of the Highway 169 and Webster Avenue intersection; and

**WHEREAS**, it was evident that all participating area businesses believe that both north and southbound access from Webster Avenue to Highway 169 is critical to the success of their businesses, and do not support any planning efforts which would restrict turning movements on or off of Highway 169 at Webster Avenue; and

**WHEREAS**, the official position of the City of North Mankato is Webster Avenue shall remain open as a full access intersection with no restriction on turning movements and this has been North Mankato's position for over twenty years; and

**WHEREAS**, Webster Avenue is a critical full access intersection for both transportation and emergency response in Lower North Mankato; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, AS FOLLOWS:**

1. The North Mankato City Council supports the inclusion of a Highway 169 Corridor Study in the 2019 MAPO work plan subject to the following condition:
  - a. The study will include maintaining a full access intersection at Webster Avenue that is supported by the City of North Mankato.
2. If the study includes an option for relocating the Webster Avenue intersection, North Mankato's support for the recommendations is conditioned on the following:
  - a. All existing businesses in the corridor are provided with an economically viable and safe access.
  - b. Any new proposed location of the Webster Avenue intersection must remain within the boundaries (present or expanded) of the City of North Mankato.
  - c. Any new proposed location for the Webster Avenue intersection must include an area that is economically viable and feasible for redevelopment and reinvestment.

d. Any new proposed location of the Webster Avenue intersection will include a safe outlet for residents in Lower North Mankato, and that access point must be within the municipal boundaries (present or expanded) of North Mankato.

3. An oversight committee be established for the project, including one staff member from the City of North Mankato, one staff member from the City of Mankato, and one staff member from the Minnesota Department of Transportation. This committee will be responsible for issuing, receiving proposals, interviewing prospective firms, recommending firms for selection to the MPO board, managing the corridor study, and approving its recommendations to the Policy Board and respective jurisdictions.

This resolution shall become effective immediately upon passage and without publication.

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

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Mayor

ATTEST:

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City Clerk