

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 September 8, 2020. City Administrator Harrenstein on March 31, 2020, under MN Statute Section 13D.021, declared the use of electronic meetings due to the COVID-19 pandemic. 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 remotely through Zoom for roll call: Council Members Whitlock, Oachs and Steiner, City Attorney Kennedy, Community Development Director Fischer, City Intern Melina Lobitz, and Public Works Director Host, present in the Council Chambers for roll call: Council Member Norland, Mayor Dehen, City Administrator Harrenstein, Finance Director McCann, and City Clerk Van Genderen. Citizen participation was available through teleconference and live stream of the meeting.

Approval of Agenda

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

Approval Council Minutes from the August 17, 2020, Council Meeting.

Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of August 17, 2020. Vote on the motion: Steiner, Norland, Oachs, Whitlock, and Dehen aye; no nays. Motion carried.

Public Hearing, 7 p.m., Hearing on Vacation of Newcastle Drive.

Community Development Director Fischer reported that the property to the south is in the process of being platted, and the new development does not require Newcastle Drive, and eliminating the street would be appropriate management of the property. When the street is vacated, the County will divide the land among the adjacent landowners, and the land will be deeded to the owners. Mayor Dehen requested clarification if the taxes would go up for the property owners based on the addition of the property. Attorney Kennedy indicated once the property is deeded, the property owner's taxes may go up based on the increase in property size.

With no one else appearing before Council, the Mayor closed the public hearing.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 71-20 Approving Donations/Contributions/Grants.
- C. Appoint Don Westphal to Serve the Remainder of Corey Brunton's Term on the Planning Commission. Appointed through 2023.
- D. Approved the Renaming of the Prairie Heights Development to the Waters North Development.

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

Public Comments Concerning Business Items on the Agenda

None.

Business Items**Res. No. 72-20 Vacating Newcastle Drive.**

Council Member Norland moved, seconded by Council Member Steiner, to Adopt Res. No. 72-20 Vacating Newcastle Drive. Vote on the motion: Steiner, Norland, Oachs, Whitlock, and Dehen aye; no nays. Motion carried.

Consider the Waters North-Final Plat a Request from Prairie Development, LLC.

Community Development Director Fischer reported in June 2020, that the applicants received preliminary plat approval of Prairie Heights. Prairie Heights is a new single-family residential subdivision on 109 acres of land recently annexed into the City limits and zoned for low-density residential housing. Due to the presence of a plat recorded at the County as Prairie Heights, the applicants are requesting consideration of the final plat of The Waters North plat. The final plat has changed from the preliminary plat. The revised plat consists of 47 lots for single-family homes and the additions of Deerwood Drive, North Pointe Court, and South Pointe Court. There are several Outlots platted with the following uses: Outlots A, B, and C-Storm Water Ponds and Outlots D, E, and F-Future Development. North Pointe Court will be a cul de sac to replace Newcastle Drive. This change was made for engineering purposes. South Pointe Court will extend to the west as part of a future phase of development within Outlot D. The property is zoned R-1, One-Family Dwelling. The minimum lot sizes for this district are Lot width-90 feet, Lot depth-100 feet, and Lot size-9,000 sq. Ft. All proposed lots within The Waters North meet or exceed the minimum lot size requirements. The final plat contains the required utility easements. Several ravines are included within the subdivision, and according to the City code, developers can either dedicate the ravine property to the City or record an easement approved by the City for the conservation and preservation of the terrain and vegetation. The developers prefer to enter into an easement, and the terms are outlined in the Conservation Easement. Community Development Director Fischer reported the Planning Commission reviewed and recommended approval of the plat.

Council Member Norland thanked staff for the Conservation Easement and the requirements included in the easement. Council Member Oachs requested clarification on if the sump pump drainage management was included in the information. City Administrator Harrenstein reported the provision is in the City Code.

Council Member Norland moved, seconded by Council Member Steiner, to adopt the Waters North-Final Plat a Request from Prairie Development, LLC. Vote on the motion: Steiner, Norland, Oachs, Whitlock, and Dehen aye; no nays. Motion carried.

Receive Tax History & Distribution, Relevant Strategic Plans, and Proposed Tax Levy Budget Information.

City Administrator Harrenstein reported this is the first of 8 work sessions to discuss the proposed budget. Statutorily the first formal action taken by Council would be the adoption of the maximum levy by the end of September 2020. He reported the 2021 proposed tax levy is estimated at \$6.8 million, which is a 1.5% increase and amounts to approximately \$98,000 in new operating revenue for the City. All new revenue is allocated to the General Fund for 2021. Finance Director McCann introduced North Mankato City Intern Melina Lobitz, who helped facilitate and research the information for the introductory budget information. Ms. Lobitz reviewed the document and provided highlights of the proposed budget. The taxable market value (TMV) of the community is estimated at \$1.2 billion for 2021. This is a \$17.7 million increase or 1.5% between 2020 and 2021 in new growth. The total city tax capacity increased by \$210,000 between 2020 and 2021. The 2021 tax levy is

estimated at \$6.8 million, which is a 1.5% increase and amounts to approximately \$98,000 in new operating revenue for the City. The value of the community increased by 4.3%, and new construction makes up 1.5% of that increase. The proposed tax rate is 48.275%, a 1.39 percentage point reduction from 2020. The decrease is proposed in recognition of the financial impacts of the COVID-19 pandemic on businesses and homeowners in the community. North Mankato is comprised of 5 major tax classifications, including residential, commercial, industrial, agricultural, and tax-exempt properties. Residential parcels make up 78% of total City parcels. These parcels pay 57% of all city tax amounts. Commercial and industrial properties makeup 5% of total City parcels and contribute 30% of the City tax levy. The top 10 highest contributing tax entities in North Mankato contribute 7.3% of the total levy or approximately \$515,000. Four of the top ten contributors are Taylor Corporation companies. The average North Mankato homeowner pays roughly \$1,000 in city taxes. Approximately 80% of all residents contributing to the tax levy have an estimated property value between \$100,000 and \$300,000. When compared to other similarly sized cities, North Mankato ranks in the upper third for TMV, in the middle third for the levy, and the bottom third for city tax rates. City utility rates are competitive when compared to similar cities in terms of population size and geographic location. Randomly selected commercial and residential properties suggest that the city portion of property tax rates has remained relatively flat over the last three years. Council Member Norland requested if additional information would be provided concerning ravine management. City Administrator Harrenstein reported at the next Council Work Session and staff will present information on ravine maintenance and associated costs. Council Members thanked Ms. Lobitz and staff for the new budget format. Mayor Dehen requested additional information on if the City left the tax rate flat, increased or increased the tax rate by 1%. He indicated the discussion should be held in light of the COVID-19 pandemic and potential loss of LGA funds. He also requested staff include a place holder for a 2021 CIP project. City Administrator Harrenstein reported staff would present those options at the next Council Work Session.

Open Forum

None.

City Administrator and Staff Comments

City Administrator Harrenstein thanked staff for their work at the pool and reminded Council about the Strategic Planning Session scheduled for September 15, 2020, at noon.

Public Works Director Host reported Howard Drive and Monroe Avenue are in the final stages, and Countryside Drive is just beginning. He thanked Library Director Heintz for adding Music in the Park events.

Mayor and Council Comments

Council Member Norland thanked the staff for the budget preparation and the updated budget format.

Council Member Norland thanked City staff for making parks accessible for groups to use.

Council Member Norland was interested in adding environmental concerns to the strategic planning process.

Council Member Oachs requested information on fall clean-up plans. Public Works Director Host reported fall clean up is scheduled for October 8-11, 2020. The event will be run like the Spring Drop-off.

Council Member Oachs encouraged businesses to apply for Nicollet County Cares grant money.

Mayor Dehen stated he was able to attend the South Central College ribbon cutting for their expanded facility.

Mayor Dehen requested an update on the Kerns Bridge application process. Public Works Director Host reported he was aware of several other submissions, but initial interest letters would be accepted until September 30, 2020.

Mayor Dehen stated the Strategic Planning Session that would be held on September 15, 2020, would be an opportunity to set the tone for the future of North Mankato and is an opportunity to move the City forward.

At 8:05 p.m. on a motion by Council Member Norland, seconded by Council Member Oachs, the Council Meeting was adjourned.

Mayor

City Clerk

Pursuant to due call and notice thereof, a Council Work Session of the North Mankato City Council was held in the Council Chambers on September 14, 2020. Mayor Dehen called the meeting to order at 12:00 p.m. The following were present remotely through Zoom for roll call: Council Members Norland, Oachs, Whitlock, Steiner, and Mayor Dehen, City Administrator Harrenstein, Finance Director McCann, and City Clerk Van Genderen. Citizen monitoring was available through a conference call.

Tax Levy Supported Funds: General Fund, Port Authority, and Debt Service

Finance Director McCann reported the proposed budget is based on the \$6,893,333 total tax levy, which is a 1.454% increase from 2020. He noted staff has prepared alternative tax levy proposals as requested by Council and will present those options at the end of the meeting. Finance Director McCann reviewed the budget process, including Citywide Strategic Planning, Department Business Planning, Annual Budget & 5-Year CIP, and Performance Measures. A review of City staffing shows 61 FTEs in 2013, a reduction to 57.75 in 2016, and an increase in 2020 and 2021 to 62.5 staff members.

Finance Director McCann reviewed the tax levy, which includes a 1.454% increase from 2020 and an increase in operating levy of \$98,774 proposed to support General Fund operations. The City's General Fund Budget for 2021 is proposed at \$9,528,954, which is a decrease of \$1,332,441. The decrease is a result of one-time revenue sources in 2020 for state aid overlay projects on Lee Boulevard, Howard Drive, and Marie Lane and CARES Act funding allocated to the City in the face of the COVID-19 Pandemic. The Port Authority General Fund will receive \$75,000 in property tax support, and Mayor Dehen requested clarification on how the overall Port Fund is \$94,590. Finance Director McCann reported the funds to come from TIF District Administrative Fees.

Finance Director McCann reported the total Tax Levy of the debt service fund is proposed to remain flat at \$1,600,166. Total debt payments in 2021 are \$2,790,592. The total amount of debt levied in 2021 is \$1,600,166. The total outstanding debt projected for 2021 is \$26,548,000. The 2021 budget does not include any proposed debt issuance until LGA payments are finalized, and the final CARES act funding is completed.

Finance Director McCann reviewed the General Fund History and Forecast. The total revenues for the 2020 Amended Budget are \$10,890,738, which includes \$1,060,000 in CARES Act money. The total proposed revenue for 2021 is \$9,558,297, which is \$1,332,441 less than the amended 2020 Budget. Increases in revenue include a \$159,498 increase in Charges for Services, which provides for pool fees/concessions, room and shelter rentals, which anticipates a full year of swim facility and a return to indoor events and room rentals. Other increases include an increase of \$51,650 in additional tax due to an anticipated full year of gambling tax revenue in 2021. One significant decrease was a \$73,000 decrease in Franchise Tax due to reductions in cable and electric fees.

Total General Fund Expenditures in the amended 2020 Budget was \$10,727,103, the proposed 2021 expenditures are \$9,528,954 a decrease of \$1,198,149. Significant decreases unrelated to the CARES Act money includes a decrease of \$885,839 in Services and Charges related to a decrease in equipment parts. Increases in expenditures include an increase in Personnel Services of \$295,185 related to increases in health insurance and temporary labor. No raises are anticipated for 2021. The beginning cash in 2021 is budgeted at \$3,770,779 and a cash ending balance of \$3,978,007 for a fund balance of 42%, which meets the fund balance policy.

Finance Director McCann reviewed the 2020 & 2021 Revenues and Expenditures broken down by department. General Fund Revenues with significant changes include the Intergovernmental Revenue, which has a decrease of \$1,862,450, from \$4,202,861 to \$2,340,411 due to the CARES Act

funds additional State-Aid in 2020. Charges for services include an increase of 65% in 2021 due to the pool/concession fees and room and shelter rental increase anticipated in 2021.

General Fund Expenditures with a significant decrease includes the Streets Fund with a reduction of \$535,900 due to a one-time advance of State-Aid in 2020. Parks has a reduction of \$18,973 due to a reduction in the park's planned spending. Miscellaneous has a decrease of \$1,020,472 due to the CARES Act Funding in 2020. The Police Department has an increase of \$134,150 due to anticipated Overtime, Health insurance increases, and clothing allowances. Community Development has an increase of \$54,519 increase due to the anticipated return of rental inspections and the addition of planning staff.

Council Member Norland thanked department heads for their reports, which included a SWOT analysis. She thanked them for looking realistically at their departments.

City Administrator Harrenstein directed City Council to review the Budget Report concerning the Area Agency Disbursements. He noted these are the organizations and memberships that the City supports each year. He said the most significant change is the inclusion of the Mankato Flood Station Control in the fund. Previously the station has been charged in the Stormwater Fund. Still, the Stormwater Fund needed some stability after the last few years, and further discussion will be held during the Utility Fund discussion.

Mayor Dehen commented on the proposed \$18,000 expenditure in Mass Transit-Bus, a decrease from 2020. Finance Director McCann reported negotiations are in progress with the City of Mankato for a hybrid service, which would include a flex route pick up service along with a slimmed-down fixed-route service. He commented additional information would be provided to Council as proposed terms became available.

Finance Director McCann reviewed the Port Authority General Fund History and Forecast. The Port Authority General Fund proposed revenue in 2021 is \$92,088, which \$6,135 less than the 2020 Budget. The decrease is anticipated due to decreased TIF Administrative Fees. Three TIF Districts will decertify in 2021, including LJP, Lindsay, and Allstate. Ziegler decertified in 2020 due to the district being set up as a pay as you go. Total expenditures in 2021 are proposed at \$94,590, which is a \$9,070 increase from 2020. The increase is anticipated due to an increase in Services and Charges, which includes costs associated with planning studies and business appreciations lunches. Expenditures are expected to be \$2,502 more than revenue, but the fund can handle the loss due to a cash balance remaining at 110%.

Finance Director McCann reviewed the Debt Service Fund. The Debt Service Funds account for the accumulation of resources used for the payment of principal, interest, and fiscal agent fees on long-term liabilities. The City of North Mankato strategically uses debt to provide consistency in its high quality of municipal services, without subjecting residents and businesses to dramatic spikes and declines in taxes. He noted in 2015, the outstanding debt was \$34 million, and in 2020, the debt is \$23 million. The City's goal is to keep the debt flat at \$23 million with the City adding \$3 million a year while paying \$3 million a year. City Administrator Harrenstein commented that the City is currently not forecasting additional borrowing in 2021 but may complete a project in 2021. If the City receives requested state bonding dollars, other debt may be issued. The Council will also need to discuss the downtown Belgrade improvements and schedule for that project.

Mayor Dehen requested clarification on the City's total borrowing capacity. City Administrator Harrenstein commented that the max capacity would be approximately \$90 million. City Administrator Harrenstein reported that if you review the bonds, a majority are for infrastructure improvements. The Port Authority's debt is for the interchange, which has been positive for the economic development of the community. He reported the proposed pause in spending for 2021 would benefit the City and allow

the City to rectify any anticipated decrease in outlying years. Mayor Dehen stated the fund is looking good.

Tax Levy Options

Finance Director McCann reported a variety of options for the 2021 Tax Levy were provided. Including the proposed New Growth with a levy increase of \$98,769 or 1.45% increase and a tax rate change of -1.393%. A 1% Rate Reduction for a levy increase of \$154,886 or 2.28% increase and a tax rate change of -1.00%. A 0.5% Rate Reduction for a levy increase of \$226,283 or 3.33% increase and a tax rate change of -0.50%. A Flat Tax Rate for a levy increase of \$297,679 or 4.38% increase and a tax rate change of 0.00%. Finally, a 1% Rate Increase for a levy increase of \$440,472 and a tax rate change of 1.00%. Council discussed the tax rate, and it was determined that staff would provide options for the Council at the next Council Meeting when the maximum tax rate is set. The maximum tax rate can be reduced when the budget is passed in December, but the rate can not increase.

Council Member Norland moved, seconded by Council Member Oachs, to close the meeting at 12:50 p.m.

Mayor

City Clerk



CITY OF NORTH MANKATO

OFFICE OF THE MAYOR

PROCLAMATION

WHEREAS, September 17, 2020, marks the two-hundred-thirty-third anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW THEREFORE I, Mark Dehen, Mayor of North Mankato, by virtue of the power vested in me as Mayor of the City of North Mankato do hereby proclaim September 17 through 23 as:

CONSTITUTION WEEK

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

Dated this 21st day of September 2020.



*Mark Dehen, Mayor
City of North Mankato*



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 9-21-20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00009	A-1 KEY CITY LOCKSMITHS, INC	09/21/2020	Regular	0	18.00	93330
03261	AP DESIGN (AWARDS PLUS INC)	09/21/2020	Regular	0	1,444.99	93331
02434	AUSTIN'S AUTO REPAIR CENTER, INC.	09/21/2020	Regular	0	32.46	93332
00136	BENCHS	09/21/2020	Regular	0	112.00	93333
02169	BLUE LINE SHARPENING & SALES	09/21/2020	Regular	0	185.00	93334
00233	CEMSTONE PRODUCTS COMPANY	09/21/2020	Regular	0	241.36	93335
02757	CINTAS	09/21/2020	Regular	0	206.20	93336
00255	CITY OF MANKATO	09/21/2020	Regular	0	155,881.92	93337
00263	CLAREY'S SAFETY EQUIPMENT, INC.	09/21/2020	Regular	0	237.70	93338
03422	COURTYARD BY MARRIOTT	09/21/2020	Regular	0	654.34	93339
00353	DITTRICH MECHANICAL & FABRICATION	09/21/2020	Regular	0	97.00	93341
00364	DRUMMER'S GARDEN CENTER & FLORAL	09/21/2020	Regular	0	304.94	93342
03418	EATON, CLINT	09/11/2020	Regular	0	500.00	93317
03281	ELEVATION COATING, LLC	09/21/2020	Regular	0	6,125.00	93343
00386	EMERGENCY APPARATUS MAINTENANCE, INC	09/21/2020	Regular	0	8,047.65	93344
02380	EVERGREEN COMPANIES	09/21/2020	Regular	0	2,874.80	93345
00409	FERGUSON ENTERPRISES, INC	09/21/2020	Regular	0	6,541.92	93346
03252	FLAIR CONTRACTING, INC.	09/21/2020	Regular	0	6,100.00	93347
00432	FLEETPRIDE	09/21/2020	Regular	0	406.43	93348
03419	FORBORD, GARY	09/21/2020	Regular	0	100.00	93349
00465	GALE/CENGAGE LEARNING	09/21/2020	Regular	0	23.20	93350
03310	GERDES, DOUG	09/11/2020	Regular	0	250.00	93318
00499	GRAINGER	09/21/2020	Regular	0	67.68	93351
03413	HRM WETLAND LLC	09/11/2020	Regular	0	80,665.00	93319
00595	HY-VEE, INC.	09/21/2020	Regular	0	474.54	93352
03416	KUNKEL, JOE	09/11/2020	Regular	0	150.00	93320
00731	LAGER'S OF MANKATO, INC.	09/21/2020	Regular	0	45.52	93353
00754	LEAGUE OF MINNESOTA CITIES	09/21/2020	Regular	0	13,008.00	93354
03417	LYN, ANDREA	09/11/2020	Regular	0	300.00	93322
00805	MAGFA	09/15/2020	Regular	0	324.05	93327
00812	MANKATO BEARING COMPANY	09/21/2020	Regular	0	10.14	93355
00832	MANKATO TENT & AWNING CO.	09/21/2020	Regular	0	55.00	93356
00847	MATHESON TRI-GAS, INC.	09/21/2020	Regular	0	9.40	93357
02648	MINNESOTA BOARD OF WATER & SOIL RESOU	09/11/2020	Regular	0	13,675.75	93323
02648	MINNESOTA BOARD OF WATER & SOIL RESOU	09/11/2020	Regular	0	6,951.43	93324
00926	MINNESOTA DEPT OF NATURAL RESOURCES	09/21/2020	Regular	0	36.59	93358
02895	MOTEL 6	09/21/2020	Regular	0	2,311.31	93359
01037	NICOLLET COUNTY	09/21/2020	Regular	0	34.00	93360
01053	NORTH KATO SUPPLY, LLC	09/21/2020	Regular	0	116.85	93361
03160	NOVEL SOLAR THREE LLC (DBA GREEN STREET	09/21/2020	Regular	0	9,077.38	93362
03415	OLSON, STEVE	09/11/2020	Regular	0	300.00	93325
01106	PETTY CASH	09/21/2020	Regular	0	50.69	93363
01130	POSTMASTER	09/08/2020	Regular	0	1,354.20	93313
01179	RED FEATHER PAPER CO.	09/21/2020	Regular	0	504.35	93364
03420	RITE-WAY MOBILE HOME SERVICE	09/21/2020	Regular	0	190.95	93365
02108	SIREK'S HYDRAULIC SERVICE, INC.	09/21/2020	Regular	0	583.92	93366
01295	SNELL MOTORS, INC	09/21/2020	Regular	0	188.56	93367
01302	SOUTH CENTRAL GLASS, INC.	09/21/2020	Regular	0	360.00	93368
03414	STEVENSEN, ALAN	09/11/2020	Regular	0	182,032.50	93326
01349	STONE & STEEL DESIGN, LLC	09/21/2020	Regular	0	111.28	93369
03421	THEUNINCK, JIM	09/21/2020	Regular	0	125.00	93370
01409	TOPPERS & TRAILERS PLUS	09/21/2020	Regular	0	15.75	93371
01433	TYLER TECHNOLOGIES	09/21/2020	Regular	0	1,000.00	93372
02150	U.S. BANK	09/21/2020	Regular	0	450.00	93373
02041	ULINE	09/21/2020	Regular	0	847.65	93374
03307	VINNIES MINN. SNO PENTICO ICE & MFG	09/21/2020	Regular	0	244.75	93375
02282	WARD EINESS STRATEGIES	09/21/2020	Regular	0	2,000.00	93376

02112	WATER CONSERVATION SERVICES, INC.	09/21/2020	Regular	0	4,650.00	93377
01525	WEST CENTRAL SANITATION, INC.	09/21/2020	Regular	0	28,716.80	93378
02033	AMAZON.COM	09/11/2020	Bank Draft	0	550.14	DFT0004607
00059	AMERICAN LEGAL PUBLISHING CORP.	09/10/2020	Bank Draft	0	1,769.00	DFT0004602
00137	BENCO ELECTRIC COOPERATIVE	09/10/2020	Bank Draft	0	31,787.46	DFT0004611
00311	CULLIGAN WATER CONDITIONING	09/10/2020	Bank Draft	0	30.00	DFT0004600
00311	CULLIGAN WATER CONDITIONING	09/10/2020	Bank Draft	0	30.00	DFT0004601
02750	DPS MEDIA	08/20/2020	Bank Draft	0	178.47	DFT0004578
02750	DPS MEDIA	09/15/2020	Bank Draft	0	178.47	DFT0004609
00447	FREE PRESS	09/11/2020	Bank Draft	0	210.12	DFT0004608
00496	GOVERNMENT FINANCE OFFICERS ASSOCIATION	09/10/2020	Bank Draft	0	150.00	DFT0004598
00608	INGRAM LIBRARY SERVICES	09/10/2020	Bank Draft	0	2,577.53	DFT0004597
02941	JAGUAR COMMUNICATIONS	09/11/2020	Bank Draft	0	3,994.56	DFT0004616
00733	LAKES GAS CO #10	09/10/2020	Bank Draft	0	132.50	DFT0004604
00815	MANKATO CLINIC, LTD.	09/10/2020	Bank Draft	0	165.00	DFT0004603
03320	MINNESOTA ASA	09/10/2020	Bank Draft	0	625.00	DFT0004596
00910	MINNESOTA VALLEY TESTING LAB, INC.	08/27/2020	Bank Draft	0	178.50	DFT0004580
01083	OVERDRIVE, INC.	08/27/2020	Bank Draft	0	618.22	DFT0004579
01335	STAPLES ADVANTAGE	09/08/2020	Bank Draft	0	89.54	DFT0004594
01335	STAPLES ADVANTAGE	09/09/2020	Bank Draft	0	292.16	DFT0004595
03279	STERICYCLE INC	09/10/2020	Bank Draft	0	40.00	DFT0004605
01460	USPS	09/10/2020	Bank Draft	0	194.00	DFT0004599
01470	VERIZON WIRELESS	09/10/2020	Bank Draft	0	803.08	DFT0004606
00551	A.H. HERMEL COMPANY	09/23/2020	EFT	0	1,168.89	3194
00103	AUTO BODY SPECIALTIES	09/23/2020	EFT	0	50.07	3195
00105	AUTO VALUE MANKATO	09/23/2020	EFT	0	267.49	3196
00174	BOLTON & MENK, INC.	09/23/2020	EFT	0	18,034.00	3197
00176	BORDER STATES ELECTRIC SUPPLY	09/23/2020	EFT	0	106.99	3198
00216	C & S SUPPLY CO, INC.	09/23/2020	EFT	0	720.84	3199
00230	CCP INDUSTRIES, INC.	09/23/2020	EFT	0	55.43	3200
00310	CRYSTEEL TRUCK EQUIPMENT, INC	09/23/2020	EFT	0	40.64	3201
02275	DEM-CON MATERIALS & RECOVERY	09/23/2020	EFT	0	3,509.53	3202
03199	EVERBRIDGE, INC	09/23/2020	EFT	0	6,000.00	3203
00404	FASTENAL COMPANY	09/23/2020	EFT	0	81.66	3204
03076	FREYBERG MANAGEMENT	09/23/2020	EFT	0	237.00	3205
00463	G & L AUTO SUPPLY, LLC	09/23/2020	EFT	0	224.97	3206
00482	GMS INDUSTRIAL SUPPLIES, INC.	09/23/2020	EFT	0	64.00	3207
00572	HOFFMAN, EDWARD	09/23/2020	EFT	0	5.59	3208
00680	J.J. KELLER & ASSOCIATES, INC.	09/23/2020	EFT	0	644.60	3209
02454	JUNKER, TANYA	09/23/2020	EFT	0	16.20	3193
00691	KENNEDY & KENNEDY LAW OFFICE	09/23/2020	EFT	0	8,654.40	3210
02209	KRAL, JACOB	09/23/2020	EFT	0	10.68	3211
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	09/23/2020	EFT	0	3,044.01	3212
00776	LLOYD LUMBER CO.	09/23/2020	EFT	0	1,686.90	3213
00819	MANKATO FORD, INC.	09/23/2020	EFT	0	222.44	3214
00874	MENARDS-MANKATO	09/23/2020	EFT	0	51.00	3215
00886	MIDSTATES EQUIPMENT & SUPPLY	09/23/2020	EFT	0	153.24	3216
00889	MIDWEST TAPE/HOOPLA	09/23/2020	EFT	0	1,448.76	3217
00902	MINNESOTA IRON & METAL CO	09/23/2020	EFT	0	128.20	3218
03022	MINNESOTA PAVING & MATERIALS	09/23/2020	EFT	0	1,234.14	3219
00956	MINNESOTA WASTE PROCESSING CO.	09/23/2020	EFT	0	27,473.63	3220
01052	NORTH CENTRAL INTERNATIONAL	09/23/2020	EFT	0	456.22	3221
01078	OLYMPIC FIRE PROTECTION CORP.	09/23/2020	EFT	0	240.00	3222
02245	ONSITE	09/23/2020	EFT	0	3,645.00	3223
02005	PANTHEON COMPUTERS	09/23/2020	EFT	0	2,698.95	3224
01090	PARAGON PRINTING, MAILING & SPECIALTIES	09/23/2020	EFT	0	46.68	3225
01402	POMPS TIRE	09/23/2020	EFT	0	328.90	3226
02281	REINDERS	09/23/2020	EFT	0	528.94	3227
01211	RIVER BEND BUSINESS PRODUCTS	09/23/2020	EFT	0	530.37	3228
03286	SANDS, REBEKAH	09/23/2020	EFT	0	121.90	3229
01263	SCHWICKERT'S TECTA AMERICA LLC	09/23/2020	EFT	0	3,577.93	3230
01281	SIGN PRO	09/23/2020	EFT	0	38.00	3231
01429	TURFWERKS	09/23/2020	EFT	0	55.74	3232
03191	US SOLAR	09/23/2020	EFT	0	5,669.18	3233
01466	VANGENDEREN, APRIL	09/23/2020	EFT	0	75.00	3234
01492	WACO SCAFFOLDING & SUPPLY CO.	09/23/2020	EFT	0	114.36	3235
01552	WW BLACKTOPPING, INC	09/23/2020	EFT	0	1,294.13	3236

00219	CARDMEMBER SERVICE	09/11/2020	Bank Draft	0	8,983.86	DFT0004615
00234	CENTER POINT ENERGY	09/10/2020	Bank Draft	0	1,221.38	DFT0004612
02181	ETS CORPORATION	09/03/2020	Bank Draft	0	2,577.81	DFT0004576
02003	MINNESOTA DEPT OF REVENUE	09/03/2020	Bank Draft	0	130.25	DFT0004577
02003	MINNESOTA DEPT OF REVENUE	09/10/2020	Bank Draft	0	5,997.05	DFT0004591
02003	MINNESOTA DEPT OF REVENUE	09/14/2020	Bank Draft	0	17,404.00	DFT0004617
03029	OPEN EDGE	09/03/2020	Bank Draft	0	557.78	DFT0004575
02766	SPROUT SOCIAL	09/08/2020	Bank Draft	0	99.00	DFT0004584
01477	VIKING ELECTRIC SUPPLY, INC.	09/10/2020	Bank Draft	0	310.01	DFT0004613
01557	XCEL ENERGY	09/10/2020	Bank Draft	0	9,343.08	DFT0004614
					<u>\$ 727,398.52</u>	<u>134</u>

Authorization Signatures

All Council

The above manual and regular claims lists for 9-21-20 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
Anonymous	Police Riot Gear	\$15,000
Total		\$15,000.00

Adopted by the City Council this 21st day of September 2020.

Mayor

City Clerk

RESOLUTION DECLARING SURPLUS VEHICLES AND EQUIPMENT

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

2000 Saturn SL@	VIN 1G8ZJ5277YZ175598	Miles: 176,434
2007 Chevrolet Tahoe	VIN 1GNFK13077R304509	Miles: 227,441
2013 Dodge Avenger	VIN 1C3CDZCB0DN626454	Miles: 152,205

WHEREAS, these vehicles are owned by the City.

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

Adopted by the City Council this 21st day of September 2020.

Mayor

ATTEST:

City Clerk



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

Audio Permit _____ 2019
Park Permit _____ 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: 9-25-2020
BEGIN TIME: 4:30pm
END TIME: 7:30pm

LOCATION / SHELTER: 304 Monroe Ave.

EVENT NAME: St. Paul's Variety Show

ONSITE COORDINATOR: PRINT NAME: Jesse Becker

MOBILE NUMBER: 507-519-0107

☒ 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: _____

DATE: 9-15-2020

CITY CLERK: _____

☐ DENIED ☐ APPROVED

☐ BOOK ☐ POLICE ☐ ONLINE ☒ \$25.00 FEE

STAFF INITIALS R

R00251029 - 9-15-2020 (R)

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9E	Dept: Community Dev.	Council Meeting Date: 9/21/20
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TITLE OF ISSUE: Consider Setting a Public Hearing for October 5, 2020, at 7:00 p.m. to Consider an Amendment to City Code Chapter 155 Allowing Administrative Lot Splits.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the staff report submitted to the Planning Commission.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Set Public Public Hearing for October 5, 2020, at 7:00 p.m. to Consider an Amendment to City Code Chapter 155 Allowing Administrative Lot Splits.

For Clerk's Use:

Motion By: _____
 Second By: _____

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

SUPPORTING DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Map

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Other (specify) Report _____

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

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato will hold a public hearing on Monday, October 5, 2020, commencing at 7:00 p.m. in the Council Chambers of the North Mankato Municipal Building, North Mankato, MN to consider adopting an Ordinance allowing a process for Administrative Lot Splits.

Due to the COVID-19 outbreak, the hearing location will be closed to the public. However, the City has modified the hearing process to ensure that the public is able to monitor the hearing and submit public comment.

The public hearing will be broadcast live on Charter Channel 180, or Consolidated Communications Channel 8.

Public comment may be submitted to the city council via the following methods:

- 1) Written comments/questions may be submitted in writing prior to the public hearing by any of the following methods.
 - a) By email. Submit your comments/questions to aprilv@northmankato.com no later than 5:00 p.m. on Monday, October 5th, 2020.
 - b) By mail. Submit your comments/questions by mailing to 1001 Belgrade Avenue, North Mankato, MN 56003. Questions/Comments must be received no later than 5:00 p.m. on Monday, October 5, 2020.
 - c) By physical delivery. Deliver your comments/question by delivering them to the Drop Box at City Hall at 1001 Belgrade Avenue, North Mankato, MN, no later than 3:00 pm on Monday, October 5, 2020.
- 2) Live comment during the public hearing via telephone. Residents desiring to make public comments by telephone during the public hearing must request to be placed on the public hearing agenda. You may do so by calling City Hall (507) 625-4141, emailing aprilv@northmankato.com. Please call 507-214-0517 and enter participant code 965994. Each resident will be given 3 minutes to make his/her comment.

Dated this 21st day of September, 2020.

April Van Genderen
City Clerk
City of North Mankato

ADMINISTRATIVE LOT SPLITS

THE CITY OF NORTH MANKATO

SUBJECT: Administrative Lot Splits
APPLICANT: City of North Mankato
LOCATION: City Wide
EXISTING ZONING: -
DATE OF HEARING: September 10, 2020
DATE OF REPORT: September 2, 2020
REPORTED BY: Mike Fischer, Community Development Director

APPLICATION SUBMITTED

Request to consider a process for Administrative Lot Splits

COMMENT

Attached as Exhibit A is proposed City Code language regarding a process for staff to approve administrative lot splits. In summary, this process would be used in cases where minor lot line adjustments are made. For example, when someone buys two residential lots and combines them into one lot. Currently, if this was to occur, the property owner would need to hire a surveyor, replat the existing subdivision, have it reviewed by the Planning Commission and City Council and then record the plat with the County. This process is timely and expensive based on the surveyor cost needed prepared the documents for recording. Under the administrative lot split process, an applicant would need to hire a surveyor to create a Certificate of Survey that would be reviewed by staff and then recorded at the County. An example of a Certificate of Survey is shown on Exhibit B. Additionally, the applicant would need to have a surveyor install new property monuments (property pins) as part of the process.

Since City Code requires all new lots to have utility easements platted around the perimeter of all lots, any lot line adjustment would likely require the vacation of a utility easement. It would be the responsibility of the applicant to petition the City to vacate any easement and assume any costs associated with the utility vacation process. Furthermore, any cost to relocate any existing above-ground or below-ground utility would be the responsibility of the applicant.

In researching this issue, staff spoke with the cities of Mankato, New Ulm and St. Peter who all have a process to approve simple lot splits.

Should there be support for the administrative lot split process, Section 155,51 would be added into the City Code Subdivision Regulations.

RECOMMENDATION

Staff recommends approval of the administrative lot split process

155.51 Administrative Lot Splits

The Community Development Director may administratively approve the relocation of platted lot lines provided:

- a. All the requirements of Chapters 155 and 156 are satisfied and no substandard lots are created
- b. The applicant submits an application for an Administrative Lot Split
- c. The Applicant submits a Certificate of Survey of the replatted properties to be recorded at the Nicollet County Recorder's Office by the applicant
- d. Should any lot adjustment require the vacation of any platted utility easement(s), it will be the responsibility of the applicant to petition for the vacation of any utility easement(s)
- e. Should any existing above or below ground utility need to be relocated as a result of a lot line adjustment, the applicant is responsible for any associated costs
- f. Any relocation of a lot line(s) requires new property monuments to be installed by a licensed surveyor



BOLTON & MENK

1360 PREMIER DRIVE
MANKATO, MINNESOTA 56001
(507) 625-4371

FOR:

ADMINISTRATIVE LOT SPLIT
MANKATO, MINNESOTA

LOTS 2 & 3, BLOCK 1, IRONWOOD ESTATES

Michael M. Echers
License Number 46564

Date

01/01/2020

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

Mankato Planning Director

Signed this _____ day of _____ 20____

Mankato City Engineer

Signed this _____ day of _____ 20____

CITY ACKNOWLEDGMENT

This Lot Split has been reviewed and approved pursuant to Section 11.14 of the Mankato City Code by the City Engineer and the Planning Director.

Parcel B contains 38,506 square feet.

Beginning at the most westerly corner of said Lot 3 (the westerly line of said Lot 3 which bears North 19 degrees 27 minutes 24 seconds East, Minnesota County Coordinate System - Blue Earth County Zone - NAD83 - 1986); thence North 23 degrees 08 minutes 11 seconds East, a distance of 99.00 feet; thence North 30 degrees 32 minutes 31 seconds East, a distance of 204.99 feet to the northeasterly corner of said Lot 3 and there terminating.

All that part of Lot 3, Block 1, Ironwood Estates, according to the plat thereof on file and of record with the Blue Earth County Recorder, which lies easterly and southeasterly of the following described line:

DESCRIPTION
Parcel B

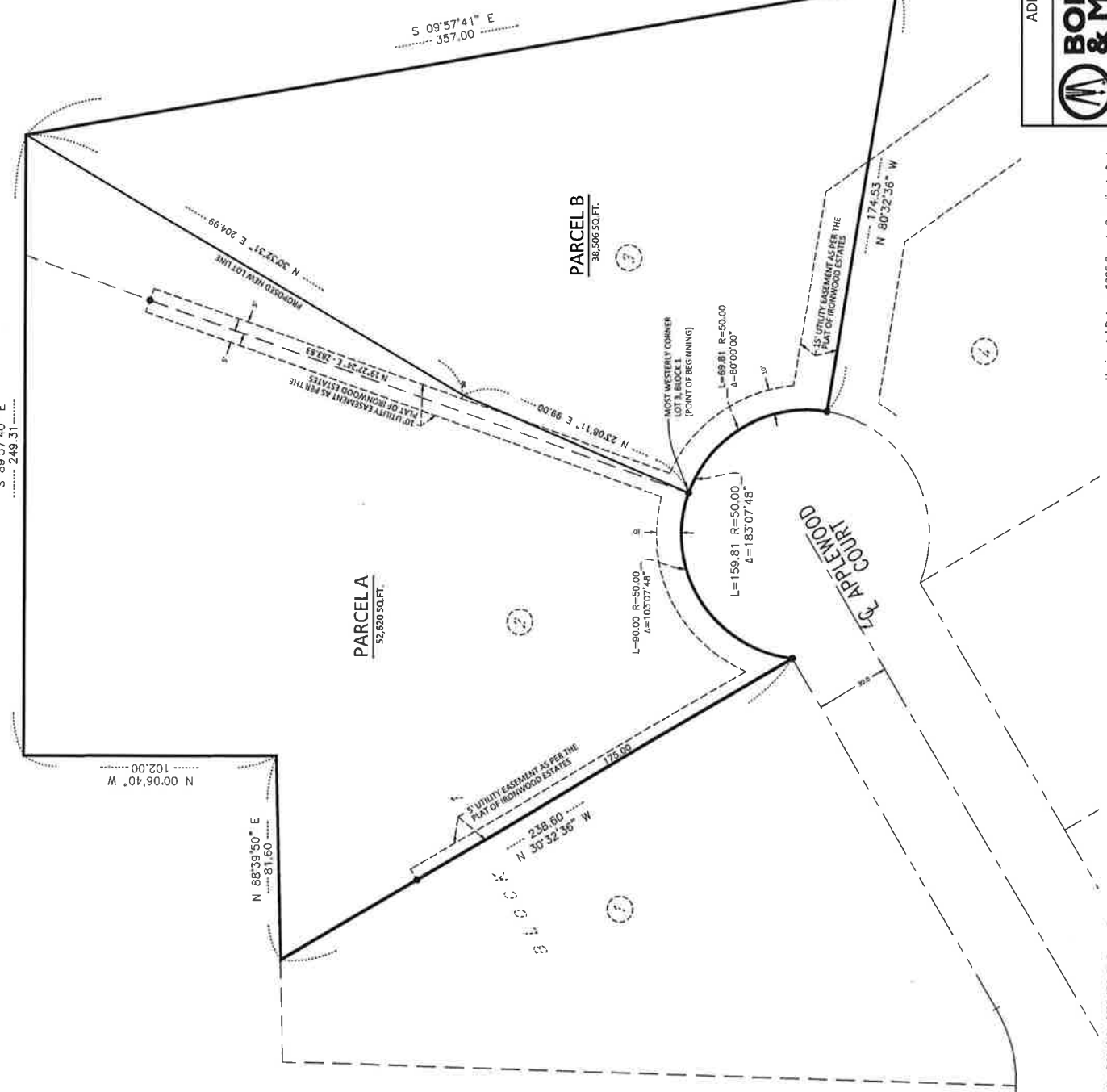
Parcel A contains 52,620 square feet.

Beginning at the most westerly corner of said Lot 3 (the westerly line of said Lot 3 which bears North 19 degrees 27 minutes 24 seconds East, Minnesota County Coordinate System - Blue Earth County Zone - NAD83 - 1986); thence North 23 degrees 08 minutes 11 seconds East, a distance of 99.00 feet; thence North 30 degrees 32 minutes 31 seconds East, a distance of 204.99 feet to the northeasterly corner of said Lot 3 and there terminating.

DESCRIPTION
Parcel A

Lot 2 and that part of Lot 3, all in Block 1, Ironwood Estates, according to the plat thereof on file and of record with the Blue Earth County Recorder, which lies westerly and northwesterly of the following described line:

- LEGEND**
- 3/4" IRON PIPE MONUMENT SET MARKED BY I.C. NO. 46564
 - MONUMENT FOUND



S 89°57'40" E
249.31

N 00°00'40" W
102.00

N 88°39'50" E
81.60

N 30°32'36" W
238.60

S 09°57'41" E
357.00

PARCEL B
38,506 SQ. FT.

PARCEL A
52,620 SQ. FT.

26' APPLEWOOD COURT

L=159.81 R=50.00
Δ=183°07'48"

L=90.00 R=50.00
Δ=103°07'48"

L=69.81 R=50.00
Δ=80°00'00"

N 80°32'36" W
174.63

10' UTILITY EASEMENT AS PER THE PLAT OF IRONWOOD ESTATES

10' UTILITY EASEMENT AS PER THE PLAT OF IRONWOOD ESTATES

N 23°08'11" E 99.00

N 19°27'24" E 204.99

N 30°32'31" E 204.99

PROPOSED NEW LOT LINE

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9F	Dept: Finance	Council Meeting Date: 9/21/20
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TITLE OF ISSUE: Consider Resolution Providing for the Expenditure and Use of Coronavirus Aid Relief and Economic Security (CARES) Act Funding.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the memo provided by Finance Director McCann.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Providing for the Expenditure and Use of Coronavirus Aid Relief and Economic Security (CARES) Act Funding.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

_____	_____	Steiner
_____	_____	Norland
_____	_____	Oachs
_____	_____	Whitlock
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution

Ordinance

Contract

Minutes

Map

☐
☐
☐
☐
☐

Other (specify) Report _____

☐

Workshop

☒

Regular Meeting

☐

Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____

RESOLUTION PROVIDING FOR THE EXPENDITURE AND USE OF CORONAVIRUS AID RELIEF AND
ECONOMIC SECURITY (CARES) ACT FUNDING

WHEREAS, the City Council of the City of North Mankato has received \$1,059,209 in Coronavirus Aid Relief and Economic Security (CARES) Act funding from the Federal Government; and

WHEREAS, Federal guidelines have indicated the possible uses of the funding to support cities in the challenges brought about by the COVID-19 health pandemic; and

WHEREAS, the City Council will work diligently to meet the guidelines and approve spending only on authorized expenses according to the CARES Act; and

WHEREAS, Federal guidance has restricted the use of CARES Act funds to include but not limited to 1) safety equipment to prevent the spread of the virus; 2) equipment necessary to allow employees to work from home or increase the ability to have remote meetings; 3) payroll costs related to paid leave associated with COVID-19; 4) providing economic support to employment and business-related to COVID-19 closures or interruptions; 5) administration of programs required in providing economic support through the City's Port Authority; and 6) costs associated with publicizing the resumption of activities and steps taken to ensure a safe experience in our community due to the public health emergency; and

WHEREAS, eligible expenses must be accrued between March 1, 2020, and November 15, 2020; and

WHEREAS The City of North Mankato will not use any of the funds for revenue reimbursement for losses the City experienced during the COVID-19 related shutdowns, expenses accounted for in the 2020 City Budget, or expenses reimbursed from other COVID-19 Federal assistance programs; and

WHEREAS the City of North Mankato will complete all monthly reporting requirements with the State of Minnesota. Any funds remaining and not spent or accrued by November 15, 2020, will be remitted to Nicollet County per the requirement of the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of North Mankato hereby prioritizes the use of CARES Act Funding as outlined in the attached memo.

Adopted by the City Council on September 21, 2020.

Mayor

ATTEST:

EXHIBIT A

Preliminary CARES Act Eligible and Proposed Expenses

REVENUES

CARES Act Funding	\$ 1,059,209
TOTAL	\$ 1,059,209

EXPENSES

PROPOSED

Actual	Supplies: 3/1/20 - 8/31/20	\$ 51,337
Estimate	Supplies: 9/1/20-11/15/20	20,000
Actual	Other (Mattress disposal)	18,315
Actual	Business Assistance (liquor refunds)	5,231
Actual	Technology & Software: 3/1/20-7/31/20	2,400
Estimate	Technology & Software: iPads, upgraded A/V, laptops	65,000
Actual	Unemployment 3/1/20-7/31/20	12,033
Estimate	Unemployment 8/1/20-11/15/20	-
Estimate	City Staff Costs (meetings, sanitizing, planning, etc.)	793,846
Estimate	Additional Police/Fire Staff Costs	TBD
Estimate	Administration Fee: 5%	\$ 52,960
Estimate	Secure Building Access - All except City Hall (completed 2/20)	\$ 94,875
Estimate	Expand library office space	\$ 25,000
PROPOSED TOTAL		\$ 1,140,997
AVAILABLE		\$ (81,788)

ADDITIONAL OPTIONS

Estimate	Additional PW Trucks (3): Social distancing	\$ 105,000
Estimate	City Hall Renovations: ensure distancing standards	\$ 225,000
Estimate	GIS software: Track outbreaks	\$ 20,000
ADDITIONAL OPTIONS TOTAL		\$ 350,000

GRAND TOTAL

\$ 1,490,997

AVAILABLE

\$ (431,788)

To: John Harrenstein, City Administrator
From: Kevin McCann, Finance Director
Subject: CARES Act Funding Memo
Date: September 17, 2020

Overview

Back on June 25, Governor Walz announced his plan for distribution of the CARES Act funds to cities and counties with populations above 200. The City of North Mankato has received the CARES Act allocation of \$1,059,209 in funding back in early July. Expenses need to be incurred between March 1st and November 15th meeting certain eligibility guidelines related to mitigating and preventing COVID-19 for staff, equipment, technology. Although the guidance on what is considered eligible expenses seems to change weekly, below is an estimate of CARES expenses to date with estimated expenses that will be spent during the eligible period ending on November 15th. The City will continue to incur expenses related to the COVID-19 pandemic as the year goes on, and probability into next year. The Funds received from the CARES Act have been placed in the general fund using dedicated line items that will be used to track the expenses in each department (e.g. General Government, Police, etc.). The City will be subject to a single audit for this federal funding (assuming at least \$750K is spent), so the utmost care will be taken to ensure proper documentation and procedures have been established for all costs incurred. Any remaining funds will need to be returned to the State. The attached spreadsheet includes the proposed expenses the City intends to claim as CARES Act eligible expenses and some additional options to consider based on how the funding gets spent. It is recommended to move forward with the spending as outlined in the spreadsheet, up to the full allocation the City has received. This may mean that the City won't be able to claim all of the staff costs that have been identified.

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item # 11A	Dept: Finance	Council Meeting Date: 9/21/20
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TITLE OF ISSUE: Consider Resolution Approving A Proposed Tax Levy.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Approving A Proposed Tax Levy.

For Clerk's Use:

Motion By: _____
Second By: _____

Vote Record:

Aye	Nay	
_____	_____	Steiner
_____	_____	Norland
_____	_____	Oachs
_____	_____	Whitlock
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

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

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____

RESOLUTION APPROVING A PROPOSED TAX LEVY

WHEREAS, Minnesota Statute 275.065 requires that on or before September 30, each taxing authority shall certify to the County Auditor, that proposed property tax levy for taxes payable in the following year; and

WHEREAS, an estimate of the required property taxes for collection in the City of North Mankato for the tax year payable 2021 has been made;

WHEREAS, the City Council will hold subsequent meetings at which the budget and levy will be discussed and at which public comment will be permitted. The meetings will be held in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota as follows:

December 7, 2020	7 p.m.	Public Hearing
December 21, 2020	7 p.m.	Public Hearing (if necessary)
December 21, 2020	7 p.m.	Adopt 2021 Budget and Tax Levy

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following sums of money be levied for the current year, collectible in 2021, upon taxable property in the City of North Mankato, for the following purposes:

- General Fund ---- \$ 5,218,162
- Port Authority --- \$ 75,000
- Debt Service ----- \$ 1,123,070
- Abatement ----- \$ 477,096
- Additional Levy - \$ TBD
- TOTAL LEVY ----- \$ TBD

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Nicollet County Auditor on or before September 30, 2020. This levy shall be subject to modification by the City Council.

Adopted by the City Council this 21st day of September, 2020.

Mayor

ATTEST:

City Clerk

To: Mayor Dehen & City Council
From: John D. Harrenstein, City Administrator & Kevin McCann, Finance Director
Date: September 17, 2020
Re: 2021 Proposed Levy

OVERVIEW

Nicollet County has performed their spring mini assessment and determined that total growth in North Mankato estimated market value for taxes payable in 2020 is estimated to have grown \$55,311,000 or 4.4%. In speaking to Nicollet County, they have confirmed there has been approximately been \$19,982,500 in new growth related to new construction, new additions, or remodels. These numbers are subject to change throughout the year but provide the best estimate of how growth has been trending in North Mankato for 2020. Using this information, staff has prepared four levy options as found attached and explained below for the council's consideration:

1. **Levy based on new growth.** Under this scenario, the tax rate is estimated to drop from 49.668% to 48.275%. This generates nearly \$99,000 in additional spending. This increase is what staff has used in developing the first draft of the 2021 budget. This increase covers health insurance increases and continuing with the current capital set asides in street maintenance. This option also includes reducing the parks capital set asides and delaying a street reconstruction project for one year. One alternative is to include a street reconstruction project in 2021, but taking a year off sometime in 2022-2025 in order to preserve the cash reserves in the debt service funds.
2. **Levy based on 1% Rate Reduction.** Under this scenario, the tax rate is estimated to drop from 49.668% to 48.668%. This generates nearly \$155,000 in additional spending and \$56,000 in additional spending from the new growth proposed levy. This increase includes the new growth additional expenses and provides opportunity to increase capital funding.
3. **Levy based on .5% Rate Reduction.** Under this scenario, the tax rate is estimated to drop from 49.668% to 49.168%. This generates nearly \$226,000 in additional spending and \$128,000 in additional spending from the new growth proposed levy. This increase includes the new growth additional expenses and provides opportunity to increase capital funding or a smaller scale street reconstruction project.
4. **Flat Tax Rate.** Under this scenario, the tax rate is estimated to remain flat at 49.668%. This generates nearly \$298,000 in additional spending and \$199,000 in additional spending from the new growth proposed levy. This increase includes the new growth additional expenses and provides opportunity to increase capital funding or a smaller scale street reconstruction project.

2021 Levy Options

		1	2	3	4
	2020 Levy	New Growth	1% Rate Reduction	0.5% Rate Reduction	Flat Tax Rate
General Fund Levy	5,119,393	5,218,162	5,274,279	5,345,676	5,417,072
Port Authority	75,000	75,000	75,000	75,000	75,000
Debt Service	1,143,970	1,123,070	1,123,070	1,123,070	1,123,070
Tax Abatement	456,196	477,096	477,096	477,096	477,096
Total Tax Levy	\$6,794,559	6,893,328	6,949,445	7,020,842	7,092,238
Levy Increase		\$98,769	154,886	\$226,283	\$297,679
% Increase		1.45%	2.28%	3.33%	4.38%
+/- New Growth			56,118	\$127,514	\$198,911
Tax Rate & Est. Tax Rate	49.668%	48.275%	48.668%	49.168%	49.668%
Tax Rate Change		-1.393%	-1.000%	-0.500%	0.000%

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11B	Dept: City Engineering	Council Meeting Date: 9/21/20
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TITLE OF ISSUE: Consider Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 19-07 DEF Dakota Meadows Safe Routes to School Improvement Project.

BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Sarff will review information concerning the assessment process.
<i>If additional space is required, attach a separate sheet</i>

REQUESTED COUNCIL ACTION: Adopt Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 19-07 DEF Dakota Meadows Safe Routes to School Improvement Project.
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For Clerk's Use:																			
Motion By: _____ Second By: _____																			
Vote Record: <table style="margin-left: 20px;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Oachs</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Dehen	
Aye	Nay																		
_____	_____	Steiner																	
_____	_____	Norland																	
_____	_____	Oachs																	
_____	_____	Whitlock																	
_____	_____	Dehen																	

SUPPORTING DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) Report _____ _____ _____ _____				

<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting
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<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table until: _____ <input type="checkbox"/> Other: _____
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RESOLUTION DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT
PROJECT NO. 19-07 DEF DAKOTA MEADOWS
SAFE ROUTES TO SCHOOL IMPROVEMENT PROJECT

WHEREAS, a contract has been let for Project No. 19-07 DEF, Dakota Meadows Safe Routes to School/Howard Drive Improvement Project and the estimated cost for such improvement is \$661,000, and the expenses incurred or to be incurred in the making of such improvement amount to \$166,600, so that the total cost of the improvement will be \$827,600

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 \$747,600, and the portion of the cost to be assessed against benefited property owners is declared to be \$80,000, 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 2021 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 21st day of September, 2020.

Mayor

Attest:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11C	Dept: City Engineering	Council Meeting Date: 9/21/20
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TITLE OF ISSUE: Consider Resolution for Hearing on Proposed Assessment Project No. 19-07 DEF Dakota Meadows Safe Routes to School/Howard Drive Improvement Project.

BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Sarff will review information concerning the assessment process.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution for Hearing on Proposed Assessment Project No. 19-07 DEF Dakota Meadows Safe Routes to School/Howard Drive Improvement Project.

For Clerk's Use:

Motion By: _____
 Second By: _____

Vote Record:

	Aye	Nay	
	<input type="checkbox"/>	<input type="checkbox"/>	Steiner
	<input type="checkbox"/>	<input type="checkbox"/>	Norland
	<input type="checkbox"/>	<input type="checkbox"/>	Oachs
	<input type="checkbox"/>	<input type="checkbox"/>	Whitlock
	<input type="checkbox"/>	<input type="checkbox"/>	Dehen

SUPPORTING DOCUMENTS ATTACHED

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

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

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

RESOLUTION NO. 78-20

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT
PROJECT NO. 19-07 DEF DAKOTA MEADOWS
SAFE ROUTES TO SCHOOL/HOWARD DRIVE IMPROVEMENT PROJECT

WHEREAS, by a resolution passed by the City Council on September 21, 2020, the City Clerk and the City Engineer, were directed to prepare a proposed assessment of the cost of Project No. 19-07 DEF, Dakota Meadows Safe Routes to School/Howard Drive Improvement Project, 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 19th day of October 2020 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 18 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council this 21st day of September 2020.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING
PROJECT NO. 19-07 DEF DAKOTA MEADOWS
SAFE ROUTES TO SCHOOL/HOWARD DRIVE IMPROVEMENT PROJECT

Notice is hereby given that the City Council of North Mankato will meet in the Council Chambers of the City Hall at 7:00 p.m. on October 19, 2020, to consider the making of Improvement No. 19-07 DEF Dakota Meadows Safe Routes to School/Howard Drive Improvement Project. The estimated cost of the improvement is \$661,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

Due to the COVID-19 outbreak, the hearing location will be closed to the public. However, the City has modified the hearing process to ensure that the public is able to monitor the hearing and submit public comment.

The public hearing will be broadcast live on Charter Channel 180, or Consolidated Communications Channel 8.

Public comment may be submitted to the city council via the following methods:

- 1) Written comments/questions may be submitted in writing prior to the public hearing by any of the following methods.
 - a) By email. Submit your comments/questions to aprilv@northmankato.com no later than 5:00 p.m. on Monday, October 19, 2020.
 - b) By mail. Submit your comments/questions by mailing to 1001 Belgrade Avenue, North Mankato, MN 56003. Questions/Comments must be received no later than 5:00 p.m. on Monday, October 19, 2020.
 - c) By physical delivery. Deliver your comments/question by delivering them to the Drop Box at City Hall at 1001 Belgrade Avenue, North Mankato, MN, no later than 3:00 pm on Monday, October 19, 2020.
- 2) Live comment during the public hearing via telephone. Residents desiring to make public comments by telephone during the public hearing must request to be placed on the public hearing agenda. You may do so by calling City Hall (507) 625-4141, emailing aprilv@northmankato.com. Please call 507-214-0517 and enter participant code 965994. Each resident will be given 3 minutes to make his/her comment.

Written questions submitted prior to the public hearing will be read during the meeting.

/s/April Van Genderen
City Clerk

Published in the Free Press on September 23, and October 14, 2020.