

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was set to be held in the Municipal Building Council Chambers on March 2, 2020. 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: Council Member Whitlock, and Mayor Dehen, City Administrator Harrenstein, City Attorney Kennedy, Finance Director McCann, Community Development Director Fischer, Public Works Director Host, and City Clerk Van Genderen. Absent: Council Members Norland, Oachs and Steiner. Without a quorum no business was conducted.

City Administrator and Staff Comments

City Administrator Harrenstein reported the Presidential Nomination Primary would be held on March 3, 2020.

City Clerk Van Genderen encouraged everyone to get out and vote in the Presidential Nomination Primary on March 3, 2020; polls are open from 7 am to 8 pm.

City Clerk Van Genderen commented that swim passes, and swim lessons could be purchased online or at City Hall.

Mayor and Council Comments

Mayor Dehen commented that summer softball and volleyball leagues will be run by Caswell Sports and interested individuals could sign-up online or contact the City.

At 7:05 p.m. on a motion by Council Member Whitlock, seconded by Mayor Dehen, the Council Meeting was adjourned.

Mayor

City Clerk

Pursuant to due call and notice thereof, a special meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on March 9, 2020. Mayor Dehen called the meeting to order at 12:00 pm, asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Council Members Steiner, Norland, Whitlock, and Mayor Dehen, City Administrator Harrenstein, City Attorney Kennedy, Community Development Director Fischer, Public Works Director Host, and City Clerk Van Genderen. Absent: Council Member Oachs and Finance Director McCann.

Approval of Agenda

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

Approval of Council Meeting Minutes February 18, 2020.

Council Member Norland moved, seconded by Council Member Whitlock, to approve the minutes of the Council meeting of February 18, 2020. Vote on the motion: Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Res. No. 25-20 Approving Donations/Contributions/Grants.
- C. Approved Audio Permit for October 3, 2020, from 12 pm to 7 pm Party on the Prairie at Benson Park.
- D. Approved Audio Permit for Art Splash on June 20, 2020, from 11 am to 3 pm at South Central College.
- E. Approved Audio Permit for Movies in the Park on June 12, 2020, from 8 pm to 11 pm at Spring Lake Park.
- F. Approved Audio Permit for Music in the Park on July 9, 16, 23, and 30, 2020, from 5 pm to 7 pm at Storybook Park.
- G. Approved Audio Permit for Movies in the Park on August 7, 2020, from 8 pm to 11 pm at Benson Park.
- H. Approved Audio Permit for Blues on Belgrade on July 25, 2020, from 12 pm to 11 pm on the 200 Block of Belgrade Avenue.
- I. Approved Audio Permit for Bier on Belgrade on September 19, 2020, from 2 pm to 8 pm on the 200 Block of Belgrade.
- J. Approved Parade Permit for Bookin' on Belgrade on May 16, 2020, from 9 am to 10:30 am.
- K. Approved Parade Permit for A.B.A.T.E. Motorcycle Ride on May 2, 2020, from 1 pm to 1:45 pm.
- L. Res. No. 26-20 Waiving Waiting Period for Exemption from Lawful Gambling Licensing for Feeding Our Communities Partners.

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

Public Comments Concerning Business Items on the Agenda

None.

Business Items

Res. No. 27-20 Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 19-06 ABCDEF Monroe Avenue Improvement.

City Engineer Sarff appeared before Council and reported the plans and specifications for the Monroe Avenue Improvement Project had been completed. He reviewed a summary of the project. The project includes Monroe Avenue between Center Street and Range Street. The project consists of improvements to the Sanitary Sewer, Watermain, and Storm Sewer, including replacing existing sanitary sewer, replacing existing water mains, installing new auto-reading water meters and construction of new storm sewer to meet State Aid standards. The street and surface reconstruction includes a reconstruction of the existing 44 feet wide street, sidewalks, and new concrete driveway aprons. Five additional streetlights are included in the project. The estimated cost for the project is \$1,254,000, with \$250,000 to \$450,000 in Municipal State Aid Funds and between \$804,000 to \$1,004,000 in City Funds/Special Assessments.

Council Member Norland moved, seconded by Council Member Steiner, to Adopt Res. No. 27-20 Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 19-06 ABCDEF Monroe Avenue Improvement. Vote on the motion: Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Open Forum

City Administrator Harrenstein invited Eric Weller from the South Central Health Care Coalition and Police Chief Ross Gullickson to the podium to discuss COVID-19. Mr. Weller reported the coalition has met and continues to meet regularly to prepare for the illness. He noted the goal is to be ready and not to panic. Local hospitals, police departments, schools, and other agencies are preparing for the illness and have plans in place. Citizens can practice good health habits such as washing their hands, staying home when sick, and not touching your face. For additional information, he directed everyone to the CDC. Chief Gullickson reiterated Mr. Weller's comments about preparedness. Mayor Dehen asked about a comparison between COVID-19 and the flu. Mr. Weller noted COVID-19 is a novel strain, and there is no accurate data to make a comparison. City Attorney Kennedy commented the League of Minnesota Cities was discussing best practices concerning meetings, and additional information would be forthcoming.

City Administrator and Staff Comments

City Administrator Harrenstein reported registrations for swim lessons are open.

Community Development Director Fischer reported the first Northwest Development meeting would be held in Fire Station #2 on Monday, March 9th at 5:00 pm and the second would be held on March 10th at 5:00 pm.

City Clerk Van Genderen commented that the Presidential Nomination Primary turnout for North Mankato was approximately 24%.

Mayor and Council Comments

None.

At 12:20 pm on a motion by Council Member Steiner, seconded by Council Member Norland, 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 March 9, 2020. Mayor Dehen called the meeting to order at 12:20 p.m. The following were present for roll call: Mayor Dehen, Council Members Whitlock, Steiner, and Norland, and City Administrator Harrenstein, Community Development Director Fischer, Public Works Director Host, Caswell Sports Director Tostenson, and City Clerk Van Genderen. Absent: Council Member Oachs and Finance Director McCann.

Discuss Caswell Naming Rights

City Administrator Harrenstein invited Caswell Sports Director Tostenson to the podium to discuss the proposed Caswell Park Request for Proposals for Naming Rights.

City Administrator Harrenstein reported there had been discussion about naming rights for the park. The park would maintain Caswell, but it would be referred to as, for example, "Brick House Graphic Fields at Caswell Park." City Administrator Harrenstein requested feedback from the Council concerning their interest in selling the naming rights. Council Member Whitlock asked for clarification on if the fields would be sold separately or if their naming rights would be for the entire complex. City Administrator Harrenstein reported the proposal is currently established for the naming rights of the whole complex. Still, if after the proposal has been released, the market speaks differently, the Council can discuss that option. Mayor Dehen requested clarification on the current sales of advertising and if there would be a conflict of interest with the current advertisement sales. Caswell Sports Director Tostenson reported there are four different advertisement packages, and the sales have been good in 2020. He noted the request for a proposal addresses the current advertisement packages. Mayor Dehen requested clarification on if the new fieldhouse is funded would the naming rights include the fieldhouse. City Administrator Harrenstein reported the fieldhouse would not be included in the naming rights. Mayor Dehen requested information on comparable locations that have sold naming rights. Caswell Sports Director Tostenson said the new dome at MSU sold their naming rights for \$50,000, and the Civic Center sold theirs for \$120,000. City Administrator Harrenstein noted it could be within that area. City Administrator Harrenstein reported the RFP would be released, and results would be brought before the Council.

Caswell Sports Director Tostenson reviewed the Caswell Park 2020 schedule highlighting the 26th year for the Minnesota State High School Girls' Softball Tournament, Peppers Classic with over 90 teams signed up, and reported only one open weekend for the season. Caswell Sports Director Tostenson said sign-up for adult softball and adult volleyball leagues are ongoing.

Mayor Dehen closed the Council Workshop at 12:43 p.m.

Mayor

City Clerk



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 3-16-20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00010	ABBOTT, GREG	03/12/2020	Regular	0	94.50	92428
00029	AG SPRAY EQUIPMENT	03/16/2020	Regular	0	103.10	92469
00060	AMERICAN LEGION POST 518	02/28/2020	Regular	0	250.00	92418
00093	ARNOLD'S OF MANKATO, INC.	03/16/2020	Regular	0	199.75	92470
02883	BAUER, KATHLEEN	03/12/2020	Regular	0	168.00	92429
03228	BICKETT, WILLIS	03/12/2020	Regular	0	105.00	92430
00112	BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	03/16/2020	Regular	0	120.00	92471
02169	BLUE LINE SHARPENING & SALES	03/16/2020	Regular	0	33.00	92472
00195	BROCK WHITE COMPANY LLC	03/16/2020	Regular	0	105.21	92473
02414	BULLERT, DAVID	03/12/2020	Regular	0	94.50	92431
00221	CARGILL, INC.	03/16/2020	Regular	0	22,111.26	92474
00233	CEMSTONE PRODUCTS COMPANY	03/16/2020	Regular	0	360.00	92475
02757	CINTAS	03/16/2020	Regular	0	271.26	92476
03225	CITY ART LLC	03/16/2020	Regular	0	8,500.00	92477
00255	CITY OF MANKATO	03/16/2020	Regular	0	3,027.22	92478
02098	CUMMINS	03/16/2020	Regular	0	37.91	92479
02881	DATE, JUDITH	03/12/2020	Regular	0	94.50	92432
02878	DEHEN, HELEN	03/12/2020	Regular	0	94.50	92433
00074	EARL F. ANDERSEN INC.	03/16/2020	Regular	0	497.50	92480
00399	ETZELL, KAREN	03/12/2020	Regular	0	94.50	92434
00401	EXPRESS SERVICES, INC.	03/16/2020	Regular	0	903.76	92481
00404	FASTENAL COMPANY	03/16/2020	Regular	0	66.16	92482
00409	FERGUSON ENTERPRISES, INC	03/16/2020	Regular	0	10,138.76	92483
00435	FORCE AMERICA DISTRIBUTING LLC	03/16/2020	Regular	0	283.77	92484
02407	GEISTFELD, ERNEST	03/12/2020	Regular	0	94.50	92435
00499	GRAINGER	03/16/2020	Regular	0	1,247.32	92485
00508	GREEN TECH RECYCLING, LLC	03/16/2020	Regular	0	158.50	92486
00524	HALSTEAD, WILLIAM	03/12/2020	Regular	0	184.00	92436
02879	HANSON, MAE	03/12/2020	Regular	0	168.00	92437
02880	HILLESHEIM, STACY	03/12/2020	Regular	0	84.00	92438
00566	HIRVELA, JAMES	03/12/2020	Regular	0	168.00	92439
00579	HOOEY, PATRICIA	03/12/2020	Regular	0	91.88	92440
00590	HUDSON, DAVID	03/12/2020	Regular	0	184.00	92441
00627	JACKSON-HIRSH, INC	03/16/2020	Regular	0	66.83	92487
03231	JACOBS, ADELLA	03/12/2020	Regular	0	84.00	92442
03234	JET VAC ENVIRONMENTAL	03/16/2020	Regular	0	162.76	92488
02421	JOHNSON, CHARLES	03/12/2020	Regular	0	78.75	92443
03239	KATO ENGINEERING, INC.	03/16/2020	Regular	0	3,972.00	92489
02406	KENDALL, KAY	03/12/2020	Regular	0	94.50	92444
00639	KIBBLE EQUIPMENT LLC	03/16/2020	Regular	0	2,507.57	92490
03232	KIM, EMILY	03/12/2020	Regular	0	183.75	92445
00698	KLASEUS, LORRAINE	03/12/2020	Regular	0	94.50	92446
00704	KLUTE, SUSAN	03/12/2020	Regular	0	184.00	92447
02737	KWS, LLC	03/02/2020	Regular	0	17,087.09	92419
03229	LEIBFRIED, DEETTE	03/12/2020	Regular	0	99.75	92448
03018	LIFELINE INCORPORATED	03/16/2020	Regular	0	100.00	92491
00772	LITTLE FALLS MACHINE, INC.	03/16/2020	Regular	0	1,161.27	92492
03236	MANKATO AREA FOUNDATION	03/16/2020	Regular	0	500.00	92493
00812	MANKATO BEARING COMPANY	03/16/2020	Regular	0	5.70	92494
00832	MANKATO TENT & AWNING CO.	03/16/2020	Regular	0	892.30	92495
00847	MATHESON TRI-GAS, INC.	03/16/2020	Regular	0	185.74	92496
03235	MAVERICK DRONE SYSTEMS	03/16/2020	Regular	0	4,428.00	92497
00869	MECHANICAL RESOURCES, INC.	03/16/2020	Regular	0	1,903.66	92498
02991	MED COMPASS (MOBILE HEALTH SERVICES LL	03/16/2020	Regular	0	3,000.00	92499
00881	MEYER, ROBERT	03/12/2020	Regular	0	73.50	92449
00884	MIDDLETON, JAMES E	03/12/2020	Regular	0	84.00	92450
00885	MIDLER, MARK	03/12/2020	Regular	0	162.75	92451

00925	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	03/09/2020	Regular	0	20.00	92425
00905	MINNESOTA STATE FIRE DEPT ASSOCIATION	03/16/2020	Regular	0	1,200.00	92500
01021	NEIR, HELEN	03/12/2020	Regular	0	94.50	92452
02420	OLIVER, DANIEL	03/12/2020	Regular	0	94.50	92453
03194	OPENWOOD STUDIOS INC.	03/02/2020	Regular	0	4,264.00	92420
01092	PARTNERS FOR AFFORDABLE HOUSING	03/16/2020	Regular	0	1,000.00	92501
01106	PETTY CASH	03/16/2020	Regular	0	62.36	92502
01133	POWERPLAN/RDO EQUIPMENT	03/16/2020	Regular	0	1,094.55	92503
02410	PRATT, TERESA	03/12/2020	Regular	0	78.75	92454
01137	PRAXAIR DISTRIBUTION, INC	03/16/2020	Regular	0	202.22	92504
01166	RADIO MANKATO	03/16/2020	Regular	0	495.00	92505
03233	RANDALL, DAVE	03/12/2020	Regular	0	183.75	92455
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOTA	03/16/2020	Regular	0	1,115.26	92506
01247	SCHILLING, ELAINE	03/12/2020	Regular	0	184.00	92456
01252	SCHMIDT, RONALD	03/12/2020	Regular	0	165.37	92457
02416	SENDEN, THOMAS	03/12/2020	Regular	0	184.00	92458
02418	SIMONSON, EUNICE	03/12/2020	Regular	0	94.50	92459
02996	SME (SMITH MILL ENGINEERING)	03/16/2020	Regular	0	1,230.00	92507
03238	SMS PROPERTIES LLC	03/16/2020	Regular	0	3,665.00	92508
01297	SOUTH CENTRAL COLLEGE	03/16/2020	Regular	0	2,547.31	92509
01312	SOUTHWEST MINNESOTA CHAPTER OF ICC	03/16/2020	Regular	0	75.00	92510
01312	SOUTHWEST MINNESOTA CHAPTER OF ICC	03/16/2020	Regular	0	75.00	92511
02784	SPORTAFLEX, LLC	03/16/2020	Regular	0	2,715.32	92512
01091	STOREY KENWORTHY & MATT PARROTT	03/16/2020	Regular	0	867.58	92513
02588	STRANGE DESIGN LLC	03/16/2020	Regular	0	2,250.00	92514
01352	STREICHER'S, INC	03/16/2020	Regular	0	1,200.95	92515
01353	STURM, MARLYS	03/12/2020	Regular	0	84.00	92460
01358	SULLIVAN, PATRICIA	03/12/2020	Regular	0	84.00	92461
01371	TACTICAL SOLUTIONS	03/16/2020	Regular	0	220.00	92516
01402	TIRE ASSOCIATES	03/16/2020	Regular	0	1,366.04	92517
01428	TUNGSVIK, BYRON	03/12/2020	Regular	0	78.75	92462
01432	TWIN RIVERS COUNCIL FOR THE ARTS	03/16/2020	Regular	0	6,900.00	92518
01436	ULMEN, ANTHONY	03/12/2020	Regular	0	184.00	92463
01439	UNIQUE PAVING MATERIALS CORP.	03/16/2020	Regular	0	715.50	92519
01443	UNITED STATES POSTAL SERVICE	03/16/2020	Regular	0	2,000.00	92520
02282	WARD EINESS STRATEGIES	03/16/2020	Regular	0	2,000.00	92521
01525	WEST CENTRAL SANITATION, INC.	03/16/2020	Regular	0	28,596.26	92522
01527	WESTPHAL, MARGARET	03/12/2020	Regular	0	168.00	92464
01533	WIEDERICH, WANDA	03/12/2020	Regular	0	84.00	92465
01556	WYROWSKI, MARY CLARE	03/12/2020	Regular	0	168.00	92466
01564	ZELLMER, GARY	03/12/2020	Regular	0	189.75	92467
02402	ZELLMER, MARY	03/12/2020	Regular	0	168.00	92468
00137	BENCO ELECTRIC COOPERATIVE	03/06/2020	Bank Draft	0	28,641.73	DFT0003981
00182	BOYER TRUCKS	03/02/2020	Bank Draft	0	157.27	DFT0003960
00311	CULLIGAN WATER CONDITIONING	03/06/2020	Bank Draft	0	27.80	DFT0003990
00311	CULLIGAN WATER CONDITIONING	03/06/2020	Bank Draft	0	34.75	DFT0003991
03227	DINGES FIRE COMPANY	03/04/2020	Bank Draft	0	6,240.99	DFT0003987
02750	DPS MEDIA	03/20/2020	Bank Draft	0	178.47	DFT0003959
03226	ESRI	03/05/2020	Bank Draft	0	494.00	DFT0003982
00447	FREE PRESS	03/06/2020	Bank Draft	0	27.62	DFT0003992
00506	GREATER MANKATO GROWTH, INC.	03/02/2020	Bank Draft	0	75.00	DFT0003956
00598	ICC	03/05/2020	Bank Draft	0	125.00	DFT0003986
00608	INGRAM LIBRARY SERVICES	03/12/2020	Bank Draft	0	1,468.85	DFT0004009
02941	JAGUAR COMMUNICATIONS	03/06/2020	Bank Draft	0	3,994.56	DFT0003994
00923	MINNESOTA DEPARTMENT OF LABOR & INDUSTRY	03/05/2020	Bank Draft	0	85.00	DFT0003984
00923	MINNESOTA DEPARTMENT OF LABOR & INDUSTRY	03/05/2020	Bank Draft	0	85.00	DFT0003985
00936	MINNESOTA POLLUTION CONTROL AGENCY	03/02/2020	Bank Draft	0	437.50	DFT0003958
00910	MINNESOTA VALLEY TESTING LAB, INC.	03/05/2020	Bank Draft	0	59.50	DFT0003988
01320	SPRING TOUCH LAWN SPECIALIST	03/02/2020	Bank Draft	0	191.42	DFT0003955
01335	STAPLES ADVANTAGE	02/27/2020	Bank Draft	0	284.06	DFT0003954
01335	STAPLES ADVANTAGE	03/04/2020	Bank Draft	0	84.44	DFT0003983
01337	STAR TRIBUNE	03/02/2020	Bank Draft	0	552.76	DFT0003957
01470	VERIZON WIRELESS	03/06/2020	Bank Draft	0	781.31	DFT0003989
01487	VON ESSEN LOCKSMITH SERVICE	03/06/2020	Bank Draft	0	120.00	DFT0003993
03016	ACTIVE NETWORK	03/18/2020	EFT	0	1,350.00	2639
00016	ADAMS, NICOLE	03/18/2020	EFT	0	82.87	2640
00028	AFFORDABLE TOWING OF MANKATO, INC.	03/18/2020	EFT	0	227.50	2641

00105	AUTO VALUE MANKATO	03/18/2020	EFT	0	290.03	2642
00106	AUTOMATIC SYSTEMS CO.	03/18/2020	EFT	0	2,281.20	2643
00172	BOHRER, TOM	03/04/2020	EFT	0	255.00	2643
00174	BOLTON & MENK, INC.	03/18/2020	EFT	0	67,895.44	2644
00176	BORDER STATES ELECTRIC SUPPLY	03/18/2020	EFT	0	813.90	2645
00216	C & S SUPPLY CO, INC.	03/18/2020	EFT	0	316.49	2646
00334	DEHEN, MARK	03/18/2020	EFT	0	121.50	2647
02275	DEM-CON MATERIALS & RECOVERY	03/18/2020	EFT	0	3,097.80	2648
00463	G & L AUTO SUPPLY, LLC	03/18/2020	EFT	0	243.98	2649
00482	GMS INDUSTRIAL SUPPLIES, INC.	03/18/2020	EFT	0	70.34	2650
00494	GOPHER STATE ONE-CALL	03/18/2020	EFT	0	24.30	2651
00680	J.J. KELLER & ASSOCIATES, INC.	03/18/2020	EFT	0	990.00	2652
00691	KENNEDY & KENNEDY LAW OFFICE	03/18/2020	EFT	0	9,191.53	2653
02209	KRAL, JACOB	03/18/2020	EFT	0	600.00	2654
00776	LLOYD LUMBER CO.	03/18/2020	EFT	0	788.75	2655
00793	M & M SIGNS, INC.	03/18/2020	EFT	0	2,320.00	2656
00797	MAC TOOLS DISTRIBUTOR	03/18/2020	EFT	0	541.97	2657
00796	MACQUEEN EQUIPMENT, INC.	03/18/2020	EFT	0	1,691.80	2658
00825	MANKATO MOTOR COMPANY	03/18/2020	EFT	0	330.51	2659
00874	MENARDS-MANKATO	03/18/2020	EFT	0	309.64	2660
00886	MIDSTATES EQUIPMENT & SUPPLY	03/18/2020	EFT	0	10,375.68	2661
00889	MIDWEST TAPE/HOOPLA	03/18/2020	EFT	0	1,260.05	2662
02532	MIKE'S LLC	03/18/2020	EFT	0	2,888.58	2663
00902	MINNESOTA IRON & METAL CO	03/18/2020	EFT	0	483.20	2664
00975	MORGAN, SHAWN	03/18/2020	EFT	0	421.83	2665
01009	NAPA AUTO PARTS - MANKATO	03/18/2020	EFT	0	69.99	2666
01052	NORTH CENTRAL INTERNATIONAL	03/18/2020	EFT	0	3,400.00	2667
01062	NORTHERN SAFETY TECHNOLOGY, INC.	03/18/2020	EFT	0	153.14	2668
01064	NORTHERN STATES SUPPLY, INC.	03/18/2020	EFT	0	97.99	2669
02005	PANTHEON COMPUTERS	03/18/2020	EFT	0	773.95	2670
01090	PARAGON PRINTING, MAILING & SPECIALTIES	03/18/2020	EFT	0	3,604.59	2671
01099	PET EXPO DISTRIBUTORS	03/18/2020	EFT	0	797.96	2672
01211	RIVER BEND BUSINESS PRODUCTS	03/18/2020	EFT	0	755.99	2673
03014	RUBY RIDE	03/04/2020	EFT	0	4,000.00	2673
02182	RYAN, JESSICA	03/18/2020	EFT	0	162.75	2638
01281	SIGN PRO	03/18/2020	EFT	0	302.00	2674
02510	TORDSEN, MIKEAL	03/18/2020	EFT	0	318.07	2675
01419	TRAVERSE DES SIOUX LIBRARY COOPERATIVE	03/18/2020	EFT	0	2,140.80	2676
01486	VON BERGE, DAVID	03/18/2020	EFT	0	99.99	2677
00234	CENTER POINT ENERGY	02/28/2020	Bank Draft	0	9,192.89	DFT0003952
02181	ETS CORPORATION	03/03/2020	Bank Draft	0	2,320.99	DFT0003969
02003	MINNESOTA DEPT OF REVENUE	03/04/2020	Bank Draft	0	297.74	DFT0003966
02003	MINNESOTA DEPT OF REVENUE	03/02/2020	Bank Draft	0	489.63	DFT0003971
02003	MINNESOTA DEPT OF REVENUE	03/10/2020	Bank Draft	0	9,396.00	DFT0003999
02003	MINNESOTA DEPT OF REVENUE	03/11/2020	Bank Draft	0	5,466.68	DFT0004006
03029	OPEN EDGE	03/02/2020	Bank Draft	0	129.89	DFT0003970
03029	OPEN EDGE	03/03/2020	Bank Draft	0	53.75	DFT0003996
02766	SPROUT SOCIAL	03/09/2020	Bank Draft	0	99.00	DFT0003998
01477	VIKING ELECTRIC SUPPLY, INC.	03/02/2020	Bank Draft	0	1,529.64	DFT0003968
01477	VIKING ELECTRIC SUPPLY, INC.	03/06/2020	Bank Draft	0	779.51	DFT0003997
01557	XCEL ENERGY	03/06/2020	Bank Draft	0	18,640.67	DFT0003980
					373,896.53	175

Authorization Signatures

All Council

The above manual and regular claims lists for 3-16-20 are approved by:

MARK DEHEN- MAYOR

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

SANDRA OACHS- COUNCIL MEMBER

JAMES WHITLOCK- COUNCIL MEMBER

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

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

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

Donor	Restriction	Amount
Anonymous	Library	\$79.25
Shelly Kain	Book Donation-Library	\$140.00
Jo Marie Robbins	Book Donation-Library	\$75.00
Total		\$294.25

Adopted by the City Council this 16th day of March 2020.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 9D	Department: Finance	Council Meeting Date: 3/16/20																																																															
TITLE OF ISSUE: Consider Approving League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form																																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: The City each year, as a part of the insurance renewal process, must determine if it wants to waive the tort liability limits that are established by statute. The City has never waived these limits.																																																																	
<i>If additional space is required, attach a separate sheet</i>																																																																	
REQUESTED COUNCIL ACTION: Approve Not Waiving the Monetary Limits on Municipal Tort Liability Established by Minnesota Statutes, Section 466.04.																																																																	
For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td>Norland</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td>Oachs</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td>Whitlock</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td>Steiner</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td></td> <td></td> <td>Dehen</td> <td></td> </tr> </table>	Vote Record:	Aye	Nay								_____	_____					Norland			_____	_____					Oachs			_____	_____					Whitlock			_____	_____					Steiner			_____	_____					Dehen		SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>LMCIT Liability Coverage Waiver Form</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

RESOLUTION NO.

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

WHEREAS, Holy Rosary Church has made an application for exemption from a charitable gambling license to conduct a raffle on May 18, at 525 Grant Avenue, within the City of North Mankato, Minnesota, which application was received by the City on March 11, 2020.

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

Adopted by the City Council this 16th day of March 2020.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11A	Department: Community Dev.	Council Meeting Date: 3/16/20
-------------------	----------------------------	-------------------------------

TITLE OF ISSUE: Consider Approving Preliminary & Final Plat of Sheffield Woods No. 2. A Request from Wayne and Kimberly Veroeven and David & Mary Jo Cordes.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the attached Planning Commission Report.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Approve Preliminary & Final Plat of Sheffield Woods No. 2. A Request from Wayne and Kimberly Veroeven and David & Mary Jo Cordes.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

_____ Norland

_____ Oachs

_____ Whitlock

_____ Steiner

_____ Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution

Ordinance

Contract

Minutes

Map

☐☐☐☐☐

Other (specify) Report

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____

PRELIMINARY & FINAL PLAT OF SHEFFIELD WOODS NO. 2
A REQUEST FROM WAYNE & KIMBERLY VEROEVEN/DAVID & MARY JO
CORDES

THE CITY OF NORTH MANKATO

SUBJECT: Preliminary & Final Plat of Sheffield Woods No. 2
APPLICANT: Wayne & Kimberly Veroeven/David & Mary Jo Cordes
LOCATION: Lots 8 & 10, Block 1, Sheffield Woods
EXISTING ZONING: R-1, One-Family Dwelling
DATE OF HEARING: March 12, 2020
DATE OF REPORT: March 4, 2020
REPORTED BY: Mike Fischer, Community Development Director

APPLICATION SUBMITTED

Request to replat Lots 8 & 10, Block 1, Sheffield Woods

COMMENT

The applicants each own property within the same subdivision and share a mutual property line. Specifically, as shown on Exhibit A, ownership is as follows:

Veroeven – 14 Camden Court
Cordes – 2330 Abbywood Lane

To have enough space to install a swimming pool, the owners of 14 Camden Court are proposing to purchase a small amount of property from the owners of 2330 Abbywood Lane along their mutual property line. As this type of land exchange requires replatting of the both properties, attached as Exhibit B is the Preliminary Plat of Sheffield Woods No. 2 which shows the relocation of the applicants mutual property line and the creation of two (2) new lots. The Final Plat is shown on Exhibit C.

As proposed, both lots still conform to the minimum size requirements and all minimum building setbacks for both homes are still met

RECOMMENDATION

Staff recommends approval of the Preliminary & Final Plat of Sheffield Woods No. 2



Legend

City Limits

Medians

Roadways

Parcels (6-7-2018)

Lakes & Ponds

Minnesota River

Nman_cty19_3inch.sid

Red: Band_1

Green: Band_2

Blue: Band_3

Map Name



Disclaimer:

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



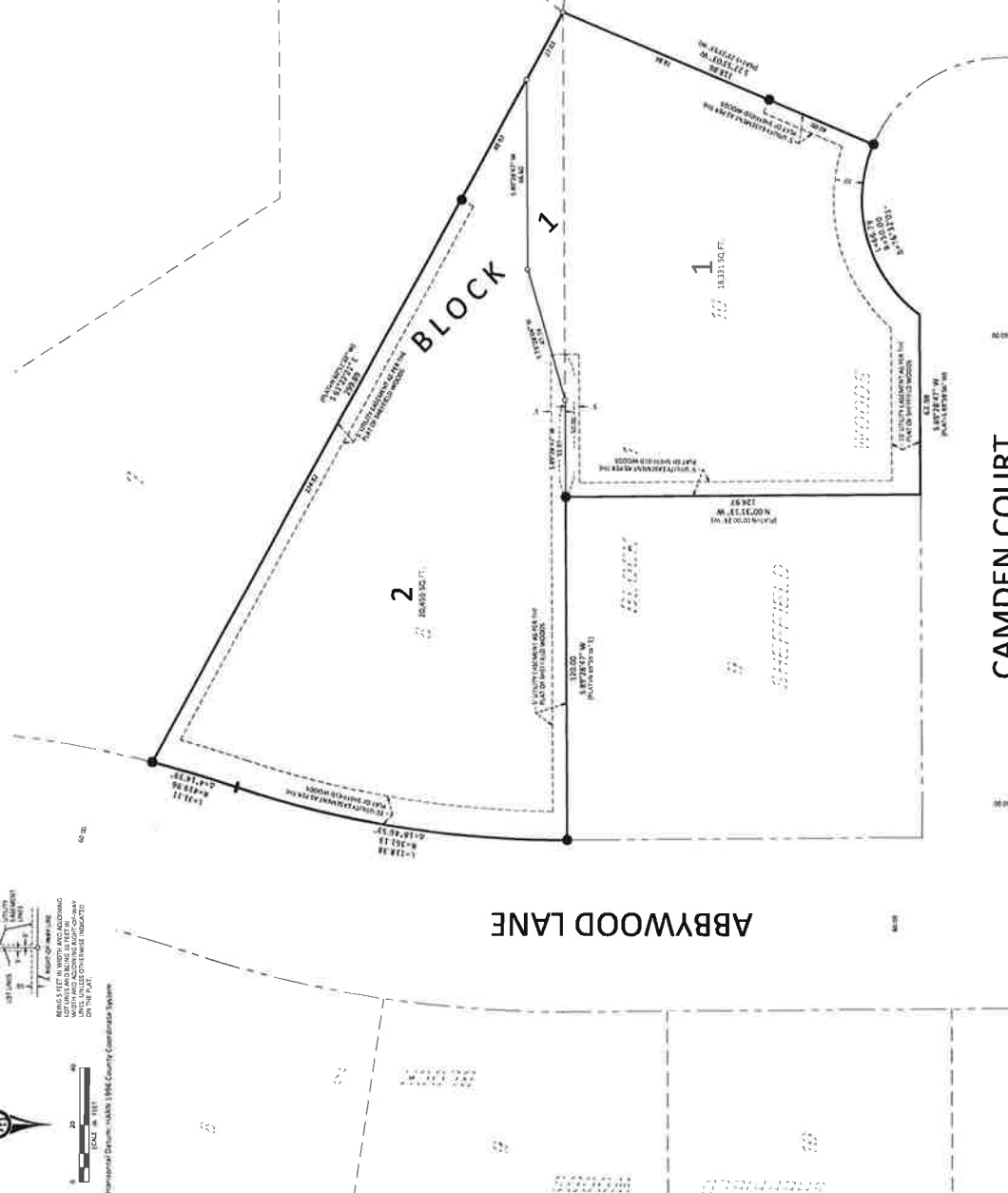
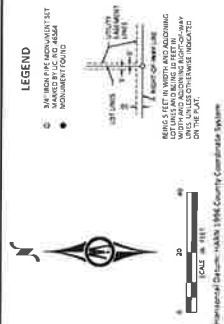
Real People. Real Solutions.

0 66 Feet

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SHEFFIELD WOODS NO. 2



INSTRUMENT OF DECISION

Knew all men by these presents that Mr. Wayne R. Verduven and Kimberly J. Verduven, husband and wife, of the County of Santa Clara, State of California, do hereby certify that the following described property is the property of the said Mr. Wayne R. Verduven, husband and wife, (see owners of the following described property to wit:

2020 by Wayne R Versaveen and Kimberly J Versaveen

By	Wayne R. Veroeven
1. Kinder	2. Vervolg

Noted this _____ day of _____, 2020 by David Cordes and Mary Jo Cordes, husband and wife.

by David Cordes

Statistical Considerations

I, this the _____ day of _____, 2020, before me a Notary Public within and for _____ County, personally appeared Wayne J. Verceven and Kimberly J. Verceven, husband and wife, known by me to be the persons named in the foregoing instrument, and who acknowledge said instrument to be their act and deed.

State of Minnesota
Notary Public

On this the _____ day of _____, 2020, before me a Notary Public within and for Field County, personally appeared David Cordes and Mary Jo Cordes, husband and wife, known by me to be the persons named in the foregoing instrument and who did acknowledge said instrument to be their act and deed.

SURVEYOR'S CERTIFICATE

Michael W. Unger, an attorney, told this Panel that he prepared the above statement. Unger said that he was not a member of the Communist Party, nor was he a Communist sympathizer. He said that he was not a member of the Communist Party, nor was he a Communist sympathizer. He said that he was not a member of the Communist Party, nor was he a Communist sympathizer.

100

Michael N. Eichers,
Licensee Land Surveyor,
Minnesota License No. 46564

In this the day of _____, 2020, before me a Notary Public in and for said County,

Elinor M. Finnes and also John James did say that they had executed the foregoing instrument

APPROVALS

I declare under penalty of perjury that I am a resident of the City of _____, California, and that I am at least 18 years old as of the date of my registration.

1

Chairman _____ Secretary _____

1

1000

0105010

erzon, represent all ownership interest in the land encompassed by this plot.

Laboratory and Public Services

herely certify that there are no delinquent taxes and/or delinquent special assessments, that the current taxes have been paid and that the transfer has been entered on the land described herein on the _____ day of _____, 2020.

CAMDEN COURT

Property and Public Services

FINAL PLAT
FINAL REVIEW
SING FINAL REVIEW

PENDING 102-25-20

<https://doi.org/10.1093/bioinformatics/btad678>

THE UNIVERSITY OF CHICAGO

100% POLYESTER

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11B	Department: Community Dev.	Council Meeting Date: 3/16/20																												
TITLE OF ISSUE: Consider Approving Preliminary & Final Plat of Rolling Green Addition No. 4. A Request from Nicco Property, LLC.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the attached Planning Commission Report.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Approve Preliminary & Final Plat of Rolling Green Addition No. 4. A Request from Nicco Property, LLC.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Report</u> _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<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: _____																													

PRELIMINARY & FINAL PLAT OF ROLLING GREEN ADDITION NO. 4
A REQUEST FROM NICCO PROPERTY, LLC

THE CITY OF NORTH MANKATO

SUBJECT: Rolling Green Addition No. 4
APPLICANT: Nicco Property, LLC
LOCATION: Outlot A, Rolling Green Addition
EXISTING ZONING: OR-1, Office-Residential
DATE OF HEARING: March 12, 2020
DATE OF REPORT: March 4, 2020
REPORTED BY: Mike Fischer, Community Development Director

APPLICATION SUBMITTED

Request to replat Outlot A, Rolling Green Addition

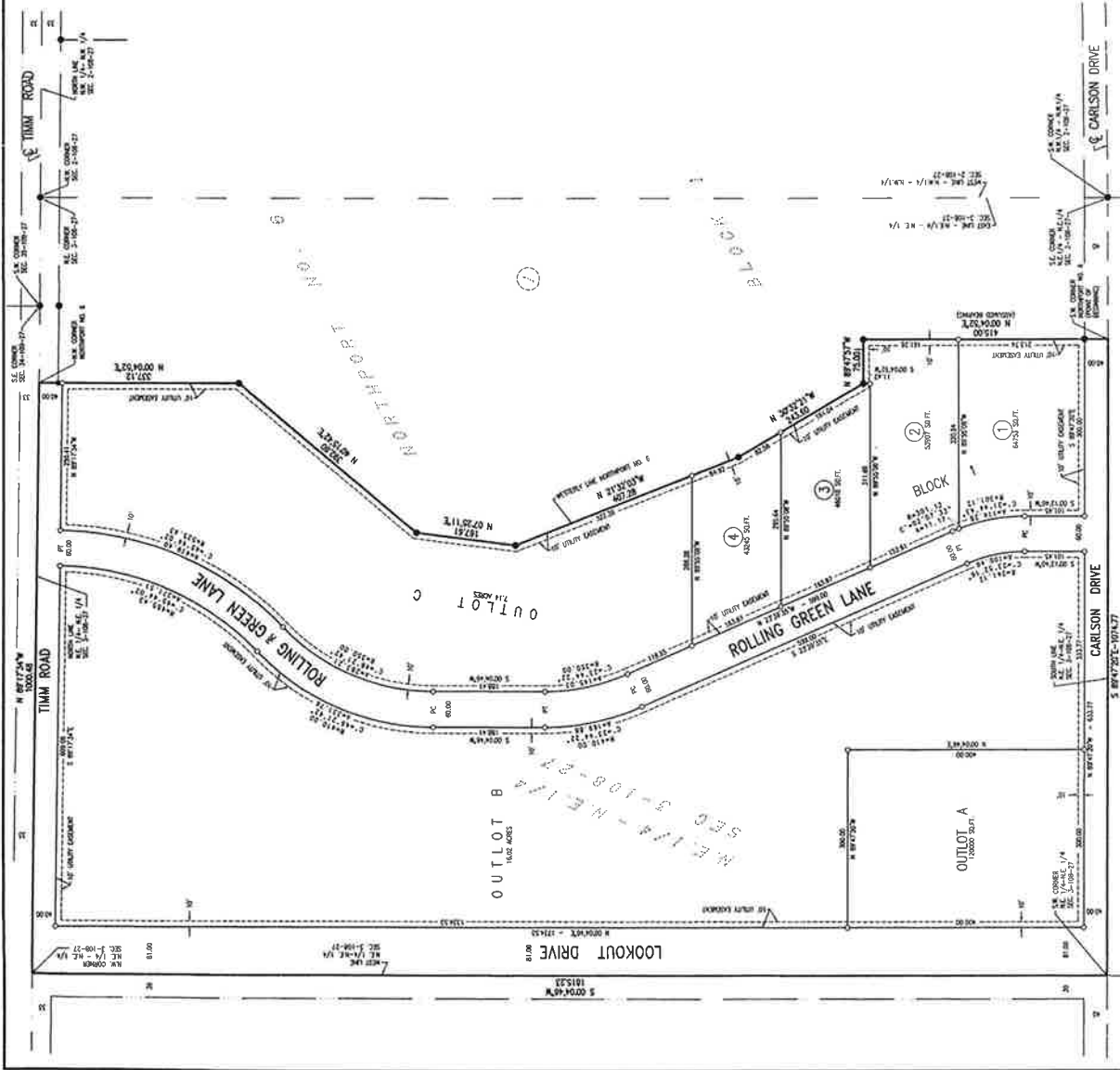
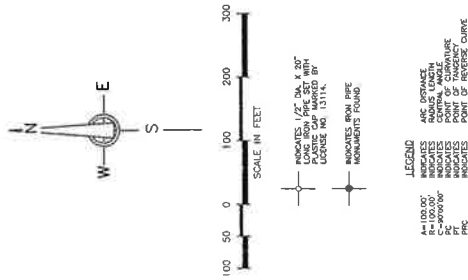
COMMENT

In 2002, Rolling Green Addition was platted as shown on Exhibit A. The location of the property is shown on Exhibit B. The plat included four lots on the east side of Rolling Green Lane for townhome development and reserved future development on Outlots A, B and C. Since 2002, Outlot C has been replatted and developed into single and multi-family housing and Outlot B has been replatted and is being developed for both residential and commercial purposes. Outlot A has yet to be developed. As the applicant is proposing to construct an apartment building on Outlot A, and development cannot occur on an Outlot, it is necessary to replat the property by simply changing the Outlot status to a lot and block. Exhibit C is the preliminary plat of Rolling Green Addition No. 4 which shows Outlot A as Lot 1, Block 1, Rolling Green Addition No. 4. Exhibit D is the final plat.

RECOMMENDATION

Staff recommends approval of the preliminary & final plat of Rolling Green Addition No. 4

CITY OF NORTH MANKATO
NICOLLET COUNTY, MINNESOTA



SHEET 2 OF 2 SHEETS

THIS PLAT WAS PREPARED BY SURVEY SERVICES, INC.

Rolling Green Assoc.

Rolling Ledges Ass.



- Legend**
- City Limits
 - Medians
 - Roadways
 - Roads
 - US TRUNK HWY
 - COUNTY STATE AID HWY
 - MUNICIPAL STATE AID STREET
 - LOCAL STREET
 - RAMP
 - PRIVATE STREET
 - Lakes & Ponds
 - Minnesota River
 - Nman_cty19_3inch.sid
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 - Green: Band_2
 - Blue: Band_3

Map Name

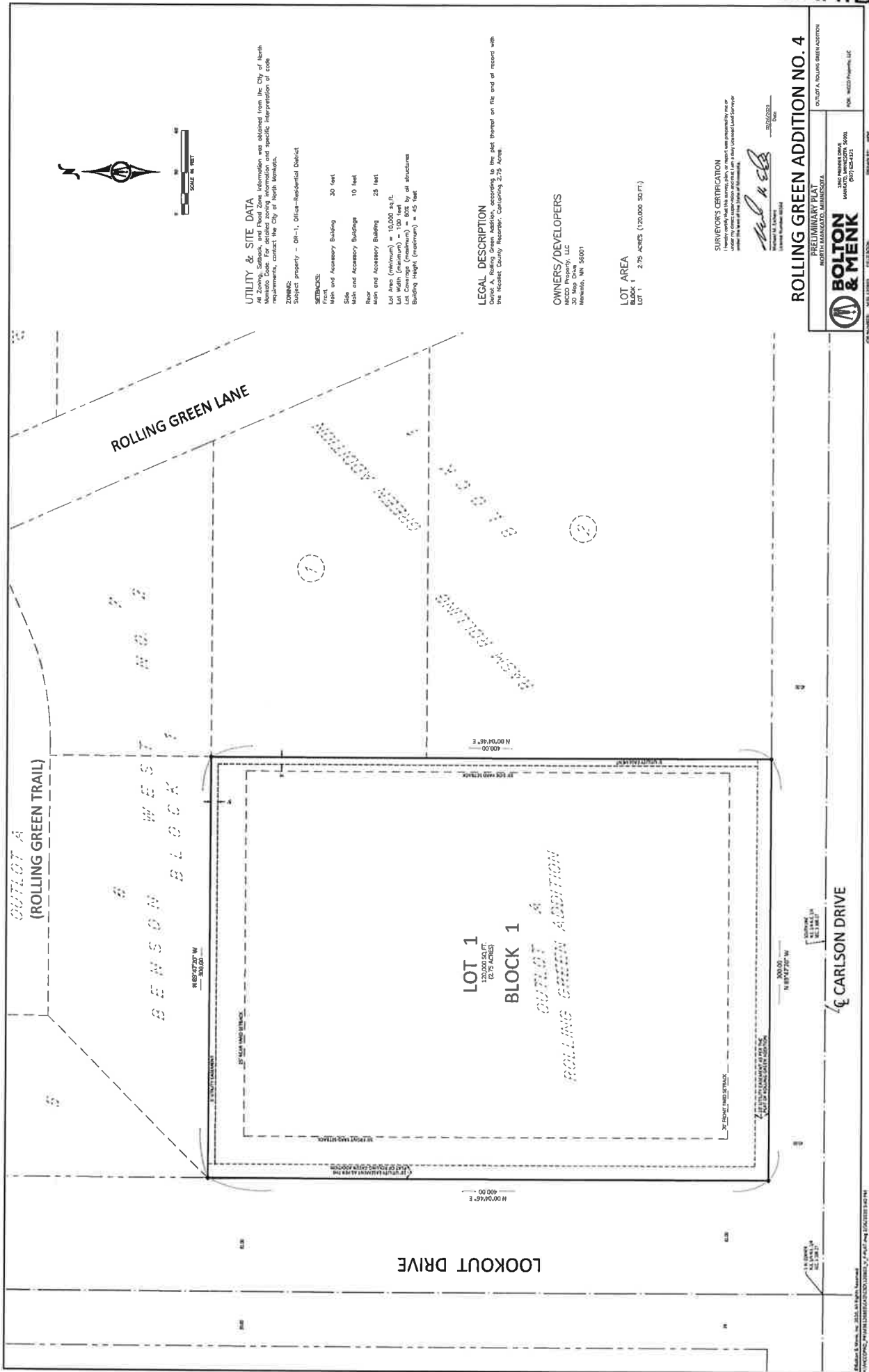
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0 1,053 Feet

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SCALE IN FEET

UTILITY & SITE DATA

All Zoning, Subdiv, and Flood Zone information was obtained from the City of North Hennepin. For more information, please contact the City of North Hennepin.

STAKE:
Subject property - 08-1, Office-Residential District

SETBACKS:

Front	30 feet
Side and Accessory Building	10 feet
Side and Accessory Building	10 feet
Side and Accessory Building	25 feet
Lot Area (minimum) = 10,000 sq. ft.	
Lot Coverage (maximum) = 50% of lot area	
Building Height (maximum) = 45 feet	

LEGAL DESCRIPTION

District A, Rolling Green Addition, according to the plat thereof on file and of record with the Hennepin County Recorder, containing 2.75 acres.

OWNERS/DEVELOPERS

Rolling Green Property, LLC
30 Main Drive
Minnetonka, MN 55001

LOT AREA

LOT 1 2.75 ACRES (120,000 SQ. FT.)

SURVEYOR'S CERTIFICATION

I hereby certify that this survey plat or report was prepared by me or under my direct supervision and that I am a duly licensed and qualified surveyor under the laws of the State of Minnesota.

Michael M. Linder
Michael M. Linder
Survey Number 00141

ROLLING GREEN ADDITION NO. 4

PRELIMINARY PLAT

NORTH HENNEPIN COUNTY, MINNESOTA

3360 PINEWOOD DRIVE
MINNETONKA, MN 55001
(952) 834-4211



DATE: 10/1/2010

BY: MICHAEL M. LINDER

MINN. SURV. NO. 00141

STATE OF MINN. REC. NO. 10/1/2010

FILE NO. 10/1/2010

BOOK 10/1/2010

PAGE 1 OF 1

ROLLING GREEN ADDITION NO. 4

10	20	30	40	50	60	70	80	90	100
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1. *Journal of the American Medical Association*, 2000; 284: 1012-1016.

[illegible]

hereby certify that there are no delinquent taxes and/or delinquent special assessments, that the current taxes have been paid and that the transfer has been entered on the land described above on the _____ day of _____, 2020.

FINAL PLAT
FINAL REVIEW
JULY 2020

THE PLAY

EXHIBIT D

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11C	Department: City Engineer	Council Meeting Date: 3/16/20																												
TITLE OF ISSUE: Consider Adopting Resolution Accepting Bid Project No. 20-02D State Aid Overlay Improvement Project.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the memo from City Engineer Dan Sarff.																														
If additional space is required, attach a separate sheet																														
REQUESTED COUNCIL ACTION: Adopt Resolution Accepting Bid Project No. 20-02D State Aid Overlay Improvement Project.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u> Memo </u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

March 10, 2020

John Harrenstein
City Administrator
City of North Mankato
1001 Belgrade Avenue, P.O. Box 2055
North Mankato, MN 56002-2055

RE: 2020 State Aid Overlay Improvement Project
City Project No. 20-02 D
SAP 150-255-02, 150-108-007, and 150-109-005
BMI Project No. M18.120128

Dear Mr. Harrenstein,

Bids were received and opened at City Hall on Tuesday, March 10th at 11:00am for the project referenced above. Two (2) bids were received and the results of the bids are tabulated below:

Bidder	Bid Amount
W.W. Blacktopping, Inc.	\$721,118.87
OMG Midwest, Inc. (MN Paving & Materials)	\$748,928.95
Engineer's Estimate	\$740,633.85

The low bidder for the project is W.W. Blacktopping, Inc., from Mankato, Minnesota. The low bid is approximately 6% below the Engineer's Estimate and the next lowest bid is approximately 4% over the low bid.

Based on past performance on similar projects in previous years, it is our opinion that W.W. Blacktopping, Inc. is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that W.W. Blacktopping, Inc. be awarded the contract based on the bid contract amount of \$721,118.87.

Sincerely,

Bolton & Menk, Inc.

Daniel R. Sarff, P.E.
City Engineer

RESOLUTION ACCEPTING BID
PROJECT NO. 20-02D STATE AID OVERLAY IMPROVEMENT PROJECT

WHEREAS, pursuant to an advertisement for bids for the 2020 State Aid Overlay Improvement Project No. 20-02D, bids were received, opened, and tabulated according to the law for street and surface improvements, and

WHEREAS the following bids were received complying with the advertisement:

Bidder	Bid Amount
W.W. Blacktopping, Inc	\$721,118.87
OMG Midwest, Inc. (SMC)	\$748,928.95

WHEREAS, the low bid of \$721,118.87 is lower than the engineering estimate of \$740,633.85; and

WHEREAS, it appears that W.W. Blacktopping, of Mankato, 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 W.W. Blacktopping, Inc. of Mankato, Minnesota for the contract amount of \$721,118.87 in the name of the City of North Mankato, Minnesota for the 2020 State Aid Overlay Improvement Project.
- 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 16th day of March 2020.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11D	Department: City Engineer	Council Meeting Date: 3/16/20																											
TITLE OF ISSUE: Consider Adopting Resolution Receiving Feasibility Report and Calling Hearing for Project No. 20-03 ABCDEF Countryside Drive Improvement Project.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the report from City Engineer Dan Sarff. Mr. Sarff will also be present to answer any questions.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Adopt Resolution Receiving Feasibility Report and Calling Hearing for Project No. 20-03 ABCDEF Countryside Drive Improvement Project.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u> Memo </u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING FOR PROJECT NO 20-03 ABCDEF COUNTRYSIDE DRIVE
IMPROVEMENT PROJECT

WHEREAS, pursuant to resolution of the Council adopted February 18, 2020, a feasibility report has been prepared by Bolton & Menk, Inc., with reference to proposed improvements including sanitary sewer improvements, watermain improvements, storm sewer improvements, street improvements, sidewalk/trail improvements, turf establishment/erosion control, and other related improvements to Project No. 20-03 ABCDEF Countryside Drive Improvement Project; and

WHEREAS, the report, received by Council on March 16, 2020, provides information regarding whether the proposed improvements are necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of Countryside Drive Project No. 20-03 ABCDEF in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,624,900.
2. A public hearing shall be held on such proposed improvement on the 6th day of April 2020, in the council chambers of City Hall at 7:00 p.m., and the clerk shall give mailed and published a notice of such hearing and improvement as required by law.

Adopted by the City Council this 16th day of March 2020.

Mayor

ATTEST:

City Clerk



Real People. Real Solutions.

Preliminary Engineering Report

2019 Countryside Drive Improvement Project

City Project No. 20-03 ABCDEF

City of North Mankato, Minnesota

March 2019



Submitted by:

Bolton & Menk, Inc.

1960 Premier Drive

Mankato, MN 56001

P: 507-625-4171

www.Bolton-Menk.com

BMI No. M18.117407

Certification

Preliminary Engineering Report

for

City of North Mankato, Minnesota
2020 Countryside Drive Improvement Project
City Project No. 20-03 ABCDEF

BMI Project No. M18.120740

March 2020

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



By:

Daniel R. Sarff, P.E.
License No. 17080

Date: March 12, 2020

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Figure 1: Existing Conditions

Figure 2: Proposed Utility Improvements

Figure 3: Proposed Surface Improvements

Figure 4: Typical Section

I. BACKGROUND AND SCOPE

In accordance with Minnesota Statutes, Chapter 429, the North Mankato City Council has authorized the preparation of a Preliminary Engineering Report to define the scope and determine the feasibility of infrastructure improvements on Countryside Drive from Houghton Avenue to Coventry Lane.

The specific objectives of this Preliminary Engineering Report as follows:

- Evaluate the need for the project
- Determine the necessary improvements
- Provide information on the estimated costs for the proposed projects
- Determine the project schedule
- Determine the feasibility of the proposed projects.

II. EXISTING CONDITIONS AND PROPOSED IMPROVEMENTS

A. Sanitary Sewer

The existing sanitary sewer along Countryside Drive consists of a 27-inch polyvinyl chloride (PVC) trunk sewer that was constructed in 1996. After leaving the project area, this sanitary sewer flows south and west to US TH 169 and eventually to the City or North Mankato's Main Lift Stations. The portion of this trunk sewer that is beneath Countryside Drive is approximately 25 to 30-feet deep. Some of the existing manholes within the project have pipe stub-outs and drop shafts.

Given the depth and size of the existing trunk sewer, it is recommended that a new parallel sanitary sewer be constructed to serve the proposed residential development on the north side of Countryside Drive. The new sanitary sewer will consist of 8-inch polyvinyl chloride (PVC) plastic pipe constructed at standard depth, precast concrete manholes with gasketed joints, and PVC sanitary sewer service stub-outs for the proposed residential lots. The new sanitary sewer will be connected into the existing trunk sewer. New 4-inch PVC sanitary sewer pipes and wye branches will be stubbed out to the north right-of-way line to serve the future residential properties. The new sanitary sewer elements will be designed and specified to 10 States Standards and the applicable Minnesota plumbing codes. A trace wire with proper grounding and access points will be provided with all sanitary sewer mains and services. No improvements to the existing trunk sewer are proposed with this project because this infrastructure is in good condition and well within its life expectancy.

The existing sanitary sewer and proposed improvements are shown on the figures in the Appendix.

B. Water Distribution

The existing water distribution system along Countryside Drive consists primarily of 16-inch watermain and valves with hydrants that were all constructed in 1998. It appears from the original construction plans that the existing watermain is ductile iron pipe (DIP). Some of the existing main line valves were constructed inside valve manholes.

New watermain stub-outs will be constructed at the intersections of the proposed development. 10-inch and 8-inch capped PVC watermains will be provided at Deerwood Drive and Howard Drive, respectively. New 1-inch polyethylene water services will be tapped off the existing 16-inch DIP watermain and stubbed out to the north right-of-way line to serve the future residential properties. The new water distribution elements will be

designed and specified to 10 States Standards and the applicable Minnesota plumbing codes. A trace wire with proper grounding and access points will be provided with all new water services. No improvements to the existing 16-inch watermain are proposed with this project because this infrastructure is in good condition and well within its life expectancy.

The existing water distribution system and proposed improvements are shown on the figures in the Appendix.

C. Storm Sewer

Currently there no storm sewer on Countryside Drive within the project limits, except at the intersecting streets at the project termini. Stormwater in the vicinity is conveyed through shallow swales, road ditches, and driveway culverts because the existing street is a “rural” design (without curb & gutter).

A new storm sewer system is recommended to accommodate the proposed urban curb and gutter street design. The proposed storm sewer system will include new 12-inch to 30-inch storm sewer pipe and new precast concrete manholes and catch basins. The new storm sewer main will be located within the bituminous pavement where possible, however some of these pipes will likely need to be located along the curb line to maintain separation from the proposed 8-inch sanitary sewer. The preliminary storm sewer layout and elevations are based conceptual street profiles developed at the time of sanitary sewer and watermain planning.

Although there appears to be capacity in the existing Coventry Lane storm sewer, this pipe is not deep enough to accept a significant amount of the project’s drainage. While the eastern-most block of Countryside Drive can outlet into the Coventry Lane storm sewer, a new outfall to one of the ponds included in the proposed development will be constructed as the outlet for the remaining storm sewer reaches. The new storm sewers will be designed to accommodate the 10-year storm event. In addition to the new storm sewer, some minor modifications and/or abandonments of the existing storm sewer near Haughton Avenue will likely be needed to accommodate the proposed street alignment and drainage patterns.

The existing storm sewer and proposed improvements are shown on the figures in the Appendix.

D. Private Utilities

Other non-municipal private utilities are likely present in the right-of-way. These include natural gas, electric, telephone, and cable TV. The location and extent of existing non-municipal owned utilities will be verified using the Gopher One Call system. New private utility extensions may also be needed to accommodate the proposed development north of this project. It is anticipated that all said private utility improvements will be constructed and financed by others.

The design of the proposed improvements will be coordinated with the owners of private utilities. Design coordination meetings will be held with all private utility companies to identify those utilities that conflict with the proposed improvements. Private utility companies will be requested to submit proposed designs, provide construction schedules for any relocations and extensions, and follow the City’s permitting process. The construction schedule for the proposed improvements will be coordinated with the utility relocation schedule to avoid unnecessary delays.

E. Street and Surface

Countryside Drive was originally graded as a gravel “township” road sometime after the year 1950, but the gravel base has been replaced as a result of multiple utility construction projects in the mid-to-late 1990s. The bituminous pavement was placed sometime after the year 2000. The existing road is a “rural” design with side ditches and no curb and gutter, trail, or sidewalk. The pavement is wide enough for vehicular travel, but those who wish to park

along this road must do so on the grass in-slope.

Given the proposed residential development north of the project including several homes on the north side of the project and the scope of utility construction, it is recommended that Countryside Drive be fully reconstructed to be a 40-foot street with curb and gutter and sidewalk. The urban curb and gutter design will eliminate the need for driveway culverts and grass side ditches. The proposed 40-foot width (measured from face to face of curb & gutter) is the same width as the segment of Countryside Drive from Lor Ray Drive to Haughton Avenue. This width allows for approximately two 12-foot wide through lanes and two 8-foot wide parking lanes. The new street will have a bituminous pavement section and the existing driveways will be removed and replaced as needed to tie in. The proposed pavement section will conform to the City's standard for residential streets: 4 inches of bituminous surfacing, 14 inches of Class 6 aggregate base, and geogrid, all placed on a prepared subgrade. Four-inch diameter perforated PVC edge drains along the back of the curb on both sides are proposed to provide subsurface drainage for the pavement section. A new 6-foot wide concrete sidewalk is recommended on the north side of Countryside Drive. Crossings will be provided at as needed at intersection streets with sidewalk. The new sidewalks and pedestrian ramps will meet the current Americans with Disabilities Act (ADA) standards for accessibility. Boulevards will be restored with topsoil and seed in all disturbed areas. A new residential street lighting system will also be constructed with the project. It is anticipated that the street light design will be the same as those used on recent residential reconstruction projects. The location of the new street lights will be determined during the final design stage.

The existing street and surface and proposed improvements are shown on the figures in the Appendix. Existing and proposed typical sections are also included in the Appendix.

III. PEDESTRIAN AND BICYCLE ACCOMMODATIONS

In 2016, the North Mankato City Council adopted a Complete Streets Policy directing that an examination of accommodations for pedestrian and bicycle travel be conducted in the preliminary design stage when existing streets are to be reconstructed. Pedestrian accommodations may include sidewalks (one side or both sides) or off-street multi-use trails. Bicycle accommodations may include designated on-street bike lanes, shared driving/bicycle lanes, or off-street multi-use trails.

Countryside Drive will have a 6-foot-wide sidewalk on the north side of the street with connections and crossings provided as needed, as mentioned previously. The new sidewalks will meet ADA standards for accessibility. The construction of accessible sidewalks conforms to the City's Complete Streets guidelines for pedestrian access.

Countryside Drive and Coventry Lane are designated for future off-street trails on the City of Mankato's bicycle system map. The segment of Countryside Drive between Lor Ray Drive and Haughton Avenue and Coventry Lane both have existing 6-foot wide sidewalks one side of the street and it is unlikely that off-street trails will be constructed on these segments in the future. For that reason, it is proposed that Countryside Drive and Coventry Lane be designated as on-street bike trails with share-the-road ("sharow") pavement markings.

IV. RIGHT-OF-WAY AND EASEMENTS

To the extent possible, the project will be designed to limit construction of the proposed improvements to within the existing 66-foot right-of-way. Some driveway tie-ins and other minor disturbances to private property may be necessary during construction. Therefore, we recommend that temporary construction easements be obtained along the project frontage where required to accommodate these minor disturbances.

V. APPROVALS AND PERMITS

Approvals and Permits are required from various agencies for the construction of the project. They include the following:

- Minnesota Pollution Control Agency (MPCA) General Construction Storm Water Permit
- MPCA Sanitary Sewer Extension Permit and Environmental Review Pre-screening Form
- Minnesota Department of Health (MDH) Plan Review for Watermain Construction

VI. PROJECT COST ESTIMATE AND FINANCING

The estimated project costs are summarized in the following table:

Estimated Project Cost	
Street & Surface	\$ 1,207,400
Storm Sewer	\$ 159,200
Sanitary Sewer Mainline and Services	\$ 185,300
Watermain Mainline and Services	\$ 73,000
TOTAL:	\$ 1,624,900

These cost estimates are based on public construction cost information from other recent projects similar in scope. A contingency factor has been included to compensate for incidental and unforeseen items of work which may not be readily identifiable during the preliminary design stage. The estimated costs of engineering, administration, legal and financing are also included. Since the cost estimates are dependent on the cost of labor, materials, competitive bidding process, weather conditions, and other factors affecting the cost of construction, all cost estimates are opinions for general information and no warranty or guarantee as to the accuracy of construction cost is made. Therefore, financing for this project should be based upon actual competitive bid prices with reasonable contingencies.

It is anticipated that funding for the proposed street and utility improvements would be provided by a combination of special assessments, City utility funds, and ad valorem taxes. According to the City's past practice for calculating assessments, the proposed improvements are assessable to the benefitting properties as follows:

- Street Reconstruction, Sidewalks, Driveways, Sanitary Sewer, Watermain, and Storm Sewer: 40% Assessable, 60% City Cost
- Sanitary Sewer Services: 100% Assessable
- Water Services: 100% Assessable

Street and surface reconstruction (pavement, curb & gutter, sidewalks, driveways, street lighting) and storm sewer reconstruction costs are assessed on a front footage basis. Sanitary sewer and watermain costs, including services, are assessed on a per connection basis.

Applying these assessment rates to the project costs, results in the following range of unit costs for the assessable items for the project:

- Sanitary Sewer Main Line (40%): \$3,700 per connection
- Sanitary Sewer Services (100%): \$1,650 per connection
- Watermain Mainline (40%): \$500 per connection
- Water Services (100%): \$3,250 per connection
- Street & Surface and Storm Sewer (40%): \$171 per foot

The calculated total estimated assessment for the residential properties ranges from approximately \$5,632 to \$33,300. The calculated assessment amounts appear to be unreasonably high. In accordance with the assessment policy and past practice, the Council can limit the total assessment for each property to a more reasonable amount.

The assessment cap being considered 2020 Monroe Avenue project is \$6,500 to \$7,500 per residential property, and it is recommended that the City Council consider using the same assessment cap both the Monroe Avenue and the existing residential properties on the south side of Countryside Drive. City staff is currently working on assessment calculations for the property to the north of Countryside Drive that is currently being considered for residential development. Assessment proceedings (hearings, notices, etc.) for the project would follow the requirements of Chapter 429. Detailed assessment rolls will be prepared once the Preliminary Engineering Report has been approved and a date has been set for the Improvement Hearing.

VII. PROPOSED PROJECT SCHEDULE

The following schedule is proposed for this project:

Date	Task
March 16, 2020	Resolution Receiving Report and Calling for Hearing on Improvements
Week of March 30, 2020	Neighborhood Meeting
April 6, 2020	Improvement Hearing
June 9, 2020	Open Bids
July 20, 2020	Assessment Hearing
July 20, 2020	Resolution Adopting Assessment
July 20, 2020	Resolution Awarding Contract
August 3, 2020	Begin Construction (Approx.)
October 30, 2020	End Construction (Approx.)

VIII. CONCLUSION AND RECOMMENDATIONS

Future development north of Countryside Drive is imminent and the infrastructure improvements described in this report are crucial to facilitating this growth. We recommend proceeding with the sanitary sewer, watermain, storm sewer, and street and surface improvements outlined in this report.

From an engineering standpoint, the improvements recommended in this report are feasible, cost effective, and necessary, and can best be accomplished by letting competitive bids for the work. Feasibility is contingent upon City Council findings with respect to project financing.

We recommend that the Council accept this report and call for a hearing on the proposed to solicit further public input on this project.

Figure 1: Existing Conditions

Figure 2: Proposed Utility Improvements

Figure 3: Proposed Surface Improvements

Figure 4: Typical Section

