

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 April 20, 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 pm, asking that everyone join in the Pledge of Allegiance. The following were present remotely through Zoom for roll call: Council Members Oachs, Whitlock, Steiner, City Attorney Kennedy, Finance Director McCann, Community Development Director Fischer, and Public Works Director Host, present in the Council Chambers for roll call: Council Member Norland, Mayor Dehen, City Administrator Harrenstein, 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: Whitlock, Steiner, Norland, Oachs, and Dehen aye; no nays. Motion carried.

Approval of Council Meeting Minutes April 6, 2020.

Council Member Norland moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of April 6, 2020. Vote on the motion: Whitlock, Steiner, Norland, Oachs, 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. 36-20 Approving Donations/Contributions/Grants.

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

Public Comments Concerning Business Items on the Agenda

None.

Business Items

Res. No. 37-20 Resolution Approving MN/DOT Contract No. 1036826 Appointing Mn/DOT as the City's Agent in Accepting Federal Aid Funds in Conjunction with the Dakota Meadows Safe Routes to School Project.

City Engineer Sarff, joined the meeting through the Zoom application, reported the federal funding of Dakota Meadows Safe Routes to School Project has been programmed in the state Transportation Improvement Program for years 2020 and 2021. The City of North Mankato plans to construct the Dakota Meadows Safe Routes to School Project in 2020. The City must designate the State of Minnesota, through its Commissioner of Transportation as an agent of the City to accept the federal funds on behalf of the City to secure the federal funds in advance of the years that the funds are designated.

Council Member Steiner moved, seconded by Council Member Norland, to Adopt Res. No. 37-20 Approving MN/DOT Contract No. 1036826 Appointing Mn/DOT as the City's Agent in Accepting Federal Aid Funds in Conjunction with the Dakota Meadows Safe Routes to School

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

Res. No. 38-20 Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 19-07 DEF Dakota Meadows Middle School Safe Routes to School Improvement Project.

City Engineer Sarff reported plans and specifications had been prepared for the Dakota Meadows Middle School SRTS Improvement Project. The project includes replacement of the existing, 4-foot wide sidewalk along the south side of Howard Drive from Lookout Drive to Lor Ray Drive with an 8-foot wide multi-use concrete trail. Construction of a new 8-foot wide multi-use trail from Howard Drive to Carlson Drive. New lighting on the multi-use trail extending from Howard Drive to Carlson Drive. Construction of mid-block crossings with Rectangular Rapid Flash Beacons on Howard Drive and Carlson Drive to provide safer crossings for pedestrians and bicyclists. The estimated project cost is \$946,500, with Federal Funds paying \$352,300, and City funds and special assessments paying \$594,200.

Council Member Norland moved, seconded by Council Member Whitlock, to Adopt Res. No. 38-20 Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 19-07 DEF Dakota Meadows Middle School Safe Routes to School Improvement Project. Vote on the motion: Whitlock, Steiner, Norland, Oachs, and Dehen aye; no nays. Motion carried.

Open Forum

None.

City Administrator and Staff Comments

City Administrator Harrenstein reported Governor Walz had expanded the recreation opportunities, but the City currently plans to continue to close playgrounds until the stay at home order is lifted.

City Administrator Harrenstein reported Spring pickup has been postponed and will become a spring drop-off. Still, it is recommended to wait until after the stay at home order has been lifted by the governor.

City Administrator Harrenstein said a global view of the budget is not ready, but staff will likely be able to provide an overview during the budget process.

Public Works Director Host reported staff was not prepared to set tentative dates for the spring drop-off until more information is received from the governor's office.

Finance Director McCann said the Port Authority had received 14 COVID-19 loan applications for a total request of \$153,850. Of those applications, only ten were eligible and a total of \$111,350, eligible funds with \$79,500 already disbursed.

Council Member Norland commented that if there were childcare centers interested in grant money to visit the Southern Minnesota Initiative Foundation website for more information.

Mayor and Council Comments

Council Member Norland thanked all those who donated to swim-pass funds. She hoped the swim facility would be opened.

Council Member Oachs thanked the Port Authority for the COVID-19 loan program, commenting that it was providing necessary funds to help keep businesses operating.

Council Member Whitlock said that the Godzilla statue was wearing a mask and social distancing. He wished Mayor Dehen a happy birthday.

Mayor Dehen encouraged residents to stay at home to help slow the spread of the coronavirus.

Council Member Norland encouraged anyone struggling with everything going on to contact the Nicollet County Public Health agency and get help.

At 7:23 pm on a motion by Council Member Steiner, seconded by Council Member Norland, the Council Meeting was adjourned.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 7	Dept: City Engineer	Council Meeting Date: 5/4/20																																																
TITLE OF ISSUE: Public Hearing, 7 p.m. Assessment Hearing Monroe Avenue Street & Utility Project No. 19-06 ABCDEF.																																																		
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Sarff will present information on the project and assessment process. Resident concerns emailed to the City Clerk by April 30, 2020, have been included in the packet.																																																		
<i>If additional space is required, attach a separate sheet</i>																																																		
REQUESTED COUNCIL ACTION: Hearing																																																		
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Dehen	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> <tr> <td colspan="2" style="text-align: center;">Other (specify) _____</td> <td colspan="3" style="text-align: center;">Presentation _____</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Presentation _____			_____					_____					_____				
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The Free Press MEDIA

THE LAND

P.O. Box 3287, Mankato, MN 56002

www.mankatofreepress.com phone: (507) 344-6314, fax: (507) 625-1149

Affidavit of Publication

STATE OF MINNESOTA, COUNTY OF BLUE EARTH, SS.

Steve Jameson, being duly sworn, on oath states as follows:

1. I am the publisher of The Free Press, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

The printed notice which is attached was cut from the columns of said newspaper, and was printed and published the following dates: 04/18/20, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

abcdefghijklmnopqrstuvwxyz

4. The Publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: 123.78.

5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notice: The newspaper's known office is located in Blue Earth County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

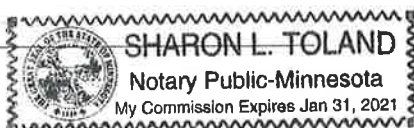
FURTHER YOUR AFFIANT SAITH NOT.

By: 

Steve Jameson, Publisher

Sworn to and subscribed before me, this day
04/18/2020


Notary Public



NOTICE OF HEARING ON PROPOSED ASSESSMENT FOR PROJECT NO.

19-06 ABCDEF

300-400 BLOCK MONROE AVE
April 18, 2020

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 4th day of May 2020 to consider the proposed assessment for Project No. 19-06 ABCDEF 300-400 Block Monroe Avenue. The properties being assessed are those properties on Monroe Avenue in North Mankato.

Complete copies of the assessment roll are available for public inspection upon request in the Office of the City Clerk. The area proposed to be assessed is the property abutting said improvements. Written or oral objections to these assessments will be considered at the hearing. The total cost of the improvement is estimated to be \$1,133,300.

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

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

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@north-mankato.com no later than 5:00 p.m. on Monday, May 4th, 2020.

b) By mail. Submit your comments/questions by mailing to 1001 Belgrade Avenue, North

AD# 384435

Mankato, MN 56003. Questions/Comments must be received no later than 5:00 p.m. on Monday, May 4, 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, May 4, 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.

Dated this 17th day of April 2020.

April Van Genderen,
City Clerk

City of North Mankato

Assessment Hearing Presentation






Monroe Avenue Street & Utility Improvement Project
City Project No. 19-06 ABCDEF



 May 4, 2020
 1

1

Project Location/Background



- Project location - Monroe Avenue between Center Street and Range Street (300 and 400 blocks)
- Included in City's Capital Improvement Plan for 2020
- Preliminary Engineering Report authorized by Council on November 4th and presented to City Council on January 6th
- Neighborhood Meeting held on January 13th
- First Public Hearing (Improvement Hearing) held on January 20th
- Council approved the preparation of plans and specifications and bids were opened on March 31st
- Tonight – Assessment Hearing and City Council consider awarding contract


 2

2

Sanitary Sewer, Watermain and Storm Sewer



- Proposed Sanitary Sewer Improvements
 - New 8" plastic (PVC) pipe with watertight joints
 - Replace manholes with new precast concrete manholes:
 - New castings
 - Water-tight joints in manhole sections
 - Replace existing services from sewer main to ROW with new pipe
 - Property owner's responsibility to replace service line from ROW to house if deficient
- Proposed Watermain Improvements
 - New 6" PVC watermain pipe
 - New hydrants, valves & fittings at appropriate locations and spacing
 - Replace existing service lines within street right-of-way with 1" diameter plastic piping
 - Property owner's responsibility to replace service line from ROW to house if deficient
 - New automatic reading water meters will be installed with the project
- Proposed Storm Sewer Improvements
 - No existing storm sewer
 - Construct new storm sewer system
 - Mid block inlets and storm sewer manholes
 - Accommodate 10-year design storm runoff



3

Street and Surface



- Reconstruct existing street with new bituminous pavement and curb and gutter
- Existing street width varies – replace with same width as existing
- New sidewalk on both sides – same width as existing except for widening at west end of the school property
- New concrete driveway aprons from curb to property line
- Proposed pavement section to conform with state aid standards
- Widen existing driveway to church parking lot from Range Street
- Install 5 new street lights
- Restore all disturbed residential turf areas with seed and sod
- No trees on residential properties impacted by proposed construction



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Estimated Project Costs and Funding



Item	Estimated Project Cost
Street & Surface	\$732,500
Storm Sewer	\$179,100
Sanitary Sewer	\$108,500
Watermain	\$113,200
TOTAL:	\$1,133,300
Municipal State Aid Funds	\$450,000
City Cost	\$683,300

- Estimated costs include allowances for contingencies, administrative, engineering and financing costs



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Assessments and Assessment Cap



- Assessment policy:
 - Sanitary Sewer and Water Services– 100% Assessable
 - Balance of Project Costs (Street Reconstruction, Sanitary Sewer, Watermain, and Storm Sewer) – 40% Assessable, 60% City Cost
- Assessment Rates based on Bid Costs:
 - Sanitary Sewer Main Line (40%): \$2,863 per connection
 - Residential Sanitary Sewer Services (100%): \$1,046 per connection
 - Watermain Mainline (40%): \$2,554 per connection
 - Residential Water Services (100%): \$1,060 per connection
 - Street & Surface/Storm Sewer (40%): \$182 per foot
- Calculated assessments:
 - Residential: \$12,203 to \$16,995
 - St. Paul's Lutheran Church (Church/Jesus Loves Me Learning Center & Parking Lot): \$139,395
 - ISD #77 (Monroe Elementary School): \$167,394
- Assessment Cap:
 - Proposed Residential Assessment Cap: \$7,000
 - St. Paul's Lutheran Church: \$86,437 (based on linear footage)
 - ISD #77: \$97,958 (based on linear footage)



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Assessment Process



- Actual assessment amount for each property was provided in mailed notice sent approximately two weeks before hearing
- Assessments can be pre-paid with no interest if paid by November 15, 2020
- Notice will be sent to all property owners approximately 30 days prior to pre-payment date
- If not pre-paid, assessments will be certified to County auditor and will be added to property tax statement starting in 2020:
 - Equal annual payments
 - Payment period - typically 15 years
 - Interest rate of 4% will be applied
- Remaining principal and accrued interest can be prepaid in future years with no penalty
- Additional information will be provided in assessment notice

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Proposed Schedule



Date	Task
January 6, 2020	Resolution Receiving Report and Calling for Hearing on Improvements
January 13, 2020	Neighborhood Meeting
January 20, 2020	Improvement Hearing
March 31, 2020	Open Bids
May 4, 2020	Assessment Hearing
May 4, 2020	Resolution Adopting Assessment
May 4, 2020	Resolution Awarding Contract
Mid-May	Begin Construction (Approx.)
Late August	Complete Construction (Approx.)



8

Construction Issues/Questions



- Approximate construction duration:
 - Start mid-May
 - Finish before Labor Day
- Construction access
- Maintenance of water and sewer service
- Garbage and recycling during construction
- Mail service during construction
- Construction communications



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Questions/Discussion



10

April Van Genderen

From: Amanda Rettke <manda.rettke@gmail.com>
Sent: Wednesday, April 22, 2020 4:25 PM
To: aprilv@northmankato.com
Subject: Project number 19-06 Monroe Reconstruction Project

I want to object to being charged for this reconstruction project for several reasons:

- 1) I pay property taxes, if the taxes don't cover the cost of improvements, then it sounds like the city doesn't have the budget for an improvement right now.
- 2) At my own expense, I had to have my sewer line replaced from my house to the main 2 years ago. It was a \$14,000 project that the city helped me pay and I just paid you back in December 2019. It was a severe hardship already that I'm still recovering from. My credit is in shambles from a problem that this property had when I bought it, but I took responsibility for it and got it paid for. I can't take on an un-asked-for project.
- 3) interest rate on an assessment I didn't ask for? So the city will actually profit from the work my taxes are supposed to pay for? No.
- 4) I am not 65, but I am on a fixed income from social security. This assessment means I'll be paying for your street renovation at the expense of being able to eat.

In other words, if there's an assessment on my property, I'm ruined.

Signed on 04/22/2020
Amanda Rettke
402 Monroe Ave
North Mankato, MN 56003
402.853.2408
manda.rettke@gmail.com

April Van Genderen

From: Paul Jensen <customlogdesignmn@gmail.com>
Sent: Wednesday, April 29, 2020 10:31 AM
To: aprilv@northmankato.com
Subject: Monroe Ave work

To whom it may concern,
I own the property at 424 Monroe Ave, and
I do not feel that these improvements are necessary at this time. I have
no issues with my sidewalk, road, or sewer functionality. I absolutely
would vote against this "improvement".

Please acknowledge receipt of this email. thank you.

Sincerely,
Paul Jensen
Custom Log Design
57162 183rd Ln
Mankato, Mn 56001

www.customlogdesign.com
pjensen@customlogdesign.com
507-278-4550



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 5-4-20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00008	A+ SYSTEMS GROUP	05/04/2020	Regular	0	224.55	92642
00029	AG SPRAY EQUIPMENT	05/04/2020	Regular	0	699.30	92643
03012	ALL PRO OVERHEAD DOOR CO. INC.	05/04/2020	Regular	0	245.00	92644
00133	BELGRADE TOWNSHIP TREASURER	05/04/2020	Regular	0	5,699.00	92645
00194	BRICK HOUSE GRAPHICS	05/04/2020	Regular	0	561.00	92646
02608	BUD'S NUISANCE WILDLIFE REMOVAL LLC	05/04/2020	Regular	0	1,850.00	92647
00233	CEMSTONE PRODUCTS COMPANY	05/04/2020	Regular	0	76.84	92648
02757	CINTAS	05/04/2020	Regular	0	489.58	92649
00249	CIRCLE INN OF NORTH MANKATO	04/22/2020	Regular	0	12,500.00	92631
00255	CITY OF MANKATO	04/22/2020	Regular	0	16,462.77	92638
00255	CITY OF MANKATO	05/04/2020	Regular	0	7,339.14	92650
03260	COOPER, CHUCK & NANCY	05/04/2020	Regular	0	250.00	92651
00331	DE MARS CONSTRUCTION	05/04/2020	Regular	0	14,954.19	92652
00344	DIAMOND VOGEL PAINT CENTER	05/04/2020	Regular	0	928.24	92653
02068	DINO'S PIZZERIA	04/21/2020	Regular	0	12,500.00	92628
03259	DINSMORE, DAN	04/29/2020	Regular	0	200.00	92641
00401	EXPRESS SERVICES, INC.	05/04/2020	Regular	0	36.00	92654
03257	FANTASTIC SAMS	04/27/2020	Regular	0	10,000.00	92640
00404	FASTENAL COMPANY	05/04/2020	Regular	0	18.57	92655
00409	FERGUSON ENTERPRISES, INC	05/04/2020	Regular	0	32.34	92656
00447	FREE PRESS	05/04/2020	Regular	0	123.78	92657
00458	FRONTLINE WARNING SYSTEMS	05/04/2020	Regular	0	2,750.00	92658
00508	GREEN TECH RECYCLING, LLC	05/04/2020	Regular	0	476.25	92659
00519	HACH COMPANY	05/04/2020	Regular	0	1,430.71	92660
00534	HART'S AUTO SUPPLY	05/04/2020	Regular	0	423.00	92661
02597	INTERNET CONNECTIONS, INC	05/04/2020	Regular	0	330.00	92662
00627	JACKSON-HIRSH, INC	05/04/2020	Regular	0	155.12	92663
00637	JETTER CLEAN, INC.	05/04/2020	Regular	0	750.00	92664
03055	KELLY & SONS EXCAVATING, LLC	05/04/2020	Regular	0	5,850.00	92665
00688	KENDELL DOORS & HARDWARE, INC	05/04/2020	Regular	0	4,863.00	92666
00704	KLUTE, SUSAN	05/04/2020	Regular	0	300.00	92667
00731	LAGER'S OF MANKATO, INC.	05/04/2020	Regular	0	306.75	92668
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	05/04/2020	Regular	0	4,732.34	92669
00772	LITTLE FALLS MACHINE, INC.	05/04/2020	Regular	0	1,737.42	92670
00847	MATHESON TRI-GAS, INC.	05/04/2020	Regular	0	32.51	92671
00869	MECHANICAL RESOURCES, INC.	05/04/2020	Regular	0	1,975.00	92672
03207	MIDWEST ENGINEERING LLC	05/04/2020	Regular	0	160.00	92673
00951	MINNESOTA TRUCK & TRACTOR, INC.	05/04/2020	Regular	0	46.05	92674
01037	NICOLLET COUNTY	04/17/2020	Regular	0	5,600.00	92627
03256	NORTON S KARNO & THE SUKERT FAMILY TRU	05/04/2020	Regular	0	1,641.00	92675
03160	NOVEL SOLAR THREE LLC (DBA GREEN STREET	05/04/2020	Regular	0	5,181.21	92676
01071	NUSS TRUCK & EQUIPMENT, INC.	05/04/2020	Regular	0	552.06	92677
01106	PETTY CASH	05/04/2020	Regular	0	34.25	92678
03255	PLUTO, JON	04/21/2020	Regular	0	22.25	92629
01133	POWERPLAN/RDO EQUIPMENT	05/04/2020	Regular	0	3,996.11	92679
01170	RAMY TURF PRODUCTS	05/04/2020	Regular	0	1,737.50	92680
02235	RIVER CITY ELECTRIC CO	05/04/2020	Regular	0	3,732.48	92681
03182	SHIELD SECURITY SYSTEMS	05/04/2020	Regular	0	12,430.00	92682
01317	SPINNER'S BAR	04/21/2020	Regular	0	12,500.00	92630
01402	TIRE ASSOCIATES	05/04/2020	Regular	0	1,165.90	92683
01415	TOYOTA-LIFT OF MINNESOTA	05/04/2020	Regular	0	885.99	92684
00065	AMERICAN PUBLIC WORKS ASSOCIATION	04/22/2020	Bank Draft	0	260.00	DFT0004145
00182	BOYER TRUCKS	04/27/2020	Bank Draft	0	57.61	DFT0004157
00241	CHARTER COMMUNICATIONS	04/21/2020	Bank Draft	0	263.38	DFT0004143
02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	62.72	DFT0004149
02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	45.75	DFT0004150
02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	1,512.07	DFT0004151

02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	42.94	DFT0004152
02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	39.75	DFT0004153
02058	CONSOLIDATED COMMUNICATIONS	04/24/2020	Bank Draft	0	163.44	DFT0004154
02058	CONSOLIDATED COMMUNICATIONS	04/27/2020	Bank Draft	0	209.70	DFT0004155
00322	DALCO	04/29/2020	Bank Draft	0	74.13	DFT0004161
02750	DPS MEDIA	04/20/2020	Bank Draft	0	178.47	DFT0004139
00608	INGRAM LIBRARY SERVICES	04/29/2020	Bank Draft	0	1,440.16	DFT0004159
02026	INTERNATIONAL CODE COUNCIL	04/27/2020	Bank Draft	0	427.00	DFT0004156
00733	LAKES GAS CO #10	04/29/2020	Bank Draft	0	107.00	DFT0004162
00910	MINNESOTA VALLEY TESTING LAB, INC.	04/15/2020	Bank Draft	0	66.50	DFT0004136
00910	MINNESOTA VALLEY TESTING LAB, INC.	04/20/2020	Bank Draft	0	41.50	DFT0004140
00910	MINNESOTA VALLEY TESTING LAB, INC.	04/20/2020	Bank Draft	0	41.50	DFT0004141
00910	MINNESOTA VALLEY TESTING LAB, INC.	04/24/2020	Bank Draft	0	41.50	DFT0004148
01322	SPRINT	04/21/2020	Bank Draft	0	35.68	DFT0004142
01335	STAPLES ADVANTAGE	04/22/2020	Bank Draft	0	195.63	DFT0004144
01335	STAPLES ADVANTAGE	04/27/2020	Bank Draft	0	21.90	DFT0004158
01335	STAPLES ADVANTAGE	04/29/2020	Bank Draft	0	446.70	DFT0004160
03254	TAFT	04/20/2020	Bank Draft	0	5,000.00	DFT0004137
00063	AMERICAN PEST CONTROL	05/06/2020	EFT	0	200.00	2764
00103	AUTO BODY SPECIALTIES	05/06/2020	EFT	0	176.24	2765
00105	AUTO VALUE MANKATO	05/06/2020	EFT	0	492.27	2766
00123	BATTERIES+BULBS	05/06/2020	EFT	0	113.79	2767
00142	BETHANY LUTHERAN COLLEGE	05/06/2020	EFT	0	10,562.50	2768
00172	BOHRER, TOM	05/06/2020	EFT	0	255.00	2793
00216	C & S SUPPLY CO, INC.	05/06/2020	EFT	0	122.43	2769
02706	CORE & MAIN LP	05/06/2020	EFT	0	124.06	2770
00310	CRYSTEEL TRUCK EQUIPMENT, INC	05/06/2020	EFT	0	990.60	2771
00453	FREYBERG PETROLEUM SALES, INC.	05/06/2020	EFT	0	6,538.56	2772
00463	G & L AUTO SUPPLY, LLC	05/06/2020	EFT	0	13.00	2773
00503	GREAT AMERICAN BUSINESS PRODUCTS	05/06/2020	EFT	0	817.60	2774
00538	HAWKINS, INC.	05/06/2020	EFT	0	3,050.61	2775
00632	JAVENS MECHANICAL CONTRACTING CO.	05/06/2020	EFT	0	516.14	2776
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	05/06/2020	EFT	0	41.53	2777
00767	LIME VALLEY ADVERTISING, INC.	05/06/2020	EFT	0	25.00	2778
00776	LLOYD LUMBER CO.	05/06/2020	EFT	0	2,482.30	2779
00819	MANKATO FORD, INC.	05/06/2020	EFT	0	297.65	2780
00825	MANKATO MOTOR COMPANY	05/06/2020	EFT	0	599.69	2781
00874	MENARDS-MANKATO	05/06/2020	EFT	0	584.36	2782
02532	MIKE'S LLC	05/06/2020	EFT	0	53.50	2783
00902	MINNESOTA IRON & METAL CO	05/06/2020	EFT	0	11.20	2784
00997	MTI DISTRIBUTING CO	05/06/2020	EFT	0	2,251.93	2785
01052	NORTH CENTRAL INTERNATIONAL	05/06/2020	EFT	0	652.24	2786
02005	PANTHEON COMPUTERS	05/06/2020	EFT	0	6,453.60	2787
01090	PARAGON PRINTING, MAILING & SPECIALTIES	05/06/2020	EFT	0	3,564.71	2788
01160	QUALITY OVERHEAD DOOR CO, INC	05/06/2020	EFT	0	933.50	2789
01211	RIVER BEND BUSINESS PRODUCTS	05/06/2020	EFT	0	837.61	2790
01281	SIGN PRO	05/06/2020	EFT	0	575.00	2791
03253	SOUTHERN MINNESOTA MARTIAL ARTS	04/22/2020	EFT	0	12,500.00	2761
02756	TAPCO	05/06/2020	EFT	0	3,589.03	2792
03258	TOP KNOT GROOMING BY ANDREA	04/30/2020	EFT	0	3,900.00	2763
02591	UNITED TEAM ELITE	04/22/2020	EFT	0	12,500.00	2762
01477	VIKING ELECTRIC SUPPLY, INC.	04/24/2020	Bank Draft	0	1,646.99	DFT0004147
					249,234.87	109

Authorization Signatures

All Council

The above manual and regular claims lists for 5-4-20 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 WAIVING WAITING PERIOD
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR
FEEDING OUR COMMUNITIES PARTNERS

WHEREAS, Feeding Our Communities Partners has made an application for exemption from a charitable gambling license to conduct a raffle on August 6, 2020, at 2120 Howard Dr. West, Suites F & G, within the City of North Mankato, Minnesota, which application was received by the City on April 14, 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 4th day of May 2020.

Mayor

ATTEST:

City Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Feeding Our Communities Partners

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 1793617

Federal Employer ID Number (FEIN), if any: 27-2374187

Mailing Address: PO Box 5275

City: Mankato State: Mn Zip: 56002-527 County: Blue Earth

Name of Chief Executive Officer (CEO): Sheri Sander-Silva

CEO Daytime Phone: 507-381-4348 CEO Email: sheri@feedingandfueling.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Feeding Our Communities Partners

Physical Address (do not use P.O. box): 2120 Howard Dr. West

Check one:

☒ City: North Mankato Zip: 56003 County: Nicollet

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Thursday, August 6, 2020

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 4/14/20
(Signature must be CEO's signature; designee may not sign)

Print Name: Shari Sandoz-Silva

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 8C	Dept: Community Dev.	Council Meeting Date: 5/4/20																																	
TITLE OF ISSUE: Consider Accepting the Traffic & Safety Committee Recommendations found in the Traffic & Safety Minutes.																																			
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the recommendations from the Traffic & Safety Committee Meeting as presented in the minutes.																																			
<i>If additional space is required, attach a separate sheet</i>																																			
REQUESTED COUNCIL ACTION: Accept the Traffic & Safety Committee Recommendations found in the Traffic & Safety Minutes.																																			
For Clerk's Use: Motion By: _____ Second By: _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Vote Record:</td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Steiner		_____	_____	Norland		_____	_____	Oachs		_____	_____	Whitlock		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border-collapse: collapse;"> <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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Other (specify) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Resolution	Ordinance	Contract	Minutes	Map																															
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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: _____																																		

MEMORANDUM

TO: Honorable Mayor & City Council
FROM: Mike Fischer, Community Development Director
DATE: April 29, 2020
SUBJECT: April Traffic & Safety Committee Meeting Minutes

On Wednesday, April 29, 2020 the Traffic & Safety Committee met to discuss items of business under MN Statute Section 13D.021, declared the use of electronic meetings due to the COVID-19 pandemic. Traffic & Safety Committee Members present: Community Member Bill Borchardt, City Council Liaison Jim Whitlock, Police Chief Ross Gullickson, Public Works Director Nate Host and Community Development Director Mike Fischer.

The following is a summary of the meeting:

1. Request for “No Parking” area on part of Pleasant View Drive

Staff presented a request from a Pleasant View Drive resident to create a “No Parking” area on a part of Pleasant View Drive near the new Mankato Clinic building. Staff indicated that because of a bend in the road and the presence of the new clinic, traffic visibility is a concern. Steve Hatkin from the Mankato Clinic supported the request for safety purposes. The Committee reviewed the existing conditions and held discussion to increase public safety.

Recommendation

The Traffic & Safety Committee recommends the establishment of a “No Parking” area on a part of Pleasant View Drive in a location to be determined by the Public Works Department.

2. Request for “No Parking” on James Drive east of Lor Ray Drive

Staff presented a request from a James Drive resident to prohibit on-street parking of vehicles on James Drive east of Lor Ray Drive. Staff summarized the existing width of James Drive and that parking is currently permitted on both sides of James Drive based on the width. The committee held discussion regarding the request including the impact to all James Drive residents, the street width, enforcement and that there have been no similar concerns by any other residents.

RECOMMENDATION

The Traffic & Safety Committee recommends denial of the request to prohibit on-street Parking on James Drive east of Lor Ray Drive.

Additionally, staff reported they received a recent request from a Monroe Avenue resident for an on-street disability parking space within the 200 block of Monroe Avenue. According to the applicant, a nearby resident occasionally parks a vehicle on Monroe Avenue in a space convenient for an area resident who has a disability. The Traffic & Safety Committee considered this request and cautioned the precedent it may set for similar requests. The Police Chief stated his department would make contact with the nearby resident to talk about on-street parking in this area based on the circumstances.

MEMORANDUM

TO: Traffic & Safety Committee

FROM: Mike Fischer, Community Development Director

DATE: April 24, 2020

SUBJECT: April Traffic & Safety Committee Meeting

The next meeting of the Traffic & Safety Committee has been scheduled for Wednesday, April 29, 2020 at 10:00 a.m. Below is the meeting agenda:

AGENDA

1. Request for "No Parking" area on part of Pleasant View Drive
2. Request for "No Parking" on James Drive east of Lor Ray Drive

NOTICE for Meeting Pursuant to Minn. Stat. § 13D.021

City of North Mankato

Traffic & Safety Committee

Notice of Meeting by Telephone or Other Electronic Means

NOTICE IS HEREBY GIVEN that the Traffic and Safety Committee of the City of North Mankato will hold a meeting on April 29, 2020, at 10:00 am at 1001 Belgrade Avenue.

In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator, has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel, or chief administrative officer is not feasible.

Therefore, some or all of the Traffic and Safety members may be participating by telephone or other electronic means.

Members of the public may monitor the meeting by participating in the Zoom Meeting.
Participation information:

Topic: Traffic and Safety Committee Meeting

Time: Apr 29, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93966960638?pwd=SnNISURGdTdBOwpycFgwWGJzQ3VwQT09>

Meeting ID: 939 6696 0638

Password: 773549

One tap mobile

+13126266799,,93966960638#,,#773549# US (Chicago)

+19292056099,,93966960638#,,#773549# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 939 6696 0638

Password: 773549

Find your local number: <https://zoom.us/j/abij3NMIGg>

1. Request for “No Parking” area on part of Pleasant View Drive

Attached is a citizen request to create a “No Parking” area on a part of Pleasant View Drive near the Mankato Clinic and a map showing the area of concern. As the proposed area is at a curve and with the presence of the clinic building, visibility is likely an issue.

I reached out to the Mankato Clinic about this issue and they are in support of a “No Parking” area in this location for safety purposes.

RECOMMENDATION

Staff recommends the establishment of a “No Parking” area on part of Pleasant View Drive in a location to be determined by the Street Department.

Michael Fischer

From: dmb7248@gmail.com
Sent: Thursday, April 23, 2020 3:37 PM
To: michael@northmankato.com
Subject: Pleasant View Drive

Michael Fischer, North Mankato City Planner:

My husband and I live at 1533 Pleasant View Drive in a house across the street from the new Mankato Clinic building. We and some other neighbors have a concern about the times when vehicles are parked along the curve near the service end of the building. With the new building on that end of the street, it is hard to see vehicles coming from either direction, (usually driving too fast as some use Pleasant View as a faster way to and from Lookout Drive). When vehicles are parked along the curve, it is even harder to see oncoming vehicles. Is there any chance that a section of that could be designated as a "no parking" area? Also, in the winter when snow plowing was done and piled up in that area, it wasn't a good situation, either.

Thanks for considering this question from a concerned citizen.

Diane Brekke

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.



2. Request for “No Parking” on James Drive east of Lor Ray Drive

Attached is a citizen request for the implementation of “No Parking” on James Drive and adjoining streets. Attached is a map of the section of James Drive located east of Lor Ray Drive where on-street parking is permitted on both sides of the street. James Drive is a public street which is 36 feet wide.

When reviewing this request, consideration should be given to the effect of no on-street parking for; families with multiple drivers, family gatherings (graduations, birthdays, Thanksgiving, Christmas, etc), enforcement and the precedence it would set for similar requests.

RECOMMENDATION

Staff recommends denial of this request

Good afternoon,

I would like to ask you how can we address the parking situation in North Mankato, more specifically on James Drive and adjacent streets.

I would like to pass a resolution to have residents on that street and adjoining ones, to park on their driveways. All the houses have plenty of driveway spaces and parking on the streets makes no sense. It makes the street very narrow when cars are parked on both sides.

I don't understand why people insist on parking on the street when they have 2 car garages and long driveways.

Could you please address this issue in the next meeting?

Respectfully submitted,

Dominique Winchester
1606 James Dr
north a Mankato MN 56003
612-735-2196

Legend

City Limits

Medians

Roadways

Parcels (6-7-2018)

Lakes & Ponds

Minnesota River

Nman_cty19_3incht.sxd

Red: Band_1

Green: Band_2

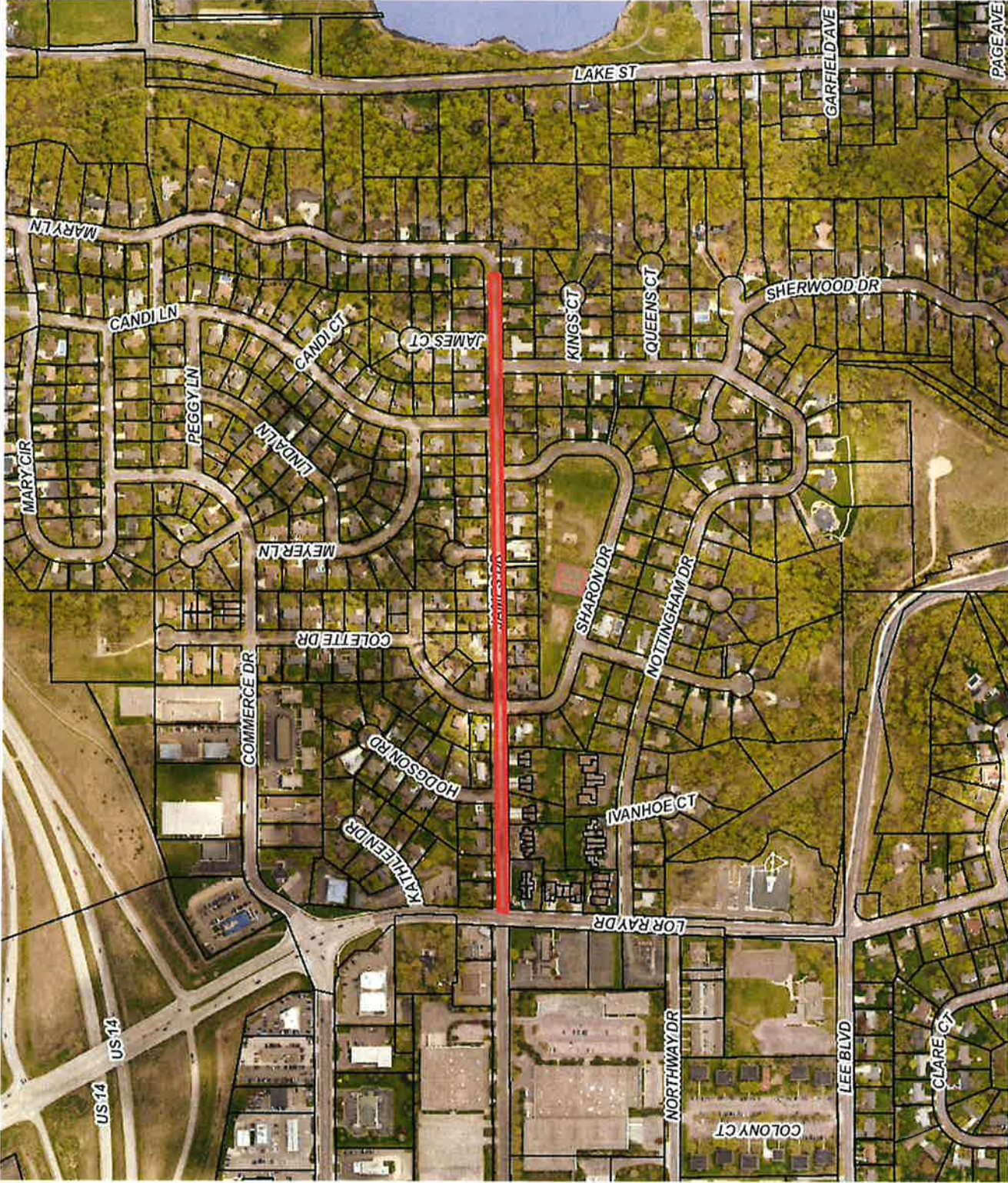
Blue: Band_3

Map Name



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North Mankato Public Art Agreement

CIRCLE INN and CITY OF NORTH MANKATO make this Agreement for purposes of implementing a public art project in North Mankato, Minnesota.

1. Roles and Responsibilities of CIRCLE INN

- a. Circle Inn is responsible for implementing Project as shown on Exhibit A.
- b. Circle Inn will complete the Project by August 30, 2020.
- c. Circle Inn is responsible for upkeep and maintenance of any physical portions of the Project for the duration of the project.
- d. Any significant changes or alterations to Project and/or timeline must be approved by the City of North Mankato.

2. Roles and Responsibilities of North Mankato Staff

- a. Promotion of Project, when requested, through online resources, social media, and other networks.

3. Roles of the Property Owner

- a. Property owner is responsible for the ongoing maintenance and appearance of the mural to the satisfaction of the City.
- b. Property owner is responsible for all costs associated with painting and maintenance of the mural

4. Copyright

Circle Inn retains copyright over any art produced as part of the Project.

5. Documentation

Circle Inn agrees to permit the City of North Mankato and its designated personnel to photograph, video and document the Project, and use resulting materials without restrictions or royalties paid to the Circle Inn for archival, promotional, marketing, website, educational and such other purposes the City of North Mankato shall determine. Such photographic and documentary materials shall be the property of the City of North Mankato.

6. Project Ownership and Decommission

Upon completion of the Project, Circle Inn and the City of North Mankato agree and acknowledge that:

- a. The City of North Mankato shall have the right to decommission or relocate the Project at any time on or after the second (2nd) anniversary of the Project completion date.

7. Hold Harmless

The Circle Inn agrees to indemnify, save, and hold the City of North Mankato harmless from any and all claims or causes of action, including attorneys' fees, arising from the performance of this Agreement.

8. Entire Agreement

This Agreement contains the entire agreement between the parties. No modification of this Agreement shall be valid unless in writing and signed by both parties. Any waiver or modification of one part shall not affect the other portions of this agreement.

9. Governing Law

The laws of the State of Minnesota shall govern this contract; any litigation shall be brought in the courts of that state.

Signed:


Circle Inn
Jeni Bobholtz

4/30/2020
(date)

City of North Mankato
John Harrenstein, City Administrator

(date)

LONG
STRONG

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10A	Dept: City Engineer	Council Meeting Date: 5/4/20																												
TITLE OF ISSUE: Consider Adopting Resolution Adopting Assessment for Monroe Avenue Street & Utility Project No. 19-06 ABCDEF																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: The public hearing was conducted earlier in the evening concerning the proposed assessment.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt Resolution Adopting Assessment for Monroe Avenue Street & Utility Project No. 19-06 ABCDEF																														
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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Dehen	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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION ADOPTING ASSESSMENT FOR
MONROE AVENUE STREET & UTILITY PROJECT
NO 19-06 ABCDEF

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for Project No. 19-06 ABCDEF Monroe Avenue Street & Utility Project.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein. Each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of fifteen (15) years and the first of the installments shall be payable on or before the first Monday in January in 2021 and shall bear interest at the rate of 4% from November 15, 2020.
3. The owner of any property so assessed, may at any time, prior to November 15, 2020, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Finance Director; and he may, at any time thereafter, pay to the County Treasurer, the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall transmit a certified duplicate of this assessment to the County Auditor to be extended on the tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council this 4th day of May 2020.

Mayor

City Clerk

LINE	PID	PROPERTY ADDRESS	PROPERTY OWNER NAME	ADDRESS	CITY	STATE	ZIP	ASSESSABLE LENGTH							ASSESSABLE UNITS			CALCULATED ASSESSMENT						RESIDENTIAL ASSESSMENT CAP \$7,000	PRORATED ASSESSMENT CAP (W/ CORNER LOT ADJUSTMENT)						
								LENGTH OF PARCEL ABUTTING IMPROVEMENT			CORNER LOT?	ASSESSABLE LENGTH				STREET & UTILITY RECON-STRUCT (LIN FT)	SANITARY SEWER SERVICE (EACH)	WATER SERVICE (EACH)	STREET & STORM SEWER (LIN FT) \$200.38	SANITARY SEWER MAINLINE (EACH) \$3,330.91	SANITARY SEWER SERVICE (EACH) \$1,018.18	WATERMAIN MAINLINE (EACH) \$3,246.67	WATER SERVICE (EACH) \$1,350.00		TOTAL CALCULATED ASSESSMENT	STREET & STORM SEWER (LIN FT) \$110.60	SANITARY SEWER MAINLINE (EACH) \$528.56	SANITARY SEWER SERVICE (EACH) \$64.63	WATERMAIN MAINLINE (EACH) \$562.03	WATER SERVICE (EACH) \$93.48	PROPOSED ASSESSMENT
												INTERIOR	CORNER		INTERIOR																
								PROJECT	SIDE	PROJECT			SIDE	PROJECT																	
1	188230010	809 RANGE STREET	ST PAUL'S EV LUTHERAN CHURCH	304 MONROE AVE	NORTH MANKATO	MN	56003		604	168	Y		604		483.2	483.20	1	2	\$96,821.29	\$3,330.91	\$2,036.36	\$6,493.33	\$2,700.00	\$111,381.90		\$53,442.83	\$3,330.91	\$2,036.36	\$6,493.33	\$2,700.00	\$68,003.44
2	180120650	CHURCH PARKING LOT	ST PAUL'S EV LUTHERAN CHURCH	304 MONROE AVE	NORTH MANKATO	MN	56003		250	140	Y		250		166.668	166.67			\$33,396.03					\$33,396.03		\$18,433.74					\$18,433.74
3	184230610	402 MONROE AVE	AMANDA J RETTKE	402 MONROE AVE	NORTH MANKATO	MN	56003		52	140	Y		52		52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
4	184230620	404 MONROE AVE	MANDRA SCHROEDER	404 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
5	184230630	406 MONROE AVE	JAMES A & JESSICA A BYRD	406 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
6	184230640	418 MONROE AVE	MICHEL A RICHARDSON	418 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
7	184230650	424 MONROE AVE	PAUL J JENSEN	57162 183RD LN	MANKATO	MN	56001	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
8	184230660	428 MONROE AVE	MEGAN M STEVENSEN	428 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
9	184230670	430 MONROE AVE	LAWRENCE J & JULIE K MEJIA	430 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
10	184230680	432 MONROE AVE	JUDITH L AUSTIN	432 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
11	184230690	434 MONROE AVE	DENNIS J & JANELLE M EGGERSDORFER	434 MONROE AVE	NORTH MANKATO	MN	56003	52			N	52			52	52.00	1	1	\$10,419.51	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$19,365.27	\$7,000.00						\$7,000.00
12	180120680	441 MONROE AVE	SCHOOL DIST 77 & MANKATO SCHOOL DIST	441 MONROE AVE	NORTH MANKATO	MN	56003		1006	602	Y		1006		804.8	804.80	1	1	\$161,261.95	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$170,207.71		\$89,012.40	\$3,330.91	\$1,018.18	\$3,246.67	\$1,350.00	\$97,958.16
13	184230470	802 CENTER STREET	CRYSTAL LEIFERMAN	802 CENTER STREET	NORTH MANKATO	MN	56003		134	56	Y		134		67	67.00			\$13,425.14					\$13,425.14	\$7,000.00						\$7,000.00
																1989.67	11	12	\$398,680.00	\$36,640.00	\$12,218.18	\$38,960.00	\$16,200.00	\$502,698.18		\$160,888.98	\$6,661.82	\$3,054.55	\$9,740.00	\$4,050.00	\$254,395.34

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10B	Dept: City Engineer	Council Meeting Date: 5/4/20																																																																					
TITLE OF ISSUE: Consider Resolution Accepting Bid Project No. 19-06 ABCDEF Monroe Avenue Street and Utility Improvement Project.																																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: Bids for Project No. 19-06 ABCDEF Monroe Avenue Street and Utility Improvement Project were received on March 31, 2020. Four bids were received with W. Lorentz and Sons Construction submitting the low bid of \$878,576.82.																																																																							
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RESOLUTION NO.

RESOLUTION ACCEPTING BID
PROJECT NO. 19-06 ABCDEF MONROE AVENUE
STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to an advertisement for bids for the 19-06 ABCDEF Monroe Avenue Street and Utility Improvement Project, 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. Lorentz and Sons Construction	\$878,576.82
Holtmeier Construction, Inc.	\$990,456.68
OMG Midwest, Inc. (SMC)	\$1,070,618.81
W.W. Blacktopping	\$1,364,046.67

WHEREAS, the low bid of \$878,576.82 is lower than the engineering estimate of \$964,000; and

WHEREAS, it appears that W. Lorentz and Sons Construction, Inc., 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. Lorentz and Sons Construction, Inc., of Mankato, Minnesota for the contract amount of \$878,576.82 in the name of the City of North Mankato, Minnesota for the Monroe Avenue Street and Utility 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 4th day of May 2020.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10C	Dept: City Engineer	Council Meeting Date: 5/4/20																																																																															
TITLE OF ISSUE: Consider Resolution setting Public Hearing for Project No. 20-03 ABCDEF Countryside Drive Improvement Project.																																																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Council received the feasibility report for the Countryside Drive Improvement Project on March 16, 2020. The attached resolution would set the improvement hearing for May 18, 2020.																																																																																	
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RESOLUTION NO.

RESOLUTION 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 18th day of May 2020, in the council chambers of City Hall at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council this 4th day of May 2020.

Mayor

ATTEST:

City Clerk

NOTICE OF PUBLIC HEARING
PROJECT NO. 20-03 ABCDEF COUNTRYSIDE 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 May 18, 2020, to consider the making of Improvement No. 20-03 ABCDEF Countryside Drive Improvement Project. The estimated cost of the improvement is \$1,624,900. 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, May 18th, 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, May 18, 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, May 18, 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 May 6, and May 13, 2020.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10D	Dept: Community Dev.	Council Meeting Date: 5/4/20																												
TITLE OF ISSUE: Consider Resolution Approving MN/DOT Contract No. 1036716 Cooperative Landscaping Agreement.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Community Development Director Fischer will provide information on the proposed project.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Adopt Resolution Approving MN/DOT Contract No. 1036716 Cooperative Landscaping Agreement.																														
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>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Oachs</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Steiner	_____	_____	Norland	_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Dehen	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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) _____ _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION APPROVING MN/DOT CONTRACT NO. 1036716
COOPERATIVE LANDSCAPING AGREEMENT

IT IS RESOLVED that the City of North Mankato enter into MnDOT Agreement No. 1036716 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City for the acquisition of landscape materials to be placed adjacent to Trunk Highway No. 14 from 430 feet northwest of Red Tail Lane to 280 feet southeast of Peregrine Lane (east) under State Project No. 5203-939.

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of North Mankato at an authorized meeting held on the 4th day of May, 2020, as shown by the minutes of the meeting in my possession.

Subscribe and sworn to me this
_____ Day of _____, 2020

Signature

Notary Public _____

Type or Print Name

My Commission Expires _____

Title

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF NORTH MANKATO
COOPERATIVE LANDSCAPING
AGREEMENT**

State Project Number (S.P.): 5203-969
Trunk Highway Number (T.H.): 14=122

Original Amount Encumbered
\$10,000.00

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of North Mankato acting through its City Council ("City").

Recitals

1. The City will perform landscaping along Trunk Highway No. 14 within the City limits according to plans, specifications, and special provisions designated as the "North Mankato Landscape Partnership Landscaping Plan" and as State Project No. 5203-969 (T.H. 14=122); and
2. The City requests the State participate in the acquisition costs of the landscape materials and the State is willing to participate in the acquisition costs of said landscaping materials according to the State's "Community Roadside Landscaping Partnership Program"; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled according to the Community Roadside Landscaping Partnership Program Project Application, on file in the State's Office of Environmental Stewardship and incorporated into this Agreement by reference.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.2. Right-of-Way, Easements, and Permits; 2.3. Maintenance by the City; 6. Liability and Worker Compensation Claims; 8. State Audits; 9. Government Data Practices; 10. Governing Law; Jurisdiction; Venue; and 12. Force Majeure.
- 1.4. **Plans, Specifications, and Special Provisions.** Plans, specifications, and special provisions designated as the "North Mankato Landscape Partnership Landscaping Plan" and as State Project No. 5203-969 (T.H. 14=122) are on file in the office of the City and the State's office of Environmental Stewardship and are incorporated into this Agreement by reference ("Landscape Plans").
- 1.5. **Exhibits.** Exhibit "A" – Maintenance Responsibilities Plan and Schedule is attached and incorporated into this Agreement.

2. Agreement Between the Parties

2.1. *Acquisition and Installation of Landscape Materials.*

- A. ***Acquisition and Installation.*** The City will acquire landscape materials and perform landscaping according to the Landscape Plans.
- B. ***Documents Furnished by the City.*** Within 7 days of ordering the landscape materials, the City will submit a copy of the purchase orders to the State's Landscape Partnership Program Coordinator in St. Paul.
- C. ***Control and Inspection of Landscape Materials.***
 - i. The landscape materials acquired under this Agreement will be under the control of the City; however the materials will be open to inspection by the State's authorized representatives. The City will give the State's Landscape Partnership Program Coordinator five days notice of its intention to receive delivery of the landscape materials.
 - ii. The City must verify that the nursery vendor has a valid nursery certificate as required by the Minnesota Department of Agriculture ("MDA"). Nursery stock originating outside Minnesota must have been certified under all applicable MDA and United States Department of Agriculture ("USDA") quarantines. Certification documents issued by the appropriate regulatory official at origin must accompany all nursery stock shipments, including but not limited to, USDA quarantines for Gypsy Moth, Phytophthora ramorum, Emerald Ash Borer, and Black Stem Rust. MDA Japanese Beetle Quarantine nursery stock from Minnesota must be inspected and certified to be free of harmful plant pests, but is not subject to MDA external Japanese Beetle Quarantine.
- D. ***Protecting and Locating Utilities.*** The City will preserve and protect all utilities located on lands covered by this Agreement, without cost to the State. As required by Minnesota Statute 216D, the City will notify Gopher State One Call System (www.gopherstateonecall.org) (1-800-252-1166) at least 48 hours before any excavation is done on this Project.
- E. ***Restore Right-of-Way.*** Upon completion of the installation of landscape materials and after performing any ongoing maintenance operations, the City will restore all disturbed areas of State Right-of-Way so as to perpetuate satisfactory drainage, erosion control, and aesthetics.
- F. ***Completion of Acquisition and Installation.*** The City will cause the acquisition and installation of the landscape materials to be started and completed according to the time schedule in the Community Roadside Landscaping Partnership Program Project Application. The completion date for the acquisition and installation of the landscape materials may be extended, by an exchange of letters between the appropriate City official and the State's Landscape Partnership Program Coordinator, for unavoidable delays encountered in the performance of the acquisition and installation of the landscape materials.
- G. ***Compliance with Laws, Ordinances, and Regulations.*** The City will comply with all Federal, State, and Local laws, and all applicable ordinances and regulations in connection with the acquisition and installation of the landscape materials.

2.2. *Right-of-Way, Easements, and Permits.*

- A. The City is authorized to work on State Right-of-Way for the purposes of installing and maintaining the landscape materials, including any necessary replacement of landscape materials that fail to survive. All suppliers, contractors, or volunteers under the direction of the City, occupying the State's Right-of-Way must be provided with and wear required reflective clothing.

- B. The City's use of State Right-of-Way will in no way impair or interfere with the safety or convenience of the traveling public in its use of the highway and any use of State Right-of-Way under this Agreement will remain subordinate to the right of the State to use the property for highway and transportation purposes. No advertising signs or devices of any form or size will be constructed or be permitted to be constructed or placed upon State Right-of-Way. This Agreement does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge facility that would become subject to Section 4(f) of the Federal Aid Highway Act of 1968.
- C. The City will obtain all construction permits and any other permits and sanctions that may be required in connection with the installation of the landscape materials without cost to the State.

2.3. Maintenance by the City. The City will provide for the maintenance of the landscaping without cost to the State. Maintenance includes, but is not limited to, weeding and pruning, and removal and replacement of all materials that fail to survive. Criteria for maintenance and replacement are shown and described in Exhibit "A", Maintenance Responsibilities Plan and Schedule.

3. State Cost and Payment by the State

- 3.1. Basis of State Cost.** The State's complete share of the costs of the landscaping is the delivered cost of the landscaping materials acquired according to the Landscape Plans.
- 3.2. Estimated State Cost and Maximum Obligation.** The estimated cost of the landscape materials acquisition is **\$10,000.00**. The maximum obligation of the State under this Agreement will not exceed **\$10,000.00**, unless the maximum obligation is increased by amendment to this Agreement.
- 3.3. Conditions of Payment.** The State will pay the City the delivered cost of the landscape materials, not to exceed the maximum obligation, after the following conditions have been met:
 - A. Encumbrance by the State of the State's total cost share.
 - B. Execution of this Agreement and transmittal to the City.
 - C. Receipt by the State's Landscape Partnership Program Coordinator, from the City, of the following:
 - i. Copies of the purchase orders for the landscape materials, as provided for in Section 2.1.B of this Agreement.
 - ii. Written request for payment, accompanied by copies of supplier invoices for the landscape materials acquisition and delivery.
 - D. Receipt of a memo, from the State's Landscape Partnership Program Coordinator, verifying that the landscaping has been completed and recommending reimbursement.

4. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

4.1. The State's Authorized Representative will be:

Name, Title:	Todd Carroll, Landscape Partnership Program Coordinator (or successor)
Address:	395 John Ireland Boulevard, Mailstop 686, St. Paul, MN 55155
Telephone:	(651) 366-4617
E-Mail:	todd.carroll@state.mn.us

4.2. The City's Authorized Representative will be:

Name, Title: John Harrenstein, City Administrator (or successor)
Address: 1001 Belgrade Avenue, North Mankato, MN 56003
Telephone: (507) 625-4141
E-Mail: johnharrenstein@northmankato.com

5. Assignment; Amendments; Waiver; Contract Complete

- 5.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 5.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 5.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 5.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability; Worker Compensation Claims

Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.

7. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the City or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

11.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

11.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available.

11.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

12. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000527366

CITY OF NORTH MANKATO

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(Landscape Partnership Program Coordinator)

By: _____
(District Engineer)

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION

EXHIBIT "A"

Maintenance Responsibilities Plan and Schedule

Table 1a. REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

MAINTENANCE CONSIDERATION				
PLANT GROUPS	PRUNING		WEED CONTROL	FERTILIZATION See Table 5, Fertilization Schedule
	When To	Type Of		
Evergreen Trees	Anytime - Dry	Corrective and Deadwood Removal	Maintain mulch at 3" minimum around trees in mowed areas, keep weed free.	Yes
Shade Trees	Anytime - Dry*	Training and Corrective		Yes
Ornamental Trees	Winter**	Corrective		Yes
Evergreen Shrubs	Anytime - Dry	Deadwood Removal		Yes
Deciduous Shrubs	Dormant	Corrective and Renewal	Maintain minimum 3" woodchip mulch in a weed free condition until shrub crown closure.	Yes
Vines	Dormant	Deadwood Removal		No
Groundcovers				

* Do not prune oaks during April, May and June. Do not prune Honeylocust while dormant or when humid or wet.

** Do not prune apples, crabapples or Mountain Ash during April, May and June.

TABLE 1b. REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

MAINTENANCE CONSIDERATION				
PLANT GROUPS	WATERING	INSECT AND DISEASE CONTROL	RODENT PROTECTION	REMOVALS AND REPLACEMENTS
Evergreen Trees	Yes until established (2 yrs.).	As needed.	Yes - Pine Only	Remove all dead plants.
Shade Trees			Yes	
Ornamental Trees	Supplemental watering may be needed during drought periods (especially during July and August) even after plants are established.	Remove diseased plants that pose threats to adjacent plantings.	Yes	Replace dead or dying plants unless the lost plants do not noticeably compromise the visual appearance or design intent.
Evergreen Shrubs			No*	
Deciduous Shrubs			No*	
Vines			No*	
Groundcovers			No*	

* Rodent protection is generally not practical for mass shrub plantings, maintaining clean mulched planting areas free of weed growth will reduce problems. Mowed turf in formal planting areas will help reduce rodent problems.

TABLE 2a. CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	January	February	March	April	May	June
Pruning	See Table 1a for Best Time for Specific Species.					
Weed Control:	Planting beds must be kept in a weed free condition.					
Remulch				0XX	XXXX	XO
Herbicide	Must be applied by a licensed Pesticide Applicator.					
Fertilization: Turf Shrubs, Trees				XXXX		
Insect & Disease	Time of control depends on the type of insect or disease and when it is detected.					
Sunscauld Protection				Remove wrap*		
Watering	During first and second growing seasons approximately once a week or as needed to maintain adequate but not excessive soil moisture.					
Maintain Rodent Protection	0000	0000	0000	0000	0000	0000
Turf Maintenance Mowing					OOX	XXXX
Mower Damage Prevention				X	XXXX	XXXX
Replanting Evergreen Trees Deciduous Trees Container Plants Turf				0XX 0XX XXX O	XXO XXXX XXXX XXXX	XXXO XXOO

X - Optimum Time O - Less than Optimum Time

* Undiluted white latex paint is recommended, repaint as necessary until trees reach 4" caliper.

TABLE 2b. CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	July	August	September	October	November	December
Pruning	See Table 1a for Best Time for Specific Species.					
Weed Control:	Planting beds must be kept in a weed free condition.					
Remulch	XXXX	XXXX	XXXX	XXXX	OO	XO
Herbicide	Must be applied by a licensed Pesticide Applicator.					
Fertilization: Turf Shrubs, Trees				XXXX XXXX		
Insect & Disease	Time of control depends on the type of insect or disease and when it is detected.					
Sunscald Protection				Apply or maintain paint. Install wrap*.		
Watering	During first and second growing seasons approximately once a week or as needed.					
Maintain Rodent Protection	OOOO	OOOO	XXXX	XXXX	XOOO	OOOO
Turf Maintenance Mowing	XXXX	XXXX	XXXX	XXOO		
Mower Damage Prevention	XXXX	XXXX	XXXX	XXOO		
Replanting Evergreen Trees Deciduous Trees Container Plants Turf		OX	XXXO			
	OOOO	OOOX	XXXO	OXXX	XO	
	OOOO	OOXX	XXXX	OO		

X - Optimum Time O - Less than Optimum Time

* Undiluted white latex paint is recommended, repaint as necessary until trees reach 4" caliper.

TABLE 3. DESCRIPTIONS OF TYPES OF PRUNING

TYPES OF PRUNING	WHEN TO PRUNE	DESCRIPTION
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts.
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion of the crown.
Training	See Table 1	Maintaining the central leaders and acceptable symmetry in evergreen, shade and ornamental trees. Removal of suckers and water sprouts.
Corrective	See Table 1	Removal of storm-damaged, vehicle-damaged or vandalized limbs.
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

TABLE 4. WEED CONTROL METHODS - INTEGRATED APPROACH

METHOD	CATEGORY		
	TREES	SHRUB BEDS	TURF
Replanting - Filling Voids		X	X
Fertilization	X	X	X
Remulch*	X	X	X
Herbicides	X	X	X
Weed Whip	No	X	

* Wood chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a 4" depth. Mulching will help control weeds, reduce mower damage and conserve moisture.

TABLE 5. FERTILIZATION SCHEDULE

CATEGORY	FREQUENCY	TIME OF APPLICATION	ANALYSIS **	RATE
Mowed Turf	Every 3 Years	April or October	23-0-30	1 lb (N)/1000 sq. ft.
Shrub Beds*	Every 3 Years	October or April	23-0-30	1 lb (N)/1000 sq. ft.
Shade Trees*	Every 3 Years	October or April	23-0-30	.5 lbs/1 Cu. Yd. of soil

Note: Do not fertilize trees and turf during the same season. Offset tree fertilization by one season in order to prevent fertilizer burn on turf.

* Plants that fix nitrogen, like Silver Buffaloberry, Caragana, Honeylocust, Russian Olive or other legumes, should not be fertilized except under special conditions.
Tall shrubs do not need to be fertilized if leaf color remains normal.

** Analysis will be allowed within the following ranges: N (16-24) – P (0) – K (20-30).

DATE PRINTED: 2/22/18 PM	TIME PRINTED: 2:22:18 PM	PROJECT MANAGER CHRIS DOCK	DRAWN BY CHRIS DOCK	CHECKED BY TODD CARROLL
DATE: 11-17-2018		LIC NO. 26551		
SIGNATURE: _____		OFFICE OF TRANSPORTATION STRATEGIC ENV PLANNING AND DESIGN UNIT TRANSPORTATION ST. PAUL, MINNESOTA 55155-1989		
STATE PROJECT 5203-969		LANDSCAPE PLAN		
(T.H. 14)		SHEET NO. 4 OF 9 SHEETS		



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 10E	Dept: Administration	Council Meeting Date: 5/4/20																																																															
TITLE OF ISSUE: Consider Resolution Creating Outdoor Seating During Declared Local Emergency for COVID-19.																																																																	
BACKGROUND AND SUPPLEMENTAL INFORMATION: Administration will review the proposed resolution.																																																																	
<i>If additional space is required, attach a separate sheet</i>																																																																	
REQUESTED COUNCIL ACTION: Adopt Resolution Creating Outdoor Seating During Declared Local Emergency for COVID-19.																																																																	
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></td> <td>Steiner</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></td> <td>Norland</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></td> <td>Oachs</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></td> <td>Whitlock</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></td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay								_____	_____						Steiner		_____	_____						Norland		_____	_____						Oachs		_____	_____						Whitlock		_____	_____						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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) Application _____ _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESOLUTION NO.

RESOLUTION CREATING OUTDOOR SEATING DURING
DECLARED LOCAL EMERGENCY FOR COVID-19

WHEREAS, on March 17, 2020, the Governor's Executive Order 20-04 temporarily closed bars and restaurants to on premise customers; and

WHEREAS, the closure has significantly impacted the economic vitality of local bars and restaurants; and

WHEREAS, the City of North Mankato recognizes the economic impact the Governor's order will continue to have on local bars and restaurants; and

WHEREAS, the City of North Mankato recognizes the need for social distancing and the continued efforts to prevent the spread of COVID-19 and recognizes these practices will be used after patrons are allowed to return to bars and restaurants; and

WHEREAS, the City of North Mankato wishes to make temporary changes to business licensing and zoning requirements to provide additional options for customer seating and service that meet the social distancing and established prevention measures at such time when the Governor allows patrons to return to bars and restaurants.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that;

1. Local bars and restaurants may apply for temporary exceptions from City Code section 111.036 Premises Licensed.
2. Local bars and restaurants may expand their outdoor seating options to allow additional seating in response to any social distancing or serving requirements necessary to reduce the spread of COVID-19 or comply with Executive Orders of the Governor's office. The amount, type, and area of expanded outdoor seating will be approved and/or revoked at anytime by the Zoning Administrator.
3. Establishments may utilize their property for outdoor seating, subject to set back regulations.
4. The temporary exceptions will expire at the end of the peacetime emergency declared by the Governor's office or the local emergency extended by the City Council of North Mankato or at the discretion of the Zoning Administrator.
5. City Code Chapter 156.053, off-street parking regulations for the local bars and restaurants affected by the Governor's order may be reduced by the Zoning Administrator for the duration of either the peacetime emergency declared by the Governor's office or the local emergency declaration extended by the City Council. The Zoning Administrator may also revoke any or all portions of the application based on his discretion.
6. Establishments interested in utilizing the temporary exceptions to City Code Section

- 111.036 Premises Licensed must submit an application to the Zoning Department.
7. Establishments subject to this resolution includes restaurants not subject to alcohol licensing as described in City Code.

Adopted by the City Council this 4th day of May 2020.

Mayor

ATTEST:

City Clerk



City of Minnesota
NORTH MANKATO

Extension of Outdoor Seating During COVID-19

1001 Belgrade Ave

North Mankato, MN
56003 507-625-4141

PERMIT INFORMATION

The proposed area for extension must be adjacent to a current licensed area and must be enclosed by a temporary opaque fencing. Proof of adequate insurance must be provided. The City reserves the right to revoke extension.

Please return completed application to the Community Development Director Fischer for review.

APPLICANT INFORMATION

Name of Establishment:

Applicant Name:

Address of Establishment:

Business Phone: _____

Applicant Phone: _____

1. Description of seasonal contiguous enclosed area adjacent to current permitted unenclosed area. Please include a drawing and maximum dimensions of area to be enclosed.
2. Provide a detailed scale description of the barriers, method of seating, ingress and egress arrangements, security provisions.



City of *Minnesota*
NORTH MANKATO

SEASONAL EXTENSION OF PATIO PREMISE

1001 Belgrade Ave
North Mankato, MN
56003 507-625-4141

3. Current maximum indoor occupancy.

APPROVAL

Application must be approved by the Zoning Department

Community Development Director

Date Approved

**RESOLUTION RELATED TO THE PROPOSED BYLAW AMENDMENTS AND
ORGANIZATION OF THE MANKATO/NORTH MANKATO METROPOLITAN PLANNING
ORGANIZATION**

WHEREAS, a joint powers agreement between governmental units in the North Mankato and Mankato urban area was adopted in 2012 in response to the U.S. Census designation of Mankato/North Mankato as an urbanized area; and

WHEREAS, the result of this joint powers agreement was creation of the Mankato/North Mankato Metropolitan Planning Organization (MAPO); and

WHEREAS, the MAPO includes a Policy Board of elected officials and an Technical Advisory Board (TAC) of various staff members from organizations throughout the urbanized area; and

WHEREAS, both the Policy Board and the TAC each have bylaws that may be amended by a majority vote of the Policy Board and have been updated regularly since the beginning of the organization; and

WHEREAS, the MAPO is also at the beginning stages of the project for the Highway 169 corridor study; and

WHEREAS, the North Mankato City Council adopted resolution 53-19 in 2019 providing local consent for the study and the conditions of North Mankato's local consent; and

WHEREAS, the MAPO is a critical planning and organizing entity related to the future of the Mankato/North Mankato urban area; and

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

1. The North Mankato City Council requests a committee of the policy board be created to discuss the proposed bylaw amendments presented to the Policy Board from the Technical Advisory Committee and that North Mankato's policy board representative be named to the committee.
2. The North Mankato City Council recommends the committee formed to discuss the bylaw amendments also provide the Policy Board recommendations on governance and administrative structure of the MAPO
3. The North Mankato City Council refers resolution 53-19 to the Policy Board, TAC, Minnesota Department of Transportation, and Project Management team as work begins on the Highway 169 Corridor Study.

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

Adopted by the City Council this 1st day of July 2019

Mayor

ATTEST:

City Clerk

2019

Annual Report



North Mankato Police Department

1001 BELGRADE AVENUE • NORTH MANKATO, MN 56003

EMERGENCY: 911 • DISPATCH: (507)931-1570 • OFFICE: (507)625-7883

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Chief of Police Message

March 2020

Dear Mayor Dehen, and City Council Members:

I am pleased to submit the 2019 North Mankato Police Department Annual Report to you and the residents of North Mankato. This report contains a summary of the events and operations the Police Department undertook in 2019.

Our calls for service were up slightly from 2018. We handled 8,570 calls for service in 2019 compared to 8,440 in 2018.

We saw a 17% reduction in our Part 1 criminal offenses mainly due to fewer thefts, burglaries, and motor vehicle thefts reported over the year.

As you review the Part 2 criminal offenses you will see 21% reduction in those offenses as well. This is in large part due to a change in how Crimes Against Family/Children category are reported/captured in our record management system. Coding as a Part 2 offense in this category is reserved for those cases in which an allegation of abuse or maltreatment resulted in a crime being discovered. Allegations or reports of abuse where no criminal action was discovered are now tracked separately (see page 8 under Adult/Child Protection Reports).

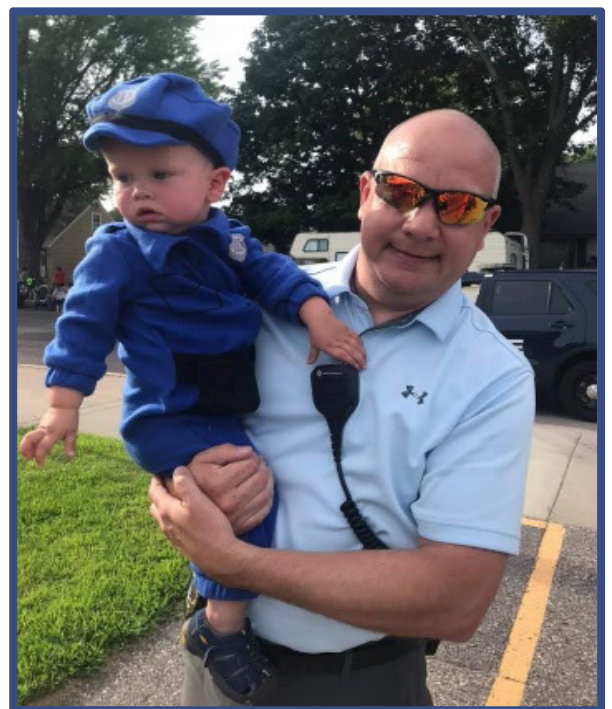
A more detailed list of statistics can be found on pages 7-11 of this report.

We also saw some change in staffing last year. We bid farewell to Officer Sandra Howe when she retired from the department after 20 years of service, and to Officers John McGuire and Thomas Mueller who resigned to pursue employment with other agencies. We were pleased to hire Officer Audrey Kruger and are completing the training process for the two remaining officer positions in 2020.

On behalf of the staff and volunteer members of the Police Department, I thank you for your continued support and look forward to serving you in the coming year. Together, we make a positive difference for the community at large.

Respectfully submitted,

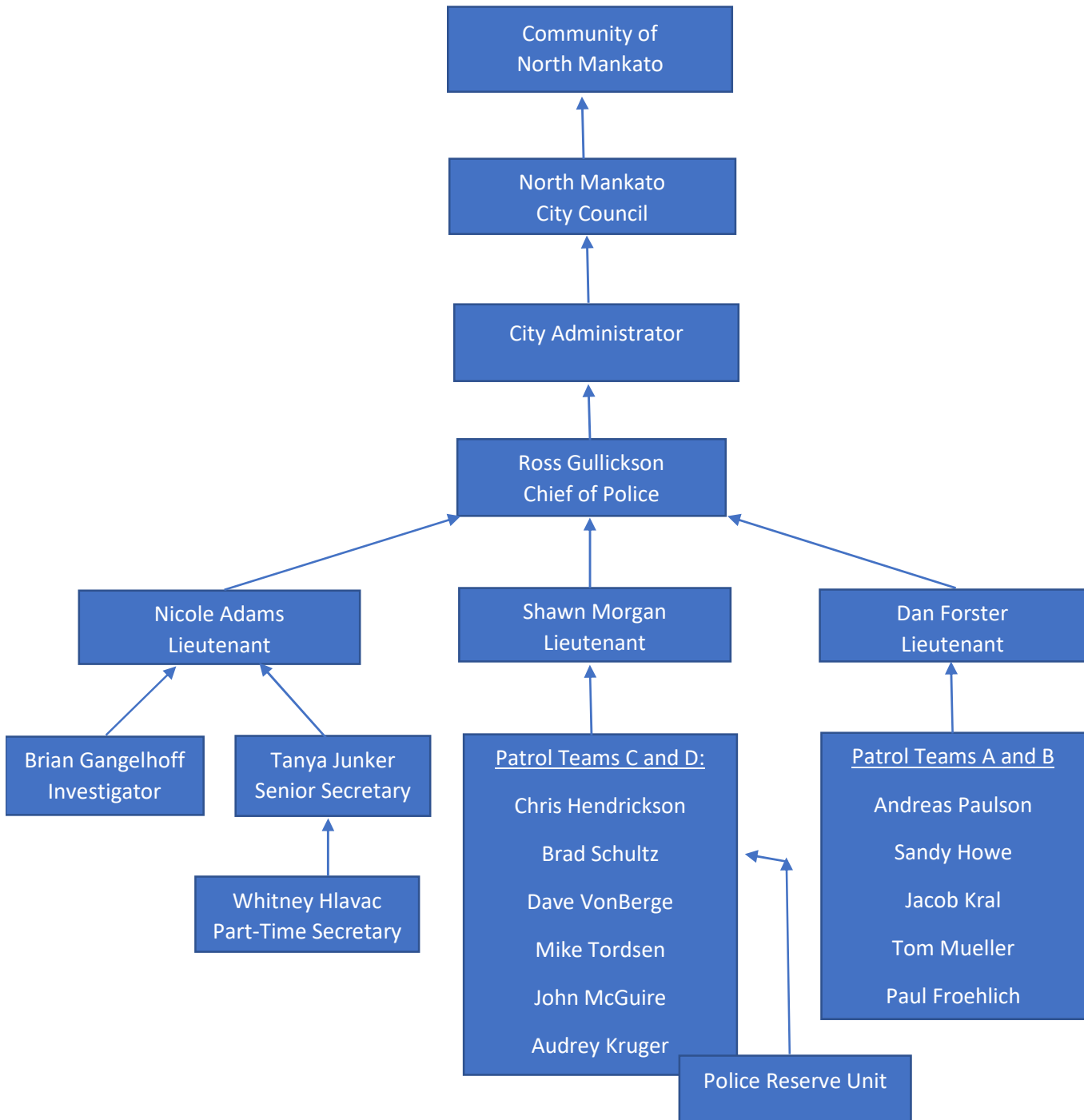
Chief Ross Gullickson



North Mankato Police

Table of Organization

2019



Department Training

The purpose of this report is to provide a general idea of the types of training and hours completed by members of the North Mankato Police Department.

MN POST Board requires officers to complete a minimum of 48 hours of continuing education within the three-year licensing period to maintain and renew their licensing. Active officers are mandated to train annually in use of force and once every five years in emergency vehicle operations/pursuit driving.

In addition, officers of the North Mankato Police Department are required to complete annual firearms, Taser, defensive tactics training, and biennial 1st responder medical training. It is the officer's discretion which law enforcement related courses they complete to satisfy the remainder of the required forty-eight hours.

Beginning in July of 2018, a new state funded mandate requiring officers to attend an additional 16 hrs. of training in crisis intervention and mental illness crises; conflict management and mediation; and recognizing and valuing community diversity and cultural differences to include implicit bias went into effect.

In 2019, the North Mankato Police Department completed approximately 800 hours of online and classroom training.

The three officers assigned to the River Valley Tactical Team completed approximately an additional 250 combined hours of specialized training as part of their monthly team training. Training includes but is not limited to: firearms, barricaded suspects/subjects and negotiation, high risk warrants, hostage negotiation and rescue, entry training, crowd control, active threats, VIP security, chemical/impact munitions, and distraction devices.

Of interest:

Officers Hendrickson and Gangelhoff again offered an additional firearms and defensive tactics session to increase our officer's knowledge and comfort level. Both instructors reported that confidence levels were up and the benefits of adding the sessions were significant when it came time to requalify.

The three officers assigned to the tactical response team attended the Special Operations Training Association annual training conference in St. Cloud. Training included hands on sessions instructing on new tactics as well as debriefs on the Pulse night club massacre in Florida and a Marathon County Wisc. triple homicide.

Officer Kral attended Field Training Officer training. Officer's VonBerge and Kral are tasked with training in our new hires and ensuring their success.

Officers Hendrickson and Kral attended M16/AR15 armorer's training. This enables us to maintain and repair our squad rifles in-house.

Officer Tordsen was recertified as a phlebotomist. With changes in DWI laws, arresting and processing drunk drivers has become a lengthy and drawn out process. Officer Tordsen is able to conduct blood draws for his arrests as well as other officers, taking the tedious need to bring our arrestees to the hospital for a blood draw.

The problems we see are ever changing and we face new challenges each day we come on duty. By staying current with new trends and updating our training, we are able to offer our community the safety and security they enjoy.

Respectfully submitted, Lt. Shawn Morgan

Patrol Division



The patrol division is overseen by Lieutenant Dan Forster and Lieutenant Shawn Morgan and consists of 10 patrol officers. The North Mankato Patrol Division operates 24 hours a day, 7 days a week.

The patrol division is the backbone of the police department and the only contact many citizens have with our department. Patrol officers respond to a variety of emergency and non-emergency calls for service including vehicle crashes, medical emergencies, burglaries, traffic enforcement, animal complaints, fire calls and crimes in progress.

On May 31, 2019, Officer Sandy Howe retired from the patrol division after 20 years of dedicated service to the City.

On September 3, 2019, Audrey Kruger joined the department as a patrol officer. Officer Kruger has over seven years of police experience, training in crisis negotiations, and is a lifesaving award recipient. Officer Kruger grew up on a farm near Good Thunder.



Investigation Unit

The investigations unit consists of supervisor Lieutenant Nicole Adams and Investigator Brian Gangelhoff. This unit is responsible for the coordination of all types of criminal investigations from misdemeanor to felony level crimes. This team is trained in death scene investigations, evidence collection, interviewing and interrogations.

The investigation unit completes registration and maintains files for all predatory offenders that reside in the city limits of North Mankato. Currently there are 23 registered offenders in the City of North Mankato.

The investigation unit operates the Medical Collection Program. The North Mankato Police Department maintains a secure drop box which allows citizens to anonymously dispose of waste pharmaceuticals and narcotics free of charge. In 2019, 331.5 pounds of pharmaceutical waste including prescription drugs, over-the-counter medicines, narcotics, vitamins, supplements and ointments were collected. Since inception 1,517.5 pounds of pharmaceutical waste have been properly disposed at a license incinerator within the State of Minnesota.

Administrative Support

Lieutenant Nicole Adams oversees the administrative support unit for the North Mankato Police Department. This unit consists of one full-time senior police secretary and one part-time police secretary. These secretaries review all calls for service and are responsible for administrative support including but not limited to customer service, record processing and non-emergency dispatching. In addition, the senior secretary serves as the BCA Terminal Agency Coordinator, Data Practices Designee, and is responsible for crime analysis, record management, record retention, and record dissemination.

Special Assignments

POLICE CHIEF COMMITTEE MEMBERSHIP

The Police Chief is an active member of the community and serves on many boards including but not limited to:
Committee Against Domestic Abuse (CADA) – Board of Directors
North Mankato Traffic and Safety Committee – Member
Safe Routes to School Committee – Member
TAPESTRY Refuge Program Planning Team - Member
Regional Emergency Management Team – Member
Regional Drug Task Force – Board member
Tactical Response Team – Board Member
Nicollet County Adolescent Chemical Wellness - Advocate

DEPARTMENTAL SPECIAL DUTIES/TRAINING INSTRUCTORS

Firearms Instructors – Officer Chris Hendrickson and Officer Jacob Kral
Defensive Tactics Instructor– Investigator Brian Gangelhoff
Taser Instructor – Officer David VonBerge
Field Training Officer Instructors – Officer Andreas Paulson and Officer David VonBerge
Use of Force Instructor – Lieutenant Dan Forster
Reserve Unit Coordinator – Officer Brad Schultz
Police/Paramedic Program – Officer Mikeal Tordsen

MINNESOTA RIVER VALLEY TACTICAL RESPONSE TEAM

Lieutenant Forster, Officer Hendrickson, and Officer Tordsen are members of the Minnesota River Valley Tactical Response Team. This team responds to high-risk law enforcement situations in Le Sueur, Blue Earth and Nicollet Counties.

MINNESOTA SOUTH CENTRAL INVESTIGATORS COALITION

Lieutenant Nicole Adams and Investigator Gangelhoff are members of the Minnesota South Central Investigators Coalition. This organization provides training for hundreds of officers each year.



Police Reserves

The reserve unit is headed by Reserve Chief David Krueger and supervised by Officer Brad Schultz.

The North Mankato Police Reserve Unit is a dedicated team of volunteers serving the community by assisting with local events. Throughout the unit's history the reserves have donated hundreds of thousands of hours to the citizens of the City of North Mankato.

The reserve unit receives ongoing monthly training in various aspects such as basic first aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) use, mental health crisis response, flood preparations, flood, levee patrol, traffic management, skywarn, search, rescue and scenario-based training.

In 2019 the reserves volunteered over 1,000 hours at the following events:

Fun Days	Anthony Ford Pond Hockey Tournament	Night to Unite
St. Peter Polar Plunge	Kiwanis Holiday Lights and Parade	Mankato River Ramble
Girls on the Run 5K	Fourth of July Fireworks	Risser Run
Mankato Air Show	Dakota Meadows Middle School Dance	Dakota Sioux Ride
Abate Parade	Southern Minnesota Investigators Conference	Bunnies on Belgrade
Movie in the Park	United Way Ride to Unite	Bells on Belgrade
Cone with a Cop	Lasting Imprints Heart Walk	Bookin' on Belgrade
Party on the Prairie	Caswell Park Softball Tournaments	Bier on Belgrade
Drug Take Back	Levee Patrol Flood Watch	Dogs on the Run
Know the Truth	Halloween Trunk or Treat	Mankato Marathon



PART 1 & PART 2 CRIMES

The North Mankato Police Department reports crime data to the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation. For reporting purposes, criminal incidents are categorized as Part 1 Crimes and Part 2 Crimes.

PART 1 CRIMES	2017	2018	2019	% Change
Larceny – Theft	126	130	107	-18%
Burglary Residential	24	11	12	9%
Aggravated Assault	14	14	11	-21%
Rape	3	7	5	-29%
Burglary Non-Residential	9	7	4	-43%
Motor Vehicle Theft	12	6	4	-33%
Robbery	1	0	2	100%
Homicide	0	1	0	-100%
Sex Related	1	0	0	0%
Arson	1	0	0	0%
TOTAL	191	175	145	-17%

PART 2 CRIMES	2017	2018	2019	% Change
Disturb the Peace	196	164	166	1%
Property Damage	82	52	93	79%
Assaults (Excluding Aggravated)	79	61	79	30%
Narcotic Crimes	85	68	59	-13%
Theft Related/Fraud/Identity Theft	61	43	39	-9%
Other	90	62	38	-39%
Driving Under the Influence	28	25	32	28%
Crime Against Administrative Justice	35	34	21	-38%
Fireworks Violations	26	11	18	64%
Forgery/Counterfeit	7	5	11	120%
Crimes Against Family/Children	216	180	10	-94%
Escape/Flee Police Officer	8	3	9	200%
Terroristic Threats	10	10	8	-20%
Criminal Sexual Conduct	13	11	7	-36%
Liquor Law Violations	14	20	6	-70%
Obscenity	4	5	6	20%
Weapons Violations	9	8	3	-63%
Possession of Stolen Property	6	6	3	-50%
Negligent Fire	12	1	3	200%
Crimes Against Government	3	1	1	0%
TOTAL	984	770	612	-21%

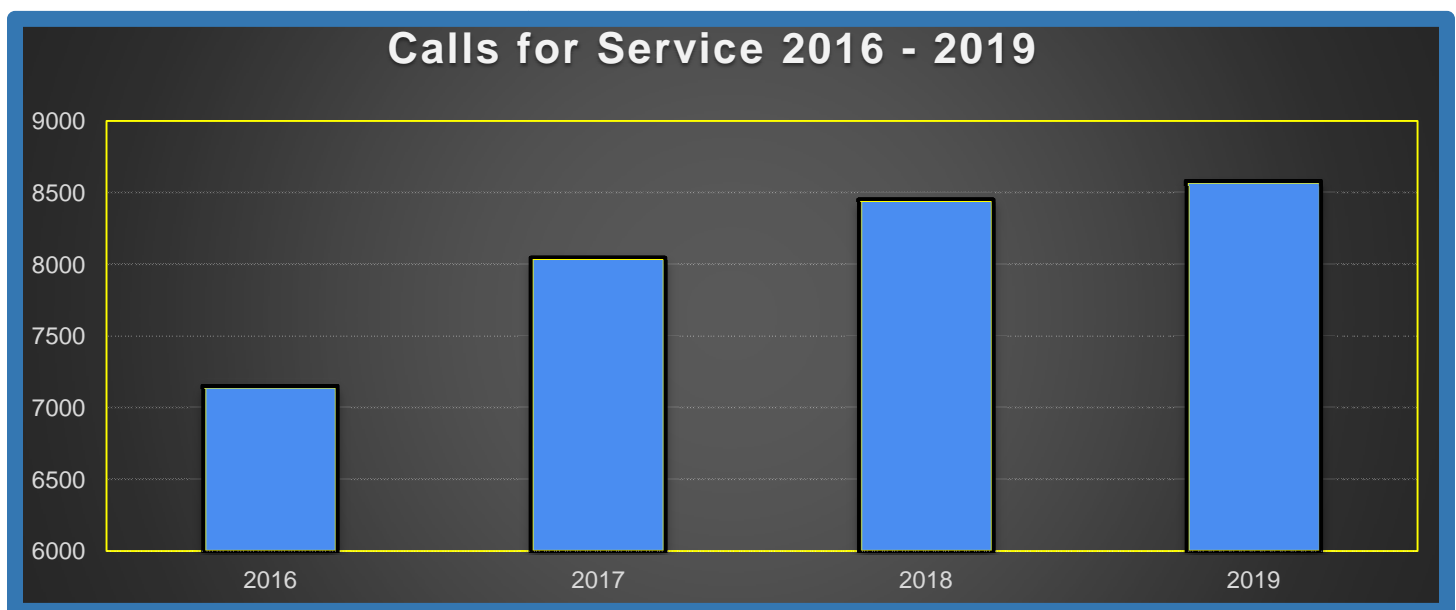
CALLS FOR SERVICE

The North Mankato Police Department prides itself in providing superior law enforcement services to the community. The department takes all reports very seriously and diligently investigates each report.

Type	2017	2018	2019	% Change
Traffic stops	1377	1415	1220	-14%
Records	628	849	875	3%
Medical	592	601	776	29%
911 Verification	232	310	512	65%
Agency Assist	447	454	496	9%
Public Assist	342	348	461	32%
Suspicious	401	354	394	11%
Parking/OTP Complaints/Tire Chalking	190	248	292	18%
Accident	199	233	237	2%
Animal Complaint	174	162	214	32%
Alarm	182	171	211	23%
Motorist Assist	110	141	201	43%
Found	176	166	193	16%
Adult/Child Protection Reports	0	23	187	713%
Traffic Complaints	204	207	171	-17%
Civil Issue	120	115	160	39%
Welfare Check	136	149	148	-1%
Disturb Peace/Privacy (N)	151	147	136	-7%
Permits	123	125	111	-11%
Sign Repair/Roadway Obstruction	69	66	105	59%
POR Notifications	69	94	97	3%
Fire	86	104	89	-14%
Lost	105	100	88	-12%
Noise Complaint	71	57	87	53%
Assault (A)	88	74	85	15%
Domestic (Verbal)	85	96	83	-14%

Solicitor/SCAM Complaints	75	60	81	35%
Theft (T)	103	108	81	-25%
Property Damage (P)	119	68	79	16%
Extra Patrol Request	54	57	72	26%
Warrant service/attempts	141	93	64	-31%
Theft Related (U)	79	57	58	2%
Patrols	239	430	50	-88%
Drugs (D)	52	55	46	-16%
General Order/Special Details	11	20	46	130%
Fed/Conserv/JV/Liquor (M)	48	48	34	-29%
Residence Check	56	42	29	-31%
DWI/Traffic (J)	28	23	25	9%
Neighbor/Neighborhood Issues	22	22	23	5%
Door/Window Found Open	33	25	21	-16%
TZD/Safe and Sober	32	31	21	-32%
Weapons (W) / Fireworks	35	17	20	18%
Vehicle Theft (V)/Tampering	29	18	19	6%
Burglary (B)	33	15	16	7%
Vehicle Repossession	16	13	16	23%
Compliance Checks	16	15	15	0%
Checks	11	10	14	40%
Crim Sex (L)	13	17	12	-29%
Crime vs Admin Justice (X)	26	31	12	-61%
Drunkenness	22	23	11	-52%
Counterfeit/Forgery (C)	5	5	10	100%
Funeral/Money Escorts	15	19	10	-47%
Crimes Against Family (I)	213	180	9	-95%
Transport	3	7	9	29%
Animal Bite	15	5	8	60%
Escape/Flight (E)	7	2	5	150%
Obscenity (O)	4	4	5	25%
Negligent Fire/Arson (F)	14	1	3	200%

Paper Service/attempts	0	0	3	100%
Illness/Death Notification	4	5	2	-60%
Robbery (R)	1	0	2	100%
Stolen Property Receive/Conceal (Q)	3	4	2	-50%
TRT Callout	2	5	2	-60%
Underage Party Complaint	0	0	2	100%
Commitments	0	0	1	100%
Crimes Against Government (Y)	2	1	1	0%
On Call Social Worker Referral	0	0	1	100%
Search Warrants	1	3	1	-67%
Home Accidents	77	80	0	-100%
Homicide (H)	0	1	0	-100%
Occupational Accidents	4	1	0	-100%
Public Accidents	12	10	0	-100%
Sex related (Z)	1	0	0	0%
Weather	2	0	0	0%
Grand Total	8035	8440	8570	2%



TRAFFIC CITATION DATA

The Toward Zero Deaths (TZD) enforcement grant program provides federal funds to law enforcement agencies to conduct enhanced traffic enforcement. In 2019, the department conducted 116 hours of TZD enforcement compared to 186 hours the previous year.

VIOLATION	2017	2018	2019	% of Change
Parking Violations	61	87	102	17%
Speeding	71	37	43	16%
Driving After Revocation	38	48	30	-38%
Driver's License/Permit Violation	18	21	17	-19%
Driving After Suspension	19	21	14	-33%
Failure to Yield Right of Way	6	8	11	38%
Stop Sign Violation	12	3	10	233%
No Insurance / No Proof of Insurance	21	13	7	-46%
Fail to Use Due Care	15	10	7	-30%
Seatbelt Violation	25	37	5	-86%
Driving While Intoxicated	10	7	4	-43%
Registration Violation	16	12	4	-67%
Semaphore Violation	3	11	3	-73%
Use of Wireless Communication Device to Compose, Read, or Send Electronic Message	6	1	2	100%
Open Bottle/Allow Open Bottle	2	3	1	-67%
Careless Driving	3	1	1	0%
Driving After Cancellation	1	2	1	-50%
Leaving the Scene of an Accident	0	4	1	-75%
Equipment Violation	0	0	1	100%
Child Restraint Violation	0	0	1	100%
Fail to Move Over for Emergency Vehicle	5	3	1	-67%
School Bus Stop Arm Violation	2	1	1	0%
Underage Drink and Drive	2	2	0	-100%
Driving Restriction Ignition Interlock Violation	0	1	0	-100%
Reckless Driving	0	2	0	-100%
Disobey One Way Sign	0	2	0	-100%
Fail to Yield for Pedestrian	0	2	0	-100%
TOTAL:	336	339	267	-21%

COMMUNITY OUTREACH



Connecting with the community is a high priority for the North Mankato Police Department. Through community outreach we become positive role models for the community. Some of the ways that this is done is through neighborhood support activities such as school patrols, community events and public education.

One of the many community events that the police department supports is Night to Unite which is celebrated statewide on the first Tuesday in August. Residents of North Mankato are encouraged to put together a neighborhood celebration and register their event with the City of North Mankato so representatives from the North Mankato Police Department can visit.

2019 School Patrols

Bridges Community School	54	Dakota Meadows Middle School	77
Future's School	34	Hoover Elementary School	68
Monroe Elementary School	75	South Central College	30
2019 Total School Patrols 338			

2019 Community Events

DATE	EVENT	ORGANIZATION
1/25 -1/27	Anthony Ford Pond Hockey	Anthony Ford Fund
2/19	Law Enforcement Career Day	MN State University Mankato
5/18	Booking on Belgrade	Belgrade Avenue
5/18	Starr Cycle Motorcycle Ride	City of North Mankato
5/21	United Way Book Donation	Monroe Elementary School
5/22	United Way Book Donation	Hoover Elementary School
5/22	United Way Book Donation	Bridges Community School
6/6 – 6/7	State Softball Tournament	Caswell Park
6/23	Casting with a Cop	St. Peter, MN
6/28	Cops and Bobbers	Benson Park
7/4	Red Hot Boom Fireworks	Veterans Memorial Bridge
7/10-7/14	North Mankato Fun Days	Wheeler Park
7/22	Ice Cream Social	Taylor Library
7/27	Blues on Belgrade City Festival	Belgrade Avenue
8/6	Night to Unite	North Mankato Taylor Library
8/6	Night to Unite	Cougar Trail
8/10	WCCO Star Gazing Event	North Mankato Taylor Library
8/11	Cone with a Cop	Culver's & North Mankato Police Department
8/12	Night to Unite	Messiah Lutheran Church
8/28	Public Education Event	Bridges Community School
9/11	Welcome Students	Hoover Elementary School
9/14	Motorcycle Ride	Harley Davidson
9/18	Mock Disaster Drill	Minnesota State University Mankato
9/21	Bier on Belgrade	Businesses on Belgrade
9/27	Crossing Guard Detail (Lookout & Howard)	Express Employment Services
9/27	Fun Run	Mount Olive School
9/29	K-9 Fun Run	Benches
10/5	Party on the Prairie	City of North Mankato
10/6	Mankato River Ramble	Greater Mankato Bike & Walk Advocates and Bicycle Alliance of Minnesota
10/14	Crossing Guard Detail (Howard and Lookout)	Express Personnel
10/16	Risser Run	Hoover Elementary School
10/17	Coffee with a Cop	St. Peter Power Up Clubhouse
11/15	Tapestry Project	Mankato Refugee Services
11/22	Tapestry Project	Mankato Refugee Services
12/7	Shop with a Hero	Nicollet County
12/12	Police Department Tour	Connecting Nicollet County
12/14	Town Hall Meeting	Representative Jim Hagedorn
2019 Total Community Events: 37		



2019 Public Education

DATE	TOPIC	LOCATION/ORGANIZATION	OFFICER	ATTEND
1/7	Read with a Cop	North Mankato Taylor Library	714	11
1/8	Read with a Cop	North Mankato Taylor Library	716	5
2/11	Active Shooter/Active Violence	North Mankato Family Clinic	707	20
2/22	Career Navigation	South Central College	706	96
2/27	Drug Trends and Safety Tips	Mankato Realtor's Association of Southern Minnesota	710	40
3/12	Fraud Prevention	Koppen Gardens	706	25
3/14	Fraud Prevention	North Mankato Police Department	706	10
3/15	Fraud Prevention	North Mankato Police Department	706	7
3/15	Fraud Prevention	Coloplast	706	5
3/25	DWI Law and Procedure	Minnesota State University Mankato	716	16
4/30	Summer Safety	New Creation World Outreach Church	708/716	60
5/7	Active Violence/Active Shooter	Navitor	707	5
5/13	Read with a Cop	North Mankato Taylor Library	715	12
5/14	Read with a Cop	North Mankato Taylor Library	712	21
5/31	Active Violence/Active Shooter	MICO	707	2
6/3	Safety Talk	Girl Scout Troop	714/715	14
6/4	Active Violence/Active Shooter	Good Shepherd Lutheran School	7	7
6/28	Active Violence/Active Shooter	MICO	707	12
7/19	South Central Minnesota Safety Camp	North Mankato Fire Station	706	41
8/11	Firearm Safety	Blue Earth County Firearm Range	704	30
8/15	MICO	Active Violence/Active Shooter	707	10
8/15	MICO	Active Violence/Active Shooter	707	30
8/23	School Safety	Monroe Elementary School	715	N/A
9/13	Bus Safety	Monroe Elementary School	704	500
9/17	Fraud/Scam Prevention	Power Up Club House	706	9
10/1	Security Survey	Kingdom Hall of Jehovah's Witnesses	707	1
10/18	Law Enforcement Q & A	Minnesota State Mankato	701	35
10/30	Teen Substance Abuse Prevention/Awareness	Know the Truth	701	120
12/9	General Law Enforcement	Boy Scouts	701	6
12/10	Police Officer and Paramedic Jobs, First Aid, Medical Emergencies, and Safety	Boy Scouts – Webelo	717	6

2019 Total Public Education: 30

2018 Total Public Education:28

2017 Total Public Education: 37

