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# January 2021

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## DEPARTMENT REPORT

City of North Mankato

1001 Belgrade Avenue  
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[www.northmankato.com](http://www.northmankato.com)

**NORTH  
MANKATO**   
**MINNESOTA**

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# ADMINISTRATION, PORT AUTHORITY & CITY COUNCIL

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- Judge Bradley Walker conducted the Oath of Office for the Mayor and Council Members elected in November 2020. Mayor Dehen, Council Member Steiner, and Council Member Whitlock were sworn in for their respective terms.
- Council held a Public Hearing for and adopted Ordinance Amending North Mankato City Code, Chapter 155.48, Entitled “Easements.”
- Council set and held a Public Hearing for Ordinance Amending City Code Chapter 90 and Added City Code Section 90.115 Entitled Managed Natural Landscapes.
- Council workshopped Managed Natural Landscape Ordinance.
- Council adopted Resolution Accepting Bid Project Street and Miscellaneous Paving Improvement Project.
- Council adopted Resolution Approving Plans and Specifications and Ordering Advertisement for Bids Project Harrison Avenue and Cliff Court Improvements.
- Council approved Amendment to the Final Plat of the Waters North: A Request from Prairie Development.
- Council adopted Ordinance Amending North Mankato City Code, Chapter 156, Entitled “Zoning Code,” by changing the Zoning District Map and, by Adopting by Reference North Mankato City Code, Chapter 10 and Section 10.99 which, among other things, contain Penalty Provisions.
- Council approved Preliminary Plat of Pleasant View Cottages.
- Council workshopped Managed Natural Lawn Area.
- Hosted weekly North Mankato Business Association meetings
- Attended Taylor Library Strategic Plan Kick-Off Meeting
- Attended TIF Discussion Zoom Meeting
- Met weekly with Chief Gullickson regarding the Emergency Operations Plan
- Attended GMG Public Affairs Steering Committee
- Spoke on KTOE’s Talk of the Town
- Participated in phone call with MN Health Dept. regarding the Vaccination Pilot Program at Dakota Meadows
- Attended Cities, School, and Chamber Meeting
- Hosted Website & Branding Development Meeting with Stacy Straka
- Met with City Center Partnership
- Participated in YMCA Board Meeting
- Filmed February Community Update
- Attended Tom Neubert Retirement Lunch

# CITY CLERK- BUSINESS PERMITS & LICENSING

PERMITS AND LICENSES SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Permits and Licenses</b>						
Burn Permits	3	0	0	0	0	0%
Band Shell Rentals	20	3	0	6	3	15%
Peddler Permits	5	1	0	0	1	20%
Parade Permit	45	0	0	2	0	0%
Audio Permit	45	0	0	3	0	0%
Block Party Permits	8	0	0	0	0	0%
Temporary Intoxicating On-Sale Liquor	4	0	0	0	0	0%
Temporary 3.2 Liquor	2	0	0	0	0	0%
Seasonal Extension of Permitted Non Enclosed Area	4	0	0	0	0	0%
Assessment Searches	350	38	47	27	38	11%
On-Sale Intoxicating Liquor	7	6	0	7	6	86%
Sunday On-Sale Intoxicating Liquor	7	7	0	7	7	100%
Club On-Sale	1	1	0	1	1	100%
Wine License	0	0	0	0	0	NA
On-Sale 3.2 Liquor	1	0	0	0	0	0%
Off-Sale 3.2 Liquor	2	2	0	2	2	100%
Brewer Off-Sale Growler/Sunday	1	1	0	1	1	100%
Tap Room On-Sale	1	1	0	1	1	100%
Consumption and Display	1	0	0	1	0	0%
Tobacco License	8	8	0	8	8	100%
Cabaret License	5	5	0	5	5	100%
Soft Drink License	22	22	0	25	22	100%
Off-Sale Intoxicating	5	5	0	5	5	100%

# CITY CLERK- BUSINESS PERMITS & LICENSING

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## **City Clerk Activities for January:**

- City Council Meetings-January 4 and January 19
- Council Work Session-January 11 and January 28
- Closed Council Meeting-January 28
- Updated website with new board and commission members
- Worked on the annual Police State Aid Report
- Wrote Minutes for Council Meetings, Council Work Session
- Attended Department Head Meetings
- Prepared Consent Assessment for Nicollet County
- Prorated Liquor License in accordance with Council resolution
- Moved printer from spare office to copy room
- Completed OSHA Report for 2020
- Managed HR questions
- Worked on employee onboarding
- Completed mailing for annexation process
- Submitted wellness reimbursement form
- Accepted and processed applications for street and lifeguard positions
- Completed Minnesota Public Facilities Authority (PFA) information for State
- Submitted OSHA Report to State
- Worked on Property Insurance Renewal

# PUBLIC INFORMATION

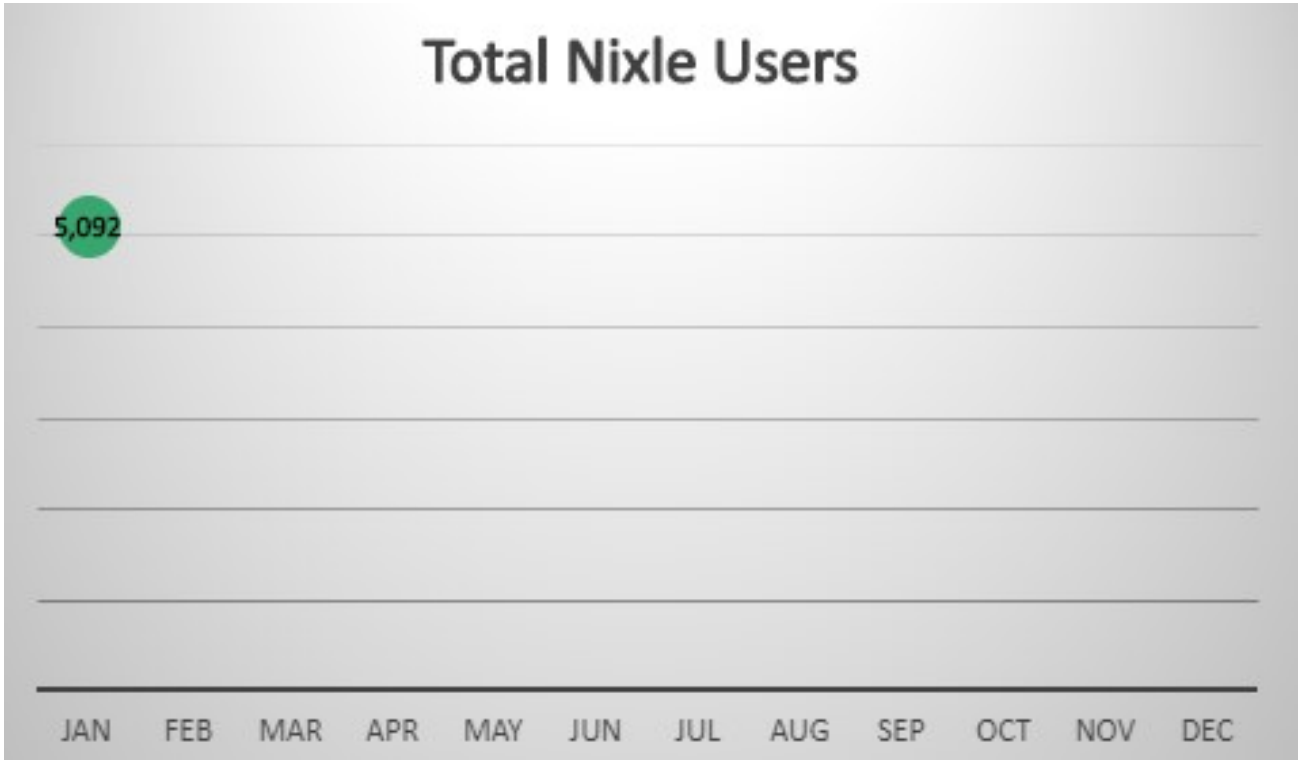
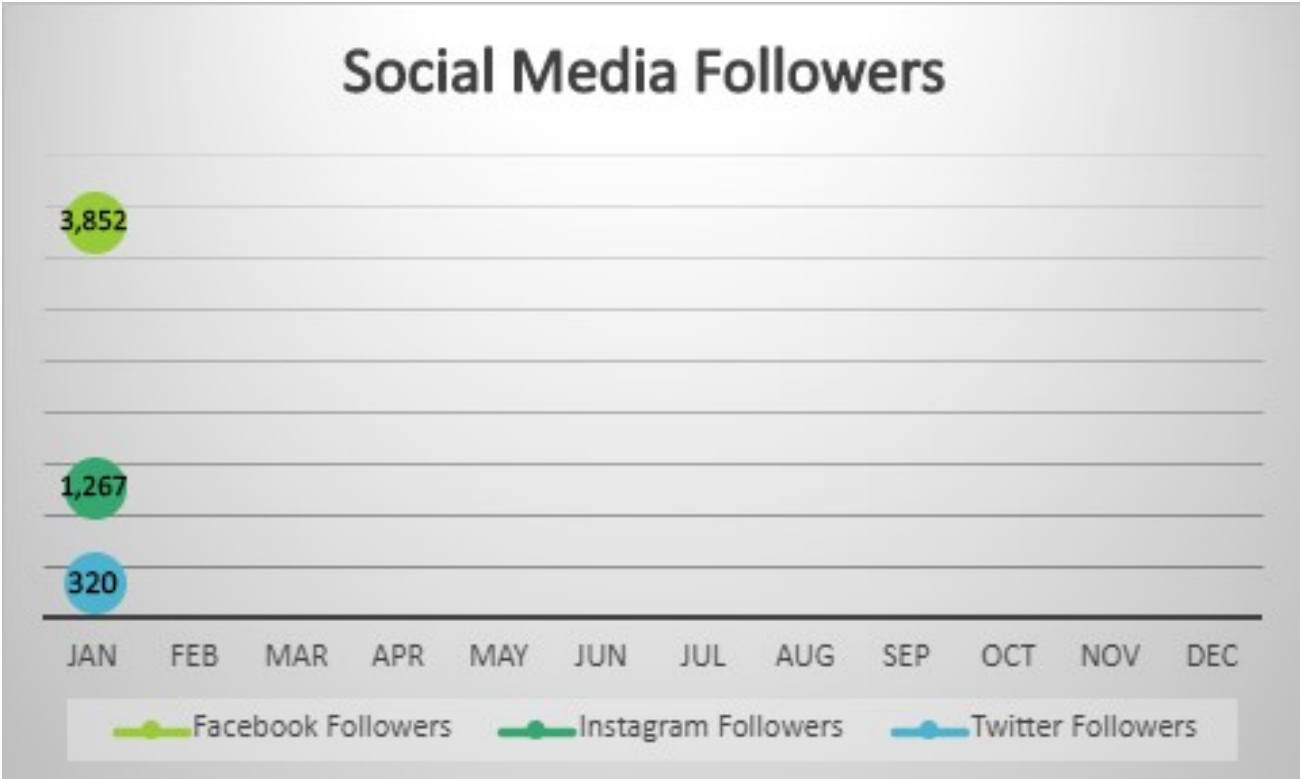
PUBLIC INFORMATION						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>SOCIAL MEDIA</b>						
Facebook Posts	525	29	35	49	29	6%
Facebook Likes	4,200	3,731	3,713	3,255	3,731	89%
Facebook Followers	4,500	3,852	3,923	3,339	3,852	86%
Facebook Impressions/Reach	575,000	28,133	28,482	49,067	28,133	5%
Instagram Posts	525	28	29	47	28	5%
Instagram Followers	1,500	1,267	1,260	952	1,267	84%
Instagram Impressions/Reach	100,000	9,205	9,986	9,084	9,205	9%
Twitter Posts	525	27	33	46	27	5%
Twitter Followers	440	320	317	199	320	73%
Twitter Impressions/Reach	112,000	6,150	7,288	13,400	6,150	5%
City E-Newsletters Sent	52	4	5	5	4	8%
City E-Newsletters Subscribers	1,350	1,267	1,235	1,095	1,267	94%
Videos	36	6	6	3	6	17%
Events Attended	48	9	4	3	9	19%
PSA/News Releases	84	3	5	2	3	4%
<b>CITY NOTIFICATIONS</b>						
Nixle Messages - Library	12	0	1	0	0	0%
Nixle Messages - Pool	12	0	0	0	0	0%
Nixle Messages - Caswell	12	0	0	0	0	0%
Nixle Messages - Street	12	0	3	0	0	0%
Nixle Messages - Community Events	12	0	0	0	0	0%
Nixle Messages - Emergency Alerts	12	0	0	0	0	0%
New Nixle Sign Ups	1,400	26	54	26	26	2%
Total Nixle Users	5,600	5,092	5,066	5,092	5,092	91%

# PUBLIC INFORMATION

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## **Activities for January:**

- Social Media Highlights: Taylor Library Winter Author Series, City of North Mankato Announces Acquisition of Mankato/North Mankato Youth Football League, Christmas Tree Drop-Off, Skating Rinks Open, Law Enforcement Appreciation Day, Ladybug Lake in Benson Park photo, Snow Removal Reminders & Brine Truck photos/Plow Truck photos, Swim Pass Sale, Mankato/North Mankato New & Updated Bus Service Options
- Videos: January Community Update, Stories with Miss Michelle (4), Taylor Library January Lil Chefs
- Council Meetings: January 4, 19
- Council Work Session: January 11, 28
- Weekly NM Business Association Zoom Meetings: January 4, 11, 25
- Caswell Bonding Project Weekly Meeting: January 6, 13, 20, 27
- Weekly segment on KTOE sharing NM Community Events: January 8, 15, 22
- Attended GMG/Mayo Clinic Health System COVID-19 Vaccination Myths and Facts Webinar
- Hosted North Kato Magazine meeting
- Attended Vaccination Clinic Pilot Program Phone Call
- Participated in GMG/YP's Professional Development Event: Coffee and Connections
- Hosted Retirement/Goodbye Party for Tom Neubert and John Mejia
- Ride-along with Public Works Brine Truck
- Ride-along with Public Works Plow Truck
- Filmed 2020 Snow Removal Recap Video
- Filmed MSU Movement/Taylor Library video
- Filmed January Taylor Library videos
- Filmed February Community Update
- Filmed February Taylor Library videos



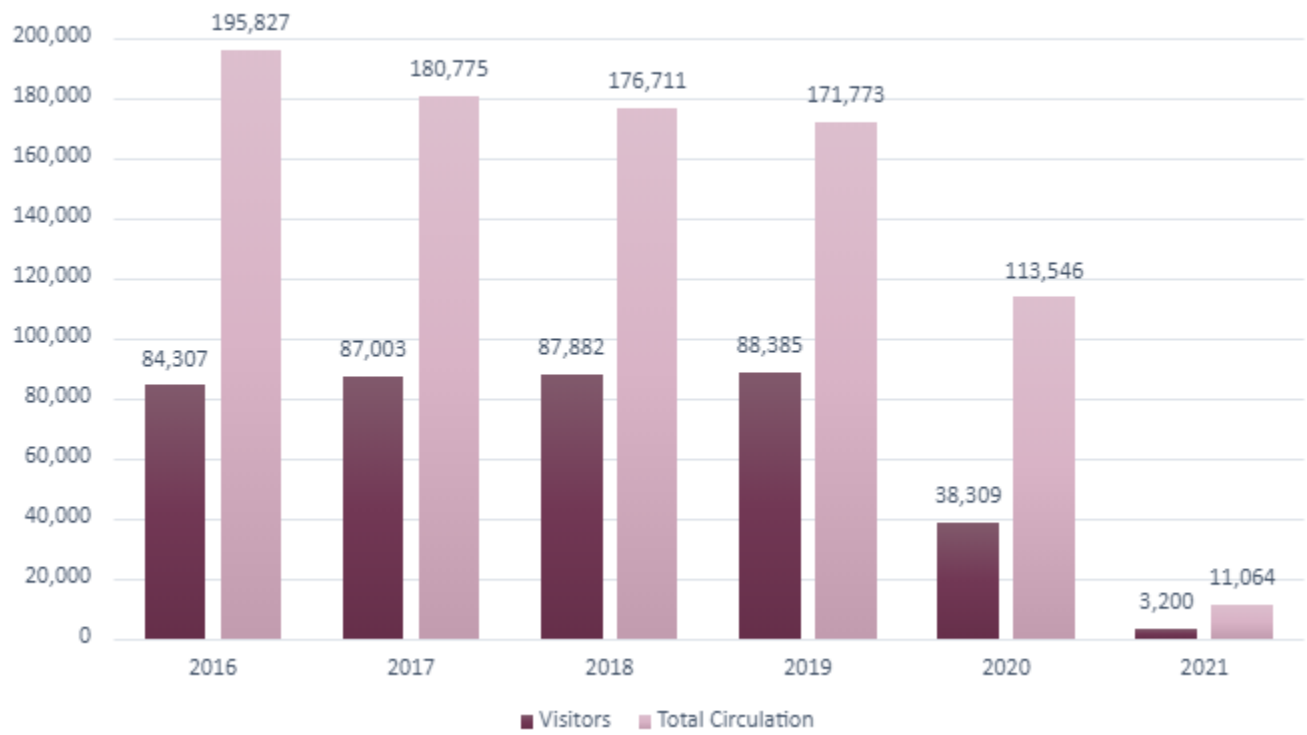


# NORTH MANKATO TAYLOR LIBRARY

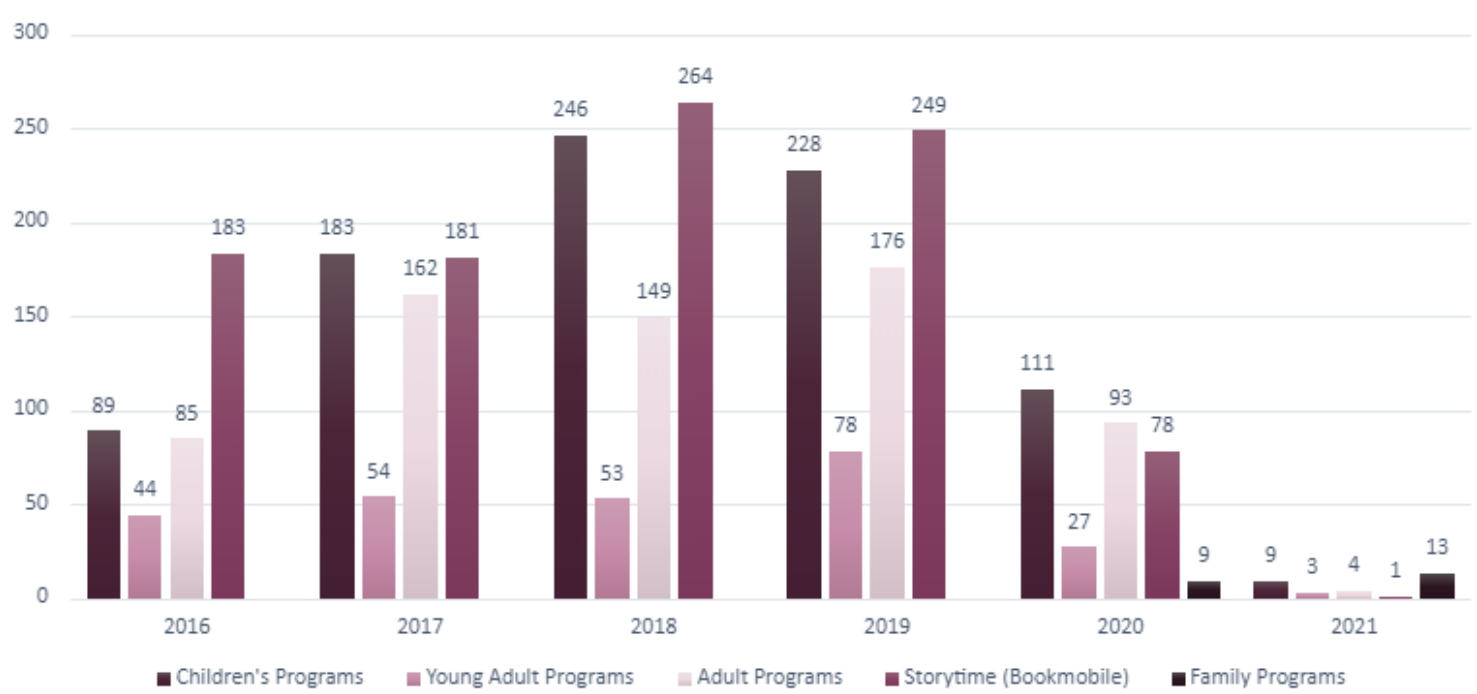
TAYLOR LIBRARY SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
Visitors	88,000	3,200	2,800	7,429	3,200	4%
Interlibrary Loans	1,504	80	87	145	80	5%
Interlibrary loan requests outside North Mankato	729	54	68	96	54	7%
Interlibrary loan requests from BEC	452	26	19	49	26	6%
Bookmobile Stops	900	55	0	80	55	6%
Bookmobile Attendance	10,500	604	0	896	604	6%
<b>Circulation</b>						
Library	153,065	7,691	8,593	11,937	7,691	5%
Overdrive eBook	14,006	1,661	1,431	1,494	1,661	12%
Bookmobile	18,238	1,054	2	1,522	1,054	6%
Hoopla	9,540	658	663	689	658	7%
Audio Books	2,308	356	352	344	356	15%
Movies	805	39	43	45	39	5%
TV Shows	422	15	25	54	15	4%
Music	571	26	25	27	26	5%
eBooks	870	199	180	187	199	23%
Comics	175	23	38	32	23	13%
<b>Total Circulation</b>	<b>200,000</b>	<b>11,064</b>	<b>10,689</b>	<b>15,642</b>	<b>11,064</b>	<b>6%</b>
<b>Collections</b>						
Library	5,743	421	265	212	421	7%
Overdrive eBook	681	159	73	54	159	23%
Bookmobile	856	46	33	90	46	5%
Discarded	-1,000	-111	-1,600	-32	-111	11%
<b>Total Collection Development</b>	<b>6,279</b>	<b>515</b>	<b>-1,229</b>	<b>324</b>	<b>515</b>	<b>8%</b>
<b>Programs</b>						
Children's Programs	250	9	7	18	9	4%
Young Adult Programs	95	3	4	2	3	3%
Adult Programs	200	4	5	15	4	2%
Family Programs	20	1	3	0	1	5%
Storytime (Bookmobile)	265	13	0	21	13	5%
<b>Total Programs</b>	<b>830</b>	<b>30</b>	<b>19</b>	<b>56</b>	<b>30</b>	<b>4%</b>
<b>Program Attendance</b>						
Children's Program Attendance	5,000	163	5,783	201	163	3%
Young Adult Program Attendance	1,000	56	55	35	56	6%
Adult Program Attendance	2,000	141	162	287	141	7%
Family Program Attendance	5,000	35	1,793	0	35	1%
Storytime Attendance	3,200	175	0	239	175	5%
<b>Total Program Attendance</b>	<b>16,200</b>	<b>570</b>	<b>7,793</b>	<b>762</b>	<b>570</b>	<b>4%</b>

# NORTH MANKATO TAYLOR LIBRARY

Visitors vs Total Circulation



Library Programs



# NORTH MANKATO TAYLOR LIBRARY

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## North Mankato Taylor Library Highlights

January 2021

### Circulation

- Library circulation was 7,691.
- Approximately 3,200 people came into the library this month.
- Overdrive eBook circulation 1,661 with 34 new users added.
- Bookmobile circulation was 1,054.
- Approximately 600 people got on the Bookmobile in January.
- Hoopla use was great again this month, with 658 checkouts. Circulation was as follows: 356 audiobooks, 39 movies, 15 TV shows, 26 music CDs, 199 ebooks, 23 comics.

### Connections

- Our You've Been Booked program is going very well. We did 96 boxes in January.
- I am working with CCP to help with the 10<sup>th</sup> Anniversary of the City Art Walk. The library is planning to do a couple art programs.
- We added 34 new patrons to our library system this month.
- The Bookmobile made 55 stops in January.
- We hosted another Blood Drive and it was very successful, we had 25 people give blood.

# NORTH MANKATO TAYLOR LIBRARY

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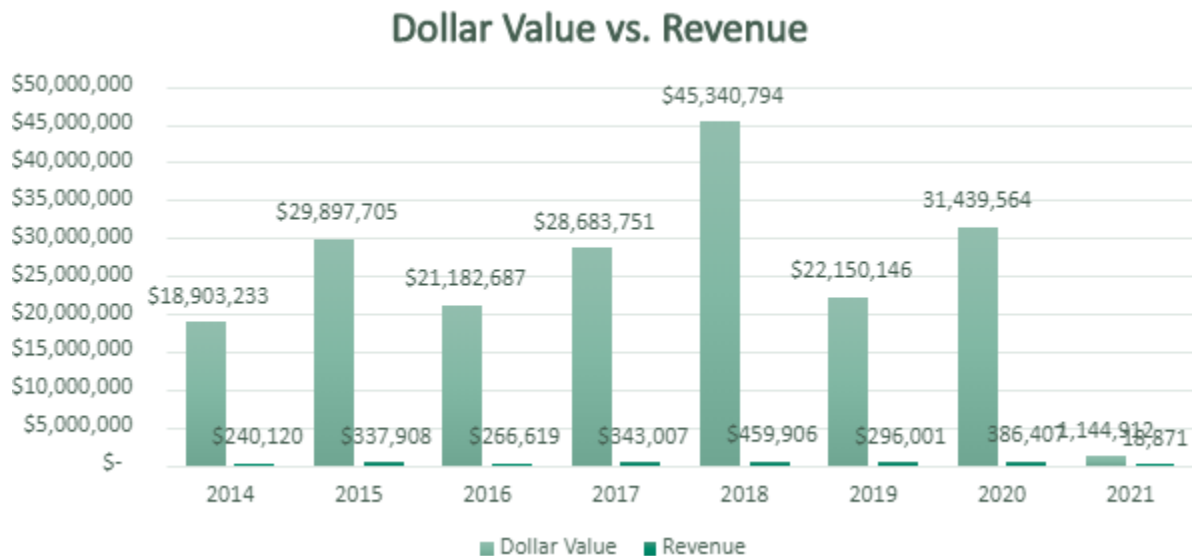
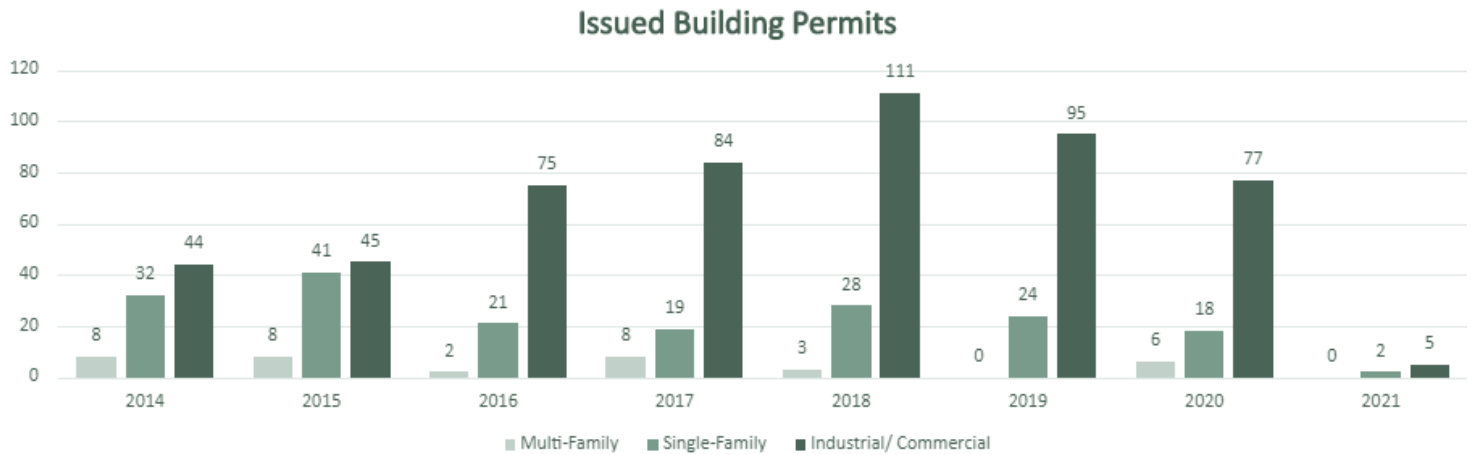
## North Mankato Taylor Library Programs January 2021

<u>Children's</u>	<u>Participants</u>
Snowman Building Contest	22
Stories with Miss Michelle (4)	19
DIY Bird Feeder	50
Teen/Tween DIY	26
Lil' Chefs	27
You've Been Booked	19
<b>TOTAL</b>	<b>163</b>
 <u>Young Adult</u>	
Tween DIY	20
You've been Booked	31
Library Foodie Club	5
<b>TOTAL</b>	<b>56</b>
 <u>Family</u>	
Craft with Me	35
<b>TOTAL</b>	<b>35</b>
 <u>Adult</u>	
Afternoon Book Club	8
Wine and Words Book Club	12
Adult Craft Night	30
Blood Drive	25
You've been Booked	46
Traci Lambrecht	20
<b>TOTAL</b>	<b>141</b>
 <u>Bookmobile</u>	
Daycare Story Times (13)	175
<b>TOTAL</b>	<b>175</b>

# COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Issued Building Permits</b>						
Multi-Family	6	0	0	0	0	0%
Duplex	0	0	0	0	0	
Town Homes	0	0	0	0	0	
Twin Homes	0	0	0	0	0	
Apt/ Assisted Living	0	0	0	0	0	
Single-Family	25	2	0	0	2	8%
Mobile Homes	15	0	0	0	0	0%
Residential (Garages, Roofing, Siding, Remodel, etc.)	1,100	69	107	48	69	6%
Other (Signs, Demolition, etc.)	30	0	0	3	0	0%
Industrial/ Commercial	100	5	2	2	5	5%
<b>Number of Permits</b>	<b>1,276</b>	<b>76</b>	<b>109</b>	<b>53</b>	<b>76</b>	<b>6%</b>
<b>Number of Units</b>	<b>105</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2%</b>
<b>Number of Online Permits</b>	<b>425</b>	<b>32</b>	<b>65</b>	<b>0</b>	<b>32</b>	<b>8%</b>
<b>Dollar Value</b>	<b>\$ 30,000,000</b>	<b>\$ 1,144,912</b>	<b>\$ 1,061,221</b>	<b>\$ 322,732</b>	<b>\$ 1,144,912</b>	<b>4%</b>
<b>Revenue</b>	<b>\$ 385,000</b>	<b>\$ 18,871</b>	<b>\$ 21,284</b>	<b>\$ 6,285</b>	<b>\$ 18,871</b>	<b>5%</b>
Rental Licenses Issued	15	0	1	3	0	0%
Rental Inspections - Fire Dept.	0	0	0	0	0	
Rental Inspections - Staff	100	6	3	8	6	6%
Inspections Conducted	2,500	87	75	163	87	3%
Inflow and Infiltration Inspections	200	16	12	3	16	8%
Plan Reviews Completed	250	15	9	1	15	6%
Code Letters Sent	75	2	3	0	2	3%
Code Cases Closed	75	2	9	1	2	3%
Planning Studies Underway	5	5	4	1	5	100%
Zoning Clanges	3	1	0	1	1	33%
Annexation Requests	1	1	1	0	1	100%
CUP Requests	0	0	0	0	0	0%
PUD Requests	0	0	0	0	0	0%

# COMMUNITY DEVELOPMENT



## Building Permits

- To date, 76 building permits have been issued for remodeling and new construction projects. The following is a summary of the new residential units permitted to date:  
 Single Family Homes – 2  
 Manufactured Homes in Camelot -  
 Townhomes –  
 Apartments –  
 Assisted Living –

### Issued Building Permits - Year to Date Report

	<u>Single Family</u>	<u>Duplex</u>	<u>Twin Homes</u>	<u>Townhome Condos</u>	<u>Additional TH Permits</u>	<u>Apt./ Asst. Living</u>	<u>Garages</u>	<u>Industry Commercial</u>	<u>Mobile Homes</u>	<u>Other</u>	<u>Residential Remodel</u>	<u>Totals</u>
<b>2021 - Thru Jan</b>												
Number of Permits	2	0	0	0	0	0	0	5	0	0	69	76
Number of Units	2	0	0	0	0	0	0	0	0	0	0	2
Dollar Value	\$ 418,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,386.00	\$ -	\$ -	\$ 518,526.44	\$ 1,144,912.44
Revenue	\$ 3,938.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,698.61	\$ -	\$ -	\$ 11,234.28	\$ 18,871.03

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# COMMUNITY DEVELOPMENT

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## Activities Beginning January 1

Attended City Council meetings  
Attended Planning Commission meeting  
Participated in weekly meetings with local businesses/GMG  
Participated in weekly department head meetings  
Participated in GMG Leadership program  
Attended Planning Commission meeting  
Continued work on:  
    Webster Avenue plan  
    Library Strategic plan  
Attended City Council work session  
Researched EV charger funding-submitted 2 applications  
Worked on pollinator ordinance  
Met with RDO  
Met with commercial day care provider  
Attended City Art committee meeting  
Attended Traffic & Safety Committee meeting  
Attended 169 Corridor open house  
Attended MAPO TAC meeting  
Worked on 235 Belgrade project  
Researched DEED brownfield programs  
Worked on golf cart issue  
Worked on Caswell abatement mapping  
Worked on City programming app



# COMMUNITY DEVELOPMENT

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## Activities Beginning January 1

Opened 2 code enforcement case and closed 2 (all open cases below)

2010 Roe Crest Ct – debris stored outside

2108 North Ridge Drive – unlicensed/inoperable vehicle

# SWIM FACILITY

Swim Facility Department Summary						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
Passes						
Resident Family Passes	400	73	35	93	73	18%
Non Resident Family Passes	200	41	28	40	41	21%
Resident Single Passes	30	2	0	6	2	7%
Non Resident Single Passes	15	0	1	0	0	0%
Resident 55+ Pass	10	2	1	0	2	20%
Non Resident 55+ Pass	10	3	2	0	3	30%
Babysitter/Additional Members	200	39	24	36	39	20%
Punch Passes	400	2	6	3	2	1%
Total Visitors	35,000	0	0	0	0	0%
		0	0	0	0	
Donations						
Sponsorships	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0%
Adopt A Family Donations	\$ 2,500	\$ 30	\$ -	\$ -	\$ 30	1%
Connecting Kids	50	0	0	0	0	0%
		0	0	0	0	
Events						
Special Events	10	0	0	0	0	0%
Birthday Party Packages	30	0	0	0	0	0%
Corporate Pool Rentals	3	0	0	0	0	0%
Swim Lessons Offered	200	0	0	0	0	0%
Swim Lesson Sign Ups	1,000	0	0	0	0	0%
Fitness Lessons Offered	20	0	0	0	0	0%
Fitness Lesson Sign Ups	100	0	0	0	0	0%
		0	0	0	0	
Pool Operations						
Days Open	75	0	0	0	0	0%
Lifeguards	40	0	0	0	0	0%
		0	0	0	0	
Other						
Concessions	\$ 109,375	\$ -	\$ -	\$ -	\$ -	0%
Alcohol	\$ 8,000	\$ -	\$ -	\$ -	\$ -	0%
Warming House Rentals	20	0	0	0	0	0%
Overall Revenues	\$ 356,268.00	\$ 22,000.00	\$ 10,687.77	\$ 18,774.00	\$ 22,000.00	6%
Overall Expenses	\$ 331,797.00	\$ 2,380.23	\$ (1,799.43)	\$ 6,443.06	\$ 2,380.23	1%

# SWIM FACILITY

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## Monthly Report January 2021

### Swim Facility Updates:

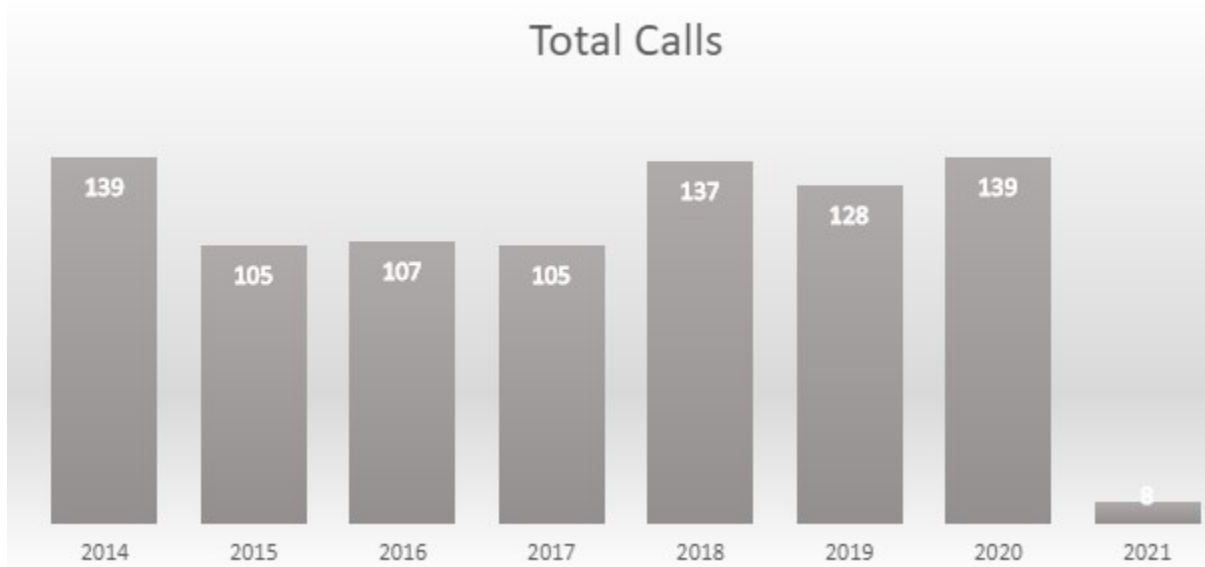
- **Opening Plan**
  - Pending weather and COVID-19 restrictions, opening day is planned for Saturday, May 29<sup>th</sup>.
- **Programming**
  - **Aqua Zumba with Fit410**  
Working on a deal with Fit410 to sponsor 8 free Aqua Zumba classes in the month of July.
  - **Sensory Friendly Swim Hour**  
Working to add a Sensory Friendly Swim hour every, or every other, Sunday. Hope to get a sponsor to cover staffing costs.
  - **Adult Nights**  
The Swim Facility will have six 21+ Adult nights in 2021. The dates are as follows:
    - June 11
    - June 25
    - July 16
    - July 30
    - August 13
      - Jaws and Claws-Play Jaws as the movie and sell White Claws
    - August 27
  - **Swimming Lessons**
    - Swimming Lesson Registration starts on February 22<sup>nd</sup> for Residents and Season Pass holders. Registration for lessons will open up to everyone on March 1.
    - All summer swimming lessons are up in the online store. We will offer 5 levels, 5 times/day, and 4 days per week. There will be a total of 800 swimming lesson classes taught to a total of up to 4,000 kids!
  - **Lifeguarding Certification Class**
    - The Swim Facility is hosting a Lifeguarding Training course March 4-March 7. Class will be held at both the Warming House and the Lake Crystal Rec Center.
  - **Lifeguard Instructor Training Classes**
    - The Red Cross is offering a new extension lifeguards who have certifications that expired March 2020-June 2021. They have a new class they are offering starting this spring that allows them to take a course online followed by an in-water skills test. We are working to coordinate this class for our 2021 returning staff.

# FIRE DEPARTMENT

## FIRE DEPARTMENT SUMMARY

	5 YEAR TOTAL AVG.	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% 5 YEAR AVG.
Total Calls	123	8	16	13	8	6%
Mutual Aid	12	2	3	3	2	16%
Average Response Time	0:06	0:07	0:08	0:07	0:07	110%
Average Call Duration	0:57	1:23	0:57	0:48	1:23	144%
Average # Responders	16	11	18	13	11	68%
Attendance at Business Meeting	336	34	33	33	34	10%
Attendance at Officer Meeting	110	13	12	11	13	12%
Total Trainings	18	2	2	2	2	11%
Total Attendance at Trainings	368	34	0	49	34	9%

Total Calls



1/2/2021 Alarm system activation, no fire - unintentional  
 1/7/2021 Carbon monoxide incident  
 1/8/2021 Alarm system activation, no fire - unintentional  
 1/11/2021 Building fire  
 1/16/2021 Cooking fire, confined to container  
 1/18/2021 Building fire  
 1/19/2021 Building fire  
 1/29/2021 Alarm system activation, no fire - unintentional

# FIRE DEPARTMENT

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## North Mankato Fire Department

### Regular Meeting Minutes

1/7/2020

#### Call to order

Chief Giefer called to order the January regular meeting of the North Mankato Fire Department at 18:30 hours on Thursday, January 7th, 2021 at fire station 2 in North Mankato.

#### Pledge of allegiance and Roll call

34 present and 0 absent

#### Minutes

Penner motioned to approve the December 2020 regular meeting minutes as emailed, second by Stoltenberg. Motion passed unanimously.

#### Standard Operating Guidelines

None covered – recovered and placed on the cloud

#### Chief Giefer

Hours form circulated via online link

#### Goals for 2021

Discussion coming – February presentation

No updates to 2021 training/meeting schedule

#### COVID-19

Jan 31 – dispatch no longer monitoring covid at location of call

Vaccinations – Nicollet county vaccinations – let giefer know if not interested

Donations received – Palmer bus service, Connecting Commerce, MEI

Physicals – Fasnacht to update the physical list. Thursday Feb 18th – sign up coming.

Succession planning – open trustee position nomination this evening

Chief, Asst Chief, station captains to be elected at the end of 2021

Those interested should make selves known and look into training requirements

#### Assistant Chief Zwaschka

Station 2 compressor work – high pressure regulator needed to be adjusted.

Knox box – 10 more added to the list – box Maint to be completed.

Pump drains need to be exercised. L64 needs a kit. L64 windshield wiper on one side. Low idle to be increased 200 rpm

#### Training Officer VanEps / Assistant Training Officer Stoltenberg

Regular Training – blood borne and osha, right to know - online training

Optional training – Online content – Fire dynamics

Online opportunities will be available – complete training reports – email to nmfdtraining@northmankato.com

February and March – hybrid online and small group training

2021 training schedule complete

No March fire school

Driver training in St. Cloud in March – 6 committed individuals

Big year for reimbursement from MBFTE – through June 1<sup>st</sup>.

Review of photos from Midwest auto pros fire

# FIRE DEPARTMENT

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Public Education Officer Streeter

Nothing to present

Safety Officer Hoffman

Fire apparatus accidents recently – take precautions

Station Captain Schumacher

Asked for updates on new truck check procedure

Ladder truck repair delayed due to injury at repair facility

Station Captain Sletten

New copy machine is in the relief office. Old one has been removed. Pantheon to be on site to assure network compatibility.

Fire calls

15 fire calls and 2 air truck and 0 CO calls call were read by Asst. Chief Zwaschka

Discussion took place on Midwest Auto Pros fire.

Committee chair updates

Extractors are installed at station 1 and 2 – operational. Detergent pump needs to be purchased and installed at station 1. Detergent pump needs to be reinstalled at station 2. Use cycle 3 (shells and gloves) and 4 (liner and hood)

Old business

Trustee election (Stoltenberg open position)

Tiesler nominated by Veschelde, Second by Fasnacht. Motion approved unanimously

Thate motioned for a white ballot for Tiesler as trustee Bruning second. Motion passed unanimously.

New Business

Fire service day at the capitol is online this year. Jan 19<sup>th</sup>.

Nick Fredrick's son in-law celebration of life 1-4 Sunday Jan 17<sup>th</sup> and North Mankato mortuary.

John Umhoeffer (brother of Scott Umhoeffer) visitation on January 23<sup>rd</sup>.

Training

Zwaschka conducted the Lock Out Tag Out and Confined space training at the end of the meeting.

Adjournment

Motion to adjourn by Carver, second by Thate, motion carried unanimously. Meeting adjourned at 20:32 hours.

Minutes submitted by Fasnacht

# FIRE DEPARTMENT

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## North Mankato Firefighters Relief Association

January 7, 2021

### Call to order

Minutes of the Relief Association Regular Meeting held on January 7, 2021 at 1830 hours. President Greg Thate called the meeting to order.

### Roll call

34 present, 0 absent.

### Approval of Minutes

Minutes of the December Regular meeting were approved. Motioned by Dave Verschelde / 2<sup>nd</sup> Mike Fasnacht to approve minutes. Motioned carried unanimously.

### Donations Received

Palmer Bus

Connecting Commerce

MEI

Thank you's will go out in the near future

### NMFD Relief Association Elections

Elections will be held during Februarys Relief Meeting

#### Nominations

Vice President: Jay Hewlett

Secretary: Tom Eesley

### Motions

Mike Fasnacht motioned for up to \$7275.00 to pay for Audit, 1099's, Tax Prep., and Gatsby. This money will come out of the Special Checking Account. 2<sup>nd</sup> by Dave Verschelde. Motion carried unanimously.

### Bills

Check #	Paid to the order of:	For:	Amount
	Hy Vee	Death Memorials	\$151.03
	City of North Mankato	Extractor Grant match	\$6394.00

Motioned by Rich Inman / 2<sup>nd</sup> by Mike Fasnacht pay bills. Motion carried.

Motion to adjourn regular meeting by Jordan Carver / 2<sup>nd</sup> by Greg Thate, motion carried.

Meeting adjourned 2030.

Meeting minutes submitted by Relief Secretary Tom Eesley

# FIRE DEPARTMENT

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North Mankato Fire Department

Officer Meeting Minutes

1/14/2021

## Call to order

Chief Giefer called to order the January officer meeting of the North Mankato Fire Department at 18:30 hours on Thursday, January 14<sup>th</sup> at fire station 2 in North Mankato.

## Roll call

13 present and 0 absent

## Minutes

Meeting minutes were approved as emailed.

## Business tour

None planned

## Standard Operating Guidelines

Need rope rescue and water rescue created

Covered Mutual aid operating Guideline. Specifically NMFD communications to decide which trucks shall respond are on the NMFD channel

## Officer Training

Nothing to cover

## Chief Giefer

### 2021 goals

#### Distribution of tasks

Knox boxes and preplanning information being kept up to date. 2.4 knox box reviews per firefighter.

Rescue – Water/Extrication/rope – need SOG and training and placement of equipment.

Pub ed - updating documents and procedures

#### Extractor at station 1

Electricity complete. Detergent dispenser to be installed.

Drain and concrete repair needed.

#### Vaccinations

No update yet.

#### Donation usage suggestions

\$10,000 received from Lindsey Windows. Waiting for response on what they want to have NMFD spend it on. Thank you letter read.

MEI donation to pay for low angle rescue equipment and mustang water rescue suit. Some of donation will need to be needed to organize truck (shelves and cabinetry). Start cycling rope for rope rescue.

#### State conference

Board meeting on Sunday. Answer will be available on Monday

## Assistant Chief Zwaschka

Discussed lights for 46, muffler for honda generator, highway emergency lights. Giefer will buy the muffler online.

Drain valves need fixing on 46 and 64 – Bobholz will ask the city shop to look at them.

Do we need scene lighting on the grass rig.???

Use donation money to possibly buy pagers???



# FIRE DEPARTMENT

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Station Captain Schumacher

L64 – Ladder has been repaired. New ac compressor and alternator being put in due to low voltage light coming on.

Truck check list will be completed for the rest of the year.

Station Captain Sletten

Looking at truck check apps other than the image trend ones.

Training Officers VanEps

Regular training – blood borne and mandatory training via target solutions - online

Optional training – Online training to be sent out.

February small group training

Ideas for organizing a training night per small group.

RIT and MAYDAY – plus review session.

EVOC in St. Cloud Saturday March 20<sup>th</sup>

6 people will be signed up

Water rescue training

Stoltenberg will work with atlas about possible training

Safety Office Hoffman

Nothing to report

Lieutenant Thate

Nothing to report

Lieutenant\Secretary Fasnacht

Nothing to report

Lieutenant Bobholz

Nothing to report

Assistant Training Officer Stoltenberg

Nothing to report

Trustee Bruning

Nothing to report

Trustee Rauchman

Nothing to report

Trustee Tiesler

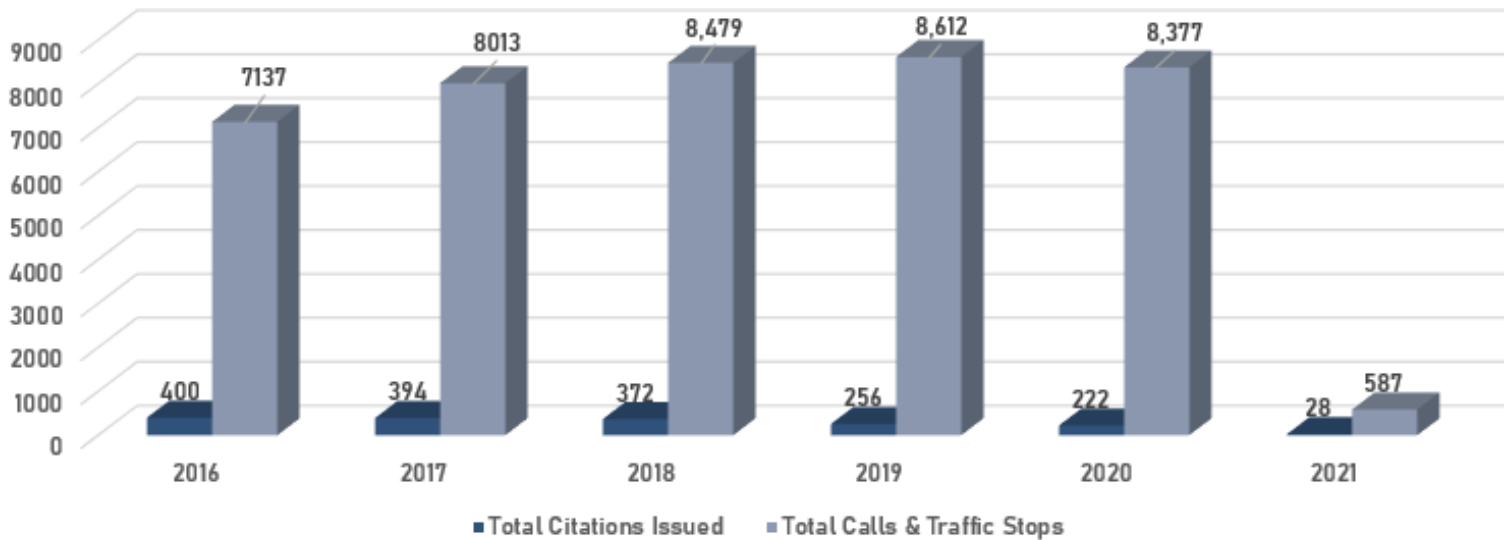
Disciplinary actions – meetings to be set up

Meeting adjourned at 20:05

Minutes submitted by Fasnacht

# POLICE DEPARTMENT

POLICE DEPARTMENT SUMMARY						
	2020 BENCHMARK	THIS MONTH	LAST MONTH	LAST YEAR	2021 TOTAL	% 2020 BENCHMARK
Total Citations Issued	222	28	16	26	28	13%
Total Calls & Traffic Stops	8,377	587	662	734	587	7%
Average Emergency Response Time	3	3	4	3	3	107%
Part One Crimes	147	13	4	9	13	9%
Part One Crimes Rate	0.09%	0.10%	0.03%	0.07%	0.10%	106%
Part Two Crimes	471	25	22	40	25	5%
Part Two CrimesRate	0.29%	0.19%	0.16%	0.30%	0.19%	64%
Total Crimes	618	38	26	49	38	6%
Total CrimesRate	0.38%	0.28%	0.19%	0.36%	0.28%	74%
<b>Part One Crimes (Most severe) include: Rape, Robbery, Assault, Burglary, Theft, Arson, etc.</b> <b>Part Two Crimes include: Fraud, Vandalism, Embezzlement, DUI, and all other offenses.</b>						



# POLICE DEPARTMENT

TYPE	TOTAL
Traffic stops	102
Records	68
Medical	46
Parking Complaint	36
Public Assist	29
Suspicious Circumstance	28
Agency Assist	26
Permits	20
Accident	19
Animal Complaint	16
Theft/Larceny (A) 23	13
Welfare Check	13
Adult/Child Protection Reports	12
Alarm	11
911 Verification	10
Civil Issue	9
Hospice Notice	9
Traffic Complaints	9
Disturbance	7
Domestic	7
Information Only	7
Predatory Offender Registration	7
Found Property	6
Assault (A) 13	5
Motorist Assist	5
Other Criminal Offenses (B) 90z	5
Property Destruction/Damage/Vandalism (A) 290	5
Fraud (A) 26	4

Narcotics (A) 35	4
Noise Complaint	4
Solicitor/SCAM Complaints	4
General Order/Special Details	4
Court Order Violation OFP/HRO/DANCO (B) 90z	3
Vehicle Repossession	3
Warrant service/attempts	3
Burglary/Breaking & Entering (A) 220	2
Counterfeiting/Forgery (A) 250	2
Extra Patrol Request	2
Fire	2
Illness/Death Notification	2
Lost Property	2
Missing Person/Runaway JV	2
Neighbor/Neighborhood Issues	2
Sign or Light Repair/Roadway Obstruction	2
Compliance Checks	1
Driving Under the Influence (B) 90D	1
Extortion/Blackmail (A) 210	1
Obscene/Harassing Communications (B) 90z	1
Ordinance Violation	1
Residence Check Requests	1
Search Warrants	1
Sex Offenses (A) 11/36	1
Traffic Violations - F/GM(999)	1
Weapon Law Violation (A) 520	1
<b>GRAND TOTAL</b>	<b>587</b>

JANUARY	2017	2018	2019	2020	2021
<b>CALLS FOR SERVICE</b>	<b>591</b>	<b>644</b>	<b>727</b>	<b>734</b>	<b>587</b>
<b>YEAR TO DATE TOTAL</b>	<b>591</b>	<b>644</b>	<b>727</b>	<b>734</b>	<b>587</b>

## Offenses and Clearances by Classification

		Offenses Reported or Known	Offenses Unfounded	Total Actual Offenses	Crime Rate per 100,000	Cleared by Arrest or Exceptional Means	Cleared Involving only Under 18 Years Old
Offense Classification							
Murder & Nonnegligent Manslaughter	Totals	0	0	0	0	0	0
Manslaughter by Negligence	Totals	0	0	0	0	0	0
Rape							
Completed		1	0	1	7	0	0
Attempted		0	0	0	0	0	0
	Totals	1	0	1	7	0	0
Robbery							
Firearm		0	0	0	0	0	0
Knife or Cutting Instrument		0	0	0	0	0	0
Other Weapon		0	0	0	0	0	0
Strong Arm (hands, fist, feet, etc.)		0	0	0	0	0	0
	Totals	0	0	0	0	0	0
Assault							
Firearm		0	0	0	0	0	0
Knife or Cutting Instrument		0	0	0	0	0	0
Other Weapon		1	0	1	7	1	0
Hands, Fist, Feet, etc. (aggravated injury)		0	0	0	0	0	0
	Totals	1	0	1	7	1	0
Burglary							
Forcible Entry		1	0	1	7	1	0
Unlawful Entry (no force)		1	0	1	7	0	0
Attempted Forcible Entry		0	0	0	0	0	0
	Totals	2	0	2	14	1	0
Larceny-theft	Totals	9	0	9	64	1	0
Motor Vehicle Theft							
Autos		0	0	0	0	0	0
Trucks & Buses		0	0	0	0	0	0
Other Vehicles		0	0	0	0	0	0
	Totals	0	0	0	0	0	0
Arson	Totals	0	0	0	0	0	0
Human Trafficking - Commercial Sex Acts	Totals	0	0	0	0	0	0
Human Trafficking - Involuntary Servitude	Totals	0	0	0	0	0	0
Part I Totals		13	0	13	93	3	0
Part II Offenses							
Other Assaults (simple, not aggravated)		3	0	3	21	0	0
Forgery & Counterfeiting		2	0	2	14	0	0
Fraud		5	0	5	36	1	0
Embezzlement		0	0	0	0	0	0
Stolen Property (buy, receive, possess)		0	0	0	0	0	0
Vandalism		5	0	5	36	1	0
Weapons (carry, possess, etc.)		2	0	2	14	1	0
Prostitution & Commercialized Vice		0	0	0	0	0	0
Sex Offenses (except Rape & Prostitution)		0	0	0	0	0	0
Drug Abuse Violations		3	0	3	21	3	1
Gambling		0	0	0	0	0	0
Family & Children		0	0	0	0	0	0
Driving Under the Influence		1	0	1	7	1	0
Liquor Laws		0	0	0	0	0	0
Drunkenness - MN statute repealed 1971		0	0	0	0	0	0
Disorderly Conduct		1	0	1	7	1	1
Vagrancy		0	0	0	0	0	0
All Other Offenses (except traffic)		3	0	3	21	2	0
Suspicion - not a crime in MN		0	0	0	0	0	0
Part II Totals		25	0	25	179	10	2
Curfew & Loitering (persons under 18)		0	0	0	0	0	0
Runaways (persons under 18)		0	0	0	0	0	0
Grand Totals		38	0	38	272	13	28

# POLICE DEPARTMENT

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## January 2021 Community Events

DATE	EVENT/TOPIC	ORGANIZATION/LOCATION
1/22	COVID-19 Vaccination Clinic	MN Dept. of Health / Dakota Meadows School
1/23	COVID-19 Vaccination Clinic	MN Dept of Health / Dakota Meadows School
1/29	COVID-19 Vaccination Clinic	MN Dept of Health / Dakota Meadows School
1/30	COVID-19 Vaccination Clinic	MN Dept of Health / Dakota Meadows School

## January 2021 Public Education

No public education events held in December

## January 2021 School Patrols

South Central College	1	Hoover Elementary	0
Dakota Meadows Middle School	0	Bridges Community School	0
Futures School	0	Monroe Elementary	0
TOTAL SCHOOL PATROLS: 1			

## January 2021 Use of Force Instances

0 use of force instances in January.

## January 2021 Compliments/Complaints

- Officers reported several interactions with citizens while they are getting coffee, or at local businesses in which people approached them and thanked them for their service.
- The agency received a care package of candy from a local business as a token of thanks.
  - January 9<sup>th</sup> was *National Law Enforcement Appreciation Day*. Several likes and comments were received on social media platforms from city residents expressing their support and thanks for NMPD.
- 0 complaints received.

# STREET DEPARTMENT

STREET DEPARTMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Units</b>						
Rain/Wind Storm Cleanup (Events)	12	0	0	0	0	0%
Storm Sewer Main Breaks/ Repairs (Events)	10	0	0	0	0	0%
Sanitary Sewer Main Breaks/Repairs (Events)	10	1	0	0	1	10%
Water Main Breaks/ Repairs (Events)	5	1	1	2	1	20%
Sewer Jetting (Linear Feet)	50,000	11,691	11,130	2,100	11,691	23%
Sewer Televising (Linear Feet)	100,000	5,900	3,900	9,324	5,900	6%
Structure Inspections (EA)	500	0	0	105	0	0%
Concrete curb repair (Linear Feet)	750	0	0	0	0	0%
Snow Removal (Events)	16	4	8	3	4	25%
Sanding and Pre-Treatment (Events)	24	2	0	6	2	8%
Crack Sealing (lbs)	12,000	0	0	0	0	0%
Seal Coating and Fog Sealing (Lane Miles)	12	0	0	0	0	0%
Patching/ Asphalt (Tons)	750	0	10	0	0	0%
Mill and Overlay (Lane Miles)	12	0	0	0	0	0%
Street Sweepings Hauled (Tons)	450	0	29	0	0	0%
Grass/Leaves/Brush Hauled (Tons)	4,000	0	0	0	0	0%
Recycling (Tons)	1,750	129	119	159	129	7%
Organics Recycling (Tons)	96	8	8	8	8	8%
Solid Waste (Tons)	3,400	252	305	267	252	7%
Spring Clean Up and Fall Drop Off (Tons)	450	0	0	0	0	0%
Street Signs Fixed (Straightened, Painted, Replaced)	500	5	0	0	5	1%

## Street Projects for January:

- 217 hours of snow removal activities
- 11691 feet of sewer line jetted
- 5,000 feet of sewer line televised

# STREET DEPARTMENT

STREET DEPARTMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Hours of Regular Service and Maintenance</b>						
Rain/Wind Storm Clean Up	200	0	0	0	0	0%
MS 4 & Ravaine Maintenance	1000	0	448	28	0	0%
Storm Sewer Maintenance (Catch Basins, Inlets, Etc.)	450	0	8	0	0	0%
Sanitary Sewer Breaks/Repairs	450	0	0	0	0	0%
Sewer Jetting and Televising	1000	139	129	88	139	14%
Storm Sewer Main Breaks/ Repairs	450	17	0	0	17	4%
Water Main Breaks/Repairs	600	82	56	32	82	14%
Crack Sealing	280	0	0	0	0	0%
Seal Coating	650	0	0	0	0	0%
Mill & Overlay Support (Underdrain, Elevation Adj., Etc)	1000	0	0	0	0	0%
Patching/ Asphalt	4000	0	1	2	0	0%
Street Sweeping	960	2	91	0	2	0%
Concrete curb repair	500	0	0	0	0	0%
Snow Removal	3500	289	101	728	289	8%
Sanding & Pre-Treatment of Roads	350	13	0	79	13	4%
Manhole/Structure Inspections (Sanitary and Storm Sewer)	150	2	0	50	2	1%
Manhole/Structure Maintenance (Sanitary and Storm Sewer)	200	0	6	0	0	0%
Sign Repair & Installation	500	9	8	53	9	2%
Crosswalks/ Curbs Painted	500	0	0	0	0	0%
Flags & Banners	250	21	0	21	21	8%
Festivals (Fun Days, Blues, Bier, Bells, Misc.)	500	0	0	0	0	0%
Christmas Decoration	250	32	1	74	32	13%
Employee Trainings	400	0	0	0	0	0%
Clean and Maintain City Buildings	500	69	24	68	69	14%
Shop (Street Crew Helping in Equipment Shop)	1000	234	171	216	234	23%
Help Other Departments	400	99	24	34	99	25%
Special Projects	500	8	32	0	8	2%
Resident Call Outs	150	0	0	0	0	0%
Leaf Collection	640	0	8	3	0	0%
Grass/Brush Hauled	40	0	0	0	0	0%
Spring Clean Up and Fall Drop Off	960	0	0	0	0	0%



# PARKS DEPARTMENT

PARKS DEPARTMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Units</b>						
Greenway Inspections (EA)	75	0	0	0	0	0%
Greenway Sprayed (EA)	25	0	0	0	0	0%
Greenway Mowing and Trimming (EA)	25	0	0	0	0	0%
Weed Inspections - Parks (EA)	63	0	0	0	0	0%
Weed Spraying Parks - EA (21 parks, 1 Application each Fall Season)	42	0	0	0	0	0%
Mowing - Acres (230 Acres mowed 1 Time per Week for 20 Weeks)	4,600	0	0	0	0	0%
Trimming - Acres (230 Acres trimmed every other week for 20 week	2,300	0	0	0	0	0%
Tree Inspections (EA)	150	1	4	0	1	1%
Resident Call Outs (EA)	150	0	0	0	0	0%
Playground Inspections	40	0	0	0	0	0%
Playground Upgrades Completed	10	0	0	0	0	0%
Park Building and Structure Repairs/Painting	7	0	1	0	0	0%
Blvd and Park Trees Planted (By Contractor or staff)	30	0	0	0	0	0%
Trees Trimmed	750	3	50	17	3	0%
Trees Removed (All Trees Excluding Ash)	200	3	36	4	3	2%
Ash Trees Removed	35	2	0	3	2	6%

## Park projects in January:

- 151 hours of snow removal
- 386 hours of rink flooding and maintenance
- 78 hours of tree trimming and removal



# PARKS DEPARTMENT

PARKS DEPARTMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Hours of Regular Service and Maintenance</b>						
Playground Inspections & Repairs (20 playgrounds, 2 hours per inspection)	40	0	0	0	0	0%
Playground Upgrades Completed	100	0	0	0	0	0%
Park Building and Structure Repairs/Painting	400	0	8	0	0	0%
Park Rounds (Opening Bathrooms, Garbage, Cleaning)	1,248	63	68	36	63	5%
Court Maintenance (Volleyball, Tennis, Basketball, Pickleball, Baseball)	500	0	46	0	0	0%
Flowers & Planters (May to Oct)	500	0	2	0	0	0%
Tree Inventory	240	0	3	0	0	0%
Tree Removal (All Excluding Ash Trees)	500	23	90	24	23	5%
Ash Tree Removal	175	14	0	20	14	8%
Tree Trimming	480	41	65	7	41	9%
Tree Inspections	250	0	4	0	0	0%
Buckthorn Management	640	0	0	0	0	0%
Rink Cleanup and Flooding	720	321	150	201	321	45%
Rinks Zamboni	60	65	6	32	65	108%
Snow Removal (trails, sidewalks, alleys, parking lots, etc.)	700	151	68	164	151	22%
Winterize and Spring Start-Up (Bathrooms, Irrigation, Drinking Fountains)	400	0	2	0	0	0%
Christmas Decorations	160	2	6	37	2	1%
Festivals (Fun Days, Blues, Bier, Misc.)	600	0	0	123	0	0%
Caswell Sporting Events	2,500	0	28	0	0	0%
Helping Other Departments	150	6	3	31	6	4%
Resident Call Outs	150	0	0	0	0	0%
Training	700	35	2	132	35	5%
Special Projects (Bluff Park Drain Tile, Pavers, Fountains, Pond Treatments)	400	4	24	32	4	1%
<b>Hours of Greenway Management</b>						
Greenway Inspections (Ponds and Outlots)	32	0	0	0	0	0%
Greenway Sprayed (Ponds and Outlots)	80	0	0	0	0	0%
Greenway Mowing and Trimming (Ponds and Outlots)	80	0	0	0	0	0%
<b>Hours of Parks Management (May to October)</b>						
Weed Inspections (Parks, Boulevards, Roundabouts, Trails)	50	0	0	0	0	0%
Weed Spraying (Parks, Boulevards, Roundabouts, Trails)	120	0	0	0	0	0%
Mowing (Parks, Boulevards, Roundabouts, Trails)	3,000	0	0	0	0	0%
Trimming (Parks, Boulevards, Roundabouts, Trails)	1,000	0	0	0	0	0%
Prairie Management and Maintenance (Burning, Spraying, Mowing, etc.)	80	0	0	0	0	0%

# CASWELL SPORTS

## CASWELL DEPARTMENT SUMMARY

	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Tournaments</b>						
Quantity of Tournaments Played	22	0	0	0	0	0%
In State Teams	300	0	0	0	0	0%
Out of State Teams	300	0	0	0	0	0%
Total Teams	600	0	0	0	0	0%
Local Visitors	18000	0	0	0	0	0%
Out of Town Visitors	11000	0	0	0	0	0%
Total Visitors	19000	0	0	0	0	0%
Concession Items Sold	55000	0	0	0	0	0%
Alcohol Sales	\$ 8,000	\$ -	\$ -	\$ -	\$ -	0%
Sponsorship Revenue	\$ 31,200	\$ 4,200	\$ -	\$ 26,250	\$ 4,200	13%
Estimated Number of Hotel Rooms	4000	0	0	0	0	0%
Economic Impact	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	0%
<b>Teams/Programs</b>						
Summer Softball Teams	108	-	-	-	-	0%
Fall Softball Teams	25	-	-	-	-	0%
Volleyball Teams	92	-	-	-	-	0%
Tennis Programs	50	-	-	-	-	0%
Tennis Flex League	25	-	-	-	-	0%
<b>Website Management</b>						
Website Hits	27,000	562	262	775	562	2%
Page Views	75,000	1,424	524	1,728	1,424	2%
<b>Other</b>						
Banners Purchased	6	4	0	2	4	67%
Number of Caswell Advisory Meetings	2	0	0	0	0	0%
Total Revenue	\$ 375,195	\$ 9,200	\$ 1,996	\$ 26,569	\$ 9,200	2%
Total Expenditures	\$ 488,319	\$ 8,417	\$ 7,419	\$ 13,350	\$ 8,417	2%

# CASWELL SPORTS — SOCCER

CASWELL NORTH DEPARTMENT SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Tournaments</b>						
Quantity of Tournaments Played	1	0	0	15	0	0%
In State Teams	180	0	0	105	0	0%
Out of State Teams	0	0	0	0	0	0%
Total Teams	180	0	0	105	0	0%
Local Visitors	9,000	-	-	1,175	-	0%
Out of Town Visitors	-	-	-	1,175	-	0%
Total Visitors	9,000	-	-	2,350	-	0%
Economic Impact	\$ 1,500,000	\$ -	\$ -	\$ 104,790	\$ -	0%
<b>Other</b>						
Total Revenue	\$ 52,300	\$ -	\$ 218	\$ 40,479	\$ -	0%
Total Expenditures	\$ 50,652	\$ 2,524	\$ 3,639	\$ 46,785	\$ 2,524	5%

## Caswell Information for January:

- We have retained all sponsors but one from 2020. Three have increased their contributions.
- We have four new sponsors so far for 2021, we are continuing to work on sponsorships.
- Registrations are open for Adult Sand Volleyball and Softball and youth T-Ball, Tennis Camp, and Soccer.
- Schedule is complete for the 2021 season except for the high school portion.
- Working on recruiting teams for nationals this year.

# CASWELL SPORTS — FOOTBALL

FOOTBALL SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Players</b>						
Players Pre-K to K	80	0	0	NA	0	0%
Players 1st Grade	80	0	0	NA	0	0%
Players 2nd Grade	80	0	0	NA	0	0%
Players 3rd Grade	90	0	0	NA	0	0%
Players 4ths Grade	120	0	0	NA	0	0%
Players 5th Grade	130	0	0	NA	0	0%
Players 6th Grade	150	0	0	NA	0	0%
Players 7th Grade	0	0	0	NA	0	0%
Total Players	730	0	0	NA	0	0%
<b>Revenue</b>						
Registrations	\$ 91,500	0	0	NA	0	0%
Sponsorships	\$ 13,000	0	0	NA	0	0%
Donations	\$ 10,000	0	0	NA	0	0%
Other	\$ -	0	0	NA	0	0%
Total Revenue	\$ 114,500	0	0	NA	0	0%
<b>Expenses</b>						
Total Expenditures	\$ 113,532	\$ 2,289.49	0	NA	0	0%
<b>Other</b>						
Number of Games	144	0	0	NA	0	0%
Total Teams	48	0	0	NA	0	0%

## Football Information for January:

- Neil Kaus started on January 18th and used the rest of the month to get familiar with every vain of youth football: Inventory of equipment, web site updates, sponsors calls and evaluation of inventory purchases for 2021. This is all necessary to gage an accurate budget for 2021.
- New changes major to youth football include offering tackle football from 3rd grade through junior high (previously only grades 3rd through 7th) and creating tackle league for 3rd through 6th. They will also be adding flag football from kindergarten through 2nd grade.
- More exciting news to come in February.

# PARKS AND REC

PARKS AND REC SUMMARY						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Tennis</b>						
Revenue	\$ 4,000.00	\$ -	0	NA	0	0%
Expense	\$ 3,000.00	\$ -	0	NA	0	0%
<b>Volleyball</b>						
Revenue	\$ 26,400.00	\$ 295.28	0	NA	295	1%
Expense	\$ 11,500.00	\$ 16,211.20	0	NA	16211	141%
<b>T-Ball</b>						
Revenue	\$ -	\$ -	0	NA	0	0%
Expense	\$ -	\$ -	0	NA	0	0%
<b>Softball</b>						
Revenue	\$ 69,185.00	\$ 5,423.24	0	NA	5423	8%
Expense	\$ 30,615.00	\$ -	0	NA	0	0%
<b>Golf</b>						
Revenue	\$ -	\$ -	0	NA	0	0%
Expense	\$ -	\$ -	0	NA	0	0%



# WATER & SEWER DEPARTMENT

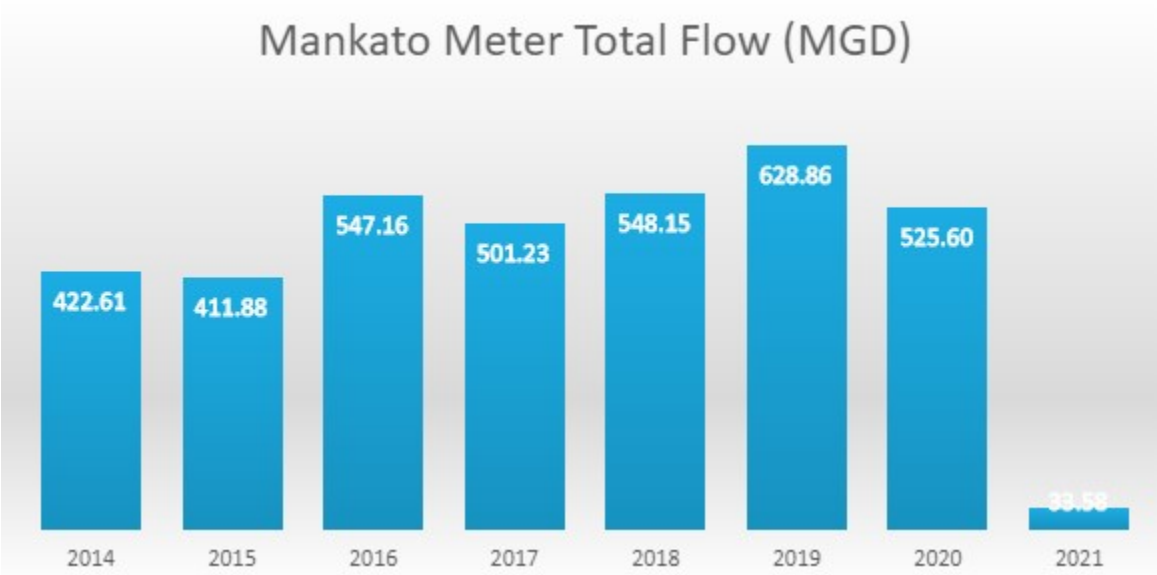
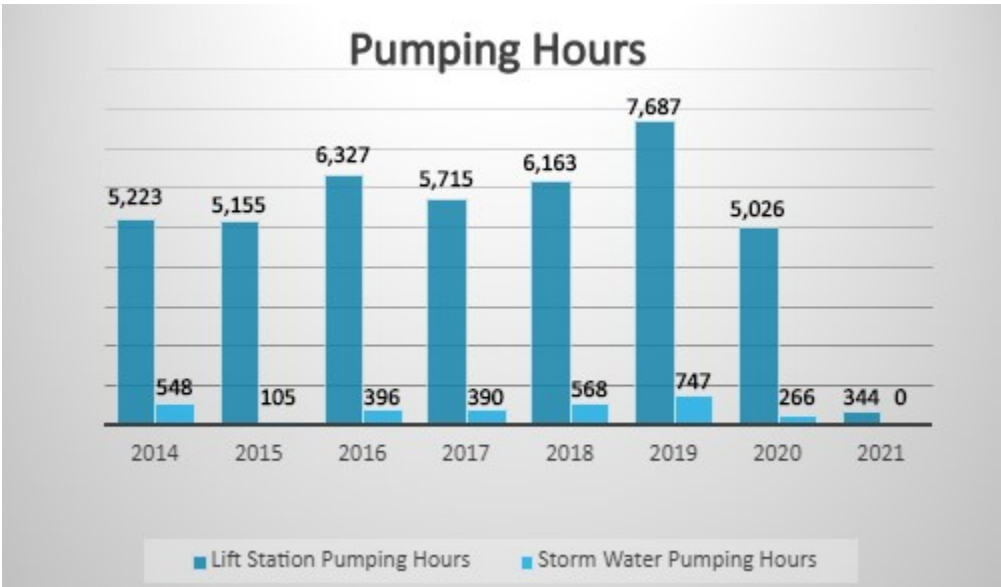
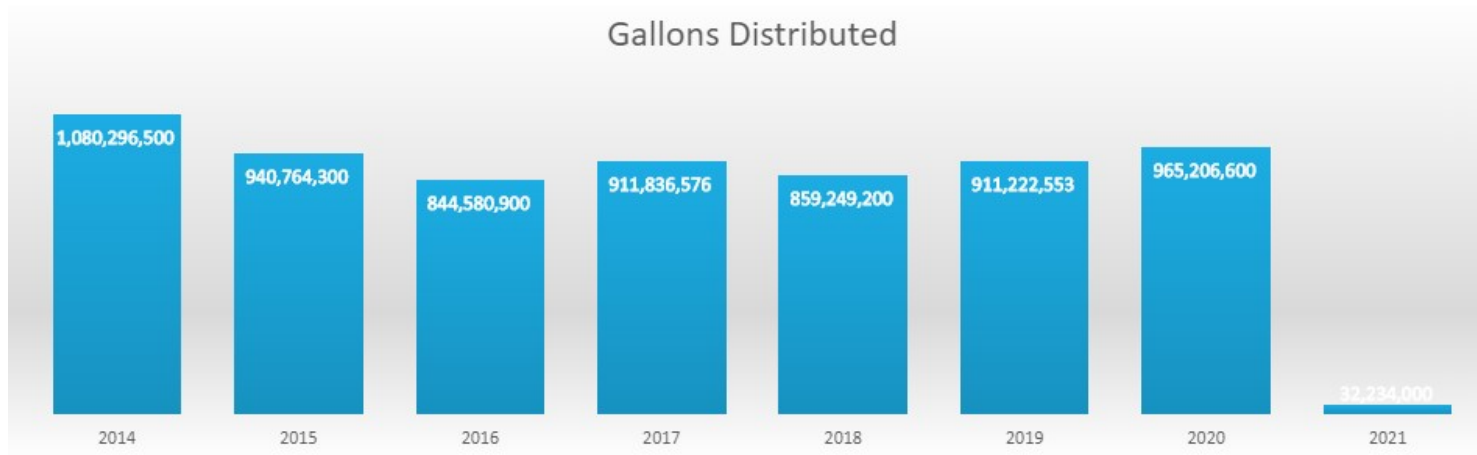
WATER DEPARTMENT SUMMARY						
	2021 YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	2021 YEARLY TOTAL	% YEARLY TOTAL of YEARLY GOAL
<b>Water Units (Gallons)</b>						
Gallons Pumped from Well #5	400,000	0	0	54,900	0	0%
Gallons Pumped from Well #6	125,000,000	9,066,000	9,337,000	10,220,000	9,066,000	7%
Gallons Pumped from Well #7	170,000,000	7,527,000	8,861,000	13,924,000	7,527,000	4%
Gallons Pumped from Well #8	100,000,000	10,581,000	5,752,000	5,492,000	10,581,000	11%
Gallons Pumped from Well #9	100,000,000	5,704,000	9,502,000	5,222,000	5,704,000	6%
Total	495,400,000	32,878,000	33,452,000	34,912,900	32,878,000	7%
Gallons Distributed from Plant #1	130,000,000	8,706,000	8,853,000	9,726,000	8,706,000	7%
Gallons Distributed from Plant #2	320,000,000	23,528,000	24,041,000	23,401,000	23,528,000	7%
Total	450,000,000	32,234,000	32,894,000	33,127,000	32,234,000	7%
<b>Water Usage Tracking</b>						
Residential (5/8'-11/4")	220,656,696	17,798,564	17,934,064	16,516,029	17,798,564	8%
Residential & Commercial 11/2"-3"	39,294,960	4,058,930	4,058,930	3,881,600	4,058,930	10%
Commercial 5/8"-11/4"	19,907,400	1,685,350	1,698,020	1,591,760	1,685,350	8%
Commercial 4"-6"	7,087,233	190,250	203,860	239,630	190,250	3%
Residential and Commercial Outside Meters	54,597,418	296,600	402,660	172,103	296,600	1%
Rural Water (5/8'-11/4")	963,960	62,890	54,470	50,840	62,890	7%
Rural 1 1/2"-3"	92,945	1,800	2,500	900	1,800	2%
Multiple Dwelling Unit Rate per Unit	33,568,429	2,957,900	2,863,490	2,558,240	2,957,900	9%
Total Gallons Billed	376,169,041	27,052,284	27,217,994	25,011,102	27,052,284	7%
City Used Water - Non-Billable		1,375,374	1,567,374	1,877,878	1,375,374	
Unaccountable Water		770,500	770,500	770,500	770,500	
Non-Revenue Percentage of Water		0	0	0	0	
<b>Lift Station Pumping Hours</b>						
Lift Station #1 - Oak Terrace	165	11	12	14	11	7%
Lift Station #2 - Marvin Boulevard	450	52	41	38	52	12%
Lift Station #3 - Carol Court	520	28	34	43	28	5%
Lift Station #4 - Marie Lane	1,200	86	97	96	86	7%
Lift Station #5 - NorthRidge Drive	800	63	65	66	63	8%
Lift Station #6 - Aspen Lane	375	29	31	30	29	8%
Lift Station #7 - Howard Drive	700	49	47	59	49	7%
Lift Station #8 - Parks Edge	175	16	16	14	16	9%
Lift Station #9 - Reserve	100	8	8	8	8	8%
Lift Station #10 - Golf Course	50	2	2	4	2	3%
Total	4,535	344	353	372	344	8%
<b>Lift Station Flow (Gallons)</b>						
Main Lift #1	425,000,000	14,000	14,000	15,591,000	14,000	0%
Main Lift #2	100,000,000	33,627,000	35,287,000	26,472,000	33,627,000	34%
	525,000,000	33,641,000	35,301,000	42,063,000	33,641,000	6%
<b>Storm Water Pumping Hours</b>						
Storm Water Station #001 - Sherman Corp Station	600	0	0	13	0	0%
Storm Water Station #002 - Wheeler Corp Station	150	0	0	2	0	0%
Total	750	0	0	15	0	0%

# WATER & SEWER DEPARTMENT

## WATER DEPARTMENT SUMMARY

	2021 YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	2021 YEARLY TOTAL	% YEARLY TOTAL of YEARLY GOAL
<b>Mankato Meter Total Flow (MGD)</b>						
Minimum		1	1	1	1	
Maximum		1	1	2	1	
Average		1	1	1	1	
Total		34	35	42	34	
<b>River Levels</b>						
High River Level		4	4	0	4	
Low River Level		3	3	0	3	
<b>Hours</b>						
Rounds	1,836	54	70	73	54	3%
Locates and Locate Meets	234	2	15	9	2	1%
Training	60	5	13	4	5	8%
Equipment Maintenance	612	86	28	38	86	14%
Building Maintenance	0	9	16	0	9	0%
Equipment Repairs	0	0	0	0	0	0%
Cleaning and Maintaining Wet Wells and Lift Stations	402	24	43	15	24	6%
Flushing	0	0	0	0	0	0%
Shut-offs	324	15	0	10	15	5%
Administrative	732	12	16	38	12	2%
Helping Other Departments	24	18	11	2	18	73%
Festivals	0	0	0	0	0	0%
Call-outs	282	13	24	11	13	5%
Stormwater Corp Station	684	1	32	4	1	0%
Backwash	204	8	10	8	8	4%
Fire Hydrant Repairs	258	8	24	11	8	3%
Christmas Lights	0	7	1	0	7	0%
Tree Trimming	0	0	0	0	0	0%
Snow Removal	726	12	6	32	12	2%
Mainbreak, Valve Repairs, Curb Box Repairs	138	101	49	12	101	73%
Sampling	252	3	4	15	3	1%
Chemical Treatments	78	2	3	2	2	3%
Inventory Supplies	144	12	0	0	12	8%
Water Tower Maintenance	0	0	0	0	0	0%
Mowing and Trimming	0	0	0	0	0	0%
Winterize	0	0	0	0	0	0%
Miscellaneous Projects	0	6	16	0	6	0%
Total	6,990	395	376	281	395	6%
<b>Units</b>						
Locates (EA)	2500	11	67	24	11	0%
Water Mains Flushed (Lineal Feet)	285,000	0	0	0	0	0%
Hydrants Flushed (EA)	1,500	0	0	0	0	0%
Valves Exercised (EA)	250	0	0	0	0	0%
Corp Station Gate Open/Close (EA)	24	0	0	0	0	0%
Main Breaks Repaired (EA)	12	1	1	1	1	8%
Curb Boxes Located (Shut off)	375	37	0	32	37	10%

# WATER & SEWER DEPARTMENT





# WATER & SEWER DEPARTMENT

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## **Water Projects for January 2021**

- Non-revenue water of 6.53% attributed to city water usage, plant backwashing and old water meters in service.
- 37 water shut-offs
- 14 auto water meters installed bringing city total to 450 total auto water meters installed.
- 1 water main break repair at spring lake park

\$ Billed		Annual			
Garbage Sizes	Cost per Month	\$ Billed 2018	\$ Billed 2019	\$ Billed 2020	\$ Billed 2021 YTD
35 Gallons	\$9.00	\$ 91,278.00	\$ 95,994.00	\$ 98,505.00	\$ 8,154.00
65 Gallon	\$14.00	\$ 538,972.00	\$ 541,184.00	\$ 542,094.00	\$ 45,262.00
95 Gallon	\$19.00	\$ 126,046.00	\$ 130,226.00	\$ 136,952.00	\$ 11,761.00
<b>Total:</b>		<b>\$ 756,296.00</b>	<b>\$ 767,404.00</b>	<b>\$ 777,551.00</b>	<b>\$ 65,177.00</b>
Number of Carts Billed		Annual			
Garbage Sizes	Cost per Month	# Carts Billed 2018	# Carts Billed 2019	# Carts Billed 2020	# Carts Billed 2021 YTD
35 Gallons	\$9.00	10,142	10,666	10,945	906
65 Gallon	\$14.00	38,498	38,656	38,721	3,233
95 Gallon	\$19.00	6,634	6,854	7,208	619
<b>Total:</b>		<b>55,274</b>	<b>56,176</b>	<b>56,874</b>	<b>4,758</b>

\$ Billed		Annual		
Recycle Sizes	Cost per Month	\$ Billed 2018	\$ Billed 2019	\$ Billed 2020 YTD
35 Gallons	\$7.00	\$ 47,565.00	\$ 47,579.00	\$ 47,488.00
65 Gallon	\$7.00	\$ 98,070.00	\$ 99,365.00	\$ 101,493.00
95 Gallon	\$7.00	\$ 240,947.00	\$ 242,837.00	\$ 245,056.00
Number of Carts Billed **		Annual		
Recycle Sizes	Cost per Month	# Carts Billed 2018	# Carts Billed 2019	# Carts Billed 2020
35 Gallons	\$7.00	6795	6797	6784
65 Gallon	\$7.00	14010	14195	14499
95 Gallon	\$7.00	34421	34691	35008

\*\*The numbers gathered for Number of Carts Billed comes from West Central Sanitation's monthly bills to us.

# of Gallons Billed			Annual			
Water Rates	Minimum Bill	Cost Per 1,000 Gallons	2018 Gallons Billed	2019 Gallons Billed	2020 Gallons Billed	2021 Gallons Billed
Residential (5/8'-11/4")	\$8.00-effective 1/1/17	\$3.43	205,685,129	194,650,356	220,202,702	
Residential & Commercial 1 1/2"-3"	\$41.26-effective 1/1/17	\$3.43	41,159,650	46,160,040	40,079,310	
Commercial 5/8"-11/4"	\$8.00-effective 1/1/17	\$3.43	20,528,180	20,446,080	19,946,470	
Commercial 4"-6"	\$41.26-effective 1/1/17	\$3.43	3,412,950	3,411,450	6,700,490	
Residential and Commercial Outside Meters	\$0.00	\$4.35	34,082,312	30,755,320	50,450,293	
Rural Water (5/8'-11/4")	\$13.00-effective 1/1/17	\$4.43	913,880	901,620	938,100	
Rural 1 1/2"-3"	\$46.26-effective 1/1/17	\$6.12	156,480	134,500	87,700	
Multiple Dwelling Unit Rate per Unit	\$5.00	n/a	31,617,170	32,358,830	33,634,550	

# of Properties Billed			Annual			
Water Rates	Minimum Bill	Cost Per 1,000 Gallons	2018 # Billed	2019 # Billed	2020 # Billed	
Residential (5/8'-11/4")	\$8.00-effective 1/1/17	\$3.43	58,745	59,248	59,769	
Residential & Commercial 1 1/2"-3"	\$41.26-effective 1/1/17	\$3.43	823	865	865	
Commercial 5/8"-11/4"	\$8.00-effective 1/1/17	\$3.43	1,990	1,969	1,934	
Commercial 4"-6"	\$41.26-effective 1/1/17	\$3.43	60	50	47	
Residential and Commercial Outside Meters	\$0.00	\$4.35	22,271	22,570	22,982	
Rural Water (5/8'-11/4")	\$13.00-effective 1/1/17	\$4.43	205	212	214	
Rural 1 1/2"-3"	\$46.26-effective 1/1/17	\$6.12	16	12	12	
Multiple Dwelling Unit Rate per Unit	\$5.00	n/a	906	912	912	

Average usage by class			Average Usage by Customer by Class			
Water Rates	Minimum Bill	Cost Per 1,000 Gallons	2018	2019	2020	2021
Residential (5/8'-11/4")	\$8.00-effective 1/1/17	\$3.43	3,501	3,285	3,684	
Residential & Commercial 1 1/2"-3"	\$41.26-effective 1/1/17	\$3.43	50,012	53,364	46,334	
Commercial 5/8"-11/4"	\$8.00-effective 1/1/17	\$3.43	10,316	10,384	10,314	
Commercial 4"-6"	\$41.26-effective 1/1/17	\$3.43	56,883	68,229	142,564	
Residential and Commercial Outside Meters	\$0.00	\$4.35	1,530	1,363	2,195	
Rural Water (5/8'-11/4")	\$13.00-effective 1/1/17	\$4.43	4,458	4,253	4,384	
Rural 1 1/2"-3"	\$46.26-effective 1/1/17	\$6.12	9,780	11,208	7,308	
Multiple Dwelling Unit Rate per Unit	\$5.00	n/a	34,898	35,481	36,880	

Number of Accounts Billed				Annual ( # of Accounts)			
Sewer Rates	Minimum Bill	Cost Per 1,000 Gallons	Description	2018	2019	2020	2021 YTD
0 Gal. to 2,250 Gal.	\$15.00 2018 & 2019 \$17.00-effective 1/1/20		# of Res/Comm Accounts paying base ONLY	19787	20818	16689	1758
2,251 Gal. and over cost per 1,000		\$6.35	# of Res/Comm accounts paying over base charge	41681	41283	35492	3518
Rural-0 Gal. to 2,250 Gal	\$17.00-effective 1/1/20		# of Rural accounts paying base only	89	83	66	6
Rural-2,251 Gal. and over cost per 1,000		\$7.45	# of Rural accounts paying over base charge	127	134	113	12
							5294

Amount Billed				Annual (\$)			
Sewer Rates	Minimum Bill	Cost Per 1,000 Gallons	Description	\$ Billed 2018	\$ Billed 2019	\$ Billed 2020	\$ Billed 2021 YTD
Comm & Res 0 Gal. to 2,250 Gal.	\$15.00 2018 & 2019 \$17.00-effective 1/1/20		Amount billed to Res/Comm Accounts paying base ONLY	\$ 296,805.00	\$ 312,270.00	\$ 283,713.00	\$ 29,886.00
2,251 Gal. and over cost per 1,000		\$6.35	Amount billed to Res/Comm accounts paying over base charge	\$ 1,798,763.33	\$ 1,818,391.14	\$ 1,643,099.46	\$ 162,627.71
Rural-0 Gal. to 2,250 Gal	\$17.00-effective 1/1/20		Amount billed to Rural accounts paying base ONLY	\$ 1,335.00	\$ 1,245.00	\$ 1,105.00	\$ 102.00
Rural-2,251 Gal. and over cost per 1,000		\$7.45	Amount billed to Rural accounts paying over base charge	\$ 5,836.99	\$ 5,866.02	\$ 5,350.30	\$ 434.22
Total							

Gallons Billed				Annual (gallons)			
Sewer Rates	Minimum Bill	Cost Per 1,000 Gallons	Description	2018	2019	2020	2021 YTD
Comm & Res 0 Gal. to 2,250 Gal.	\$15.00 2018 & 2019 \$17.00-effective 1/1/20		Residential/Commercial Billed under min.				1,672,213
2,251 Gal. and over cost per 1,000		\$6.35	Residential/Commercial Billed over min.				24,047,961
Rural-0 Gal. to 2,250 Gal	\$17.00-effective 1/1/20		Rural Billed under min				4,990
Rural-2,251 Gal. and over cost per 1,000		\$7.45	Rural Billed over min.				57,900
Total							25,783,064

# FINANCE DEPARTMENT

Finance Department Summary						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
Cash and Investments	\$ 9,100,000	\$ 12,799,988	\$ 12,855,191	\$ 9,361,354	\$ 12,799,988	141%
Existing Loans (dollar amount)	\$ 1,000,000	\$ 656,483	\$ 795,573	\$ 933,315	\$ 656,483	66%
Hotel/Motel Tax	\$ 35,000	\$ 1,234	\$ 1,165	\$ -	\$ 1,234	4%
Food & Beverage Tax	\$ 45,000	\$ 4,514	\$ 4,188	\$ -	\$ 4,514	10%
Local Option Sales Tax	\$ 600,000	\$ 57,239	\$ 59,841	\$ (17,710)	\$ 57,239	10%
<b>Employment Information/ Payroll</b>						
Health Benefit Enrollment	48	48	48	48	48	100%
Total Number of Pay Periods	26	2	5	3	2	8%
Timecards Processed	2450	143	244	211	143	6%
<b>Accounts Payable &amp; Receivable</b>						
Accounts Payable (# Invoices)	10000	499	838	667	499	5%
Accounts Receivable (# Invoices)	450	32	33	70	32	7%
Cash Reciepts Processed	51,000	4,031	4,996	3,626	4,031	8%
<b>Utility Billing &amp; Meters</b>						
# Utility Bills Sent Out	65,000	5,427	5,454	5,402	5,427	8%
Late Payment Notices Sent	na					N/A
Late Reading Notices Sent	na					N/A
Auto Pay Enrollment	120	21	14	0	21	18%
Water Meters Issued (New)	100	3	4	0	3	3%
Water Meters Replaced	100	14	19	11	14	14%
Waiting List for Meters	0	4	6	10	4	N/A
Meters Yet to Be Replaced	0	6,885	6899	5	6885	N/A
Mail Items Processed	15,000	1,135	975	6	1,135	8%
Rate Class Water Revenue	\$ 1,850,000	\$ 141,859	\$ 145,685	\$ 7,410	\$ 141,859	8%
Rate Class Sewer Revenue	\$ 2,544,000	\$ 212,051	\$ 214,509	\$ 1,775	\$ 212,051	8%
Rate Class Recycling Revenue	\$ 429,000	\$ 37,397	\$ 32,915	\$ 137,750	\$ 37,397	9%
Rate Class Storm Revenue	\$ 452,000	\$ 37,968	\$ 33,531	\$ 204,668	\$ 37,968	8%
Rate Class Solid Waste Revenue	\$ 750,000	\$ 63,385	\$ 63,672	\$ 32,296	\$ 63,385	8%

# FINANCE DEPARTMENT

Finance Department Summary						
	YEARLY GOAL	THIS MONTH	LAST MONTH	LAST YEAR	YEARLY TOTAL	% YEARLY GOAL
<b>Garbage</b>						
Garbage Carts (Swapped & New)	180	15	15	62,385	15	8%
Billed By City - Garbage 35G	11000	906	907	878	906	8%
Billed By City - Garbage 65G	39000	3,233	3,232	3,175	3,233	8%
Billed By City - Garbage 95G	7200	619	616	583	619	9%
Billed By City - Valet Service	50	5	4	6	5	10%
Billed By West Central - Garbage 35G	11100	913	916	921	913	8%
Billed By West Central - Garbage 65G	38200	3,184	3,180	3,174	3,184	8%
Billed By West Central - Garbage 95G	7500	647	646	613	647	9%
Billed By West Central - Valet Service	60	5	4	6	5	8%
Bag Tags Issued	350	36	35	37	36	10%
Bag Tags Billed By West Central	350	36	35	37	36	10%
<b>Recycling</b>						
Billed By City - Recycle	55000	4,599	4,596	4,638	4,599	8%
Billed By City - Valet Service	50	4	4	6	4	8%
Billed By West Central - Recycle 35G	7000	576	579	588	576	8%
Billed By West Central - Recycle 65G	14500	1,220	1,219	1,193	1,220	8%
Billed By West Central - Recycle 95G	35000	2,927	2,923	2,908	2,927	8%
Billed By West Central - Valet Service	60	4	4	6	4	7%
<b>Licenses, Permits &amp; Rentals</b>						
Dog Licenses (# Issued)	220	35	156	6	35	16%
Audio Permits (# Issued)	30	1	-	0	1	3%
Community Room Rentals	50	3	-	4	3	6%
Park Reservations	80	1	1	2	1	1%
<b>Transportation</b>						
Fixed Route	13000	925	1,071	1,471	925	7%
Mobility	1500	107	108	157	107	7%
Flex Route Rides	1000	-	-	-	-	0%
Ruby Rides	4800	296	262	489	296	6%
Times Electric Charger Used	100	7	4	-	7	7%
Revenue from Charger	\$ 1,000.00	\$ 174.90	\$ 103.85	-	\$ 174.90	17%
<b>Solar Power</b>						
Total Savings	\$ 15,000.00	\$ -	\$ 1,510.50	\$898.20	\$ -	0%

To: John Harrenstein, City Administrator  
From: Kevin McCann, Finance Director  
Subject: January Monthly Financial Report  
Date: February 10, 2021  
Cc:

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The following financial report offers a year-to-date overview of the financial activities of North Mankato through the end of January. The monthly financial summary includes all city funds within the City of North Mankato. The monthly financial summary includes budget to actual comparisons of expenditures and revenues with projected changes in cash balances for each fund. This analysis highlights certain funds to identify overall trends and how the city is adhering to the budget as the year progresses. Since the audit is not complete, the projected beginning and ending cash balances are subject to change, but do offer a close estimate of where things are at currently.

### **Expenditures**

With January ending, we are 8% through the year. Total spending for the entire City is 4% of budget. In looking at the **General Fund**, the overall spending is 7% for the year. Certain departments above 8% include the **City Attorney** due to two payments made in January since we usually pay a month ahead, so we paid the January payment and February payment in January. **Library** due to the annual automation service fees. **Area Agency Disbursements** due to the annual donations made at the beginning of the year.

Certain departments under 8% include **Fire** due to the fire fighter pay issued later in the year. **Street Lighting** due to the timing of the first invoices. **Public Access** due to the timing of the quarterly payments for the service. **Non-Departmental** due to budgeted expenses that are not planned until the summer.

**Caswell Fund** still has minimal activity until the spring.

New funds were created for youth **Football** and the **Swim Facility**. There will be minimal activity until the spring.

**Library Endowment** has minimal activity until the spring when activity picks up again.

**Local Option Sales Tax Fund** consists of transfers that are made monthly.

**Port Authority General Fund** includes member pay, legal expenses for loan documents, and budgeted debt service transfers.



**Joint Economic Development Funds** includes activity for the North Port Industrial Park. If there are no land sales in 2021, funds may need to be transferred from other funds to maintain a positive cash balance.

**TIF District Funds** include accruing back payments to 2020.

**Debt Service Funds** most debt service payments are made in February and August.

**Construction Funds** include the Harrison Ave. and Cliff Court projects on hold until spring, there has been minimal activity in the construction funds.

**Charitable Gambling** includes all 2021 donations made at the beginning of the year.

## **Revenues**

Overall revenue for the entire City is at 4% of the budget. Revenues for the **General Fund** are 2% for the year. As you are aware, the City's two main sources of funding: property taxes and local government aid (LGA) come twice per year. We receive the first half of taxes in June and the first half of LGA in July. We receive the second half payments for each of these in December.

**Port Authority General Fund and TIF District** revenue comes in two payments in June and December.

## **Utility Funds**

Overall **expenditures** for the utility funds are on pace to be within budget.

In general, utility fund **revenues** are tracking to be at or slightly above budget.

## **Projects**

The active projects are shown on the second page of the financial report. Most projects are completed or nearly completed besides the swim facility project.

CITY OF NORTH MANKATO 2021 BUDGET MONITORING 31-Jan-21														
% of Year 8%														
		EXPENDITURES				REVENUES				NET	CASH			
Fund #	Budgeted Funds	2021 AMENDED Budget	2021 Actual Expenditures	Difference	% Exp. Budget Expended	2021 AMENDED Budget	2021 Actual Revenues	Difference	% Rev. Budget Collected	Revenues Over/(Under) Expenditures	2021 Beginning Cash Balance	2021 Projected Year End Cash Balance	% of Actual Expenditures	Beginning vs. Ending Cash Balance
	Program Type Revenues													
	Franchise Taxes - Benco					\$ 110,000	\$ 9,204	\$ (100,796)	8%					
	Franchise Taxes - CenterPoint					\$ 104,000	\$ -	\$ (104,000)	0%					
	Franchise Taxes - Charter					\$ 125,000	\$ -	\$ (125,000)	0%					
	Franchise Taxes - Consolidated					\$ 37,000	\$ -	\$ (37,000)	0%					
	Franchise Taxes - Xcel					\$ 125,000	\$ -	\$ (125,000)	0%					
	Property & Other Taxes					\$ 5,313,162	\$ 108,962	\$ (5,204,200)	2%					
	Special Assessments					\$ 12,200	\$ -	\$ (12,200)	0%					
	License & Permits					\$ 476,295	\$ 26,114	\$ (450,181)	5%					
	Intergovernmental					\$ 2,340,411	\$ 15,011	\$ (2,325,400)	1%					
	Charges for Services					\$ 159,037	\$ 11,082	\$ (147,955)	7%					
	Fines & Forfeits					\$ 26,000	\$ 1,386	\$ (24,614)	5%					
	Miscellaneous					\$ 102,170	\$ 30,764	\$ (71,406)	30%					
	Proprietary Revenue					\$ 5,000	\$ -	\$ (5,000)	0%					
	Other Financing Sources					\$ 266,750	\$ 21,813	\$ (244,937)	8%					
101	General Fund by Department													
	Legislative	\$ 53,701	\$ 3,802	\$ 49,899	7%									
	General Government	\$ 699,191	\$ 41,148	\$ 658,043	6%									
	Attorney	\$ 115,816	\$ 17,309	\$ 98,507	15%									
	Police	\$ 2,181,989	\$ 163,265	\$ 2,018,724	7%									
	Fire	\$ 361,457	\$ 2,586	\$ 358,871	1%									
	Streets	\$ 1,998,112	\$ 96,526	\$ 1,901,586	5%									
	Maintenance & Equipment	\$ 299,940	\$ 15,707	\$ 284,233	5%									
	Street Lighting	\$ 375,488	\$ 3,049	\$ 372,439	1%									
	Parks	\$ 889,255	\$ 39,948	\$ 849,307	4%									
	Library	\$ 612,682	\$ 63,125	\$ 549,557	10%									
	Bookmobile	\$ 103,229	\$ 6,333	\$ 96,896	6%									
	Community Development	\$ 629,563	\$ 37,979	\$ 591,584	6%									
	Public Access	\$ 54,800	\$ -	\$ 54,800	0%									
	Non-Departmental	\$ 74,500	\$ 906	\$ 73,594	1%									
Area Agency Disbursements	\$ 230,250	\$ 49,898	\$ 180,352	22%										
Transfers Out	\$ 423,750	\$ 34,479	\$ 389,271	8%										
	General Fund Totals	\$ 9,103,723	\$ 576,061	\$ 8,527,662	6%	\$ 9,202,025	\$ 224,335	\$ (8,977,690)	2%	\$ (351,725)	\$ 3,984,532	\$ 4,082,834	44.8%	\$ 98,302
201	Caswell Sports	\$ 547,123	\$ 27,152	\$ 519,971	5%	\$ 560,887	\$ 26,483	\$ (534,404)	5%	\$ (669)	\$ 67,964	\$ 81,728	14.9%	\$ 13,764
202	Football	\$ 113,533	\$ 2,289	\$ 111,244	2%	\$ 114,500	\$ -	\$ (114,500)	0%	\$ (2,289)	\$ -	\$ 967		
203	Swim Facility	\$ 365,797	\$ 2,380	\$ 363,417	1%	\$ 366,268	\$ 22,000	\$ (344,268)	6%	\$ 19,620	\$ -	\$ 471		
213	Library Endowment	\$ 53,250	\$ 2,253	\$ 50,997	4%	\$ 53,250	\$ 1,963	\$ (51,288)	4%	\$ (290)	\$ 59,563	\$ 59,563	111.9%	\$ -
221	Local Option Sales Tax Fund	\$ 299,850	\$ 24,988	\$ 274,863	8%	\$ 600,000	\$ 57,239	\$ (542,761)	10%	\$ 32,251	\$ 337,226	\$ 637,376	212.6%	\$ 300,150
228	Port Authority General Fund	\$ 94,590	\$ 2,748	\$ 91,842	3%	\$ 92,088	\$ -	\$ (92,088)	0%	\$ (2,748)	\$ 132,506	\$ 130,004	137.4%	\$ (2,502)
229	Port Authority Federal Revolving F	\$ -	\$ 35	\$ (35)		\$ 27,599	\$ 3,152	\$ (24,447)	11%	\$ 3,117	\$ 1,070,262	\$ 1,097,861		\$ 27,599
230	Capital Facilities and Equipment R	\$ 458,594	\$ -	\$ 458,594	0%	\$ 413,500	\$ 44,292	\$ (369,208)	11%	\$ 44,292	\$ 399,433	\$ 354,339	77.3%	\$ (45,094)
234	Port Authority Local Revolving Loa	\$ 29,100	\$ -	\$ 29,100	0%	\$ 2,619	\$ 114	\$ (2,505)	4%	\$ 114	\$ 57,189	\$ 30,708	105.5%	\$ (26,481)
240	Joint Economic Development Fund	\$ 62,000	\$ -	\$ 62,000	0%	\$ 11,594	\$ 218	\$ (11,376)	2%	\$ 218	\$ 3,997	\$ (46,409)	-74.9%	\$ (50,406)
250-263	TIF Funds	\$ 468,180	\$ (1,218)	\$ 469,398	0%	\$ 456,429	\$ -	\$ (456,429)	0%	\$ 1,218	\$ 324,730	\$ 312,979	66.9%	\$ (11,751)
300s	Debt Service Funds	\$ 2,787,269	\$ 5,233	\$ 2,782,036	0%	\$ 3,217,911	\$ 88,087	\$ (3,129,824)	3%	\$ 82,853	\$ 2,706,726	\$ 3,137,368	112.6%	\$ 430,642
400s	Construction Funds	\$ 2,351,000	\$ 500	\$ 2,350,500	0%	\$ 2,351,000	\$ -	\$ (2,351,000)	0%	\$ (500)	\$ 775,989	\$ 775,989	33.0%	\$ -
601	Water Utility	\$ 1,924,082	\$ 87,102	\$ 1,836,980	5%	\$ 2,089,100	\$ 163,160	\$ (1,925,940)	8%	\$ 76,058	\$ 845,990	\$ 1,011,008	52.5%	\$ 165,018
602	Sewer Utility	\$ 2,548,065	\$ 57,819	\$ 2,490,246	2%	\$ 2,566,100	\$ 228,930	\$ (2,337,170)	9%	\$ 171,111	\$ 1,338,880	\$ 1,356,915	53.3%	\$ 18,035
603	Recycling	\$ 526,401	\$ 7,131	\$ 519,270	1%	\$ 542,900	\$ 47,007	\$ (495,893)	9%	\$ 39,876	\$ 122,031	\$ 138,530	26.3%	\$ 16,499
604	Storm Water	\$ 447,504	\$ 15,069	\$ 432,435	3%	\$ 517,000	\$ 43,385	\$ (473,615)	8%	\$ 28,316	\$ 323	\$ 28,639	6.4%	\$ 28,316
651	Solid Waste	\$ 826,441	\$ 20,071	\$ 806,370	2%	\$ 824,138	\$ 69,629	\$ (754,509)	8%	\$ 49,558	\$ 10,589	\$ 8,286	1.0%	\$ (2,303)
863	Drug Task Force			\$ -			\$ -	\$ -		\$ -	\$ 229	\$ 229		\$ -
864	Charitable Gambling	\$ 20,700	\$ 20,000	\$ 700	97%	\$ 32,067	\$ -	\$ (32,067)	0%	\$ (20,000)	\$ 64,815	\$ 76,182	368.0%	\$ 11,367
865	Tactical Response	\$ -	\$ 6,675	\$ (6,675)			\$ -	\$ -		\$ (6,675)	\$ 20,523	\$ 20,523		\$ -
	Total Non 101 Fund	\$ 13,444,149	\$ 275,557	\$ 13,168,592	2%	\$ 14,358,182	\$ 773,657	\$ (13,584,525)	5%	\$ 498,100	\$ 8,338,965	\$ 9,211,819	68.5%	\$ 50,872,853
	Grand Totals	\$ 22,547,872	\$ 851,618	\$ 21,176,283	4%	\$ 23,560,207	\$ 997,992	\$ (22,027,811)	4%	\$ 146,374	\$ 12,323,498	\$ 13,294,653	59.0%	\$ 971,155

	North Mankato Bank Balances													
	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	YTD Interest	Est. Total Interest
Frandsen Bank Checking	\$322,659												\$5	\$62
Frandsen Bank Investment	\$69,212												\$2	\$26
Frandsen Bank MII Select	\$17,474												\$0	\$2
Frandsen ICS Sweep Account	\$4,026,085												\$104	\$1,248
Oppenheimer Investment	\$724,985												\$62	\$743
Pioneer Bank - ICS	\$1,054,690												\$203	\$2,433
Pioneer Bank - Revolving Loan	\$250,054												\$53	\$637
Pioneer Bank Checking	\$6,004,055												\$1,275	\$15,295
RBC Wealth Management	\$330,774												-\$706	\$1,200
	\$12,799,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$998	\$21,647

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD Interest	Est. Total Interest
Frandsen Bank Checking	\$365,330	\$323,669	\$384,299	\$313,500	\$343,443	\$330,450	\$345,029	\$358,863	\$338,985	\$330,731	\$366,424	\$345,601	\$65	\$65
Frandsen Bank Investment	\$69,167	\$69,173	\$69,170	\$69,176	\$69,182	\$69,189	\$69,195	\$137,195	\$69,203	\$69,205	\$69,208	\$69,210	\$79	\$79
Frandsen Bank MII Select	\$20,897	\$15,132	\$12,848	\$12,933	\$13,678	\$14,420	\$16,347	\$19,197	\$19,871	\$21,201	\$19,263	\$22,706	\$2	\$2
Frandsen ICS Sweep Account	\$6,870,850	\$4,776,572	\$4,554,091	\$4,517,469	\$4,367,864	\$6,668,060	\$7,968,381	\$6,868,700	\$7,119,024	\$6,269,197	\$375,896	\$4,275,981	\$19,818	\$19,818
Oppenheimer Investment	\$713,667	\$714,980	\$718,139	\$722,110	\$722,830	\$723,580	\$723,748	\$723,926	\$724,034	\$724,046	\$724,086	\$724,923	\$12,510	\$12,510
4M Money Market Fund	\$3,681	\$3,684	\$0										\$9	\$9
Pioneer Bank - ICS	\$747,689	\$754,862	\$763,785	\$773,273	\$779,281	\$786,870	\$794,465	\$802,063	\$809,657	\$817,256	\$826,436	\$832,455	\$4,228	\$4,228
Pioneer Bank - Revolving Loan	\$250,373	\$250,349	\$250,373	\$250,052	\$250,054	\$250,052	\$250,054	\$250,054	\$250,052	\$250,054	\$250,052	\$250,054	\$1,562	\$1,562
Pioneer Bank Checking									\$2,000,177	\$2,000,602	\$6,001,506	\$6,002,780	\$2,781	\$2,781
RBC Wealth Management	\$319,699	\$320,893	\$324,102	\$327,630	\$331,210	\$330,657	\$330,172	\$331,094	\$331,874	\$331,241	\$332,101	\$331,480	\$11,747	\$11,747
	\$9,361,354	\$7,229,314	\$7,076,806	\$6,986,145	\$6,877,541	\$9,173,279	\$10,497,391	\$9,491,092	\$11,662,878	\$10,813,533	\$8,964,972	\$12,855,191	\$52,800	\$52,800

North Mankato Bank Interest														
	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	YTD Interest	Est. Total Interest
Frandsen Bank Checking	\$ 5.13												\$ 5.13	\$62
Frandsen Bank Investment	\$ 2.20												\$ 2.20	\$26
Frandsen Bank MII Select	\$ 0.17												\$ 0.17	\$2
Frandsen ICS Sweep Account	\$ 104.01												\$ 104.01	\$1,248
Oppenheimer Investment	\$ 61.95												\$ 61.95	\$743
Pioneer Bank - ICS	\$ 202.79												\$ 202.79	\$2,433
Pioneer Bank - Revolving Loan	\$ 53.08												\$ 53.08	\$637
Pioneer Bank Checking	\$ 1,274.56												\$ 1,274.56	\$15,295
RBC Wealth Management	\$ (705.84)												\$ (705.84)	\$1,200
	\$998.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$998.05	\$21,646.68

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD Interest	Est. Total Interest
Frandsen Bank Checking	\$ 5.48	\$ 4.97	\$ 5.75	\$ 5.26	\$ 5.10	\$ 5.72	\$ 5.35	\$ 5.55	\$ 5.36	\$ 5.32	\$ 5.52	\$ 5.37	\$ 64.75	\$65
Frandsen Bank Investment	\$ 6.46	\$ 5.84	\$ 6.67	\$ 6.25	\$ 6.05	\$ 6.67	\$ 6.46	\$ 9.86	\$ 17.96	\$ 2.28	\$ 2.35	\$ 2.35	\$ 79.20	\$79
Frandsen Bank MII Select	\$ 0.19	\$ 0.13	\$ 0.12	\$ 0.10	\$ 0.11	\$ 0.12	\$ 0.13	\$ 0.15	\$ 0.16	\$ 0.17	\$ 0.17	\$ 0.18	\$ 1.73	\$2
Frandsen ICS Sweep Account	\$ 9,400.82	\$ 5,721.94	\$ 2,408.65	\$ 377.83	\$ 394.87	\$ 196.45	\$ 321.19	\$ 318.66	\$ 324.28	\$ 172.81	\$ 95.03	\$ 85.54	\$ 19,818.07	\$19,818
Oppenheimer Investment	\$ 1,253.92	\$ 1,312.69	\$ 3,156.85	\$ 3,973.60	\$ 719.45	\$ 750.11	\$ 168.01	\$ 177.85	\$ 108.44	\$ 12.18	\$ 39.66	\$ 837.09	\$ 12,509.85	\$12,510
4M Money Market Fund	\$ 5.23	\$ 3.79	\$ -										\$ 9.02	\$9
Pioneer Bank - ICS	\$ 1,104.75	\$ 1,046.48	\$ 569.33	\$ 158.11	\$ 165.08	\$ 161.29	\$ 168.38	\$ 169.78	\$ 165.98	\$ 173.19	\$ 168.82	\$ 176.43	\$ 4,227.62	\$4,228
Pioneer Bank - Revolving Loan	\$ 371.58	\$ 347.60	\$ 371.58	\$ 51.37	\$ 53.08	\$ 51.37	\$ 53.08	\$ 53.08	\$ 51.37	\$ 53.08	\$ 51.37	\$ 53.08	\$ 1,561.64	\$1,562
Pioneer Bank Checking									\$ 178.08	\$ 424.69	\$ 904.23	\$ 1,274.29	\$2,781	\$2,781
RBC Wealth Management	\$ (33.51)	\$ 1,193.76	\$ 3,208.95	\$ 3,528.12	\$ 3,579.67	\$ (552.86)	\$ (485.00)	\$ 922.16	\$ 779.66	\$ (632.84)	\$ 860.52	\$ (621.84)	\$ 11,746.79	\$11,747
	\$12,114.92	\$9,637.20	\$9,727.90	\$8,100.64	\$4,923.41	\$618.87	\$237.60	\$1,657.09	\$1,631.29	\$210.88	\$2,127.67	\$1,812.49	\$52,799.96	\$52,800

# NORTH MANKATO STATS 2017 - 2021

## 2021

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
FIXED ROUTE RIDERSHIP	925												925
FIXED ROUTE HOURS	220												220.00
MOBILITY RIDERSHIP	107												107
MOBILITY HOURS	53.5												53.50

## 2020

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
FIXED ROUTE RIDERSHIP	1,471	1,393	1,004	605	572	669	859	728	1,147	1,371	1,119	1,071	12,009
FIXED ROUTE HOURS	242	220	242	242	220	242	253	231	231	242	220	242	2,827.00
MOBILITY RIDERSHIP	157	173	124	52	49	49	89	93	124	134	127	108	1,279
MOBILITY HOURS	78.5	86.5	62	26	24.5	24.5	44.5	46.5	62	67	63.5	54	639.50

## 2019

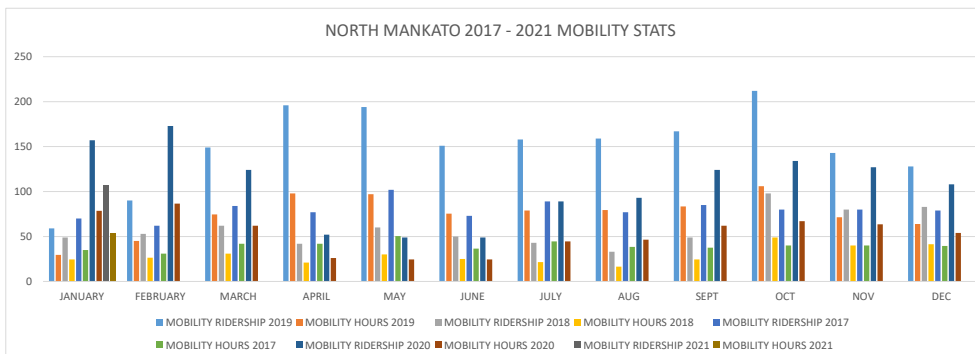
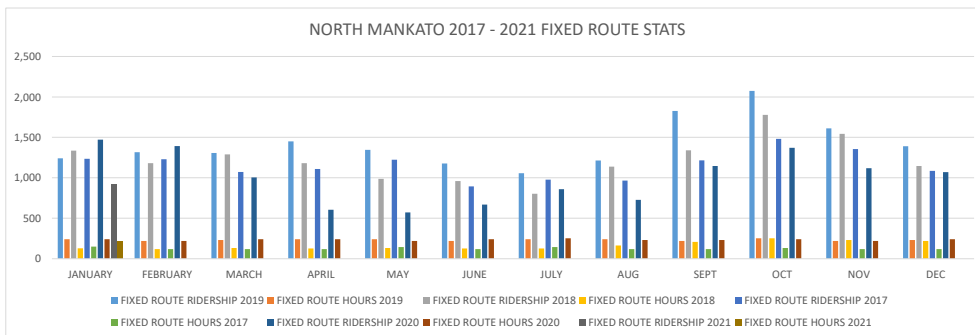
	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
FIXED ROUTE RIDERSHIP	1,242	1,316	1,308	1,450	1,346	1,177	1,058	1,214	1,827	2,075	1,611	1,391	17,015
FIXED ROUTE HOURS	242	220	231	242	242	220	242	242	220	253	220	231	2,805.00
MOBILITY RIDERSHIP	59	90	149	196	194	151	158	159	167	212	143	128	1,806
MOBILITY HOURS	29.5	45	74.5	98	97	75.5	79	79.5	83.5	106	71.5	64	903.00

## 2018

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
FIXED ROUTE RIDERSHIP	1,337	1,181	1,289	1,181	987	960	803	1,139	1,340	1,778	1,544	1,147	14,686
FIXED ROUTE HOURS	129	120	132	126	132	126	126	163	209	253	231	220	1,966.50
MOBILITY RIDERSHIP	49	53	62	42	60	50	43	33	49	98	80	83	702
MOBILITY HOURS	24.5	26.5	31	21	30	25	21.5	16.5	24.5	49	40	41.5	351.00

## 2017

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
FIXED ROUTE RIDERSHIP	1,235	1,229	1,072	1,109	1,223	894	978	967	1,217	1,481	1,356	1,087	13,848
FIXED ROUTE HOURS	150	120	120	120	144	120	144	120	120	132	120	120	1,530.00
MOBILITY RIDERSHIP	70	62	84	77	102	73	89	77	85	80	80	79	958
MOBILITY HOURS	35	31	42	42	50.5	36.5	44.5	38.5	37.5	40	40	39.5	477.00



# SERVICE REPORT

*For the month of: January 2021*



*For exclusive use by:*



*Following an extended suspension of service due to the COVID-19 global pandemic, RubyRide service resumed nationwide on October 5<sup>th</sup> with new safety protocols in place to safeguard the health of RubyRide drivers, passengers, and partners.*

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## Registered Users for January 2021

[Rider ID]
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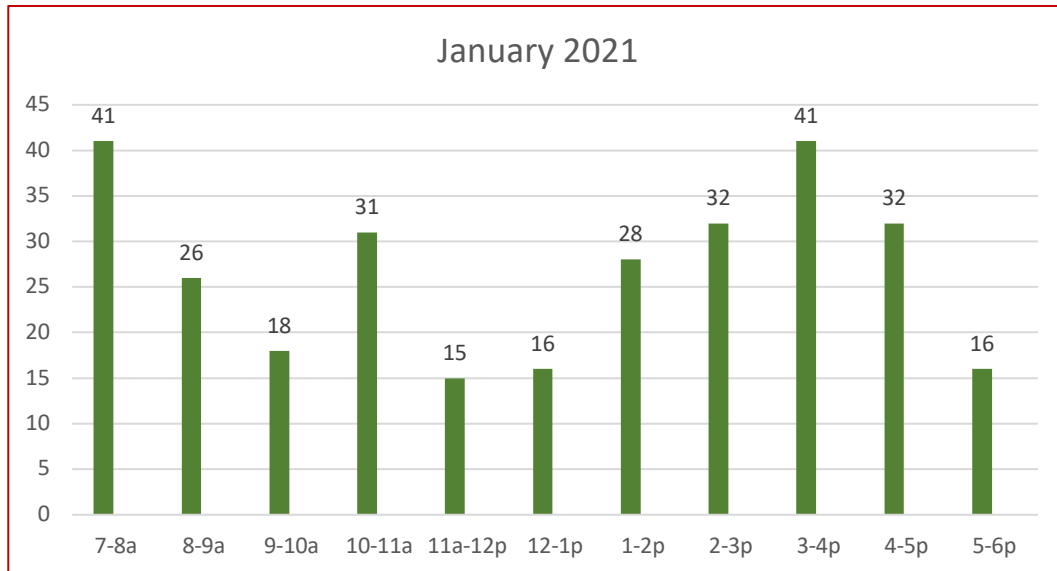
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[72]	[77]	[84]	[85]	[122]
[126]	[127]	[129]	[147]	[155]
[158]	[159]	[161]	[167]	

January Trip Count: **296**

## Revenue Generated from RubyRide Municipal Services

**\$658.00**

Revenues were collected via \$4 per-trip fares, monthly Memberships, and purchases made via cash or check at North Mankato City Hall.



**Completed Trips during month: 296**

**Canceled Trips during month: 4**

## Service Standards Report

The Service Standards for RubyRide Municipal Services can be found in the *Service Level Agreement* that was mutually agreed to by RubyRide and the City on 4/1/19.

According to the Service Standards, there was **1** incident where RubyRide service failed to deliver on those standards.

<b>1/15/21</b>	Soonki Lee	Passenger waited an excess amount of time due to the driver missing instructions about a shared ride; passenger received the trip free of charge due to driver tardiness
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