

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 May 6, 2013. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting: Mayor Dehen, Council Members Freyberg, Spears, Steiner and Norland, City Administrator Harrenstein, Finance Director Thorne, City Clerk Gehrke, Attorney Kennedy, Engineer Malm and Planner Fischer.

Approval of Agenda

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

Approval of Minutes

Council Member Freyberg moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of April 15, 2013. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Consider Approval of 2013 Community Development Block Grant (CDBG) Action Plan

Planner Fischer reported a public hearing was held at the April 15, 2013 Council meeting to consider approval of the 2013 Community Development Block Grant (CDBG) Action Plan. As proposed in the 2013-2014 CDBG Action Plan, the following are the recommended projects for Council consideration: 1) Single-Family Housing Rehabilitation - \$39,480; 2) Comprehensive Plan - \$8,340; 3) Additional financial assistance to move existing home at 238 Nicollet Avenue to 202 Christensen Street including rehabilitation - \$5,000 and 4) Administration - \$2,780. Planner Fischer reported that while the public hearing was held, the City Council never formally approved the Action Plan. **Council Member Freyberg moved, seconded by Council Member Norland, to approve the 2013 Community Development Block Grant (CDBG) Action Plan. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Public Hearing, 7 p.m. – Consider Amending HUD Consolidated Plan

The Mayor opened the public hearing to consider amending the 2010-2014 HUD Consolidated Plan. A notice of the public hearing was published in the official newspaper. Planner Fischer reported in 2010, the City Council approved a 2010-2014 Consolidated Plan which listed various activities for the City to use CDBG entitlement funds. The City may use CDBG funds for comprehensive planning purposes; however, that activity was not included in the 2010-2014 Consolidated Plan. Since staff is recommending the use of CDBG funds for comprehensive planning, it is necessary to amend the Consolidated Plan by adding comprehensive planning as an eligible project. Council Member Spears asked about the public comment section of the Plan. Mayor Dehen stated comprehensive planning was a viable use of the HUD funds. There being no one else appearing before the Council, the Mayor closed this portion of the meeting. **Council Member Steiner moved, seconded by Council Member Freyberg, to approve the amendment to the 2010-2014 HUD Consolidated Plan. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Open the Meeting to the Public for the First Time

Barb Church, 102 E. Wheeler Avenue

Barb Church, 102 E. Wheeler Avenue, appeared before the Council thanking them for adding comprehensive planning to the HUD Consolidated Plan. She also thanked the Council for the spring curbside pickup.

Consent Agenda

Council Member Steiner moved, seconded by Council Member Norland, to approve the Consent Agenda which included:

- A. Bills and Appropriations.
- B. Audio and Large Group Permit for Grace Lutheran Church Service, Wheeler Park, Sunday, June 16, 2013 from 8 a.m. to 4 p.m.
- C. Res. No. 29-13 Declaring Costs to be Assessed for Municipal Charges – 703 Park Avenue.
- D. Res. No. 30-13 Waiving Waiting Period for Exemption from Lawful Gambling License for Knights of Columbus, Bingo, July 10-14, 2013 at Wheeler Park.
- E. Application for Temporary 3.2 Permit for North Mankato Civic & Commerce Association, Fun Days, July 11-14, 2013, Wheeler Park.
- F. Application for Parade Permit for North Mankato Fun Days Kiddie Parade, Wheeler Park, Friday, July 12, 2013 from 6:15 p.m. to 7:30 p.m.
- G. Application for Parade Permit for North Mankato Fun Days, Saturday, July 13, 2013 from 11 a.m. to 2 p.m.
- H. Res. No. 31-13 Approving Donations/Contributions.

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

Business Items:**Presentation Bicycle Activities**

Mayor Dehen presented the activities planned for Greater Mankato Bike & Walk Week May 12-18, 2013. He reported that at 6 p.m. on Wednesday, May 22, 2013, the Mayor's Ride departs from the North Mankato City Offices for a ride through both cities. He invited anyone interested to join in the ride noting that for safety reasons helmets are required.

Consider Adopting Bike Routes

The Mayor presented the bike route proposed by the North Mankato Bicycle Commission which includes changes as recommended by the City Engineer and the Street Department. Bicyclists will be directed from Belgrade Avenue onto Nicollet Avenue, Center Street will be used for northbound bicycle traffic while southbound traffic will be directed onto Sherman Street between Belgrade and Webster. At the west end of Nicollet Avenue bicyclists will be directed south on Robel and continue west on South Avenue to cross Lee Boulevard and Lookout Drive utilizing the existing traffic signal. Discussion was held regarding the cost of signage and the use of sharrows on the streets. An Eagle Scout would like to paint the sharrows as part of his Eagle Scout project. **Council Member Steiner moved, seconded by Council Member Norland, to adopt the bicycle routes as proposed by the North Mankato Bicycle Commission. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Res. No. 32-13 Supporting Legislation Authorizing the Establishment of Municipal Improvement Districts

Engineer Malm reported the League of Minnesota Cities has requested Cities consider passing resolutions of support for the proposed Street Improvement District legislation (HF 745 and SF 607). The legislation would give Cities an alternative to the MS 529 assessment process for financing roadway improvements. Engineer Malm referenced the Cliff Court project noting the requirement in MS 429 to assess a minimum of 20 percent of the project in order to sell an improvement bond is problematic, as assessment amounts of 20 percent are often not reasonable. He also noted the

requirement to prove property value increase associated with the value of the assessment is also problematic when overall property values are declining. This legislation would give Cities an alternative way to finance roadway improvements. Council Member Spears stated his opposition to forming Street Improvement Districts and noted the entire City of North Mankato is a Street Improvement District that already pays taxes. Attorney Kennedy reported this type of district is used for sidewalks in many communities. Attorney Kennedy reported that Cities have a very difficult time showing an increase in property values equal to the cost of the street improvements. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 32-13 Supporting Legislation authorizing the Establishment of Municipal Improvement Districts. Vote on the Resolution: Freyberg, Steiner, Norland and Dehen, aye; Spears, nay. Motion carried.**

Res. No. 33-13 Proposal to Adopt Tax Increment Financing District Plan Modification and Setting Public Hearing for Monday, June 17, 2013 at 7 p.m.

Planner Fischer reported that as part of the Phase 2 Marigold Redevelopment project, the developer is requesting the use of Tax Increment Financing. For that reason, it is necessary to set a public hearing for Monday, June 17, 2013 at 7 p.m. to consider modification to Tax Increment Financing District IDD 1-8 and the proposed adoption of a Tax Increment Financing Plan. **Council Member Norland moved, seconded by Council Member Steiner, to adopt Resolution No. 33-13 Proposal to Adopt Tax Increment Financing District Plan Modification and Setting a Public Hearing for Monday, June 17, 2013 at 7 p.m. Vote on the Resolution: Spears, Steiner, Norland and Dehen, aye; Freyberg nay. Motion carried.**

Set Public Hearing for Monday, June 3, 2013 at 7 p.m. for Vacation of Easements, Northport No. 14

Planner Fischer reported as part of the replatting of Northport No. 14 in the industrial park, it is necessary to set a public hearing for the vacation of certain utility easements. He reported the North Mankato Port Authority has a Purchase Agreement with Cemstone Companies for the purchase of six (6) acres of land on Howard Drive West in the industrial park. In order to assemble the parcel of land to meet the needs of Cemstone, it is necessary to vacate certain utility easements. The local utility companies will be notified of the vacation of easements and provided the opportunity to comment. Planner Fischer noted that a replat of Northport No. 14 will be considered by the Planning Commission on May 9, 2013 and a recommendation forwarded to the Council on May 20, 2013. **Council Member Steiner moved, seconded by Council Member Norland, to set a public hearing for Monday, June 3, 2013 at 7 p.m. to consider the vacation of utility easements in Northport No. 14. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Traffic & Safety Committee Minutes of April 30, 2013

Planner Fischer reported the Traffic & Safety Committee met on April 30, 2013 to consider proposed street closures for the 2013 Blues on Belgrade and Oktoberfest. He reported Jim Whitlock, President of Business on Belgrade, was in attendance to answer any questions. A new event, the Pub Crawl, is proposed for the evening of July 26, 2013 from 7-10 p.m. The Blues on Belgrade event held on July 27, 2013 will require closure of portions of Belgrade Avenue and Range Street and the Pub Crawl and Oktoberfest will require closure of one block of Range Street. Discussion was held regarding the staff costs for public safety. Jim Whitlock reported the cost of putting on the event is \$16,000 with each business and liquor establishment contributing to the event. No outside vendors will be brought in this year since the bars and restaurants want to feature their food for these events. Mayor Dehen stated these events highlight the Central Business District and are good for the community. Planner Fischer reported the Traffic & Safety Committee recommended approval of the

street closures subject to police presence at each event. **Council Member Norland moved, seconded by Council Member Steiner, to approve the street closures for the 2013 Blues on Belgrade and Oktoberfest events subject to police presence at each event. Vote on the motion: Freyberg, Steiner, Norland and Dehen, aye; Spears nay. Motion carried.**

League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form

Finance Director Thorne reported that as part of the insurance renewal process each year, the City must determine if it wants to waive the tort liability limits that are established by statute. She noted the City has never waived these limits. Attorney Kennedy reported the City currently has liability limits of \$500,000 per person and \$1,500,000 per incident which is very responsible coverage. **Council Member Steiner moved, seconded by Council Member Norland, not to waive the tort liability limits established by Minnesota Statutes 466.04. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.**

Consider Setting Public Hearing for 7 p.m. on Monday, June 3, 2013 to Amend Code of Ordinances, Section 30.04, Council Procedure at Regular Meetings

Administrator Harrenstein presented a request to set a public hearing to amend Section 30.04, Council Procedure at Regular Meetings. He noted that several changes have been made to the City Council agenda that differ in varying degrees from the City Code provision that describes how the agenda should be structured including use of a consent agenda, approval of the agenda and the use of business items instead of staff reports to request action from the City Council. In addition, he reported staff is recommending the City Council move to one public comment item instead of two public comment sections. Administrator Harrenstein reported he conferred with the City Attorney and the City Clerk and in order to implement these changes, it is necessary to adopt an ordinance. As part of this process, it is necessary to set a public hearing to amend the Code of Ordinances. Council Member Freyberg asked what the driving force behind the request to move to one public comment period. He also reported that in speaking with Mankato Mayor Eric Anderson, they are thinking of moving from one public comment period to two public comment periods. Administrator Harrenstein responded that two public comment periods were new to him, there has not been good management of the public comment periods and public comment is more appropriate at the beginning of the meeting to allow discussion before decisions have already been made. Administrator Harrenstein will have the proposed ordinance for Council review at the next Council meeting. Council Member Spears stated it has taken four years for residents to get involved and he is against removing one of the public comment periods. **Council Member Steiner moved, seconded by Council Member Norland to set a public hearing for 7 p.m. on Monday, June 3, 2013 to Amend the Code of Ordinances, Section 30.04, Procedure at Regular Meetings. Vote on the motion: Steiner, Norland and Dehen, aye; Freyberg and Spears, nay. Motion carried.**

Open the Meeting to the Public for the Second Time

Barbara Church, 102 E. Wheeler Avenue

Barbara Church, 102 E. Wheeler Avenue, appeared before the Council and asked what other cities do regarding the public comment periods. Attorney Kennedy reported one system is for residents to contact the City Clerk prior to the meeting and be added to the agenda.

Mayor and Council Comments

Council Member Steiner

Council Member Steiner reported funding for the sculpture "Circle of Friends" has reach \$14,000. He thanked everyone who has made a pledge to purchase the sculpture.

Council Member Norland

Council Member Norland referenced the contributions and donation resolution and asked that everyone who contributes to the City is thanked.

Mayor Dehen

Mayor Dehen reported the South Central Healthcare Coalition, in partnership with the Minnesota Department of Health, is holding an Open House at South Central College on Wednesday, May 8, 2013 from 3-6 p.m. This is an opportunity to tour the State's Mobile Medical Resources that have been developed to support health care systems in Minnesota during a disaster.

The Mayor reported notification of a rate adjustment was received from Charter Communications.

The Mayor reported the new art is being installed for the 2013 City Art Walking Sculpture Tour with an Artists' Reception scheduled for 6-9 p.m. on Saturday, May 18, 2013. He also reported the 2012 People's Choice sculpture has been permanently installed in the 400 Block of Belgrade Avenue.

The Mayor reported Coffee with the Council will be held from 10-11 a.m. on Saturday, May 11, 2013 in the Board Room of the North Mankato Taylor Library. A map of the bicycle route will be available at event for the start of Bike & Walk Week.

There being no further business, the meeting was adjourned at 7:58 p.m. on a motion by Council Member Spears, seconded by Council Member Norland. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen, aye; no nays. Motion carried.

Mayor

City Clerk

CLAIM REPORT
FOR REGULAR COUNCIL MEETING OF MAY 20, 2013

74836	Void	Void	(\$162,618.20)
74910	Void	Void	(\$1,018.52)
74915	Casey's General Store	gas-Police, Fire, Inspection & Water Depts.	\$346.37
74916	City of Mankato	wastewater fee for May-Sewer	\$65,000.00
74917	Gustavus Athletics	10% concession stand sales for tournament 5/3,4,5	\$112.37
74918	HickoryTech	telephone & internet bill-All Depts.	\$3,361.15
74919	Verizon Wireless	cell phone & internet-All Depts.	\$316.58
74920	Cardmember Service	charge card items-All Depts.	\$7,379.68
74921	Charter Communications	high speed data service-Pol, Fire, Contingency & P/A	\$442.96
74922	AT & T Mobility	cell phone bill-Bookmobile	\$49.17
74923	ICMA Retirement Trust - 457	employee payroll deductions	\$3,633.85
74924	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$660.00
74925	Law Enforcement Labor Service	employee payroll deductions	\$450.00
74926	Mankato West High School	10% concession stand sales for tournament 5/10, 11	\$111.95
74927	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$192.00
74928	United Way	employee payroll deductions	\$205.97
74929	Verizon Wireless	cell phone bill-Admin, Police & Inspections	\$209.07
74930	Mount Olive Booster Club	10% concession stand sales for tournament 5/14	\$77.39
	A-1 Key City Locksmiths, Inc.	keys & lock repair-Caswell & Park	\$174.48
	Abdo, Eick & Meyers	audit services-All Depts.	\$13,000.00
	Alex Air Apparatus, Inc.	Firewear hoods-Fire Dept.	\$1,628.10
	Alpha Wireless Communications	install radio in new vehicle-Sewer Dept.	\$42.48
	Ameripride Services	gloves, mats, uniform & towel service-All Depts.	\$734.92
	American Concrete	concrete-Shop & Storm Water	\$584.94
	Angie's Artisan Treats	items for concession stand-Caswell	\$47.28
	Audio Editions	audio books & supplies-Library	\$92.35
	Baker & Taylor	books-Library & Bookmobile	\$21.02
	Bank of Alma	interest-Equipment Certificate of Indebtedness	\$1,587.50
	Batteries Plus	supplies-Fire Dept.	\$83.04
	Better Housekeeping Vacuums, Inc.	equipment parts-Mun Bldg	\$42.70
	Blue Valley Sod	mulch-Park Dept.	\$83.75
	BookPage	renew subscription-Library	\$480.00
	Carpet Care	carpet cleaning-Police Dept.	\$268.44

CLAIMS CONTINUED

Carquest Auto Parts	equipment parts & supplies-All Depts.	\$867.35
CDW-Government, Inc.	software license & equipment parts-All Depts.	\$2,705.54
City of Mankato	water bill-Public Access	\$24.33
CocaCola Refreshments	pop-Caswell	\$276.48
Computer Technology Solutions, Inc.	computer monitor-Finance	\$214.75
Connect Business Magazine	ad-Port Authority	\$479.00
Crysteel Truck Equipment	equipment parts-Street & Park Depts.	\$924.22
DeLaCruz, Carol	refund community room reservation	\$80.00
Ditch Witch of Minnesota	equipment parts-Park Dept.	\$2,590.61
Express Services, Inc.	temporary crossing guards-Police Dept.	\$777.52
Fastenal Company	equipment parts-Park & Sewer Depts.	\$5.49
Ferguson Enterprises, Inc.	plumbing supplies-Park Dept.	\$74.17
Finance & Commerce, Inc.	interior coating ad -Capital Facility (Water)	\$222.70
First Line/Leewes Ventures	items for concession stand-Caswell	\$99.80
FleetPride	equipment parts-Park Dept.	\$1,617.92
Free Press	ads-Admin & Comm Dev	\$126.48
Freyberg Petroleum Sales, Inc.	oil-All Depts.	\$1,591.94
G & L Auto Supply	equipment parts & supplies-Street, Park & Sewer	\$961.79
Gale Group	books-Library & Bookmobile	\$63.99
Goebel, Neil	refund voluntary life insurance for May	\$44.80
Gopher State One-Call	one-call locates-Inspection	\$160.95
H & L Mesabi	equipment parts-Street Dept.	\$760.17
Hansen Sanitation	spring cleanup-Sanitation	\$13,785.70
Hansen Sanitation	refuse pickup-Shop, Park, Sanitation & Public Access	\$276.12
Hawkins, Inc.	chemicals-Water Dept.	\$2,569.40
Horvick, Inc.	equipment parts-Sewer Dept.	\$2,277.82
I & S Group	construction plans Caswell North Soccer Fields	\$4,975.00
Ingram Library Services	books-Library & Bookmobile	\$1,024.44
Isuzu Diesel Midwest	equipment parts for new vehicle-Equip Certificates	\$9,804.39
Journal	renew subscription-Library	\$180.00
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$247.20
Kennedy & Kennedy Law Office	legal services-Attorney & Port Authority	\$9,486.40
Keystone Automotive Industries	equipment parts-Street & Equipment Certificates	\$73.28
LJP Enterprises of St. Peter	wire baling-Sanitation	\$270.00
LJP Waste & Recycle	transportation charges glass-Sanitation	\$348.80
Lakes Gas Company	propane tank rental-Police Dept.	\$52.61
League of Minnesota Cities	registration fees for conference-Council & Admin	\$124.00
MacQueen Equipment, Inc.	sweeper brooms & equipment parts-Street Dept.	\$3,409.61
Mankato Ford, Inc.	equip parts, mount tires-All Depts.	\$993.96
Mankato Motor Company	equipment of new vehicle-Sewer Dept.	\$99.95

CLAIMS CONTINUED

Matheson Tri-Gas, Inc.	welding supplies-Shop	\$210.52
Mayo Clinic Health System	physicals-Fire Dept.	\$2,431.00
McGowan Water Conditioning, Inc.	salt for softener & new softener-Park & Library	\$374.09
Menards-Mankato	supplies-Street & Park Depts.	\$321.20
Midwest Tape	audio books-Library	\$14.99
Minn Bureau of Criminal Apprehension	recertification course fees-Police Dept.	\$250.00
Minn Fire Service Certification Board	certification exam fee-Fire Dept.	\$150.00
Minnesota Iron & Metal Company	equipment parts & equipment/new vehicle-Park & Swr	\$272.76
Minnesota Pipe & Equipment	equipment parts & meters-Water Dept.	\$448.92
Minnesota River Board	2012 Mt. Simon monitoring expenses-Water Dept.	\$3,887.00
Minnesota Valley Testing Lab	water testing-Water Dept.	\$350.75
Minnesota Waste Processing	processing-Sanitation	\$29,634.01
MRCI	wages for MRCI employees-Sanitation	\$12,482.80
MTI Distributing, Inc.	equipment parts-Park Dept.	\$461.35
NAPA Auto Parts-Mankato	supplies-Shop	\$51.28
Neubert Millwork Company	drawer repair-Fire Dept.	\$88.26
Nicollet County Recorder/Abstracter	recording fee-Port Authority	\$56.00
North Central International	equipment parts & software update-Shop & Sewer	\$491.39
O'Reilly Auto Parts, Inc.	equipment parts-Police Dept.	\$192.97
OverDrive, Inc.	downloadable audio/ebooks-Library	\$434.68
Paragon Printing, Mailing & Specialties	envelopes, letterhead & fold stuffers-Bldg & Swim Fac	\$2,682.58
Pepsi-Cola of Mankato	items for concession stand-Caswell	\$2,362.30
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$69.78
Pine Products, Inc.	mulch-Park Dept.	\$2,319.30
Plunkett's Pest Control, Inc.	professional service-Street & Shop	\$121.98
Premier Veterinary Center	animal impound-Police Dept.	\$1,119.19
Quest Diagnostics	drug testing-Fire Dept.	\$20.75
Ramy Turf Products	grass seed-Street, Park & Water Depts.	\$165.66
River Bend Business Products	copier maintenance-Library	\$61.18
Safety-Kleen Systems, Inc.	clean drain pits-Street & Shop	\$5,851.16
Schwickert's	service air conditioners-Bldg, Police, Library & P/A	\$2,991.44
Select Account	April participant fee-Unallocated	\$102.48
Sign Pro	remove & apply decal-Bookmobile	\$25.00
Skarpohl Pressure Washer Sales	equipment parts-Park Dept.	\$54.99
Southern Minnesota Construction	road sand-Street Dept.	\$64.43
Springsted, Inc.	budget assistance modeling-Admin	\$5,000.00
SPS Companies, Inc.	equipment parts & supplies-Park Dept.	\$76.07
Staples Advantage	supplies-All Depts.	\$738.69
Star Tribune	renew subscription-Library	\$317.20
Suburban Tire Wholesale, Inc.	tires-Police & Inspections	\$837.55

CLAIMS CONTINUED

Texas Refinery Corp.	supplies & grease-Street & Shop	\$1,331.98
Tire Associates	tires & tire repairs-Police, Inspections, Caswell & Park	\$381.08
Tool Sales Company	supplies-Shop	\$12.89
US Foods, Inc.	items for concession stand-Caswell	\$813.98
US Postal Service	postage-All Depts.	\$3,000.00
Viking Fire & Safety	service fire extinguishers-Sanitation	\$80.00
Viking Electric Supply	electrical supplies-Bldg, Fire, Park, Water & Sewer	\$1,454.02
Vine Faith in Action	2013 appropriation Summit Center-Contingency	\$12,000.00
Wayne's Auto Body, Inc.	paint parts for new vehicle-Sewer Dept.	\$108.92
Wells Fargo Bank	administration charges for bonds	\$2,000.00
Wenzel Auto Electric Co.	equipment part-Street Dept.	\$146.56
Werner Electric Supply	electrical supplies-Street Lighting & Water	\$177.70
Westman Freightliner	equipment repair-Park Dept.	\$65.77
Zahl Equipment Service	equipment parts-Street Dept.	\$466.97
Total		<u>\$102,077.04</u>

CLAIMS CONTINUED

General	\$79,512.01
Library	\$6,341.73
Bookmobile	\$664.73
Community Development	\$252.26
Contingency	\$12,128.99
Port Authority	\$2,425.38
Capital Facilities & Equipment Replacement-Water	\$222.70
Equipment Certificate of Indebtedness	\$1,587.50
Capital Improvement Bonds of 2008	\$400.00
Local Option Sales Tax Bonds	\$400.00
GO Improvement Bond of 2008	\$400.00
Equipment Certificates	\$10,842.79
Local Option Sales Tax Construction	\$4,975.00
2013 Construction	\$10.74
Water	\$12,026.11
Sewer	(\$91,817.30)
Sanitary Collection	\$58,014.08
Storm Water	\$1,086.49
Public Access	<u>\$2,603.83</u>
Total	<u><u>\$102,077.04</u></u>

PORT AUTHORITY INVOICES
FOR REGULAR COUNCIL MEETING OF MAY 20, 2013

Verizon Wireless	cell phone bill-Port Authority	\$52.67
Cardmember Service	charge card item-Port Authority	\$13.22
Abdo, Eick & Meyers	audit service-Port Authority	\$1,232.00
Connect Business Magazine	ad-Port Authority	\$479.00
Kennedy & Kennedy Law Office	legal services-Port Authority	\$585.00
Nicollet County Recorder/Abstracter	recording fee-Port Authority	\$56.00
Petty Cash, Clara Thorne	petty cash item-Port Authority	<u>\$7.49</u>
Total		<u><u>\$2,425.38</u></u>

List of Port Authority Bills in the Amount of \$2,425.38

Council Meeting of May 20, 2013

Mayor Mark Dehen

Council Member Kim Spears

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg

List of Bills in the Amount of \$102,077.04

Council Meeting of May 20, 2013

Mayor Mark Dehen

Council Member Kim Spears

Council Member Diane Norland

Council Member William Steiner

Council Member Robert Freyberg

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS

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

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

Donor of Gift	Restriction on Gift	Amount
Michelle L. Johnson	Library	\$100.00
Tim & Jeannine Leonhardt	General Fund – Adopt-A-Family Swim Pass	\$72.00
James & Dolores Portz	General Fund – Adopt-A-Family Swim Pass	\$36.00
Tom & Velma Brunner, Jr.	General Fund – Adopt-A-Family Swim Pass	\$36.00
Douglas Sinclair	General Fund – Adopt-A-Family Swim Pass	\$72.00
Carol De Remee	General Fund – Adopt-A-Family Swim Pass	\$36.00
David & Pamela Lamm	General Fund – Adopt-A-Family Swim Pass	\$36.00
Judy & Perry Stow	General Fund – Adopt-A-Family Swim Pass	\$36.00
Diane Cattrysse	General Fund – Adopt-A-Family Swim Pass	\$36.00
Mrs. E. Buckley	General Fund – Adopt-A-Family Swim Pass	\$36.00
Kathryn Rusch & Michael L.Lange	General Fund – Adopt-A-Family Swim Pass	\$36.00
Jo Marie Robbins	Library - Audiobooks	\$100.00

Adopted by the City Council this 20th day of May 2013.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11A	Department: City Planner	Council Meeting Date: 05/20/13																																	
TITLE OF ISSUE: Consider approving Preliminary and Final Plat of Northport No. 17																																			
BACKGROUND AND SUPPLEMENTAL INFORMATION: See report. <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>																																			
<i>If additional space is required, attach a separate sheet</i>																																			
REQUESTED COUNCIL ACTION: Approve preliminary and final plat of Northport No. 17.																																			
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Spears	_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> Other (specify) _____ _____ _____ _____ </td> <td colspan="3" style="vertical-align: top;"> Preliminary and Final Plat of Northport No. 17 _____ _____ _____ </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) _____ _____ _____ _____		Preliminary and Final Plat of Northport No. 17 _____ _____ _____		
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PRELIMINARY AND FINAL PLAT OF
NORTHPORT NO. 17

LOT 1, BLOCK 1, OUTLOT A AND OUTLOT B,
NORTHPORT NO. 14

A REQUEST FROM THE NORTH MANKATO PORT AUTHORITY

THE CITY OF NORTH MANKATO

SUBJECT: Preliminary and Final Plat of Northport No. 17

APPLICANT: North Mankato Port Authority

LOCATION: Lot 1, Block 1, Outlot A and Outlot B, Northport No. 14

EXISTING ZONING: M-2, Heavy Industrial

DATE OF HEARING: May 9, 2013

DATE OF REPORT: April 30, 2013

REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to replat Lot 1, Block 1, Outlot A and Outlot B, Northport No. 14

COMMENT

In 2009, the applicant received approval of Northport No. 14 as shown on Exhibit A. The plat contained a five (5) acre parcel described as Lot 1, Block 1 and Outlots A and B which were reserved for future development. In 2009, Lot 1, Block 1 was platted to accommodate an industrial user who had interest in the lot. However, the industrial user chose a different lot in the industrial park.

The North Mankato Port Authority is currently working with a company who wishes to purchase a six (6) acre parcel in this area. To accommodate a six (6) acre lot, it is necessary to replat Lot 1, Block 1, Northport No. 14 to increase it from five (5) acres to six (6) acres as shown on Exhibit B. As proposed, Lot 1, Block 1, Northport No. 17 would consist of a six (6) acre lot and Outlots A and B would be reserved for future development.

As part of the replatting process, it is necessary to formally vacate the utility easements within Northport No. 14. New utility easements will be established within Northport No. 17.

RECOMMENDATION

Staff recommends approval of the preliminary and final plat of Northport No. 17.

The image is a composite of three parts. At the top is a compass rose with a circular center and four points labeled N (North), S (South), E (East), and W (West). Below the compass rose is a map of the United States with the Great Lakes region highlighted in a darker shade. At the bottom is a graph of the Great Lakes region. The graph has a horizontal axis labeled 'LONGITUDE' and a vertical axis labeled 'LATITUDE'. The horizontal axis has markings for 100, 110, 120, and 130. The vertical axis has markings for 40, 50, and 60. A grid of dashed lines is drawn. A solid line is drawn across the grid, labeled '40° N'. Another solid line is drawn across the grid, labeled '110° W'. The intersection of these two lines is marked with a dot and labeled 'CHICAGO'. The Great Lakes are shown as a cluster of five shapes to the right of the Chicago area. The text 'GREAT LAKES' is written vertically along the right edge of the graph.

[illegible]

Volume 10 2015

On this the _____ day of _____, 2006, before me a Notary Public within and for said County, personally appeared Wade R. Hensel, who being duly sworn did say that he is the President of the Not for Profit Corporation known as the Hensel Family Foundation, and that said instrument was signed and waived in behalf of said Corporation by authority of its Board of Directors, and said Wade R. Hensel acknowledged said instrument to be the free act and deed of said Corporation.

1. Karen P. Smith, Professional Line Surveyor, do hereby certify that I have supervised or directly supervised the survey of the property described on this plat, prepared this plat as directly supervised the preparation of this plat of Northern No. 32, that this plat is a correct representation of the boundary survey, that all measurements, data and facts are correctly designated on this plat, that all monuments indicated on this plat have been, or will be, correctly set within the boundaries and metes and bounds of the land as defined in Minnesota Statutes, Section 500.02, and that the plat is a true and correct representation of the survey and is a true and correct representation of the land as shown and labeled on this plat, and all

[illegible]

Warren P Smith, Professional Land Surveyor
Minnesota License No 1470;

2000

So it knew that on this the _____ day of _____, 2002, the signing ceremony of the City of
Maricopa and the Maricopa and daily review this plot of NOTICENT NO. 14

Be it known that on this the day of 2000, the City Council of the City of North
 Minneapolis do hereby approve this plat of Subdivision No. 14, and that, as per MS 460.02, Subg. 2, this plat
 has been submitted to and written comments and recommendations have been received from the Headlee
 County Highway Engineer and the Commissioner of Transportation.

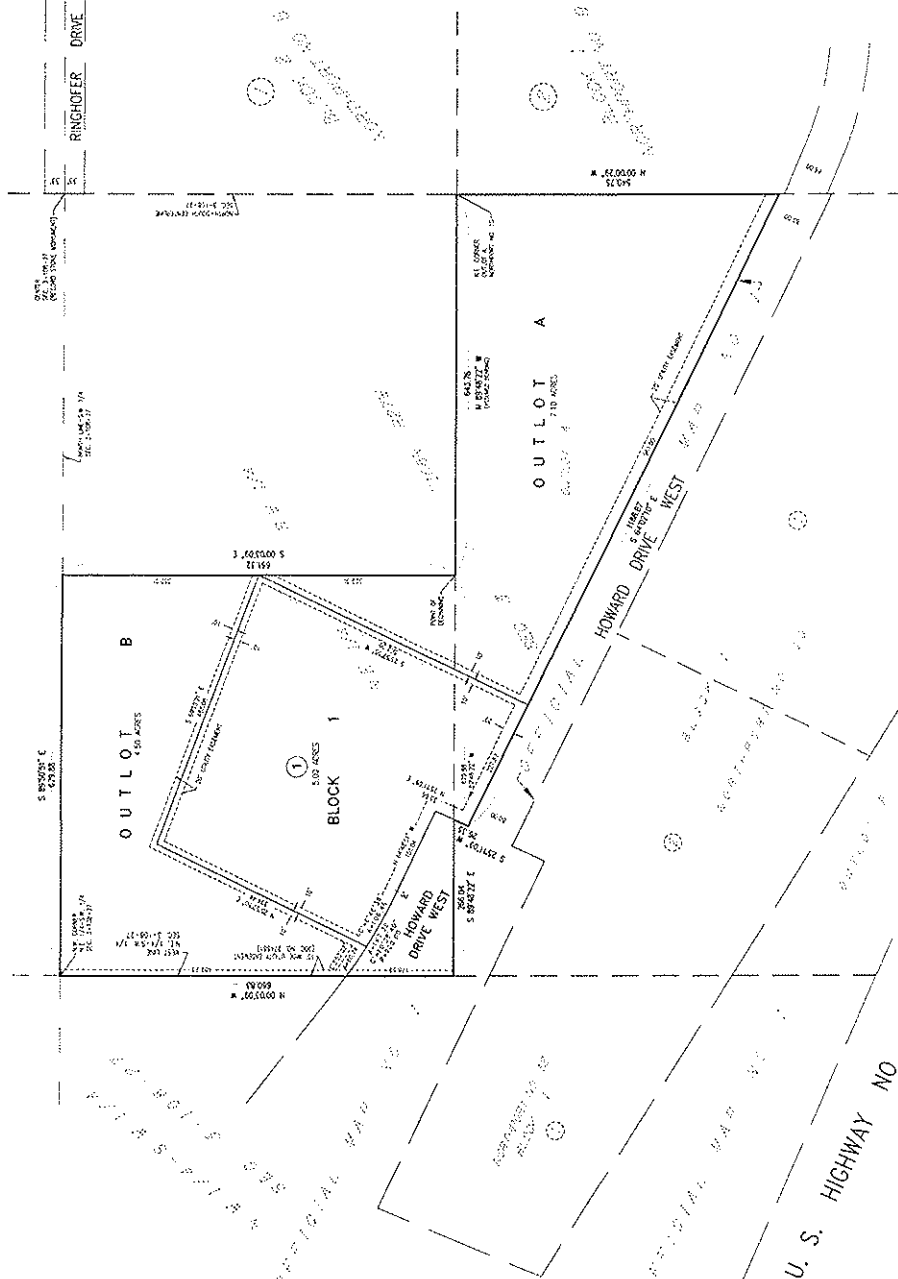
STATE OF MINNESOTA
J. L. WICKHAM, Attorney, City of Minneapolis, for the owners of
the above described property, and the undersigned by this State
attested and acknowledged before me on this 10th day of May, 1904.

Abstract

1 I hereby certify that there are no delinquent taxes and/or delinquent special assessments. That the
2 merchant taxes have been paid and that the transfer has been entered on the land ownership record in
3 the name of
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[illegible][illegible]

— **ADDITIONAL COMMENTS**



U. S. HIGHWAY NO. 14

[illegible]

1. *Chlorophyll a* (Chl a) is the primary photosynthetic pigment in most plants and algae. It is responsible for capturing light energy and converting it into chemical energy through the process of photosynthesis.

~~EXHIBIT B~~

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11B	Department: City Planner	Council Meeting Date: 05/20/13																																																					
TITLE OF ISSUE: Consider approving staff recommendation to proceed with Request for Proposals (RFP) for development of a Comprehensive Lane Use Plan																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: Attached is a Request for Proposals (RFP) to seek qualified planning consultants to prepare a Comprehensive Plan for the City. Pending City Council approval of the RFP, the timeline is as follows:																																																							
May 22, 2013 June 28, 2013 June 28-July 19, 2013 August 5, 2013	RFP Release Proposals Due Staff Review Process/Interview with Consultants Staff Recommendation to City Council																																																						
Staff would recommend the interview committee consist of the following:																																																							
City Administrator City Planner 1 Member of Planning Commission 1 Member of City Council 1 Citizen																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
REQUESTED COUNCIL ACTION: Approve the release of the RFP and interview committee.																																																							
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Spears	_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="vertical-align: top;">Other (specify)</td> <td colspan="3" style="vertical-align: top;">RFP</td> </tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> <tr><td colspan="5">_____</td></tr> </table>		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		RFP			_____					_____					_____					_____				
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CITY OF NORTH MANKATO

Request for Proposals

COMPREHENSIVE PLAN
Proposals Due: June 28, 2013



City of North Mankato
1001 Belgrade Avenue
North Mankato, MN 56003

REQUEST FOR PROPOSALS

COMPREHENSIVE PLAN

CITY OF NORTH MANKATO, MINNESOTA

PROPOSE: The purpose of this Request for Proposals (RFP) is to seek qualified Planning Consultants to prepare a Comprehensive Plan for the City of North Mankato, Minnesota.

The purpose of the Comprehensive Plan is to identify issues, opportunities, needs and organize public policy to address them in a manner that makes the best and most appropriate use of City resources. It will describe a desired future for the community over the next 20 years and establish goals to move toward that future. The Comprehensive Plan is meant to be used by elected and appointed officials and City staff in the ongoing process of making decisions, creating ordinances and allocating funds.

SCOPE OF WORK: The scope of this project is to produce a Comprehensive Plan to direct the future growth and development of North Mankato. The resulting Plan should be both a physical and policy based plan and provide implementation actions and strategies, and include illustrative maps, tables and graphs. The Comprehensive Plan should integrate all of the City's existing plans. Elements of the Comprehensive Plan will include, but need not be limited to:

- Land Use and Growth Management
- Housing
- Economic Development
- Transportation
- Public Utilities
- Parks and Recreation
- Regional Coordination
- Downtown Redevelopment
- Community Design
- Environmental Resources and Sustainability

TIMELINE FOR RFP PROCESS:

May 22, 2013	RFP Release
June 28, 2013	Proposals Due
June 28-July 19, 2013	Staff Review Process/Interviews with Consultants
August 5, 2013	Staff Recommendation to City Council

PROPOSAL SUBMITTAL REQUIREMENTS: Each proposal shall use 8-1/2 x 11" sheets (Foldouts are acceptable for charts, sample plans, etc) and shall include eight (8) copies and one (1) electronic copy.

Proposals should include:

1. Cover Letter:
The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact with the City and shall identify individuals who will be authorized to make presentations on behalf of the firm.
2. Qualification of Firm:
Provide names, titles and responsibilities of key personnel who will be responsible for the management and completion of this project.
3. Implementation Plan:
Describe the proposed strategy and/or plan for preparation of the Comprehensive Plan.
4. Services:
Describe what the City expected to provide throughout the Comprehensive Planning process. Provide options for the City of North Mankato to reduce the overall budget requirements for the project.
5. Public Participation:
Describe strategy to engage public participation and stakeholders into the planning process.
6. Timeline:
Provide a timeline for the preparation of the Comprehensive Plan.
7. References:
Provide at least five (5) references of projects of similar size and scope.
8. Previous Work: Provide at least three (3) Comprehensive Plans your firm has produced for similar-sized cities.
9. Fee Proposal:
Provide a detailed not-to-exceed cost estimate for all work to be performed.

ISSUES AND CONSIDERATIONS: The Comprehensive Plan project shall be sensitive to the following considerations:

- Schedule: The process shall begin in the fall of 2013, with the submittal of a Draft Plan anticipated by summer of 2014, followed by public hearings and adoptions.
- Public Involvement: The process shall include public participation, consensus building and conflict resolution around key issues. The involvement process will

involve a broad range of stakeholders, citizens, businesses, developers, property owners and others.

- Incorporation of Visuals: The City seeks to produce a Comprehensive Plan that is highly visual, using maps, charts, renderings, photos and other graphic tools to convey information and illustrate plan themes, goals, policies and other plan elements.
- Coordinating Planning Efforts: The Comprehensive Plan shall be coordinated with other planning efforts created for transportation, parks, downtown redevelopment and infrastructure, etc.
- Regional Planning: As the City of North Mankato is part of the Mankato/North Mankato Metropolitan Statistical Area (MSA) and Metropolitan Planning Organization (MPO), the Comprehensive Plan shall acknowledge regional issues and incorporate a regional perspective.

APPLICABLE DOCUMENTS: Prospective respondents shall review and familiarize themselves with the following related documents:

- Envision 2020
- Benson Park Master Plan
- Downtown Planning Study
- Mankato Area Transportation and Planning Study (MATAPS)
- North Mankato Zoning and Subdivision Regulations
- Greater Mankato Transit Redesign Study

STAKEHOLDERS: The Comprehensive Plan will affect a diverse list of government, institutional, private and citizen-based stakeholders. The following list of stakeholders, plus others not listed, may be included in the Comprehensive Planning process:

- City Government Stakeholders: Mayor and City Council, Planning Commission, Port Authority Commission, Administration, Community Development and Public Works.
- Other Governments: Nicollet County Elected Officials, Nicollet County Environmental Services and City of Mankato.
- Agency Stakeholders: Regional Nine Regional Development Commission, BENCO, Xcel, CenterPoint Energy, Charter Communication and HickoryTech.
- Private/Business Stakeholders: Greater Mankato Growth, Business on Belgrade and other businesses.
- Institutional Stakeholders: School Districts and Colleges and Universities.
- Community Stakeholders: Diverse General Citizenry.

While this RFP details the City's expectations for a new Comprehensive Plan, the City is expecting proposers to provide their own ideas and insights. Responses to this RFP shall include innovative ideas for an effective Comprehensive Plan,

including the engagement of the public during and after drafting the new Comprehensive Plan.

PROPOSAL SUBMITTAL:

Proposals are due by June 28, 2013 no later than 5:00 p.m.

This time and date is fixed and extensions will not be granted. All proposals received after the deadline shown above will be rejected.

All proposals shall be signed by a duly authorized representative of the consultant. The name and mailing address of the individual executing the proposal must be provided.

Please provide eight (8) hard copies of the proposal and all attachments. Proposals must be delivered to:

Michael Fischer, City Planner
City of North Mankato
1001 Belgrade Avenue
North Mankato, MN 56003

Subject: Comprehensive Plan RFP

Proposals received at any place other than listed above will not be considered.

In addition to hard copies, please email an electronic copy of the proposal and all attachments in a PDF format to:

Subject: Comprehensive Plan RFP.

The City of North Mankato reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm.

Questions regarding Scope of Services:

Michael Fischer, City Planner
City of North Mankato
1001 Belgrade Avenue
North Mankato, MN 56003
507-625-4141
michaelf@northmankato.com

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11C	Department: City Admin.	Council Meeting Date: 05/20/13																																																					
TITLE OF ISSUE: Consider approving staff recommendation to move forward with development of Economic Incentive Policies																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: See attached memorandum.																																																							
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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></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>Spears</td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</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>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Norland		_____	_____	Spears		_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify) _____</td> <td colspan="3">Memorandum, Policies & Procedures</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) _____		Memorandum, Policies & Procedures			_____					_____					_____				
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MEMORANDUM

Date: May 15, 2013
To: Mayor Dehen & City Council
From: John D. Harrenstein, City Administrator
Re: Consider authorizing staff to update economic development policies and procedures

Background

The City of North Mankato has experienced success with its economic development efforts through several projects that have added tax base and jobs to the community. To continue this success, better communicate available incentives to business, and increase coordination of awarding incentives between the City Council and Port Authority Commission, staff recommends the development of new policies and procedures in addition to updating existing economic policies for the city's and Port Authority's economic development efforts. Attached is a copy of a proposal by Springsted to facilitate the creation of these policies. Staff requests permission to proceed with the process as proposed and representatives from Springsted will be present at the meeting to discuss the project. Total costs for the project are estimated at \$5,500.

Suggested Action

Suggested motion: I recommend the City Council authorize staff to proceed with the process of developing economic development policies and procedures according to the proposed work plan submitted by Springsted Inc.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

CITY OF NORTH MANKATO, MINNESOTA

Economic Development Policies and Procedures

Work Plan

May 2013

Background:

The City of North Mankato and the North Mankato Port Authority wish to create economic development policies and procedures that will enable the City and the Port to respond to economic development opportunities efficiently and in the best interest of the City.

Objectives:

Assist the Port Authority Commission, City Council, City staff and other interested stakeholders to create economic development related policies and the procedures to implement the policies. The drafting of the policies and procedures will incorporate a review of the other economic development policies used by area communities and interviews with selected individuals from those entities. The objective of the review and interviews is to align North Mankato's economic development policies with contemporary practices and clearly articulate incentive policy to interested businesses.

Tasks:

1. Data Gathering. Springsted will research and gather sample policies, procedures and guidelines from neighboring, regional and comparable communities as points of reference and discussion for the City and Port Authority to consider and review.
2. Facilitated Workshop. Through a combination of examples, case studies, questionnaires and facilitated dialogue, Springsted will solicit economic development policy and procedure preferences from City Council Members, Port Authority Commissioners and other interested stakeholders.
3. Economic Development Tool Presentations. Springsted will make a presentation to Port Authority Commissioners, City Council, staff and interested stakeholders regarding the applicability, eligibility, process, advantages and risks associated with the following economic development tools:
 - a. Tax Increment Financing
 - b. Tax Abatement
 - c. Revolving Loan Funds
 - d. Special Service Districts
 - e. Port Authority Levy
 - f. Relocation Assistance
 - g. Conduit Bonds
 - h. Land Acquisition, Sales and Leases
 - i. Sales Tax
 - j. Other
4. Draft Policies and Procedures. Springsted will prepare draft policies and procedures, including scoring/rating guidelines, for review by the City Council based on interviews with City Council members, Port Authority members, city staff, and a review of other policies from surrounding communities.

5. Final Policies and Procedures. Based upon feedback from the Port Authority and City Council, Springsted will prepare final economic development policies and procedures.

Deliverables:

1. Presentations and reference documents, e.g. TIF and Abatement Handbooks, on the above-referenced economic development tools.
2. Draft and final economic development policies and procedures in Microsoft Word format suitable for editing and reproduction. This includes application forms for business incentives.

Compensation:

We propose to complete the work as described in Tasks 1 through 4 for \$5,500, exclusive of any out of pocket expenses such as travel and printing. The City should feel free to add or delete work products with the understanding that these changes will have the effect of increasing or reducing the project's final cost.

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11D	Department: City Admin.	Council Meeting Date: 05/20/13																											
TITLE OF ISSUE: Consider Res. Approving Plans and Specifications and Authorizing Advertisement for Bids for Portions of Project No. 13-05, Caswell North Soccer Fields, Phase 2																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: See attached memorandum.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: See attached memorandum.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Norland	_____	_____	Spears	_____	_____	Freyberg	_____	_____	Steiner	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Memorandum, Sales Tax Fund, Plans and Specifications</u> _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aye	Nay																												
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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: _____																												



City of North Mankato, Minnesota

MEMORANDUM

Date: May 15, 2013
To: Mayor Dehen & City Council
From: John D. Harrenstein, City Administrator
Re: Consider Resolution approving plans and specifications and authorizing advertisement for bids
– Caswell North Soccer Fields

Background

Earlier this year the City Council approved development of plans and specifications for soccer fields located as Caswell North Park. During deliberations over approving the plans, staff indicated an analysis of sales tax revenues, expenditures, and cash balances would be needed to determine if funding existed for the project. The purpose of this memorandum is to provide the Council with an overview of the plans and specifications and budget impact of moving forward.

Project overview

Total costs for the project are estimated by I & S to be approximately \$500,000 for constructing a parking lot, trails/sidewalks, bleachers, and fencing (see attachments). The total project amount exceeds available cash in the sales tax fund which is around \$340,000.

Moving Forward

The Caswell North Soccer Fields are an example of how community partnerships can be used to move projects forward. As a result, staff is hesitant to cease all action on the project and recommends moving forward on portions of the project with available revenue. Based on budget estimates in the sales tax fund, a total of \$300,000 could be used this year to construct the parking lot and fencing around the soccer fields (see attachments). In 2014, an additional \$100,000 could be used for other portions of the project.

On-going expenditures in the sales tax fund

Moving forward with this project requires an understanding that unless sales tax revenue increases, limited expenditures will be available in the sales tax fund except for existing debt obligations for several years to come. Specifically, budget estimates indicate that between \$140,000 and \$175,000 will be available for one-time discretionary spending between 2014 and 2020. As such, the City Council should be aware that approving this project represents a large commitment of discretionary dollars available in the sales tax fund. Please note revenue estimates are conservative in the out-years and sales tax collections will likely increase over the projected amount.

Suggested Council Action

Suggested motion: I recommend the City Council approve the resolution approving plans and specifications and authorizing advertisement for bids for portions of the Project No. 13-05 Caswell North Soccer Fields, Phase 2.

ATTACHMENT 1 - SALES TAX FUND(S)															
FUND	LINE	REVENUES	2008 Actual	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 Actual	2013 Budget	2014 FORECAST	2015 FORECAST	2016 FORECAST	2017 FORECAST	2018 FORECAST	2019 FORECAST	2020 FORECAST
221	31510	LOCAL OPTION SALES TAX	82,610	377,655	439,849	461,509	544,443	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
		Sales Tax	82,610	377,655	439,849	461,509	544,443	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
221	36210	INTEREST EARNINGS	-	2,756	717	1,172	689	1,200							
410	36210	INTEREST EARNINGS	-	665											
		Interest	-	3,421	717	1,172	689	1,200	-	-	-	-	-	-	-
221	39310	GENERAL OBLIGATION BOND PROCEEDS	-	1,778,000	750,000	-	-								
311	39310	GENERAL OBLIGATION BOND PROCEEDS		32,000	(0)										
410	39310	GENERAL OBLIGATION BOND PROCEEDS		750,000				-							
		Debt Proceeds	-	2,560,000	750,000	-	-	-	-	-	-	-	-	-	-
221	39330	Mankato United Soccer Club - Lighting Payment	-	-			-	17,918	17,918	17,918	17,918	17,918	17,918	17,918	
		Brunton Loan					150,000								
		Natural Pathways						2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,219
		Nakato Bar & Grill						2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,219
		Southern Minnesota Surgical						2,220	2,220	2,220	2,220	2,220	2,220	15,298	-
221	11046	ACCRUED INTEREST RECEIVABLE					(80)								
221	36242	LOAN INTEREST	-	-	-	-	2,166	-							
		Loan/Lease Repayment	-	-	-	-	152,086	24,576	24,576	24,576	24,576	24,576	24,576	37,654	4,438
221	11151	ACCOUNTS RECEIVABLE	(82,610)	6,195	76,415	(0)	-								
221	11321	DUE FROM OTHER GOVERNMENT			(75,430)	(13,442)	(17,446)								
		Accounts Receivable	(82,610)	6,195	985	(13,442)	(17,446)	-	-	-	-	-	-	-	-
410	34950	OTHER INCOME	-	1,125	-	-	-	-							
410	36230	CONTRIBUTIONS/DONATIONS	-	-	-	-	150,000	-							
		Miscellaneous	-	1,125	-	-	150,000	-	-	-	-	-	-	-	-
		TOTAL REVENUE	-	2,948,397	1,191,550	449,239	829,772	525,776	524,576	524,576	524,576	524,576	524,576	537,654	504,438
		BEGINNING CASH BALANCE	-	4,400	1,242,075	1,114,375	719,118	146,772	22,918	120,288	116,502	120,816	103,405	90,194	84,586
		ON-GOING AVAILABLE CASH	4,400	1,242,075	1,114,375	719,118	146,772	22,918	120,288	116,502	120,816	103,405	90,194	84,586	107,792
FUND	LINE	Expenditures		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED	2013 PROPOSED	2014 FORECAST	2015 FORECAST	2016 FORECAST	2017 FORECAST	2018 FORECAST	2019 FORECAST	2020 FORECAST
		TRUNK HIGHWAY 14/41 INTERCHANGE													
	6720	OPERATING TRANSFER TO 317 - NOTE PAYABLE TO PORT AUTHORITY FOR INTERCHANGE PROJECT				194		-	24,500	225,756	223,156	225,506	222,806	225,056	183,607
		Transfers	-	-	-	194	-	-	24,500	225,756	223,156	225,506	222,806	225,056	183,607
		Sub-Total	-	-	-	194	-	-	24,500	225,756	223,156	225,506	222,806	225,056	183,607
		CASWELL PARK													
	2250	NON CAPITALIZED EQUIPMENT		3,043	30,515	17,311	2,850								
		Supplies	-	3,043	30,515	17,311	2,850	-	-	-	-	-	-	-	-
	3303	ENGINEERING FEES				9,947	29,958								
	3310	PROFESSIONAL SERVICES				1,925									
	3437	MISCELLANEOUS		46		6,318	3,869								
		Services & Charges	-	46	-	18,190	33,827	-	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING		6,274	295	5,119	117,039	-							
		Capital Outlay	-	6,274	295	5,119	117,039	-	-	-	-	-	-	-	-
		Sub-Total	-	9,363	30,810	40,620	153,716	-	-	-	-	-	-	-	-

ATTACHMENT 1 - SALES TAX FUND(S)															
FUND	LINE	REVENUES	2008 Actual	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 Actual	2013 Budget	2014 FORECAST	2015 FORECAST	2016 FORECAST	2017 FORECAST	2018 FORECAST	2019 FORECAST	2020 FORECAST
		CASWELL NORTH SOCCER FIELDS													
	3303	ENGINEERING FEES						5,000							
	3310	PROFESSIONAL SERVICES			950	18,658		22,000							
	3437	MISCELLANEOUS				2,196	645								
		Services & Charges	-	-	950	20,854	645	27,000	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING					551,727	300,000	100,000						
		Capital Outlay	-	-	-	-	551,727	300,000	100,000	-	-	-	-	-	-
		Musco Lighting Agreement					17,918	17,918	17,918	17,918	17,918	17,918	17,918	17,918	
		Debt	-	-	-	-	-	17,918	17,918	17,918	17,918	17,918	17,918	17,918	-
		Sub-Total	-	-	950	20,854	552,372	344,918	117,918	17,918	17,918	17,918	17,918	17,918	-
		BENSON PARK													
	3303	ENGINEERING FEES		4,109		20,746	52,180								
	3310	PROFESSIONAL SERVICES		970											
	3437	MISCELLANEOUS		5,775	71,970	5,859	1,296								
		Services & Charges	-	10,854	71,970	26,605	53,476	-	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING		7,825	14,336		31,103	-							
	5581	OTHER EQUIPMENT		4,840											
		Capital Outlay	-	12,665	14,336	-	31,103	-	-	-	-	-	-	-	-
	6601	BOND PRINCIPAL (TIMM Contract for Deed)		640,000		60,000	45,000								
	6611	BOND INTEREST (TIMM Contract for Deed)		54,250		5,250	1,575								
		Debt	-	694,250	-	65,250	46,575	-	-	-	-	-	-	-	-
		Sub-Total	-	717,769	86,306	91,855	131,154	-	-	-	-	-	-	-	-
		SPRING LAKE PARK													
	2250	NON CAPITALIZED EQUIPMENT		1,971											
		Supplies	-	1,971	-	-	-	-	-	-	-	-	-	-	-
	3437	MISCELLANEOUS			650	1,800	481								
		Services & Charges	-	-	650	1,800	481	-	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING		5,990			1,206	-							
	5581	OTHER EQUIPMENT		4,840											
		Capital Outlay	-	10,830	-	-	1,206	-	-	-	-	-	-	-	-
		Sub-Total	-	12,801	650	1,800	1,687	-	-	-	-	-	-	-	-
		NORTH MANKATO TAYLOR LIBRARY													
	2250	NON CAPITALIZED EQUIPMENT	10,600	3,902	12,444										
		Supplies	10,600	3,902	12,444	-	-	-	-	-	-	-	-	-	-
	3303	ENGINEERING FEES		7,936											
	3310	PROFESSIONAL SERVICES		89,507	12,570										
	3351	LEGAL NOTICES PUBLISHING		1,126											
	3437	MISCELLANEOUS		78,176	2,879	1,850									
		Services & Charges	-	176,744	15,449	1,850	-	-	-	-	-	-	-	-	-
	5520	BUILDING & STRUCTURES		699,915	6,388										
	5531	IMPROVEMENT OTHER THAN BUILDING					2,269								
	5561	FURNITURE AND FIXTURES					2,959								
	5571	OFFICE EQUIPMENT - FURNISHINGS		34,905	2,115										
		Capital Outlay	-	734,820	8,503	-	5,229	-	-	-	-	-	-	-	-
		Sub-Total	10,600	915,465	36,395	1,850	5,229	-	-	-	-	-	-	-	-

ATTACHMENT 1 - SALES TAX FUND(S)															
FUND	LINE	REVENUES	2008 Actual	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 Actual	2013 Budget	2014 FORECAST	2015 FORECAST	2016 FORECAST	2017 FORECAST	2018 FORECAST	2019 FORECAST	2020 FORECAST
		RIVERFRONT REDEVELOPMENT													
	1101	FULL-TIME EMPLOYEES - REGULAR			14,259										
		Personnel Services	-	-	14,259	-	-	-	-	-	-	-	-	-	-
	2250	NON CAPITALIZED EQUIPMENT						10,000							
		Supplies	-	-	-	-	-	10,000	-	-	-	-	-	-	-
	3303	ENGINEERING FEES					15,632								
	3310	PROFESSIONAL SERVICES		32,977	137,969	135,085	158,795	-							
	3437	MISCELLANEOUS			376,887	103,088	21,570	10,000							
		Services & Charges	-	32,977	514,856	238,173	195,996	10,000	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING		600	13,519	23,765	6,339								
		Capital Outlay	-	600	13,519	23,765	6,339	-	-	-	-	-	-	-	-
		Loan - Brunton Architecture			150,000										
		Loan - Natural Pathways					23,953								
		Loan - Nakato Bar & Grill					24,445								
		Loan - Southern Minnesota Surgical					23,968								
	6720	OPERATING TRANSFERS TO 228		-	-	200,000									
		Transfers	-	-	150,000	200,000	72,366	-	-	-	-	-	-	-	-
		Sub-Total	-	33,577	692,634	461,937	274,701	20,000	-	-	-	-	-	-	-
		SPRING LAKE - LAKE IMPROVEMENTS													
	1101	FULL-TIME EMPLOYEES - REGULAR			31,027										
		Personnel Services	-	-	31,027	-	-	-	-	-	-	-	-	-	-
	3310	PROFESSIONAL SERVICES		13,269											
	3351	LEGAL NOTICES PUBLISHING		53											
	3437	MISCELLANEOUS		3,556	21,996	777									
		Services & Charges	-	16,877	21,996	777	-	-	-	-	-	-	-	-	-
	5531	IMPROVEMENT OTHER THAN BUILDING		66,838	123,778										
		Capital Outlay	-	66,838	123,778	-	-	-	-	-	-	-	-	-	-
		Sub-Total	-	83,715	176,802	777	-	-	-	-	-	-	-	-	-
		BENSON LAKE - LAKE IMPROVEMENTS													
		Sub-Total	-	-	-	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE													
	3310	PROFESSIONAL SERVICES		24,347	7,332										
	3437	MISCELLANEOUS		(5,755)	10										
		Services & Charges	-	18,592	7,342	-	-	-	-	-	-	-	-	-	-
	6601	BOND PRINCIPAL (2009C)		-	130,000	135,000	135,000	140,000	145,000	150,000	150,000	175,000	180,000	185,000	190,000
	6611	BOND INTEREST (2009C)		45,031	81,463	78,863	76,163	73,462	69,963	65,613	61,113	56,613	51,363	45,963	39,950
	6621	FISCAL AGENTS' FEE (2009C)		400	400	400	400	400							
	6630	DISCOUNT ON BONDS ISSUED (2009C)		(61,261)											
	6601	BOND PRINCIPAL (2010B)					50,000	50,000	50,000	50,000	50,000	50,000	50,000	55,000	55,000
	6611	BOND INTEREST (2010B)				19,262	20,950	20,450	19,825	19,075	18,075	16,950	15,700	14,325	12,675
	6621	FISCAL AGENTS' FEE (2010B)				400	400	400							
	6630	DISCOUNT ON BONDS ISSUED (2010B)			3,517										
		Debt	-	(15,830)	215,380	233,925	282,913	284,712	284,788	284,688	279,188	298,563	297,063	300,288	297,625
		Sub-Total	-	2,762	222,722	233,925	282,913	284,712	284,788	284,688	279,188	298,563	297,063	300,288	297,625
		RECONCILING ITEMS													
		Sub-Total	(15,000)	(64,730)	71,983	(9,318)	348	-	-	-	-	-	-	-	-
		Total Expenditures	(4,400)	1,710,722	1,319,250	844,495	1,402,118	649,630	427,206	528,362	520,262	541,987	537,787	543,262	481,232
		Revenue - Expenditures	4,400	1,237,675	(127,700)	(395,256)	(572,346)	(123,854)	97,370	(3,786)	4,314	(17,411)	(13,211)	(5,608)	23,206

May 14, 2013

PHASE 2 FUTURE DRIVEWAY & PARKING LOT, AND FENCING					
Item No.	Construction Item	Unit	Quantity	Unit Price	Amount
Parking Lot					
2021.501	MOBILIZATION	LUMP SUM	1	\$ 8,000.00	\$ 8,000.00
2104.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	72	\$ 5.00	\$ 360.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ YD	73	\$ 5.00	\$ 365.00
2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	72	\$ 3.50	\$ 252.00
2104.603	SAWING CONCRETE WALK	LIN FT	32	\$ 4.00	\$ 128.00
2105.501	COMMON EXCAVATION (EV)	CU YD	750	\$ 6.00	\$ 4,500.00
2360.501	1.5" BITUMINOUS WEAR COURSE	SQ YD	7,455	\$ 9.50	\$ 70,823.00
2360.501	2.5" BITUMINOUS NON-WEAR COURSE	SQ YD	7,455	\$ 9.00	\$ 67,095.00
2360.501	CLASS 5 BASE PREPARATION	CY	350	\$ 25.00	\$ 8,750.00
2506.516	NEENAH R-3246 CASTING ASSEMBLY	EACH	7	\$ 300.00	\$ 2,100.00
2521.501	8" CONCRETE APRON ON 8" CLASS 5 BASE	SQ FT	243	\$ 10.00	\$ 2,430.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	1,371	\$ 15.50	\$ 21,251.00
2531.501	MODIFIED CONCRETE CURB & GUTTER DESIGN B618	LIN FT	910	\$ 17.50	\$ 15,925.00
2573.502	WOODMULCH BERM	LIN FT	146	\$ 1.50	\$ 219.00
2573.530	STORM DRAIN INLET PROTECTION	EACH	12	\$ 250.00	\$ 3,000.00
2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1	\$ 1,000.00	\$ 1,000.00
101	STRIPING	LS	1	\$ 3,000.00	\$ 3,000.00
102	H.C. PARKING SIGN	EACH	6	\$ 250.00	\$ 1,500.00
103	NEENAH R-1733 CLEANOUT HOUSING	EACH	2	\$ 300.00	\$ 600.00
104	SEEDING	AC	0.76	\$ 1,500.00	\$ 1,140.00
Subtotal					\$ 212,500.00
10% Contingency					\$ 21,250.00
Parking Lot Total					\$ 233,750.00
Trails and Sidewalk					
2521.501	6" CONCRETE WALK W/ 6" AGGREGATE BASE	SQ FT	20,938	\$ 6.00	\$ 125,628.00
105	TRUNCATED DOMES	SQ FT	48	\$ 15.00	\$ 720.00
Subtotal					\$ 126,400.00
10% Contingency					\$ 12,640.00
Trails and Sidewalk Total					\$ 139,040.00
Bleachers					
106	BLEACHERS	EACH	4	\$ 3,100.00	\$ 12,400.00
107	CONCRETE PAD FOR BLEACHERS	SQ FT	1080	\$ 5.00	\$ 5,400.00
Subtotal					\$ 17,800.00
10% Contingency					\$ 1,780.00
Bleachers Total					\$ 19,580.00
Fencing					
108	6' FENCING	LIN FT	3776	\$ 15.00	\$ 56,640.00
109	6' X 4' SWING GATE	EACH	6	\$ 500.00	\$ 3,000.00
110	6' X 8' SWING GATE	EACH	1	\$ 1,000.00	\$ 1,000.00
111	6' X 12' SLIDE GATE	EACH	3	\$ 1,500.00	\$ 4,500.00
Subtotal					\$ 65,200.00
10% Contingency					\$ 6,520.00
Fencing Total					\$ 71,720.00
SUBTOTAL OF CONSTRUCTION					\$ 464,090.00
STAKING, ENGINEERING, CONSTRUCTION ADMINISTRATION					\$ 22,000.00
CITY BONDING AND ADMINISTRATION (2%)					\$ 9,300.00
TOTAL PHASE 2 CONSTRUCTION COSTS					\$ 495,400.00



Project Schedule for Caswell North Soccer Fields Phase 2 – City of North Mankato
Date: 5-14-13

PROJECTED SCHEDULE FOR PHASE 2(2013)**

March 2013	Preliminary Engineering Report for Phase 2 submitted and City Council approves project to move forward for bidding.
April-May 2013	Complete Final Plans and Specifications for bidding.
May 20, 2013	City Approves Plans and Specifications and Orders bids
May 31, June 7, June 14, 2013	Project is Advertised
June 21, 2013	Open Bids
July 1, 2013	Phase 2 Project Awarded by City Council
July to September 2013	Phase 2 Construction by Contractor
Fall 2013	City Crews Construct Concessions Building
Spring 2014	Soccer Fields Open for Use

****Assumes approvals from City Council at each meeting****

KEY PLAN

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE	05-14-13	10 MO	43359

HEREBY CERTIFY THAT THIS DOCUMENT WAS
PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY LICENSED ARCHITECT UNDER
THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ LIC. NO. _____

THIS DOCUMENT IS THE PROPERTY OF IAS GROUP, INC. THIS DOCUMENT MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

**CASWELL PARK NORTH
SOCCER COMPLEX**

2013 IMPROVEMENTS

NORTH WANKATO MINNESOTA

[illegible]

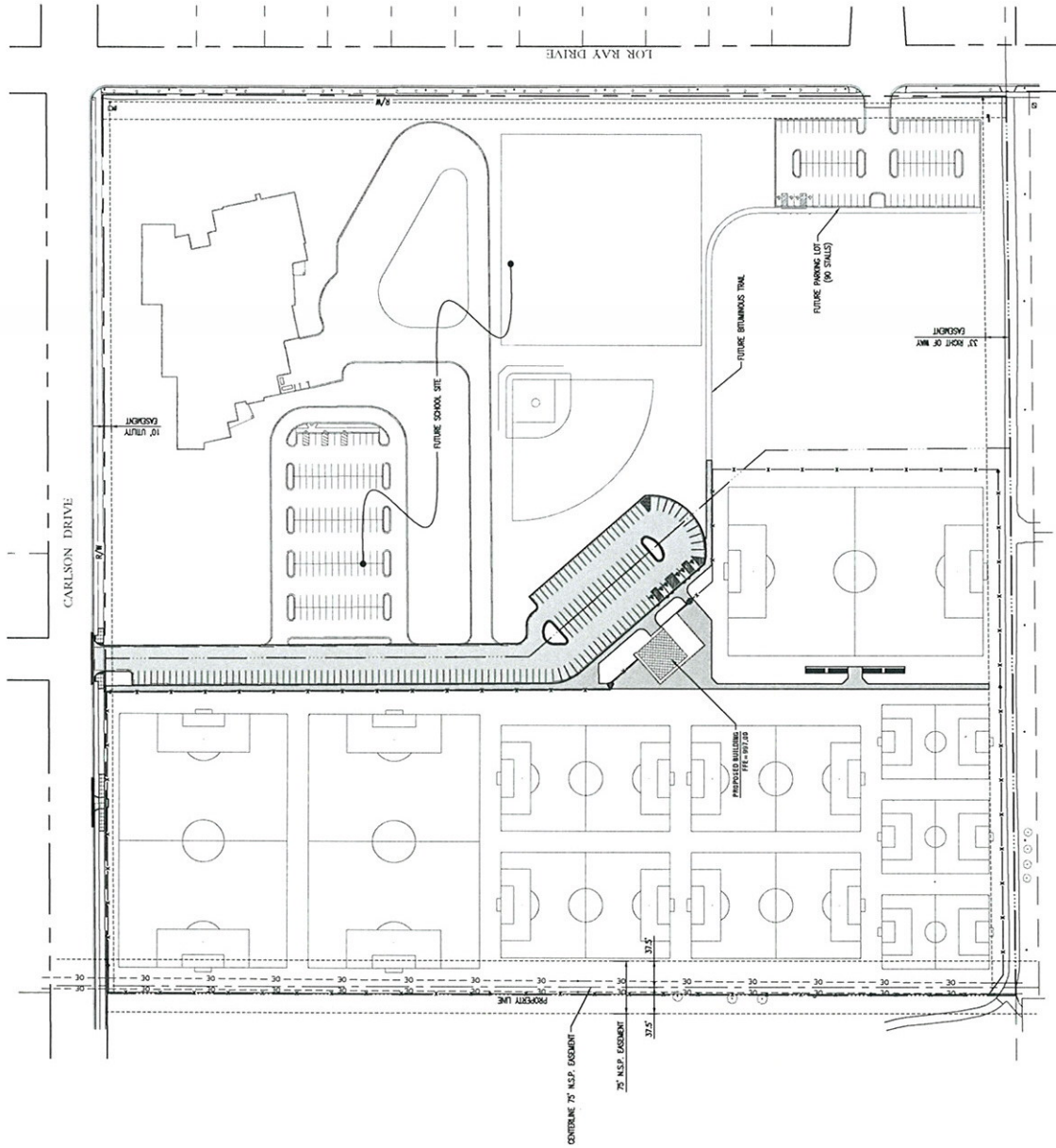
PROJECT NO.	06-11741
CAD FILE NAME	11741 SITE 2013
DESIGNED BY	CJB
DRAWN BY	BDT
REVIEWED BY	CJB
ISSUE DATE	06-14-13
CLIENT PROJECT NO.	

TIME

OVERALL SITE PLAN

137065

C2.11



Scale:

B.M. ELEVATION=993.95
T.N.F.H. CNR OF CARLSON AND LOR RAY DRIVE



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LANDSCAPE ARCHITECTS
1000 Summit Lake • Minneapolis • MN 55415
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CITY OF NORTH MANKATO

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CHARLES J. BRANDELL

DATE: 05-14-13 U.C. NO.: 43328

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DATE:

U.C. NO.:

PROJECT

CASWELL PARK NORTH
SOCCER COMPLEX

2013 IMPROVEMENTS

NORTH MANKATO MINNESOTA

MARK DATE DESCRIPTION

PROJECT NO. 05-11741

DATE FILED 04/11/2013

DESIGNED BY CJB

DRAWN BY CJB

REVIEWED BY CJB

ISSUE DATE 05-14-13

CLIENT PROJECT NO.



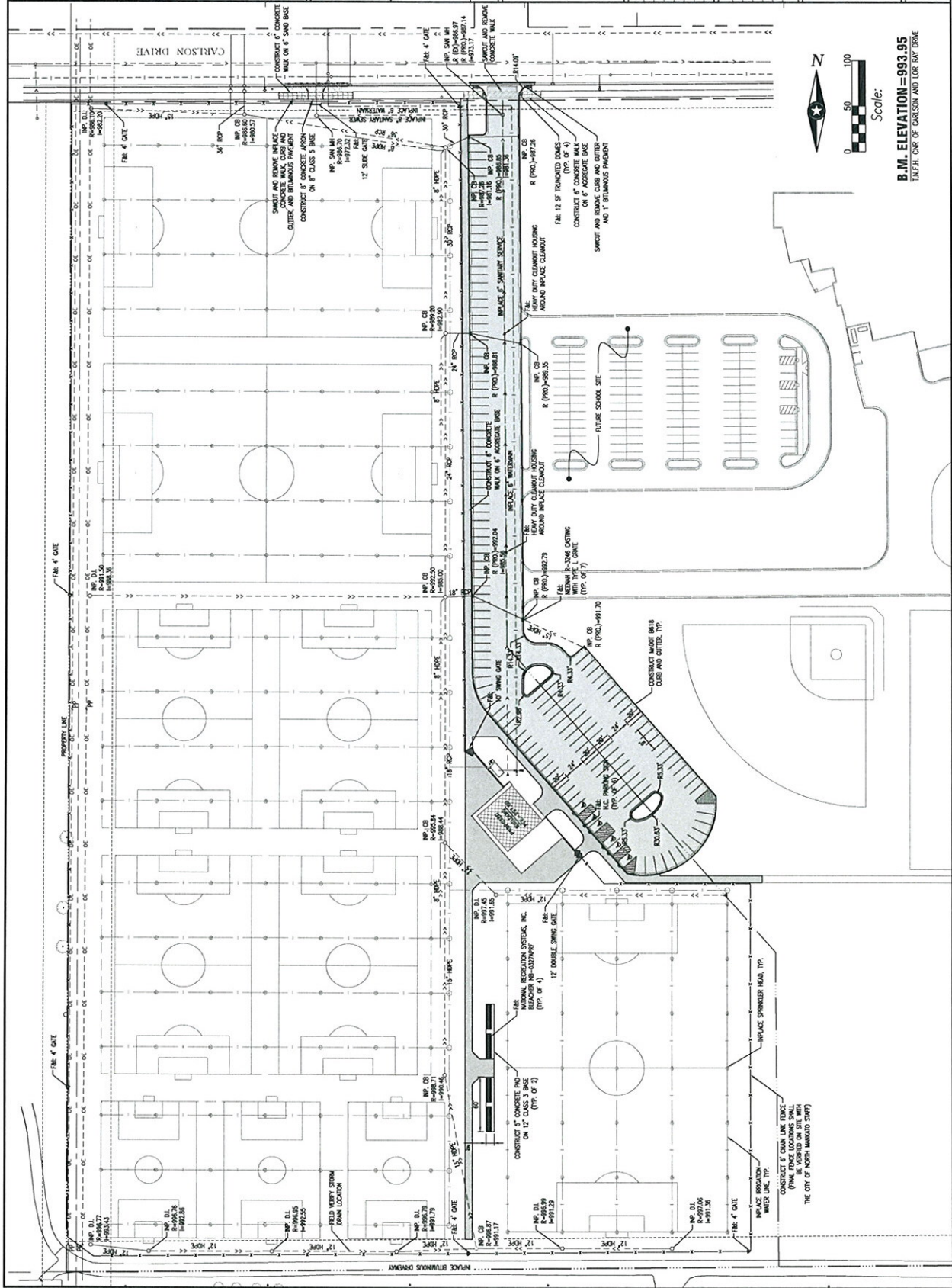
Scale:

B.M. ELEVATION = 993.95
TAXES, ONE OF CARLSON AND LOR RAY DRIVE

SITE PAVING PLAN

C2.12

SHEET





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North Mankato, MN 56001
Phone: 507.635.1234
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I HEREBY CERTIFY THAT THIS DOCUMENT WAS
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AND THAT I AM A QUALIFIED PROFESSIONAL
ENGINEER LICENSED UNDER THE LAWS OF THE STATE OF
MINNESOTA.
CHARLES J. BRANDEL

DATE: 05-14-13 UC NO.: 43359

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DATE: UC NO.

PROJECT

CASWELL PARK NORTH
SOCCER COMPLEX

2013 IMPROVEMENTS

NORTH MANKATO MINNESOTA

MARK DATE DESCRIPTION

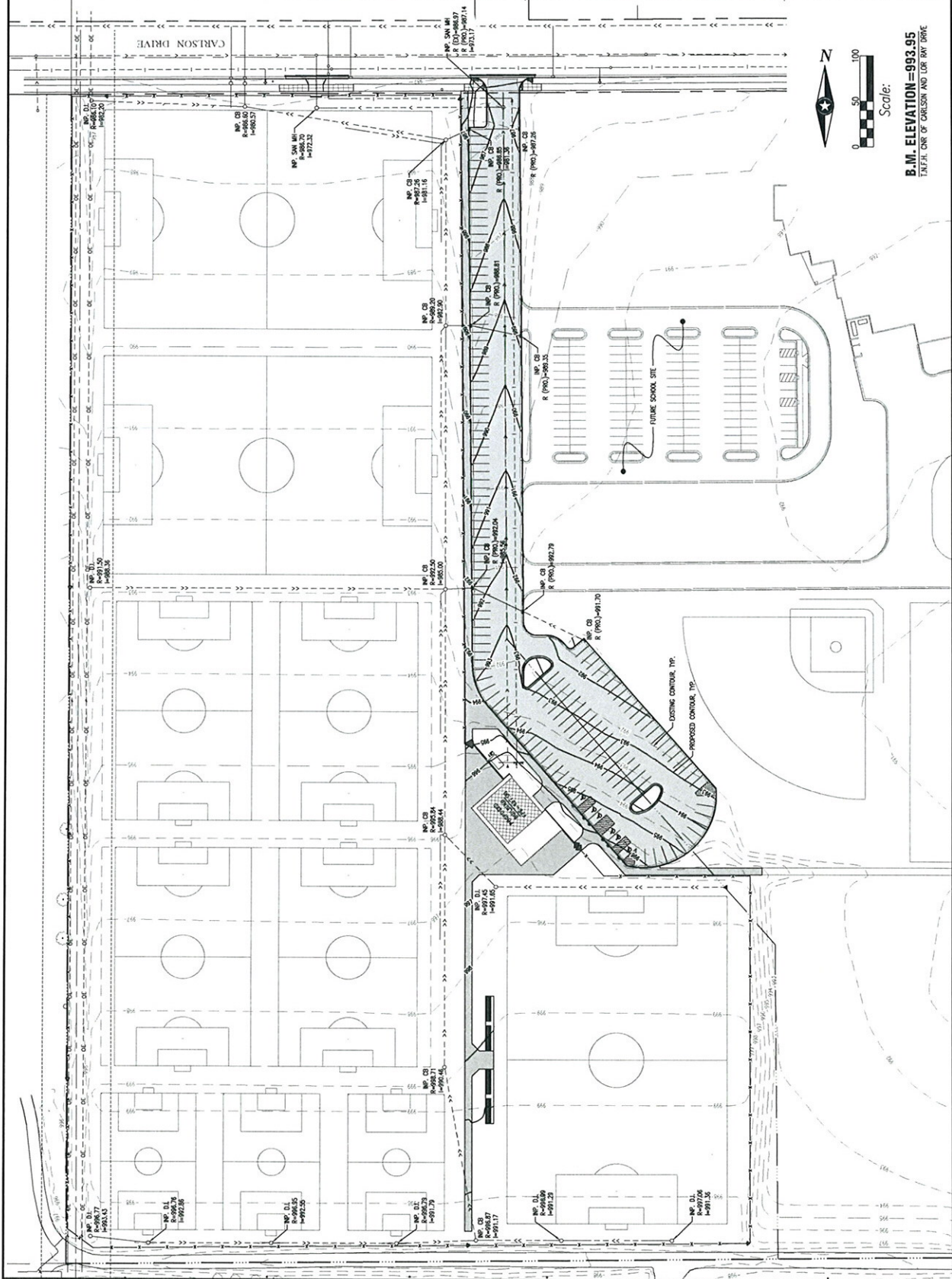
PROJECT NO.: 05-1741
LAD FILE NAME: 1741 SITE 2013
LAD FILE NO.: 1741
DRAWN BY: BOB
REVIEWED BY: C.B.
ISSUE DATE: 05-14-13
CLIENT PROJECT NO.

TITLE

OVERALL GRADING PLAN

SHEET

C3.11



B.M. ELEVATION = 993.95
TIE IN ONE OF CARLSON AND LOR RAY DRIVE



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DATE: 05-15-13 UIC NO.: 43529
PROJECT: CASWELL PARK NORTH
SOCER COMPLEX
2013 IMPROVEMENTS

DATE: UIC NO.:
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PROJECT

CASWELL PARK NORTH
SOCER COMPLEX
2013 IMPROVEMENTS

NORTH MANKATO MINNESOTA

MARK DATE DESCRIPTION

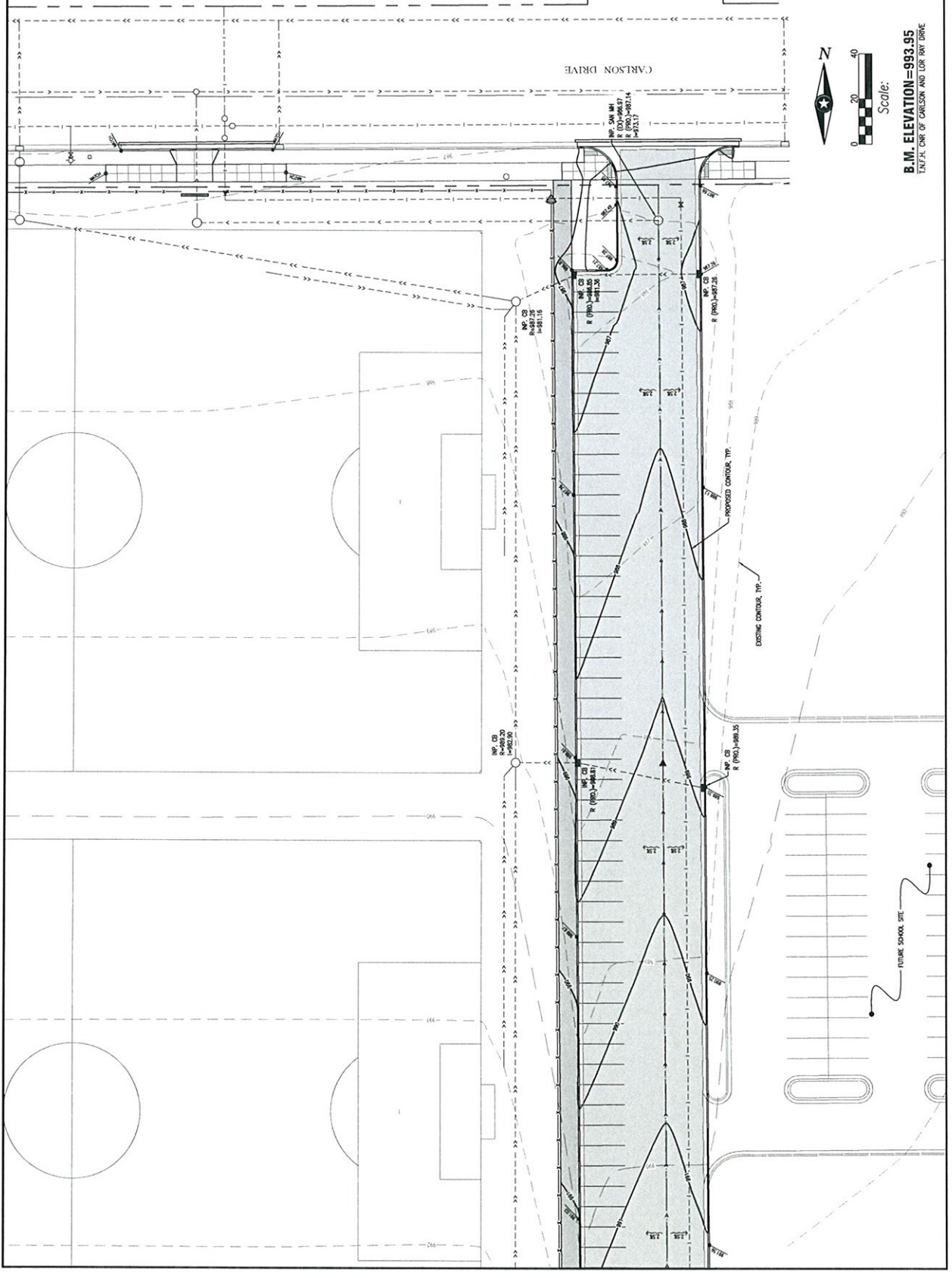
PROJECT NO. 06-1741
DATE: 05-15-13
DRAWN BY: BBT
CHECKED BY: CAB
ISSUED DATE: 05-15-13
CLIENT PROJECT NO.

TITLE

DETAILED
GRADING PLAN

C3.12

SHEET





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DATE: 05-14-13 UC NO: 43329
PROJECT: CASWELL PARK NORTH SOCCER COMPLEX
2013 IMPROVEMENTS

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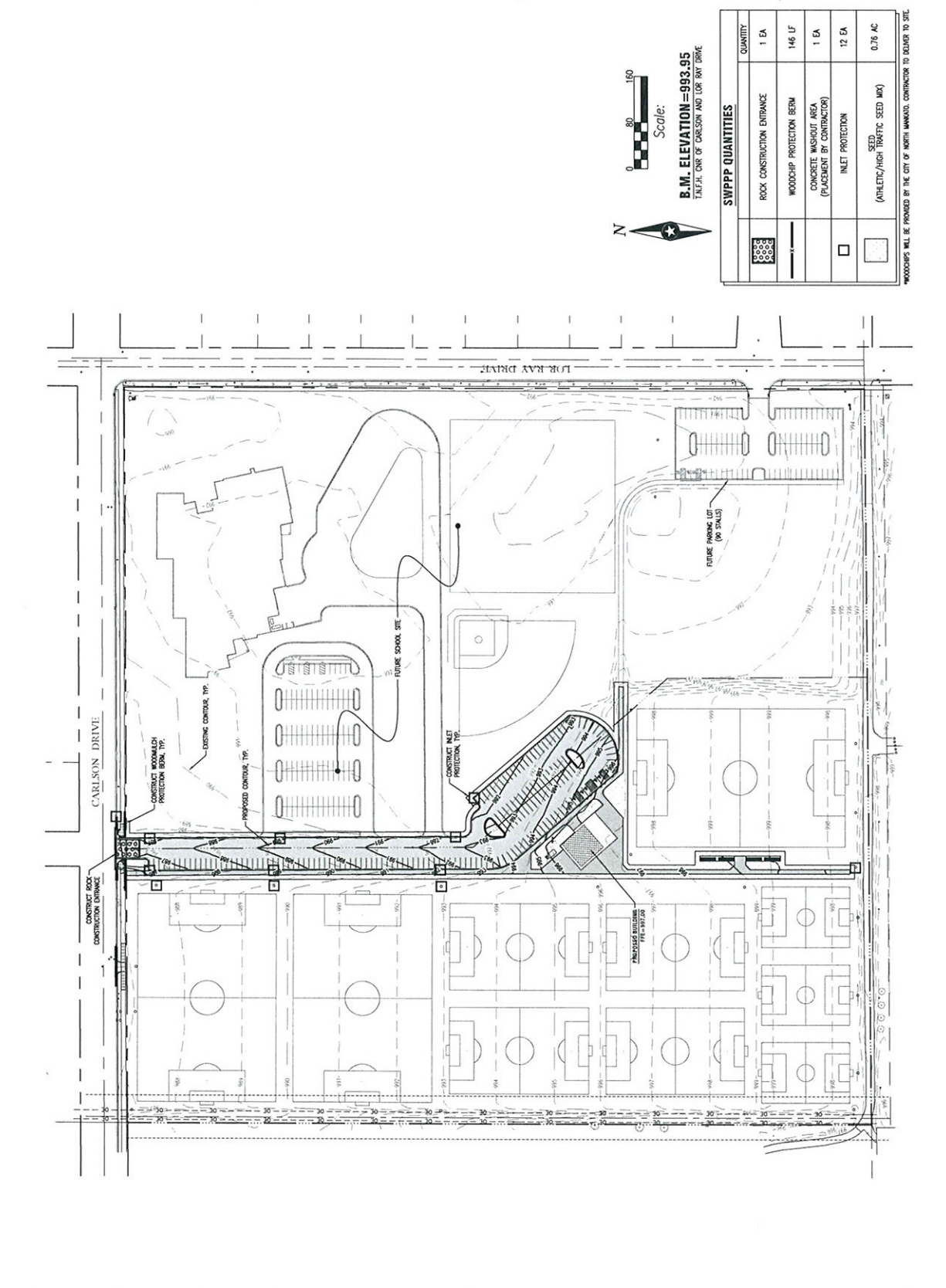
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2013 IMPROVEMENTS



Scale:
B.M. ELEVATION = 993.95
TAKEN ON OF CARLSON AND LOR RAY DRIVE

SWPPP QUANTITIES	
ITEM	QUANTITY
ROCK CONSTRUCTION ENTRANCE	1 EA
WOODCHIP PROTECTION BERM	146 LF
CONCRETE WASHOUT AREA (PLACEMENT BY CONTRACTOR)	1 EA
INLET PROTECTION	12 EA
SEED (ATHLETIC/HIGH TRAFFIC SEED MIX)	0.76 AC

*WOODCHIPS WILL BE PROVIDED BY THE CITY OF NORTH MANKATO. CONSTRUCTOR TO ORDER TO SPEC.

C4.11

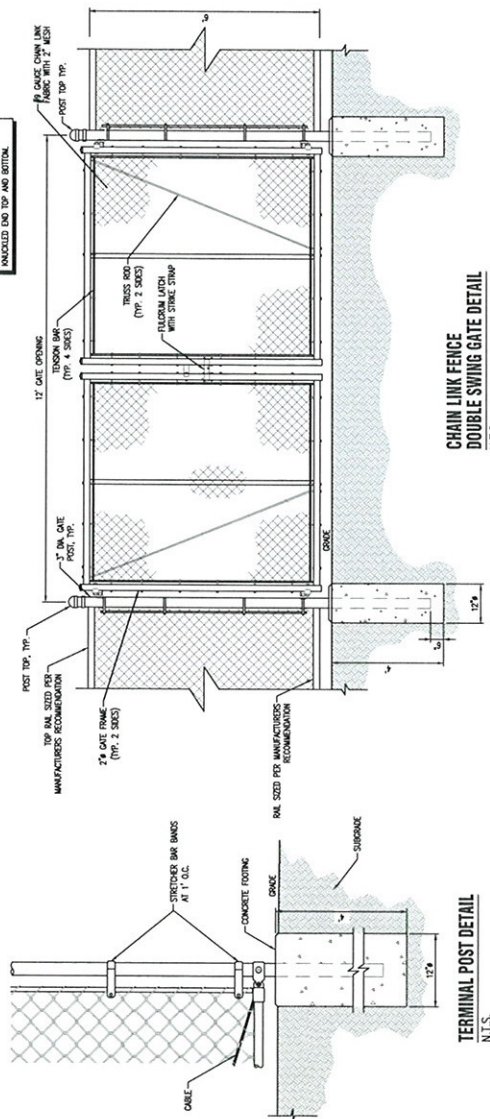
SHEET



The storm water permit further defines final stabilization and its requirements.

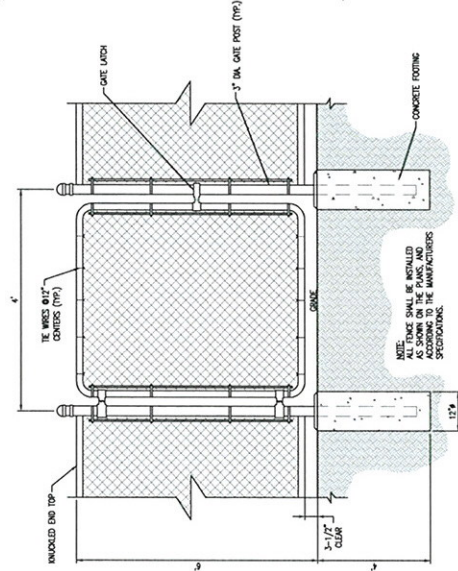
Perimeter control shall be installed along the back of curb immediately following curb installation at all locations with positive drainage to parking lot and/or streets, and shall remain until stabilization is achieved. This shall be accomplished through the use of all fence, borolets, Rock logs, or other methods approved by the engineer.

NOTES:
1. ALL FENCE SHALL BE INSTALLED AS SHOWN AND SHALL CONFORM TO ALL MANUFACTURER'S SPECIFICATIONS.
2. ALL FENCING SHALL HAVE A KNUCKLED END TOP AND BOTTOM.

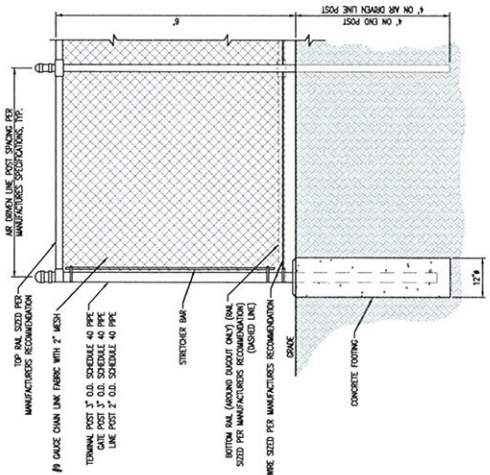


**CHAIN LINK FENCE
DOUBLE SWING GATE DETAIL**
N.T.S.

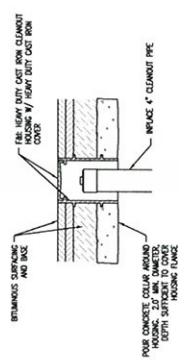
TERMINAL POST DETAIL
N.T.S.



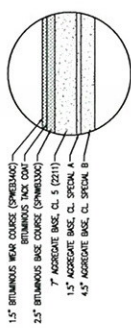
CHAIN LINK FENCE GATE DETAIL
N.T.S.



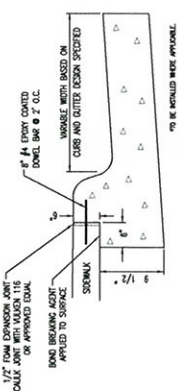
CHAIN LINK FENCE DETAIL
N.T.S.



HEAVY DUTY SANITARY CLEANOUT HOUSING
N.T.S.

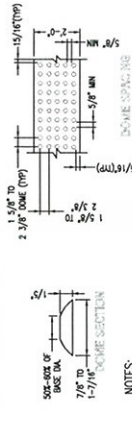


PAVEMENT SECTION
N.T.S.



BS-18 CURB AND GUTTER
N.T.S.

NOTES:
1. DOME TYPE POSTS/STAMP RINGS SHALL MEET MANUFACTURER'S REQUIREMENTS.



NOTES:
1. 6" TO 8" IS THE REQUIRED OFFSET OF THE DETECTABLE WARNING/TRUNCATED DOME AREA FROM THE FRONT FACE OF CURB.
2. ADA REQUIRED TRUNCATED DOME AREA SHALL BE 2'-0" MIN. IN DIRECTION OF TRAVEL AND SHALL EXTEND THE FULL WIDTH OF THE TRUNCATED DOME AREA. THE TRUNCATED DOME AREA SHALL BE A LIGHT COLOR (LIGHT GRAY, WHITE, OR YELLOW) WHEN THE ADJACENT SIDEWALK IS A DARK COLOR. THE ENTIRE TRUNCATED DOME AREA SHALL BE A DARK COLOR (BLACK, DARK GRAY, OR BRIGHT YELLOW) WHEN THE ADJACENT SIDEWALK IS A WHITE OR LIGHT GRAY COLOR.

TRUNCATED DOME DETAIL
N.T.S.

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND AUTHORIZING ADVERTISEMENT FOR BIDS
FOR PORTIONS OF PROJECT NO. 13-05
CASWELL NORTH SOCCER FIELDS, PHASE 2

WHEREAS, pursuant to resolution of the Council, the I & S Group has prepared plans and specifications concerning Project No. 13-05, Caswell North Soccer Fields; and

WHEREAS, the said plans and specifications have been submitted to the Council for approval;

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

- 1) Said plans and specifications are hereby approved.
- 2) Portions of the project to include the parking lot and fencing will be considered for construction in 2013.
- 4) The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids for portions of the improvement under such approved plans and specifications. The advertisement shall be published for 3 weeks, shall specify the work to be done, shall state that bids will be opened at 11:00 a.m. on June 21, 2013, in the Council Chambers of the Municipal Building, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk. The City Council will consider award of the bid at their Council meeting on Monday, July 1, 2013.

Adopted by the City Council this 20th day of May 2013.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 11E	Department: City Admin.	Council Meeting Date: 05/20/13																																																					
TITLE OF ISSUE: Consider Res. Awarding Bid for Project No. 07-02B, Water Tower No. 2 Interior Recoating																																																							
BACKGROUND AND SUPPLEMENTAL INFORMATION: Staff received bids for the interior recoating of Water Tower No. 2 on Wednesday, May 15th. Maguire Iron, Inc was the low bid with a spring 2014 service date of \$149,840. This amount is significantly below engineer's estimate and also less than if the work was being performed this fall. Staff recommends awarding the bid and funds for the project will be budgeted for in the 2014 budget.																																																							
<i>If additional space is required, attach a separate sheet</i>																																																							
REQUESTED COUNCIL ACTION:																																																							
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%;">Aye</td> <td style="width: 10%;">Nay</td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Norland</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Spears</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Freyberg</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Steiner</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>Dehen</td> </tr> </table>	Vote Record:	Aye	Nay			_____	_____	Norland		_____	_____	Spears		_____	_____	Freyberg		_____	_____	Steiner		_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Resolution</td> <td style="width: 20%;">Ordinance</td> <td style="width: 20%;">Contract</td> <td style="width: 20%;">Minutes</td> <td style="width: 20%;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> X</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">Other (specify) _____</td> <td colspan="3">Bid Tabulation _____</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 checked="" type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____		Bid Tabulation _____			_____					_____					_____				
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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: _____																																																						

RESOLUTION NO.

RESOLUTION AWARDDING BID FOR
PROJECT NO. 07-02B, WATER TOWER NO. 2
INTERIOR RECOATING

WHEREAS, pursuant to an advertisement for bids concerning Project No. 07-02 for the interior recoating of Water Tower No. 2, six (6) bids were received, opened, and tabulated according to law. The bids which were received and which complied with the advertisement are attached hereto as Exhibit A and are incorporated herein by reference; and

WHEREAS, bids were taken for both a fall 2013 completion date and a spring 2014 completion date of the project; and

WHEREAS, it appears that Maguire Iron, Inc. is the lowest responsible bidder for both the fall and spring completion dates of the project; and

WHEREAS, it appears completing the project in the spring of 2014 would result in a savings of \$20,000 over a fall completion of the project;

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with such lowest responsible bidder in the name of the City of North Mankato, for such improvement according to the plans and specifications approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed. Once the contract has been signed by the successful bidder, then the deposit of the next lowest bidder shall be returned.

Adopted by the City Council this 20th day of May 2013.

Mayor

Attest:

City Clerk

BID TABULATION

Tower No. 2 Recoating
City of North Mankato
 BMI Project No. M19.106143
 QuestCDN Project No. 2629210

Engineer's Estimate: \$275,000

Bids Taken: Wednesday, May 15, 2013
 Time: 11:00 a.m.

Addendum(s): #1-5/10/2013

BIDDERS		AMOUNT BID	BID BOND	ADDEND.(S)
		A - 10/13/13 Completion B - 05/30/14 Completion	X	X
1	Central Tank Coatings, Inc. Elgin, IA	-	-	-
2	Champion Coatings Savage, MN	A - \$194,000.00 B - \$198,000.00	X	X
3	Classic Protective Coatings, Inc. Menomonie, WI	A - \$374,480.00 B - \$384,480.00	X	X
4	M.K. Painting, Inc. Wyandotte, MI	A - \$198,000.00 B - \$205,000.00	X	X
5	Maguire Iron, Inc. Sioux Falls, SD	A - \$169,840.00 B - \$149,840.00	X	X
6	Odland Protective Coatings, Inc. Rockford, MN	-	-	-
7	TMI Coatings, Inc. St. Paul, MN	A - \$272,600.00 B - \$292,600.00	X	X
8	Tri-State Coatings Wadena, MN	A - \$190,000.00 B - No Bid	X	X
9				
10				
11				
12				
13				
14				
15				
16				

Bolton & Menk, Inc.
CONSULTING ENGINEERS & SURVEYORS

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