

## **COUNCIL MINUTES November 4, 2013**

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Council Chambers of the Municipal Building on November 4, 2013. Mayor Dehen called the meeting to order at 7 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for the meeting, Mayor Dehen, Council Members Steiner, Norland, Freyberg and Spears, Administrator Harrenstein, Finance Director Thorne, Attorney Kennedy and City Clerk Gehrke. Absent: Planner Fischer.

### **Approval of Agenda**

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

### **Approval of Minutes**

**Council Member Spears moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of October 21, 2013, as amended. Vote on the motion: Steiner, Norland, Freyberg, Spears and Dehen, aye; no nays. Motion carried.**

### **Consent Agenda**

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

1. Bills and Appropriations.
2. Res. No. 70-13 Approving Donations/Contributions/Grants.
3. Res. No. 71-13 Approving Consent Assessment for 548 McKinley Avenue.
4. Charitable Gambling Fund Distribution.

Finance Director Thorne responded to questions regarding Bills and Appropriations relating to Caswell North Soccer Field lighting. Mayor Dehen requested Pedal Past Poverty be added to the Charitable Gambling Fund Distribution list at the same level as 2012.

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

### **Public Comments**

#### **Barb Church, 102 E. Wheeler Avenue**

Barb Church, 102 E. Wheeler Avenue, appeared before the Council and asked how the payments for Project No. 10-01ABCDEF were going to be made considering the deferred assessments. Finance Director Thorne reported this project was bonded for and payments would be made from the bond proceeds. When the deferred assessments are collected, they will be paid into the bond fund. Ms. Church also referenced an article she read in the *Free Press* regarding recycling and asked if the City has went to single-stream recycling. Administrator Harrenstein reported that the provider has taken all recyclables whether sorted or commingled. He also noted that studies have shown that more items are recycled when single-stream recycling is in place. For those reasons, he stated that residents are allowed to commingle their recyclables and they will be picked up at the curb.

### **Business Items**

#### **Re-set Public Hearing for Dangerous Dog Citation for November 18, 2013 at 6:30 p.m.**

Attorney Kennedy reported that late this afternoon an agreement was reached with counsel and the dog owner regarding the dangerous dog citation and that it is not necessary to hold a hearing. He

**COUNCIL MINUTES November 4, 2013**

stated that a letter will be forthcoming to the Council outlining the terms of the agreement.

**City Administrator and Staff Comments****City Clerk**

City Clerk Gehrke congratulated Deputy Clerk Lynette Peterson on her new position at Nicollet County. Lynette's leaving is a great loss for the City of North Mankato and she will be missed by her co-workers and members of the community. She thanked Lynette for the 14-1/2 years she dedicated to making the City of North Mankato a better place to live and work.

**Report from Mayor****Council Member Freyberg**

Council Member Freyberg reported he received the third study from All Seasons Arena (ASA). The study will be discussed at the upcoming Intergovernmental Committee meeting and then will be brought back to the governing bodies. The ASA Board will be meeting within the next couple of weeks to accept the study. Copies should be available shortly for Blue Earth County, Mankato and North Mankato. He expects the governing bodies have the wherewithal to do the financial feasibility study.

Council Member Freyberg also congratulated Lynette Peterson on her new position at Nicollet County.

Council Member Freyberg asked if the Request for Proposals (RFP) has been completed for professional realty services to market property the Port Authority has available for sale. Administrator Harrenstein reported work on this item has not begun.

**Council Member Spears**

Council Member Spears asked when the dip in the 400 Block of Belgrade Avenue will be repaired. Administrator Harrenstein reported that a letter has been sent to Mr. Brunton and repairs should be completed in the near future.

**Council Member Norland**

Council Member Norland reported Region 9 is offering GIS to the City and it would be free of charge.

Council Member Norland also thanked the donors who contributed money for the North Mankato Taylor Library.

**Council Member Steiner**

Council Member Steiner thanked Lynette Peterson for everything she has done for the City, Caswell Park and Civic & Commerce. He wished her good luck in her new position at Nicollet County.

**Mayor****Coffee with the Council**

The Mayor reported Coffee with the Council will be at 10 a.m. on Saturday, November 9, 2013 at Roadhouse 169, 1006 N. River Drive.

The Mayor congratulated Lynette Peterson on her new position at Nicollet County and extended his appreciation for her years of service with the City.

**COUNCIL MINUTES November 4, 2013****Public Comments****Phil Henry, 1300 Noretta Drive**

Phil Henry, 1300 Noretta Drive, appeared before the Council and stated he would like to see the interest rate lowered for assessments such as the 548 McKinley Avenue assessment on tonight's agenda.

There being no further business, the meeting was adjourned at 7:20 p.m.

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Mayor

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City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item #7	Department: City Planner	Council Meeting Date: 11/18/13
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**TITLE OF ISSUE: Public Hearing to Consider Amendment to 2012-2013 HUD Action Plan**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** In May of 2012, the 2012-2013 HUD Action Plan was approved by the City Council and HUD. The Plan allocated CDBG funds in the amount of \$95,000 to relocate the home addressed as 238 Nicollet Avenue to Christensen Street and rehabilitate it. The Nicollet lot would then be used for downtown parking purposes. Over the past year, staff has been working with the owner of 238 Nicollet in preparation of an agreement to use CDBG funds to relocate and rehabilitate the home. However, the owner has not shown enough recent interest in the project. Due to the fact the owner has shown limited interest in the project and that HUD requires the timely use of CDBG funds, staff believes it is in the best interest of the CDBG program to use funds for a different project. Specifically, staff has been approached by the owners of 710 Range Street regarding the purchase of their home. The home is next to a lot previously purchased with CDBG funds. Due to the poor condition of the home, it would be demolished and replaced with a new single-family dwelling. Due to the use of CDBG funds at both properties, any new home owners would need to be income eligible. Staff has talked with Habitat for Humanity who has expressed interest in constructing a new home on the property.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION: Consider Amendment to 2012-2013 HUD Action Plan**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

	Aye	Nay	
_____	_____	_____	Norland
_____	_____	_____	Spears
_____	_____	_____	Freyberg
_____	_____	_____	Steiner
_____	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		Notice of Public Hearing, 2012-2013 HUD Action Plan		
_____				
_____				

<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: _____



November 4, 2013  
**NOTICE OF PUBLIC HEARING  
 TO AMEND THE 2012-2013  
 HUD AUCTION PLAN**  
**CITY OF NORTH MANKATO**  
 NOTICE IS HEREBY GIVEN that  
 the City Council of the City of  
 North Mankato will meet in the  
 Council Chambers of the  
 Municipal Building, 1001 Belgrade  
 Avenue, North Mankato,  
 Minnesota, at 7 p.m. on the 18th  
 day of November, 2013, to hold a  
 public hearing to amend the 2012-  
 2013 HUD Action Plan.  
 Such persons as desire to be heard  
 with reference to this issue should  
 appear at this meeting.  
 Dated this 4th day of November,  
 2013.  
 Nancy Gehrke, CMC  
 City Clerk  
 City of North Mankato,  
 Minnesota

# AFFIDAVIT OF PUBLICATION

**State of Minnesota, ss.**  
**County of Blue Earth**

*James P. Santori, being duly sworn, on oath says that he is the publisher or authorized agent and employee of the publisher of the newspaper known as The Free Press and The Land, and has full knowledge of the facts which are stated below:*

*(A) The newspaper has complied with all of the requirements constituting qualification as a legal newspaper, as provided by Minnesota Statute 331.02, 331.06, and other applicable laws, as amended.*

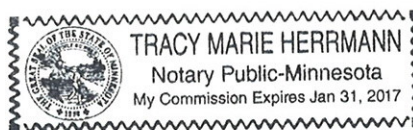
*(B) The printed \_\_\_\_\_ Notice \_\_\_\_\_*

*\_\_\_\_\_ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Monday, the 4 day of November, 2013, and was thereafter printed and published on every Monday to and including Monday, the 4 day of November, 2013; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:*

abcdefghijklmnopqrstuvwxyz  
 By: *James P. Santori*  
 Publisher

*Subscribed and sworn to before me on this 4 day of November, 2013.*

*Tracy Marie Herrmann*  
 Notary Public



# City of North Mankato



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## *Community Development Block Grant Program Action Plan 2012-2013*

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*Submitted to the Department of Housing and Urban Development (HUD)  
May 7<sup>th</sup>, 2012  
Amended November 18, 2013*

# Table of Contents

## Community Development Block Grant (CDBG) Program

I.	Executive Summary.....	4
II.	Citizen Participation.....	4
III.	Resources.....	5
IV.	Annual Objectives.....	6
V.	Description of Activities.....	8
VI.	Geographic Distribution/Allocation of Resources.....	11
VII.	Annual Affordable Housing Goals.....	11
VIII.	Barriers to Affordable Housing.....	12
IX.	Public Housing.....	12
X.	Homeless and Special Needs.....	12
XI.	Other Actions.....	12
XII.	Monitoring.....	13

**Funding Sources  
CDBG Final Statement**

July 1, 2012 – June 30, 2013  
City of North Mankato

2012 CDBG Allocation

\$58,591



## **I. Executive Summary**

The City of North Mankato's 2012 Action Plan is in the third year investment plan of the 2010-2014 Consolidated Plan. The Five-Year Consolidated Plan outlines community development issues, partnerships and strategies to meet the needs of its citizens, principally those having low or moderate incomes.

The 2012 Action Plan outlines how the City plans to use CDBG resources in compliance with HUD regulations.

The City of North Mankato will utilize Community Development Block Grant (CDBG) funds to achieve goals identified in the Consolidated Plan. During the development of the consolidated plan the City of North Mankato conducted extensive community research, analyzed community input, and used these to assess community needs through specific objectives, strategies, and goals. Based on these findings, the City will utilize entitlement funds to address these community needs. The City of North Mankato has one potential objective for the FY 2012 Action Plan.

In this Action Plan, the City has created performance measures to ensure that the goals are achieved for this program year, as well as for the five-year plan, and that the funds are utilized properly. ~~The planned activity would be located in a targeted redevelopment area and have future benefit to low- and moderate-income persons.~~

In its first year of receiving CDBG Entitlement Funds, in the FY 2010 program year, one grant was allocated to provide homeownership assistance. In the FY 2011 program year, funds were used to acquire a vacant lot and to acquire a residential dwelling for demolition.

## **II. Citizen Participation**

Citizen participation and consultation with local organizations is an important aspect in developing effective community plans. The Action Plan, as well as all other CDBG documents, follows the Citizen Participation Plan which lays out in detail the efforts to incorporate and broaden citizen participation.

As part of the 2012-2013 Action Plan, on March 20, 2012 the City published the Notice of Public Hearing for a public hearing to be held on April 2, 2012. After the public hearing, a thirty (30) day comment period was available. Copies of the 2012 Action Plan were available at the North Mankato Municipal Building and the North Mankato Taylor Library.

At the public hearing on April 2, 2012, North Mankato City staff presented two proposed projects to be funded with CDBG funds in 2012-2013. With the limited CDBG funds available, staff indicated that the Council should give approval to one of the projects. As there was citizen and City Council concern for the use of CDBG funds for rental income property, the City Council requested that CDBG funds should also be made available to owners of owner-occupied single-family homes for rehabilitation purposes. As a result, the 2012-2013 Action Plan originally included the following projects and funding sources:

1. Move home at 238 Nicollet Avenue to 202 Christensen Street including rehabilitation - \$95,000.
2. Rental rehabilitation project for second story rental units within the 200 and 300 Block of Belgrade Avenue - \$50,000 (funds from program income).
3. Rehabilitation for single-family owner-occupied housing City-wide - \$50,000 (funds from program income).

After submittal of the 2012 Action Plan to HUD, it was determined that program income funds could not be used for housing rehabilitation projects. As a result, the housing rehabilitation projects as proposed have been eliminated for 2012-2013.

Due to the fact that the City has not been able to come to terms with the owner of 238 Nicollet Avenue, in order to expend CDBG funds in a timely manner, that project will not be implemented. Instead, the City would acquire a home addressed as 710 Range Street. This property is next to property previously acquired with CDBG funds. Using CDBG funds, the home at 710 Range would be purchased and demolished. The City would then work with agencies or developers who specialize in creating affordable housing opportunities for income-qualified persons.

As part of the amendment to this Plan, a public hearing was held on November 18, 2013.

### III. Resources

The HUD Federal Resources available for projects and programs identified in the 2012 Action Plan is \$58,591. An additional \$46,714 of unused CDBG funds originally allocated in 2010 and 2011 will be used in 2012 as well. Specifically, in the 2010 and 2011 Action Plans, funding in the amount of \$46,714 was allocated for the demolition or rehabilitation of a commercial business addressed as 238 Belgrade Avenue. Due to the fact that the new owner of 238 Belgrade Avenue has declined the funds, these funds will be used within 2012. The reallocation of program funds from 2010 and 2011 for utilization in 2012 will be an amendment within the 2012 Action Plan. The City does have program income in the amount of \$222,530 from previously funded State or Federal projects and originally proposed to use \$100,000 toward rental and owner-occupied housing rehabilitation. However, program income funds cannot be used for this purpose. The following is the proposed use of CBDG funds in 2012-2013:

2012 CBDG Grant =	\$58,596
Unused CDBG =	\$41,714
	\$100,305

The City has no involvement in Section 108 loan guarantees, surplus funds from any other activities, grants returned to the line of credit, or income from float-funded activities. The City also does not expect to receive any state, federal or local resources to implement the plan. The City does not receive any Section 8, Low-Income Housing Tax Credits, or McKinney-Vento Homeless Assistance Act funds.

#### IV. Annual Objectives

Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.

<input checked="" type="checkbox"/>	<b>Objective Category: Decent Housing</b>	<input checked="" type="checkbox"/>	<b>Objective Category: Expanded Economic Opportunities</b>	<input type="checkbox"/>	<b>Objective Category: Expanded Economic Opportunities</b>
	Which Includes:		Which Includes:		Which Includes:
<input type="checkbox"/>	assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/>	improving the safety and livability of neighborhoods	<input type="checkbox"/>	job creation and retention
<input type="checkbox"/>	assisting persons at risk of becoming homeless	<input checked="" type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
<input type="checkbox"/>	retaining the affordable housing stock	<input type="checkbox"/>	increasing the access to quality public and private facilities	<input type="checkbox"/>	the provision of public services concerned with employment
<input type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/>	reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/ADOS) to live in dignity and independence	<input type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/>	availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community

**Table 3A**  
**Summary of Specific Annual Objectives**

*City of North Mankato 2012-2013 Action Plan North Mankato 2012-2013 Action Plan*

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Rental Housing Objectives</b>					
2A-2	Move & Rehabilitate 238 Nicollet Avenue Purchase and Demolish 710 Range Street	CDBG	Housing	1	1	DH-3
	<b>Owner Housing Objectives</b>					
	<b>Homeless Objectives</b>					
	<b>Special Needs Objectives</b>					
	<b>Community Development Objectives</b>					
	<b>Infrastructure Objectives</b>					
	<b>Public Facilities Objectives</b>					
	<b>Public Services Objectives</b>					
	<b>Economic Development Objectives</b>					
	<b>Other Objectives</b>					

\*Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

## V. Description of Activities

The following is a Consolidated Plan Project as proposed in the 2012-2013 program year with CDBG funding.

- Provide financial assistance to move and rehabilitate an existing rental home addressed as 238 Nicollet Avenue to another lot previously acquired using CDBG funds which is zoned residential.

The following is an amended project to fulfill the use of CDBG funds:

- Acquire and demolish a single-family dwelling adjacent to a lot acquired using CDBG funds. The re-use of the property will include the construction of a new single-family dwelling to benefit a LMI person or family.

The major obstacle to meeting underserved needs is the lack of funding. The City of North Mankato's community needs are greater than the projected funds available through the CDBG as well as other state, local, and private sources. Therefore, program income generated from past CDBG will be used. The goals and activities for the CDBG program should be able to be completed based upon the projected available funds.

Table 3C illustrates the activities the City will use its entitlement funds for. The table lists the activities and provides a description, the objective, the outcome, and amount of funding for each project. This provides an effective way for the community to review the projects and understand what the objectives and benefits are. In each project description there includes outcome measures for each activity.

**Table 3C  
Consolidated Plan Listing of Projects**

**Applicant's Name:** North Mankato, MN

**Priority Need:** Housing Rehabilitation

**Project Title:** 238 Nicollet Avenue Acquisition/demolition/redevelopment

**Project Description:**

~~CDBG funds will be used to relocate and rehabilitate a rental dwelling addressed as 238 Nicollet Avenue. The project involves moving the dwelling out of the Central Business District onto a lot zoned for residential purposes. Rehabilitation improvements would include, but not limited to a new foundation, plumbing, electric, windows, siding, garage and driveway. Funds would also be used for the dwelling relocation.~~

CDBG funds will be used to acquire and demolish a substandard single-family dwelling. In the near future, construction of a new single-family dwelling will occur on the property to benefit low- to moderate-income person or family.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location:** ~~238 Nicollet Avenue~~ 710 Range Street

<b>Specific Objective Number</b> 2A-2	<b>Project Id</b> N/A	<b>Funding Sources:</b>  CDBG.....\$95,000 \$80,000  ESG HOME HOPWA Total Formula Prior Years Funding Assisted Housing PHA Other Funding <b>Total.....\$95,000</b> <b>80,000</b>
<b>HUD Matrix Code</b> 14A <u>1</u>	<b>CDBG Citation</b> 570.202 (a)(1) 201(a)	
<b>Type of Recipient</b> LMI	<b>CDBG National Objective</b> LMH 570.208 (a)(1)	
<b>Start Date</b> <del>8/01/2012</del> <u>12/1/2013</u>	<b>Completion Date</b> <del>11/01/2012</del> <u>5/1/2014</u>	
<b>Performance Indicator</b> Housing	<b>Annual Units</b> 1	
<b>Local ID</b> N/A	<b>Units Upon Completion</b> 1	

The primary purpose of this project is to help:  The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs



## Consolidated Plan Listing of Projects

**Applicant's Name:** North Mankato, MN  
**Priority Need:** Program Administration  
**Project Title:** Program Administration

**Project Description:**

For FY 2012, \$5,305 will be used for the overall program administration for planned CDBG activities.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location:** Citywide

<b>Specific Objective Number</b>	<b>Project Id</b>	<b>Funding Sources:</b>
<b>HUD Matrix Code</b> 21-A	<b>CDBG Citation</b> 570.206(a)(1)	CDBG .....\$5,305 ESG
<b>Type of Recipient</b> Municipal Corporation	<b>CDBG National Objective</b>	HOME HOPWA
<b>Start Date</b> 07/01/2012	<b>Completion Date</b> 05/01/2014	Total Formula Prior Years Funding
<b>Performance Indicator</b>	<b>Annual Units</b>	Assisted Housing PHA
<b>Local ID</b>	<b>Units Upon Completion</b>	Other Funding <b>Total: ..... \$5,305</b>

The primary purpose of this project is to help:  The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

## VI. Geographic Distribution/Allocation Priorities

The potential project involving the rental dwelling relocation will be specific to 2 sites. The dwelling would be moved from the Central Business District to a vacant lot in a residential zoning district.

The potential project is in an area previously targeted by the City for redevelopment. In 2011, CDBG funds were used to acquire and demolish an adjacent home. The purchase of 710 Range would provide an opportunity to begin redevelopment in this area.

## VII. Annual Affordable Housing Goals

The proposed housing relocation and rehabilitation objective will preserve an affordable house and relocate it in a residential area.

The proposed project would remove a substandard home and provide the opportunity to construct a new single-family dwelling for LMI persons.

**Table 3B**  
**Annual Housing Completion Goals**

Grantee Name: City of North Mankato Program Year: FY 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### VIII. Barriers to Affordable Housing

The City of North Mankato does its best to create housing policies which do not negatively affect the development of privately funded affordable housing. Policies which can affect the affordability of housing include taxes, fees, utilities, land use and zoning, and building codes.

As mentioned in the Consolidated Plan, the City of North Mankato has experienced very little if any negative effects that policies can have on affordable housing. The City attempts to create flexibility under its zoning and land use controls to minimize negative effects and promote affordable housing.

During FY 2011, down payment assistance grants/deferred loans were made available which combats some of the upfront costs of homeownership which are a major barrier.

### IX. Public Housing

The FY 2012 Action Plan does not include public housing activities at this time. This is based upon the funding available and the identified need. No public housing will be created through the 5 years of this plan either. Once again, this is largely due to the lack of funding available.

### X. Homeless and Special Needs

The FY 2012 Action Plan does not include homeless and/or special needs activities at this time. This is based upon the funding available and the identified need. The identified need is such that no action is necessary.

## **XI. Other Actions**

In the next year, the City will try to address the obstacles to meeting underserved needs. The two obstacles are the lack of funds and available data. The City will research other funding sources in order to compliment the CDBG funds. The City will work with local area service providers as well and other outside organizations in attempts to enhance coordination, citizen participation, and create a better database for future plans and projects. The City will also coordinate its housing strategy with local and regional transportation planning strategies to ensure adequate transportation services will be available for the residents of affordable housing projects.

In an attempt to increase awareness of fair housing issues, the City will continue to distribute and make available various types of literature at public buildings free-of-charge. Additionally, the City will partner with the City of Mankato to provide a one-day fair housing training opportunity for interested persons during 2012.

## **XII. Monitoring**

As stated in the Consolidated Plan, recipients of Community Development Block Grant (CDBG) funds will be required to complete an agreement with the City of North Mankato. This agreement outlines the amount of funding received, the guidelines and timeliness requirements necessary for use of the funds, and the process for review and monitoring. Each payment request will be reviewed individually as the recipient submits for payment.

The Community Development and Finance Departments of the City of North Mankato are responsible for monitoring all recipients of CDBG funding. Monitoring includes annual record keeping, program income, fair housing standards, labor standards, and ensuring HUD's National objectives are met (benefiting low- and moderate-income persons, aiding the prevention or elimination of slums and blight, or meeting community development needs having particular urgency because existing conditions pose a serious and immediate threat). When applicable, the City will conduct on-site inspections during the program year for any third-party development. For public improvement projects, the City will monitor bonding, insurance, and related requirements. All projects will be evaluated with the City's Consolidated Plan to ensure compliance with the goals and strategies identified. Each contract will allow for on-site inspections to ensure long-term regulations and housing codes are being met.

~~The City of North Mankato will have an annual independent audit completed as required by HUD. There will be an annual public hearing reviewing activities and accomplishments from the previous year (CAPER).~~

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED May 7, 2012	Applicant Identifier
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICATION INFORMATION			
Legal Name: City of North Mankato		Organizational Unit: Department: Community Development Department	
Organizational DUNS: 057156549		Division: N/A	
Address: Street: 1001 Belgrade Ave P.O. Box 2055		Name and telephone number of person to be contacted on matters involving this application (give area Code)	
City: North Mankato		Prefix: Mr.	First Name: Wendell
County: Nicollet County		Middle Name:	
State: Minnesota		Last Name: Sande	
Zip Code: 56002	Suffix:		
Country: USA		Email: wsande@northmankato.com	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 41 --- 6005423		Phone Number (give area code) 507-625-4141	Fax Number (give area code) 507-625-4151
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See Back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. Type of Applicant: (See back of form for Application Types) C - Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14 --- 218		9. Name of Federal Agency: HUD	
TITLE (Name of Program): Community Development Block Grant (CDBG)		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Rental rehabilitation -- 238 Nicollet Avenue	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of North Mankato		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 1 b. Project 1	
13. PROPOSED PROJECT Start Date: 7/01/12 Ending Date: 6/30/2013		16. IS THE APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
15. ESTIMATED FUNDING: \$58,591		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
a. Federal	\$58,591		
b. Applicant	\$		
c. State	\$		
d. Local	\$		
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$58,591		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENTATION HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Wendell	Middle Name	
Last Name Sande			Suffix
b. Title City Administrator			c. Telephone Number (give area code) 507-625-4141
d. Signature of Authorized Representative			e. Date Signed

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Author Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)  
Prescribed by OMB Circular A-102

CLAIM REPORT  
FOR REGULAR COUNCIL MEETING OF NOVEMBER 18, 2013

76259	Benco Electric Cooperative	electric bill-All Depts.	\$27,292.13
76260	Lloyd Lumber	equipment parts, rental & supplies-All Depts.	\$772.08
76261	PowerPlan	equipment parts-Street Dept.	\$98.91
76262	Rainbow Country Experience	special program-Library	\$550.00
76263	Verizon Wireless	cell phone & internet bill-All Depts.	\$234.02
76264	WW Blacktopping	Estimate #3 Caswell North Soccer Fields	\$158,046.75
76265	WW Blacktopping	Estimate #3 2013 Wear Course Improvements	\$48,368.54
76266	Charter Communications	high speed data service-Pol, Fire, Contingency & P/A	\$463.96
76267	Hiniker Sawmill	equipment parts-Street Dept.	\$384.75
76268	MCFOA	application for certification fee City Clerk-Admin	\$35.00
76269	Minnesota Department of Public Safety	license tags for dangerous dogs-Admin	\$18.00
76270	Cardmember Service	charge card items-All Depts	\$10,426.26
76271	HickoryTech	telephone & internet bill-All Depts.	\$3,503.16
76272	Richard Alan Productions	special program-Library	\$650.00
76273	ICMA Retirement Trust - 457	employee payroll deductions	\$3,118.85
76274	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$660.00
76275	Law Enforcement Labor Service	employee payroll deductions	\$450.00
76276	NCPERS Minnesota-Unit 662400	employee payroll deductions	\$176.00
76277	United Way	employee payroll deductions	\$205.97
	A-1 Key City Locksmiths, Inc.	lock repairs-Street & Shop	\$685.97
	AT & T Mobility	cell phone bill-Bookmobile	\$24.74
	Affordable Towing of Mankato, Inc.	professional service-Street Dept.	\$35.00
	Albright, James	lawn maintenance-Public Access	\$64.13
	All American Towing	relocate vehicle-Comm Dev	\$41.88
	Ameripride Services	mats, uniform & towel service-Street, Shop & Library	\$520.16
	Applied Concepts, Inc.	equipment parts-Police Dept.	\$127.18
	Arnold's of North Mankato	equipment parts-Street Dept.	\$65.23
	Audio Editions	supplies & audio books-Library	\$169.55
	B & F Fastener Supply	supplies-Park Dept.	\$22.67
	Baker & Taylor	books-Library & Bookmobile	\$31.98
	Bank of Alma	principal & interest-Equip Certificate of Indebtedness	\$64,587.50
	Barnes & Noble	books-Library	\$75.80
	Better Housekeeping Vacuum, Inc.	equipment parts & rental-Park & Library	\$28.50
	Blackstone Audio, Inc.	audio book-Library	\$42.00



CLAIMS CONTINUED

Bolton & Menk, Inc.	engineering fees-All Depts.	\$4,665.00
Border States Electric Supply	supplies-Park & Sewer Depts.	\$267.50
Boy Scout Troop #29	10% Gambling distribution	\$500.00
Boyer Trucks	equipment parts-Street Dept.	\$630.64
Brown-Nicollet Community Health	license fee for concessions-Caswell	\$260.00
Cargill, Inc.	road salt-Street Dept.	\$1,913.71
Carquest Auto Parts	equipment parts & supplies-All Depts.	\$653.90
Children's Museum of Southern Minn.	10% Gambling distribution	\$1,000.00
City of Mankato	water bill-Public Access	\$24.33
Community Serv/Education & Recreation	10% Gambling distribution	\$500.00
Computer Technology Solutions	equipment parts & software-Finance & Park	\$392.40
Connect Business Magazine	ad-Port Authority	\$479.00
Crysteel Truck Equipment	equipment parts-Street & Water Depts.	\$1,486.39
Diamond Vogel	paint-Street & Water Depts.	\$481.21
Dalco	supplies-Mun Bldg, Police, Fire, Street & Library	\$212.38
DEMCO, Inc.	supplies-Library	\$257.92
EBSCO Information	magazine subscriptions-Library	\$1,322.90
Echo Food Shelf	10% Gambling distribution	\$1,000.00
Express Services, Inc.	crossing guards-Sanitation	\$1,029.47
Fastenal Companies	equipment parts-Shop & Sewer Depts.	\$6.57
Ferguson Enterprises, Inc.	equipment parts & supplies-Park & Water Depts.	\$905.24
FleetPride	equipment parts-Street Dept.	\$306.38
Foth Infrastructure & Environment	professional service-Sanitation	\$2,665.10
Free Press	ad-Admin	\$21.08
G & H Ready Mix	concrete-Park & Storm Water	\$994.29
G & L Auto Supply	equipment parts & supplies-Fire, Street & Caswell	\$933.19
Gale/Cengage Learning	books-Library & Bookmobile	\$284.72
Girl Scouts of Mankato	10% Gambling distribution	\$500.00
Gopher State One-Call	one-call locates-Inspection	\$214.70
Grainger	equipment parts-Street Dept.	\$22.82
H & L Mesabi	plow blades-Street Dept.	\$497.80
Hancock Concrete Products, Inc.	adjusting rings-Storm Water	\$345.21
Hansen Sanitation	refuse pickup-Shop, Park, Sanitation & Public Access	\$276.12
Hawkins, Inc.	chemicals & equipment parts-Water Dept.	\$3,429.71
High School Graduation Celebration	10% Gambling distribution	\$500.00
Holiday Sharing Tree	10% Gambling distribution	\$500.00
I & S Group, Inc.	const admin & staking Phase 2	\$282.00
Ingram Library Services	books-Library & Bookmobile	\$1,833.79
Jackson-Hirsh, Inc.	laminating supplies-All Depts.	\$63.67
Keller, J.J. & Associates, Inc.	drug testing-All Depts.	\$240.80

CLAIMS CONTINUED

Kennedy & Kennedy Law Office	legal services-Attorney	\$9,905.00
LJP Enterprises of St. Peter	wire baling & gaylords-Sanitation	\$230.00
LJP Waste & Recycle	transportation charges-Sanitation	\$345.60
Lager's of Mankato, Inc.	equipment parts-Inspection	\$428.92
Lakes Gas Company	LP gas-Caswell	\$34.00
Larkstur Engineering	equipment parts & supplies-Street & Shop	\$282.62
Lawson Products	supplies-Shop	\$524.24
LEEP	10% Gambling distribution	\$500.00
L.M.C.I.T.	amended insurance-Mun Bldg	\$157.00
MAGFA	10% Gambling distribution	\$500.00
MNMYF Football	10% Gambling distribution	\$500.00
Mac Tools Distributor	supplies-Shop	\$214.71
Mac Queen Equipment, Inc.	equipment parts & gutter brooms-Street Dept.	\$3,059.96
Mankato Area 77 Lancers	10% Gambling distribution	\$500.00
Mankato Area LaCrosse Program	10% Gambling distribution	\$500.00
Mankato Area Public Schools Dist. 77	10% Gambling distribution	\$2,000.00
Mankato Bearing Company	equipment parts-Mun Bldg, Street, Caswell & Park	\$351.00
Mankato Motor Company	equipment parts-Street Dept.	\$19.62
Mankato United Soccer	10% Gambling distribution	\$500.00
Matheson Tri-Gas, Inc.	welding supplies & equipment parts-Shop	\$173.53
McGowan Water Conditioning	salt for softeners-Police & Library	\$66.21
Menards-Mankato	supplies-All Depts.	\$348.87
Mil Life, Inc.-VEBA	contribution to VEBA-Admin	\$4,914.43
Minnesota Iron & Metal	equipment parts-Street Dept.	\$80.16
Minnesota Pipe & Equipment	equipment parts & water meters-Water Dept.	\$739.18
Minnesota Valley Testing Lab	sample testing-Sewer Dept.	\$151.00
Minnesota Waste Processing Co.	processing fees-Sanitation	\$30,931.02
NaKato Bar & Grill	food for employee picnic-Street, Shop, Park & Water	\$282.03
Newman Traffic Signs	signs-Street Dept.	\$963.53
North Central International	equipment parts-Street Dept.	\$884.08
Old Dominion Brush Company	equipment parts-Street Dept.	\$3,918.42
OverDrive, Inc.	downloadable audio/ebooks-Bookmobile	\$1,262.84
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$96.81
Plunkett's Pest Control, Inc.	professional service-Street & Shop	\$121.98
Reliance Electric of Southern Minn.	equipment parts-Street & Shop	\$318.44
Rice Lake Fabricating, Inc.	equipment parts-Sanitation	\$100.00
River Bend Business Products	copier maintenance-Mun Bldg & Police	\$312.77
River Valley Foundation	10% Gambling distribution	\$2,000.00
Santa Anonymous	10% Gambling distribution	\$500.00
Select Account	November participant fee-Unallocated	\$106.14

CLAIMS CONTINUED

South Central College Foundation	10% Gambling distribution	\$1,300.00
Southern Minnesota Construction	rock & demo-Park Dept.	\$474.91
Standard Spring	equipment parts-Street Dept.	\$2,647.02
Staples Advantage	supplies-All Depts.	\$376.80
Tire Associates	tires & repairs-Police & Street Depts.	\$1,080.03
Tool Sales Company	supplies-Shop	\$19.06
Toppers Plus, Inc.	equipment parts-Water Dept.	\$41.68
Toys for Tots	10% Gambling distribution	\$500.00
Turfwerks	equipment parts-Caswell	\$425.52
US Postal Service	postage-All Depts.	\$3,000.00
Varitech Industries	equipment parts-Street Dept.	\$65.05
Viking Fire & Safety	service fire extinguishers-Bldg, Police & Library	\$137.47
Viking Electric Supply	electrical supplies-Street Dept.	\$281.13
Wayne's Auto Body, Inc.	paint vehicle-Street Dept.	\$968.96
Wenzel Auto Electric Company	equipment parts-Street Dept.	\$278.75
Werner Electric Supply	electrical supplies-Shop & Park Depts.	\$226.64
Winter, Diane	refund water bill credit	\$268.26
YMCA Brothers & Sisters	10% Gambling distribution	\$500.00
YMCA Youth in Government	10% Gambling distribution	\$500.00
Zarnoth Brush Works, Inc.	sweep broom-Street Dept.	\$470.30
Ziegler, Inc.	equipment parts-Street Dept.	<u>\$218.17</u>
Total		<u><u>\$436,480.47</u></u>

CLAIMS CONTINUED

General	\$79,547.27
Library	\$6,259.41
Bookmobile	\$1,889.44
Community Development	\$204.60
Parkland	\$420.15
Contingency	\$149.99
Port Authority	\$531.72
Equipment Certificate of Indebtedness	\$64,587.50
Local Option Sales Tax Construction	\$158,328.75
2011 Construction	\$1,708.00
2013 Construction	\$48,868.98
Water	\$17,869.36
Sewer	\$2,623.54
Sanitary Collection	\$35,980.66
Storm Water	\$841.87
Public Access	\$1,779.20
Public Access Equipment Replacement	\$90.03
10% Gambling Contribution Fund	<u>\$14,800.00</u>
Total	<u><u>\$436,480.47</u></u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF NOVEMBER 18, 2013

Verizon Wireless	cell phone bill-Port Authority	\$52.72
Connect Business Magazine	ad-Port Authority	<u>\$479.00</u>
Total		<u><u>\$531.72</u></u>

List of Port Authority Bills in the Amount of \$531.72

Council Meeting of November 18, 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 \$436,480.47

Council Meeting of November 18, 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/GRANTS

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/grants are approved as follows:

<b>Donor of Gift</b>	<b>Restriction on Gift</b>	<b>Amount</b>
North Mankato Firefighters Relief Association	General Fund – Fire Dept rescue saw	\$1,047.38
Jo Marie Robbins	Library – audio books	\$60.00
Jo Marie Robbins	Library – audio books	\$25.00

Adopted by the City Council this 18th day of November 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

RESOLUTION NO.

RESOLUTION DECLARING COSTS TO BE ASSESSED  
FOR MUNICIPAL CHARGES

WHEREAS, the City of North Mankato has incurred municipal charges for services rendered in accordance with the information as listed on Exhibit A to this resolution;

WHEREAS, all such costs are to be assessed against the properties affected thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following costs shall be specifically assessed as Type 18203 against each property as listed in Exhibit A in the amount specified.

Adopted by the City Council this 18<sup>th</sup> day of November 2013.

---

Mayor

ATTEST:

---

City Clerk

City of North Mankato  
 Delinquent Utility  
 Certification to Assessment Roll for One Year at 7%

Exhibit A

CC Date  
 Collection Year

11/18/2013  
 2014

Location	Description	Owner	PID	Legal Description	Amount
404 Monroe Avenue	Delinquent Utility	Mandra Schroeder	18.423.0620	Lot 16 Blk 3 Auditor's Plat #3	\$ 273.28
512 Cornelia Street	Delinquent Utility	Richard A. Mata/ Richard A. Mata IRR Trust	18.643.0450	W 100' of Lot 11 Blk B G. H. Marsh's Addn	\$ 250.96
440 Harrison Avenue	Delinquent Utility	Brianne Eggers	18.423.0460	Lot 23 Blk 2 Auditor's Plat #3	\$ 221.54
915 Range Street	Delinquent Utility	Dustin J. Telshaw/Ambler M. Cooney	18.553.0080	W.C. Happe Subd of Lot 1, Blk 25 Hodapp's Addn Lot 9 and N 25' of Lot 8	\$ 727.16
407 McKinley Avenue	Delinquent Utility	Gary Pipes/Amanda Pipes	18.557.1290	W. Hodapp Addn W 60' 2" of N 148.5' of E 122.4' of Lot 6, Blk 24	\$ 367.64
618 Page Avenue	Delinquent Utility	Joel E. Chindvall/Amanda J. Wilcox	18.612.0120	Lot 11 Blk 1 Lakeview Addn	\$ 153.72
233 Wheeler Avenue	Delinquent Utility	Ryan E. Luedtke	18.107.1500	Section 07-108-26 Beg. 1110' S & 358' E of NW Cor. of Govt Lot 7 Thence E 41' N 212, W 41, S 202' to Pt. of Beg.	\$ 520.81
1632 Nottingham Drive	Delinquent Utility	Kelly Huggins	18.881.0020	Lot 2 Blk 1 Windsor Green Townhouses	\$ 224.10
1640 Castle Drive	Delinquent Utility	Daniel A. Nelson/Heidi L. Nelson	18.811.0160	Lot 8 Blk 2 Saucier Addn	\$ 499.44
1702 Candi Lane	Delinquent Utility	Charles R. Davidson/Georgia Ann Davidson	18.419.0010	Lot 1 Blk 1 Atwood-Smith Crestview Addn #2	\$ 526.13
					<u>\$ 3,764.78</u>

RESOLUTION NO.

RESOLUTION DECLARING COSTS TO BE ASSESSED  
FOR MUNICIPAL CHARGES

WHEREAS, the City of North Mankato has incurred municipal charges for services rendered in accordance with the following information; and

WHEREAS, all such costs are to be assessed against the property affected thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following costs shall be specifically assessed against such property in the amount specified:

Type: 18203  
Parcel No.: 18.557.1750  
Legal: S 45' of N 138-1/2 of E 100' of Block 26, W. Hodapp's Addition  
Address: 1009 Range Street

Owners: Eric Watson  
1009 Range Street  
North Mankato, MN 56003

Plumbing Permit - \$110.00

Adopted by the City Council this 18<sup>th</sup> day of November 2013.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

City of North Mankato  
 Delinquent Invoice  
 Certification to Assessment Roll for One Year at 7%

Exhibit A

CC Date  
 Collection Year

11/18/2013  
 2014

Location	Description	Owner	PID	Legal Description	Amount
1009 Range Street	Plumbing permit	Eric Watson	18.557.1750	So. Of Pierce St. S 45' of N 138 1/2 of E 100' of block 26 W. Hodapp Addition	110.00
					<u>110.00</u>





NOTICE OF PUBLIC HEARING ON 2014 BUDGET  
CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 2<sup>nd</sup> day of December 2013, to hold a public hearing to consider the City's 2014 Budget.

Such persons as desire to be heard with reference to the proposed 2014 Budget will be heard at this meeting. A copy of the 2014 Budget is available at the North Mankato Taylor Library or by calling 625-4141 or in person at City Hall, 1001 Belgrade Avenue, North Mankato.

Dated this 18<sup>th</sup> day of November 2013.

Nancy Gehrke, CMC  
City Clerk  
City of North Mankato, Minnesota

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10B	Department: City Administrator	Council Meeting Date: 11/18/13
-------------------	--------------------------------	--------------------------------

**TITLE OF ISSUE: Set Public Hearing for 7 p.m. on Monday, December 16, 2013 to Consider Five-Year Capital Improvement Plan, 2014-2018**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: As part of the 2014 Budget process, it is necessary to formally set the date and time for the proposed Five-Year Capital Improvement Plan**

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION: Set Public Hearing**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

	Aye	Nay	
_____	_____	_____	Norland
_____	_____	_____	Spears
_____	_____	_____	Freyberg
_____	_____	_____	Steiner
_____	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) <u>Notice of Public Hearing</u>				
_____				
_____				
_____				

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

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

NOTICE OF PUBLIC HEARING ON  
5-YEAR CAPITAL IMPROVEMENT PLAN, 2014-2018  
CITY OF NORTH MANKATO

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota, at 7 p.m. on the 16<sup>th</sup> day of December 2013, to hold a public hearing to consider the City's 5-Year Capital Improvement Plan, 2014-2018.

Such persons as desire to be heard with reference to the proposed 5-Year Capital Improvement Plan will be heard at this meeting. A copy of the 5-Year Capital Improvement Plan is available at the North Mankato Taylor Library or by calling 625-4141 or in person at City Hall, 1001 Belgrade Avenue, North Mankato.

Dated this 18<sup>th</sup> day of November 2013.

Nancy Gehrke, CMC  
City Clerk  
City of North Mankato, Minnesota

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10C	Department: Finance	Council Meeting Date: 11/18/13
-------------------	---------------------	--------------------------------

**TITLE OF ISSUE:** Engagement Letter with Abdo, Eick & Meyers for 2013 Annual Audit

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Enclosed is the engagement Letter from Abdo, Eick & Meyers to conduct a full audit of the City's financial statements for the fiscal year ending December 31, 2013. The proposed fee for audit services is \$31,695.

*If additional space is required, attach a separate sheet*

**REQUESTED COUNCIL ACTION:** Authorize signature of Audit Engagement Letter.

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

	Aye	Nay	
_____	_____	_____	Norland
_____	_____	_____	Spears
_____	_____	_____	Freyberg
_____	_____	_____	Steiner
_____	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) <u>Audit Engagement Letter</u>				
_____				
_____				
_____				

<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: _____





November 13, 2013

11 Civic Center Plaza  
Suite 300  
P.O. Box 3166  
Mankato, MN 56002-3166

Management, Honorable Mayor, and City Council  
City of North Mankato  
North Mankato, Minnesota

To the appropriate representative of those charged with governance of the City of North Mankato (the City):

We are pleased to confirm our understanding of the services we are to provide the City for the year ended December 31, 2013. We will audit the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Progress for Other Post Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Financial Statements and Schedules
- 2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance. The Statistical Section is required to be presented when a Comprehensive Annual Financial Report (CAFR) is issued.

- 1) Introductory Section
- 2) Statistical Section



## Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.





Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.



The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately January 9, 2014 and to issue our reports no later than June 30, 2014. Kyle W. Meyers, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	\$	28,450
2013 TIF Reporting Forms		2,475
2013 Office of the State Auditor's Reporting Form		<u>770</u>
Total	\$	<u>31,695</u>

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1 percent per month (12 percent per year). If for any reason the account is turned over for collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your audit. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 Peer Review Report accompanies this letter.



We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ABDO, EICK & MEYERS, LLP  
*Certified Public Accountants & Consultants*

Kyle W. Meyers, CPA  
Governmental Services Partner

**RESPONSE:**

This letter correctly sets forth the understanding of the City of North Mankato.

By: \_\_\_\_\_

Title: \_\_\_\_\_



CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

## System Review Report

September 8, 2011

To the Partners of  
Abdo, Eick and Meyers, LLP  
and the Peer Review Committee of the Minnesota Society  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included audits performed under Government Audit Standards, OMB Circular A-133 and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

Brady Martz and Associates, P.C.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10D	Department: City Administrator	Council Meeting Date: 11/18/13
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**TITLE OF ISSUE: Attorney Client Privileged Closed Session to discuss Belle House vs. City with Assigned Counsel**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Jessica Schwie, attorney retained by the League of Minnesota Cities, will be in attendance during this portion of the Council meeting in a closed session to review the status of Belle House.

If additional space is required, attach a separate sheet

**REQUESTED COUNCIL ACTION:**

**For Clerk's Use:**

Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

	Aye	Nay	
_____	_____	_____	Norland
_____	_____	_____	Spears
_____	_____	_____	Freyberg
_____	_____	_____	Steiner
_____	_____	_____	Dehen

**SUPPORTING DOCUMENTS ATTACHED**

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

<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: _____