

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on April 21, 2014. 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 Spears, Steiner, Norland and Freyberg, City Administrator Harrenstein, Finance Director Thorne, Attorney Kennedy, City Clerk Gehrke, Planner Fischer and Public Works Director Swanson.

#### **Approval of Agenda**

**Council Member Freyberg moved, seconded by Council Member Norland, to approve the agenda with two changes: The removal of Item E from the Consent Agenda to allow for additional discussion and the removal of Item F from the Consent Agenda completely. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen, aye; no nays. Motion carried.**

#### **Approval of Minutes**

**Council Member Norland moved, seconded by Council Member Steiner, to approve the minutes of the Council meeting of April 7, 2014. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen, aye; no nays. Motion carried.**

#### **Consent Agenda**

**Council Member Norland moved, seconded by Council Member Freyberg, to approve the Consent Agenda as amended:**

- A. Bills and Appropriations.
- B. Res. No. 21-14 Approving Donations/Contributions/Grants.
- C. Large Group Permit for Grace Lutheran Church Service, Wheeler Park, Sunday, June 29, 2014 from 8 a.m. to 4 p.m.
- D. Audio and Large Group Permit for Picnic and Talen Variety Show, Wheeler Park, Monday, August 11, 2014 from 4-8:30 p.m.
- E. Res. 22-14 Approving Consent Assessment – 1425 Lookout Drive.

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

#### **Audio and Large Group Permit for NaKato Bar Band in Parking Lot, 253 Belgrade Avenue, Saturday, June 14, 2014, 8 p.m. to Midnight or 1 a.m.**

Council Member Spears referenced City Code Section 92.18(V)(1)(d) regarding the hours for operation of any audio device stating the Code clearly restricts the use of such devices between the hours of 10 p.m. and 7 a.m. For that reason, Council Member Spears is requesting a limit of the audio permit for NaKato Bar Band in Parking Lot to 10 p.m. rather than the requested 12 midnight or 1 a.m. Attorney Kennedy reported permits have been issued granting exceptions to this limitation; however, he would recommend putting a firm deadline for when the music is to stop for this event. Mayor Dehen stated the various City events such as Fun Days and Blues on Belgrade have historically stopped the audio at 11 p.m. **Council Member Freyberg moved, seconded by Council Member Steiner, to approve the audio and large group permit for NaKato Bar Band in Parking Lot, 253 Belgrade Avenue, for Saturday, June 14, 2014 from 8 p.m. to 11 p.m. Vote on the motion: Steiner, Norland, Freyberg and Dehen, aye; Spears, nay. Motion carried.**

**Public Comments****Phil Henry, 1300 Noretta Drive**

Phil Henry, 1300 Noretta Drive, appeared before the Council and reported it was difficult to hear the recording of the April 7, 2014 Council meeting. Administrator Harrenstein reported staff was aware of the problem and it has been addressed.

**Business Items****Consider Setting Public Hearing to Amend City Code Chapter 155, Subdivision Regulations for 7 p.m. on Monday, May 5, 2014**

City Engineer Sarff presented proposed changes to Chapter 155.46 of the City Code which would allow a developer to use either "B-style" or driveover/mountable style ("M-style) curb for new private streets. He reported the current City Code language does not address the type of curb to be used for new public streets. The proposed Code changes create a new paragraph addressing curb design for public streets in new subdivisions and guidelines for public streets as to when each type of curb design is to be considered. The City Engineer reported the use of M-style curb in residential developments will avoid having to remove and replace the curb and gutter within each driveway. He also reported since there are invariably situations where specific project details create some uncertainty as to the type of curb to be used, the proposed language allows for variations and interpretations to be made by the City Council based on recommendations from City staff. The requested action is to set a public hearing to amend City Code Chapter 155, Subdivision Regulations for 7 p.m. on Monday, May 5, 2014. **Council Member Norland moved, seconded by Council Member Steiner, to set a public hearing to consider amending City Code Chapter 155, Subdivision Regulations for 7 p.m. on Monday, May 5, 2014. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen, aye; no nays. Motion carried.**

**Consider Setting Public Hearing to Amend HUD Consolidated Plan for 7 p.m. on Monday, May 5, 2014**

Planner Fischer reported as a HUD Entitlement Community, the Consolidated Plan is used as a guideline as to how the City will utilize Community Development Block Grant (CDBG) funds from 2010-2014. He reported staff is recommending the use of CDBG funds to replace the entrance doors at the Municipal Building in compliance with the Americans with Disabilities Act. Since the use of funds for this purpose was not originally listed in the 2010-2014 Consolidated Plan, it is necessary to amend the Plan to include the use of CDBG funds for the Municipal Building door project. Council Member Freyberg stated he does not believe the Municipal Building door is a budget item and the CDBG funds should be used for the restrooms at the soccer fields. Administrator Harrenstein reported the City recently became aware CDBG funds could be used for ADA compliance projects and the Municipal Building doors have been in the 5-Year Capital Improvement Plan for many years. Planner Fischer reported that looking back, staff would have included many different projects in the Plan so that it would be necessary to amend the Plan. The necessary action is to set a public hearing to consider the amendments to the HUD Consolidated Plan. **Council Member Steiner moved, seconded by Council Member Norland, to set a public hearing to consider amendments to the HUD Consolidated Plan for 7 p.m. on Monday, May 5, 2014. Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen, aye; no nays. Motion carried.**

**Consider Setting Public Hearing to Approve 2014-2015 Community Development Block Grant Program (CDBG) Action Plan for 7 pm. on Monday, May 5, 2014**

Planner Fischer reported it is necessary to set and hold a public hearing to approve the 2014-2015 Action Plan for the use of HUD entitlement funds. He reported notice was received that the 2014 allocation is in the amount of \$63,840. The proposed use of the HUD funds is as follows: Replace doors at Municipal Building - \$28,000; Single-Family Housing rehabilitation - \$27,840; and Administration - \$8,000. **Council Member Norland moved, seconded by Council Member Steiner, to set a public hearing to consider approval of the 2014-2015 Community Development Block Grant Program (CDBG). Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen; aye; no nays. Motion carried.**

**City Administrator and Staff Comments**

**Introduction of Intern**

Administrator Harrenstein introduced Benjamin Effah from Ghana who has been interning with the City of North Mankato. He reported Benjamin will be interning with the City of St. Peter over the summer months and should be returning to the City of North Mankato in the fall. He thanked Benjamin for the work he has done with the City.

**Neighborhood Meeting for Project No. 13-02AC, Old Belgrade Hill Reconstruction**

Public Works Director Swanson reported a neighborhood meeting will be held at 5:30 p.m. on Monday, April 28, 2014 in the Council Chambers of the Municipal Building for the property owners on Old Belgrade Hill. Letters have been sent to the affected property owners.

**Caswell North**

The Public Works Director reported footings would be poured at the Caswell North soccer fields on Tuesday, April 22, 2014.

**Spring Pickup**

The Public Works Director reported the Spring Pickup is progressing with crews in the hilltop area this week.

**Safe Routes to School**

Engineer Sarff reported a Safe Routes to School grant was awarded to the City of North Mankato and several other cities within Independent School District 77. This grant is geared toward planning to get elementary students to school safely and will be administered by Region 9.

**Mayor and Council Comments**

**Mayor**

The Mayor reported the Bicycle Commission meeting will be held on Wednesday, April 23, 2014 and the Safe Routes to School will be an item of discussion.

**Public Comments**

**Phil Henry, 1300 Noretta Drive**

Phil Henry, 1300 Noretta Drive, appeared before the Council and reported that his water pipes are no longer frozen.

There being no further business, on a motion by Council Member Freyberg, seconded by Council Member Norland, the meeting was adjourned at 7:33 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 Engineer	Council Meeting Date: 5/05/14
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**TITLE OF ISSUE:** Consider Amending City Code Chapter 155, Subdivision Regulations

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Chapter 155.46 of the City Code specifies that "B-style" curb is to be used on all new private streets. The proposed changes allow a developer to use either "B-style" or drive-over/mountable style ("M-style") curb for new private streets. The current City Code language does not address the type of curb to be used for new public streets. The proposed Code changes create a new paragraph addressing curb design for public streets in new subdivisions. Concrete curb and gutter will be required on both sides of all public (and private) streets within new subdivisions. The proposed language provides some guidelines for public streets as to when each type of curb design is to be considered. In general, M-style curb and gutter is to be used for all new local streets in new residential developments. The use of M-style curb in residential developments will avoid having to remove and replace the curb and gutter within each driveway. B-style curb will be required for new collector and arterial streets within residential developments, and for new streets in commercial and industrial areas. Since there are invariability situations where specific project details create some uncertainty as to the type of curb to be used, the proposed language allows for variations and interpretations to be made by the City Council based on recommendations from City Staff.

A copy of the proposed Code language changes is attached. A drawing showing "B-style" and "M-style" curbs is also attached.

**REQUESTED COUNCIL ACTION:** Consider Adoption of Ord. No. 57, Fourth Series, Amending North Mankato City Code, Title XV, Land Usage, Chapter 155, Subdivision Regulations

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify Notice of P.H., Affidavit of Publication  
Proposed language changes to the City Code  
Drawings showing "B-style" and "M-style" curb  
Ordinance listed under 12.A.

<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 TO  
AMEND CITY CODE, CHAPTER 155  
SUBDIVISION REGULATIONS

Notice is hereby given that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Monday, May 5, 2014 at 7 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider amending the City Code for Chapter 155, Subdivision Regulations, to include guidelines for installation of curb and gutter in all new subdivisions.

Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56003. All comments must be received by May 5, 2014.

Dated this 23<sup>rd</sup> day of April 2014.

Nancy Gehrke, CMC  
City Clerk  
City of North Mankato

# 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 \_\_\_\_\_

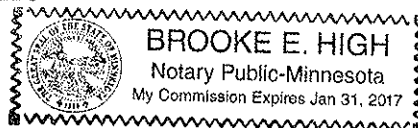
\_\_\_\_\_ which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on Wednesday, the 23 day of April, 2014, and was thereafter printed and published on every Wednesday to and including Wednesday, the 23 day of April, 2014; 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 23 day of April, 2014.

Nancy Gehrke, CMC  
Notary Public



April 23, 2014  
NOTICE OF  
PUBLIC HEARING TO  
AMEND CITY CODE,  
CHAPTER 155  
SUBDIVISION REGULATIONS  
Notice is hereby given that the City Council of the City of North Mankato, Minnesota, will hold a public hearing on Monday, May 5, 2014 at 7 p.m. in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, to consider amending the City Code for Chapter 155, Subdivision Regulations, to include guidelines for installation of curb and gutter in all new subdivisions.  
Such persons as desire to be heard with reference to this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56003. All comments must be received by May 5, 2014.  
Dated this 23rd day of April 2014.  
Nancy Gehrke, CMC  
City Clerk  
City of North Mankato

## PROPOSED CHANGES TO CHAPTER 155 OF THE NORTH MANKATO CITY CODE

*Modify paragraph (N) of Chapter 155.46 - STREETS, ALLEYS AND SIDEWALKS as follows:*

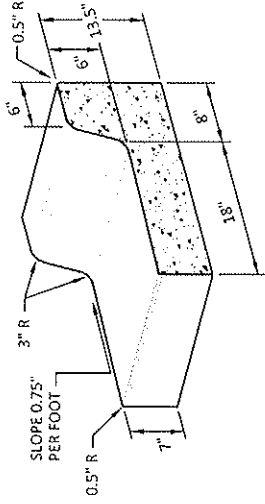
- (N) *Private streets.* The use of private streets are subject to the following:
- (1) Be called trails;
  - (2) Have a minimum width of 28 feet;
  - (3) Use a B curb design; and Concrete curb and gutter shall be provided. Curb and gutter design shall conform to the City's standard for either B style or M style, as recommended by City Staff and/or approved by the City Council based on project-specific considerations.
  - (4) Be subject to city design and inspection.

*Add new paragraph (Q) to Chapter 155.46 - STREETS, ALLEYS AND SIDEWALKS as follows:*

(Q) Within all new subdivisions, the installation of concrete curb and gutter is required on both sides of all streets. Curb and gutter design shall conform to the City's standard for either B style or M style, with the following guidelines:

- (1) M-style curb and gutter shall be used for all new streets that are functionally classified as local streets in predominantly single-family or multi-family residential areas.
- (2) B-style curb and gutter shall be used for all new streets that are functionally classified as anything higher than local streets in predominantly single-family or multi-family residential areas.
- (3) B-style curb shall be used on all new streets in predominantly commercial or industrial areas.
- (4) Variations and interpretations to the curb and gutter design standards specified in Paragraphs (1), (2) and (3) above may be made upon approval by the City Council upon on recommendations provided by City Staff in consideration of project-specific conditions.





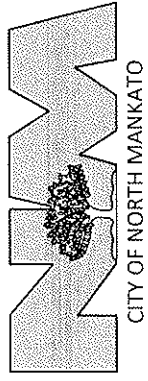
**CONCRETE CURB & GUTTER**  
**DESIGN B618**  
NOT TO SCALE

**CONCRETE CURB & GUTTER**  
**DESIGN B618**  
 CITY OF NORTH MANKATO  
 STANDARD DETAIL

APPROVED BY:

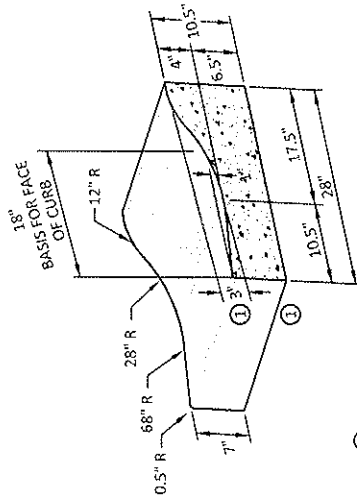
REVISED:

REMARKS:



CITY OF NORTH MANKATO

STANDARD DETAIL  
 PLATE NO:  
**7-000**



① NOTE:  
CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH  
TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO  
THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.

**CONCRETE CURB & GUTTER**  
**DESIGN M STYLE**

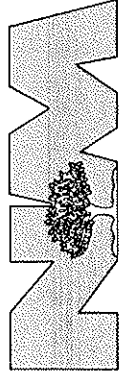
NOT TO SCALE

**CONCRETE CURB & GUTTER**  
**DESIGN M STYLE**  
CITY OF NORTH MANKATO  
STANDARD DETAIL

APPROVED BY:

REVISED:

REMARKS:



CITY OF NORTH MANKATO

STANDARD DETAIL  
PLATE NO.:  
**7-006**

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 8	Department: Community Dev.	Council Meeting Date: 5/05/14
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**TITLE OF ISSUE:** Consider Amendment to the 2010-2014 Consolidated Plan.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** As a HUD Entitlement Community, the Consolidated Plan is used as a guideline as to how the City will utilize Community Development Block Grant (CDBG) funds from 2010-2014. In the 2014-2015 Action Plan, staff is recommending the use of CDBG Funds to replace the entrance doors at the Municipal Building in compliance with the Americans with Disabilities Act. As the use of funds for this purpose was not originally listed in the 2010-2014 Consolidated Plan, it would be necessary to amend the Plan to include the use of CDBG funds for the Municipal Building door project.

**REQUESTED COUNCIL ACTION:** Consider Amendment to the 2010-2014 HUD Consolidated Plan

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	Spears
	_____	_____	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> )				
<u>Affidavit of Publication</u>				
<u>Amended CDBG Grant Program Five-Year Conolidated Plan,</u>				
<u>2010-2014</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 TO AMEND HUD CONSOLIDATED PLAN  
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 5<sup>th</sup> day of May 2014, to hold a public hearing to amend the HUD Consolidated Plan.

Such persons as desire to be heard with reference to this issue should appear at this meeting.

Dated this 23<sup>rd</sup> day of April 2014.

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 Wednesday, the 23 day of April, 2014, and was thereafter printed and published on every Wednesday to and including Wednesday, the 23 day of April, 2014; 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:

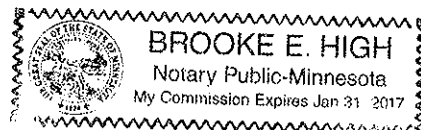
abcdefghijklmnopqrstuvwxyz

By: [Signature]  
Publisher

Subscribed and sworn to before me on this 23 day of April, 2014.

[Signature]  
Notary Public

April 23, 2014  
NOTICE OF PUBLIC HEARING TO AMEND HUD CONSOLIDATED PLAN 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 5th day of May 2014, to hold a public hearing to amend the HUD Consolidated Plan. Such persons as desire to be heard with reference to this issue should appear at this meeting. Dated this 23rd day of April 2014.  
Nancy Gehrke, CMC  
City Clerk  
City of North Mankato



# City of North Mankato



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*Community Development Block Grant Program  
Five-Year Consolidated Plan  
2010-2014*

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*Submitted to the Department of Housing and Urban Development (HUD)  
May 25, 2010  
(Amended May 2014)*

The following is a list of the objectives and strategies to address affordable housing in the City of North Mankato:

**Priority Need: Affordable Housing Units**

*Objective 2A-1 – Promote Single-Family home ownership opportunities*

*Strategy A – Provide grants/loans to qualified first-time home buyers for the purchase of affordable owner-occupied housing*

*Strategy B – Support local homebuyer education courses offered through the Minnesota Valley Action Council*

*Strategy C – Apply and support applications to state, federal and private funders for housing developers proposing to construct quality single-family affordable housing in North Mankato*

*Strategy D – Construct new single-family infill housing with priority on the acquisition, demolition and replacement of substandard properties*

*Objective 2A-2 – Preserve and improve the existing affordable housing stock*

*Strategy A – Provide low-interest loans/grants to qualified home owners to rehabilitate existing dwellings*

*Strategy B – Access and leverage other resources that support the rehabilitation of existing affordable housing dwellings*

*Objective 2A-3 – Identify and demolish substandard properties*

*Strategy A – Purchase and demolish substandard properties within the City including mobile home units*

*Objective 2A-4 – Increase the amount and quality of housing units in the Central Business District*

*Strategy A – Construct second story dwelling units in conjunction with commercial infill projects*

*Strategy B – Provide low-interest loans/grants to rehabilitate existing rental dwellings in the CBD*

*Objective 2A-5 – Identify and acquire vacant residential parcels of land*

*Strategy A – Purchase vacant residential parcels of land with re-use in conformance with HUD regulations*



The City of North Mankato's priority non-housing community development needs eligible under the CDBG program include public facilities, public improvements, public services, and economic development projects. The priority given to each category is based off of community input, staff expertise, and funding. The obstacle in meeting the underserved needs include lack of funding to address all of the City's community development needs. The community development priorities, objectives, and strategies are described below.

**Priority Need: Parks and Recreation (03F) – Medium**

*Objective 2B-1* – Create or rehabilitate parks and recreation facilities to provide a wide range of recreational opportunities

*Strategy A* – Add or replace park equipment to provide a wide range of recreational opportunities for all age groups

*Strategy B* – Create both active and passive parks

*Strategy C* – Create and expand local pedestrian trail systems to include use by disabled persons

**Priority Need: Water/Sewer Improvements (03J) - High**

*Objective 2B-2* – Reduce water/sewer assessments as part of rehabilitation projects

*Strategy A* – In target areas, use CDBG funds to reduce water/sewer assessment costs for qualified persons

**Priority Need: Street Improvements (03K) - High**

*Objective 2B-3* – Reduce street assessments as part of rehabilitation projects

*Strategy A* – In target areas, use CDBG funds to reduce streets assessment costs for qualified persons

**Priority Need: Sidewalks (03L) - High**

*Objective 2B-4* – Construct and reconstruct sidewalks in compliance with ADA requirements

*Strategy A* – Identify and replace dilapidated sidewalks and infill missing sidewalk segments

**Priority Need: Parking Facilities (03G) - High**

*Objective 2B-5* – Construct and reconstruct public parking facilities in compliance with ADA regulations in the CBD

*Strategy A* – Identify and replace public parking facilities in poor condition

*Strategy B* – In the target area, construct new parking facilities

**Priority Need: Economic Development Technical Assistance (18B) (18C) – Medium**

*Objective 2B6* – Promote growth, expansion, innovation, increased productivity, and improved management for small businesses and entrepreneurs.

*Strategy A* – Provide funding to the South Central Small Business Development Center to provide technical assistance, advice and business support services

*Objective 2B-7* – Promote growth, expansion, innovation, increased productivity and improved management for microenterprises.

*Strategy A* – Provide funding for the South Central Small Business Development Center to provide technical assistance, advice and business support services to owners of microenterprises and persons developing microenterprises

**Administration and Planning (20)**

*Objective 2B-8* – Identify issues, opportunities, needs and organize policy in a manner that makes the best and most appropriate use of City resources.

*Strategy A* – Engage a professional planning consultant to prepare a Comprehensive Plan for the City.

**Priority Need: Public Facility Improvements (3)**

*Objective 2B-9* – Make accessibility improvements to public buildings so persons with disabilities can access public services and meetings.

*Strategy A* – Replace doors and flooring at the North Mankato Municipal Building to comply with Americans Disabilities Act (ADA) accessibility requirements.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9	Department: Community Dev.	Council Meeting Date: 5/05/14
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**TITLE OF ISSUE: Consider Amending 2014-2015 Community Development Block Grant Program (CDBG)**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** It is necessary to set and hold a public hearing to approve a 2014 Action Plan for the use of HUD entitlement funds. We recently received notice that our 2014 allocation is in the amount of \$63,840. The following is the proposed use of the HUD funds: Replace doors at Municipal Building - \$28,000; Single-Family Housing Rehabilitation - \$27,840; and Administration - \$8,000. To use HUD funds for the Municipal Building project, it is necessary to amend the 2010-2014 Consolidated Plan. The amendment is necessary due to the fact the Plan does not include the use of HUD funds for the improvement of public buildings. In a previous Action Plan, the use of \$95,000 of HUD funds was approved to relocate a home on Nicollet Avenue to Christensen Street including rehabilitation. Due to timing issues, that project never occurred. As our 2014 HUD allocation is \$63,840, adequate funds are not available to proceed with that project at this time. Attached are pages taken from the Consolidated Plan which are applicable to the proposed amendment.

**REQUESTED COUNCIL ACTION: Consider Approval of 2014 CDBG Action Plan**

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
_____	_____	_____	Steiner
_____	_____	_____	Norland
_____	_____	_____	Freyberg
_____	_____	_____	Spears
_____	_____	_____	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  
Affidavit of Publication  
2014-2015 CDBG 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: _____

NOTICE OF PUBLIC HEARING TO APPROVE 2014 COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM (CDBG) ACTION PLAN  
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 5<sup>th</sup> day of May, 2014, to hold a public hearing to approve the 2014 Community Development Block Grant Program (CDBG) Action Plan.

Such persons as desire to be heard with reference to this issue should appear at this meeting.

Dated this 23<sup>rd</sup> day of April 2014.

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 Wednesday, the 23 day of April, 2014, and was thereafter printed and published on every Wednesday to and including Wednesday, the 23 day of April, 2014; 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:

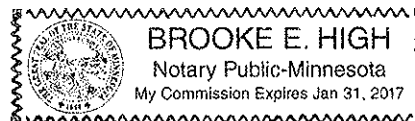
abcdefghijklmnopqrstuvwxyz

By: James P. Santori  
Publisher

Subscribed and sworn to before me on this 23 day of April, 2014.

Brooke E. High  
Notary Public

April 23, 2014  
NOTICE OF  
PUBLIC HEARING TO  
APPROVE 2014 COMMUNITY  
DEVELOPMENT BLOCK  
GRANT PROGRAM (CDBG)  
ACTION PLAN  
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 5th day of May, 2014, to hold a public hearing to approve the 2014 Community Development Block Grant Program (CDBG) Action Plan. Such persons as desire to be heard with reference to this issue should appear at this meeting.  
Dated this 23rd day of April 2014.  
Nancy Gehrke, CMC  
City Clerk  
City of North Mankato



# City of North Mankato



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*Community Development Block Grant Program  
Action Plan  
2014-2015*

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*Submitted to the Department of Housing and Urban Development (HUD)*

May 16, 2014

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**Community Development Block Grant (CDBG) Program**

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**Funding Sources  
CDBG Final Statement**

July 1, 2014 – June 30, 2015  
City of North Mankato

Estimated 2014 CDBG Allocation	\$63,840
--------------------------------	----------



## **I. Executive Summary**

The City of North Mankato's 2014 Action Plan is in the fifth 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 2014 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 and will amend the Consolidated Plan to accommodate a new initiative. 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.

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 activities relate to housing rehabilitation and Americans with Disabilities Act accountability improvements.

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. In FY 2012, funds were scheduled to be used to relocate and rehabilitate a single-family dwelling. In 2013, funds were used for owner-occupied housing rehabilitation and comprehensive planning purposes.

## **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 2014 Action Plan, on April 23, 2014 the City published the Notice of Public Hearing for a public hearing to be held on May 5, 2014. A thirty (30) day public comment period began May 17, 2014. Copies of the 2014 Action Plan were available at the North Mankato Municipal Building and the North Mankato Taylor Library and on the City website beginning April 17, 2014.

At the public hearing on May 5, 2013, North Mankato City staff presented two proposed projects to be funded with CDBG funds in 2014-2015 as follows:

- Rehabilitation of single-family owner-occupied housing units in lower North Mankato.
- ADA improvements at Municipal Building.

**III. Resources**

The following is the proposed use of CDBG funds in 2014-2015:

Single-Family Housing Rehabilitation	-	\$27,840
ADA Improvements to Municipal Building	-	28,000
Administration	-	<u>8,000</u>
		\$63,840

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 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 checked="" 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**

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Rental Housing Objectives</b>					
	<b>Owner Housing Objectives</b>					
2A-2	Housing Rehabilitation	CDBG	Housing Units	3	3	DH-3
	<b>Homeless Objectives</b>					
	<b>Special Needs Objectives</b>					
	<b>Community Development Objectives</b>					
	<b>Infrastructure Objectives</b>					
	<b>Public Facilities Objectives</b>					
2B-9	ADA Accessibility	CDBG	Public Facilities	1	1	SC-1
	<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 are Consolidated Plan Projects as proposed in the 2014-2015 program year with CDBG funding.

- Rehabilitation assistance for single-family owner occupied housing in Lower North Mankato. Estimated 3 dwellings.
- Replace front doors at North Mankato Municipal Building to accommodate persons with disabilities.

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. The goals and activities for the CDBG program should be able to be completed based upon the projected available funds.

In 2010, the City used CDBG funds to purchase and demolish a home addressed as 706 Range Street. The City intended to purchase and demolish adjacent homes and redevelop multiple properties for residential purposes. As the City has not been able to purchase adjacent homes as planned, the 706 Range Street property has remained undeveloped. According to HUD regulations, the reuse of the property should occur within 3 years of the funding allocation. Therefore, HUD regulations would allow the use of this vacant lot as parkland until we have a specific reuse. As a result, the intent of the City is to classify the property as parkland until a permanent reuse is determined.

Tables 3C illustrates the activities the City will use its entitlement funds for. The tables list the activities and provide 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.

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

**Applicant's Name:** North Mankato, MN  
**Priority Need:** Housing Rehabilitation  
**Project:** Owner-Occupied Housing Rehabilitation

**Project Description:**

CDBG funds will be used to provide financial assistance to rehabilitate owner-occupied single-family dwellings. Eligible rehabilitation activities would include, but not limited to plumbing, electrical, structural, roofing, doors, windows, siding and other building code compliance activities. Grants equal to 50% of the project costs will be awarded on a first-come first-serve basis to property owners who meet the Low (80%) HUD Income Limits. The City is currently developing the granting and application criteria including the selection of housing rehabilitation coordinator to administer the program. The program would be marked by the coordinator in cooperation with the City.

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

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

**Location/Target Area:** Lower North Mankato

<b>Specific Objective Number</b> 2A-2	<b>Project Id</b> N/A	<b>Funding Sources:</b>  CDBG.....\$27,840 ESG HOME HOPWA Total Formula Prior Years Funding Assisted Housing PHA Other Funding <b>Total.....\$27,840</b>
<b>HUD Matrix Code</b> 14A	<b>CDBG Citation</b> 570.202 (a)(1)	
<b>Type of Recipient</b> LMI	<b>CDBG National Objective</b> LMH 570.208	
<b>Start Date</b> 8/01/2014	<b>Completion Date</b> 11/01/2015	
<b>Performance Indicator</b> Housing	<b>Annual Units</b> 3	
<b>Local ID</b> N/A	<b>Units Upon Completion</b> 3	

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

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

**Applicant's Name:** North Mankato, MN  
**Priority Need:** Accessibility Improvements  
**Project:** 1001 Belgrade Avenue

**Project Description:**

Replace front entrance doors at North Mankato Municipal Building including area flooring to provide accessibility to persons with disabilities who attend public meetings, need public data or wish to personally communicate with City staff.

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

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

**Location/Target Area:** North Mankato Municipal Building

<b>Specific Objective Number</b> 2B-9	<b>Project Id</b> N/A	<b>Funding Sources:</b> CDBG.....\$28,000 ESG HOME HOPWA Total Formula Prior Years Funding Assisted Housing PHA Other Funding <b>Total.....\$28,000</b>
<b>HUD Matrix Code</b> 3	<b>CDBG Citation</b> 570.208 (a)(2)	
<b>Type of Recipient</b> LMC	<b>CDBG National Objective</b> LMH 570.208a,2,i.a	
<b>Start Date</b> 8/01/2014	<b>Completion Date</b> 08/31/2014	
<b>Performance Indicator</b> Public Facility	<b>Annual Units</b> 1	
<b>Local ID</b> N/A	<b>Units Upon Completion</b> NA	

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:** Program Administration

**Project Description:**

For FY 2014, \$8,000 will be used for overall administration for the planned activities including Davis-Bacon wage compliance.

**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> 570.202(a)(1)	CDBG .....\$8,000 ESG
<b>Type of Recipient</b> Municipal Corporation	<b>CDBG National Objective</b> LMH 570.208	HOME HOPWA
<b>Start Date</b> 08/01/14	<b>Completion Date</b> 07/31/2014	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: ..... \$8,000</b>



## VI. Geographic Distribution/Allocation Priorities

The housing rehabilitation project will be available City-wide and the ADA accessibility improvements will be made at the Municipal Building.

## VII. Annual Affordable Housing Goals

The housing rehabilitation program is expected to benefit 3 income-qualified households.

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

Grantee Name: City of North Mankato Program Year: FY 2014	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</b>						
<b>(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</b>						
<b>(Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<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"/>	<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</b>						
<b>(Sec. 215 Only)</b>						
Acquisition of existing units	0		<input 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"/>	<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	3	0	<input checked="" 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"/>	<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>	3		<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 excessive taxes, fees and utilities, restrictive land use and zoning, and strict building code regulations.

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. Annually, the City applies for funds through the Minnesota Housing Finance Agency for first-time homebuyers.

### IX. Public Housing

The FY 2014 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. 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 Cities of Mankato, St. Peter and Madelia to offer a one-day housing program held at the Mankato Civic Center. The agenda will include property management, fair housing, lease agreements and legal issues. All North Mankato landlords will receive an invitation to this event. Any cost associated with the housing program will be covered by the City's General Fund budget.

## **XI. 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. Other 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).

## **XII. Homeless and Other Special Needs Activities**

### **1) One-Year Goals and Active Steps**

- i. The City has begun discussions with Three Rivers Community Action Program (CAP), Minnesota Valley Action Council (MVAC) and Nicollet County Social Services regarding establishing partnerships and coordinating efforts for outreach to homeless persons and assessing their individual needs. These agencies use plans such as Heading Home South Central Minnesota, Opening Doors and Minnesota's Roadmap for Ending Homelessness. The City has obtained these plans and intends on working with these agencies to address homelessness. Additionally, the City has offered free use of public meeting rooms for regional homelessness meetings and distribution of applicable outreach materials.
  - ii. As the City has limited knowledge and experience in addressing emergency shelter and transitional housing needs, the City will attempt to coordinate planning efforts with CAP, MVAC and Nicollet County. Once the City has a better understanding of these needs, strategies to address this population will be coordinated.
  - iii. The Southeast Continuum of Care (COC) in conformance with the McKinney-Vento Act, addresses policies and protocols to ensure that persons discharged from foster care, health care, mental health, and correctional institutions, including families with children, veterans and their families are addressed appropriately. In cooperation with the COC and the Nicollet County Service Coordinating team, the City will address the transitions to permanent housing and independent living for these populations.
  - iv. In an attempt to help low-income individuals and families from becoming homeless, in partnership with the applicable agencies, the City will investigate opportunities to create suitable living environments and provide decent affordable housing for this population through acquisition, rental rehabilitation, new construction, emergency rent, mortgage and utility assistance and homelessness prevention. This strategy applies to those receiving assistance from public and private agencies.
- 2) To address housing and supportive service needs of persons with special needs the City will be actively involved in creating strategic plans and collaborating with applicable local, county, state and federal agencies to address the needs of this population. One strategy to address the needs may include monetary assistance to applicable agencies who routinely work with these populations to address homelessness.
- 3) The following is a list of area agencies who assist chronically homeless individuals and families, families with children, veterans and their families:

Three Rivers Community Action: Offers housing, health, employment, education and transportation to low-income families.

Southeast Continuum of Care: This is a plan developed by Three Rivers Community Action to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable and self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.

Minnesota Valley Action Council: Develops resources and opportunities that empower people in low-wage work to secure affordable housing, viable transportation, employment, training for employment and educational opportunities for children.

Nicollet County Social Services: Provides essential governmental services directed towards an acceptable quality of life.

Habitat for Humanity: A nonprofit, ecumenical Christian ministry founded on the conviction that every, man, woman and child should have a decent, safe and affordable place to live.

Partners for Affordable Housing: Provides shelter for homeless families and individuals, and helps them to secure economically viable long-term housing.

Realtors Association of Southern Minnesota: The Realtors Association of Southern MN exists to enhance the members ability to conduct business successfully, cooperatively, competently and profitably and covers 10 counties.

South Central Minnesota Multi-County HRA: Operates the public housing programs for the counties of Martin, Nicollet, Sibley, Waseca and Watonwan.

Southern Minnesota Regional Legal Services: Provides a full range of high-quality legal services to low-income groups in civil matters.

As the above listed agencies are dedicated and funded to assist with persons which are homeless, very low income or transitioning into affordable housing, the City will support their missions and offer any form of assistance possible.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b> State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b> Federal Identifier
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name:</b> City of North Mankato		<b>Organizational Unit:</b> Department: Community Development
<b>Organizational DUNS:</b> 057156549		<b>Division:</b> NA
<b>Address:</b> <b>Street:</b> 1001 Belgrade Avenue		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> <b>Prefix:</b> <b>First Name:</b> Michael
<b>City:</b> North Mankato		<b>Middle Name:</b> Kenneth
<b>County:</b> Nicollet		<b>Last Name:</b> Fischer
<b>State:</b> MN	<b>Zip Code:</b> 56003	<b>Suffix:</b>
<b>Country:</b> USA		<b>Email:</b> michael@northmankato.com
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 41-6005432		<b>Phone Number (give area code)</b> 507-625-4141
		<b>Fax Number (give area code)</b> 507-625-4151
<b>8. TYPE OF APPLICATION:</b> <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)		<b>7. TYPE OF APPLICANT: (See back of form for Application Types)</b> Municipal Other (specify)
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Labor Management Cooperation Program 41-218		<b>9. NAME OF FEDERAL AGENCY:</b> Department of Housing and Urban Development
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of North Mankato		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Housing rehabilitation, ADA improvements
<b>13. PROPOSED PROJECT</b> <b>Start Date:</b> 7-1-14 <b>Ending Date:</b> 6-30-2015		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 1 b. Project 1
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal	\$ 63,840.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local	\$ .00	
e. Other	\$ .00	
f. Program Income	\$ .00	
g. TOTAL	\$ 63,840.00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT 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.</b>		
<b>a. Authorized Representative</b>		
<b>Prefix</b> John	<b>First Name</b> John	<b>Middle Name</b>
<b>Last Name</b> Harrenstein		<b>Suffix</b>
<b>b. Title</b> City Administrator		<b>c. Telephone Number (give area code)</b> 507-625-4141
<b>d. Signature of Authorized Representative</b>		<b>e. Date Signed</b> 4-16-14

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.


**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
Signature/Authorized Official

Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014, 2015 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its




jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

 4-16-14  
Signature/Authorized Official      Date

City Administrator  
Title

CLAIM REPORT  
 BILLS PAID AFTER THE COUNCIL MEETING OF APRIL 21, 2014  
 END OF MONTH

77441	Void	Void	(\$10,000.00)
77567	Bolton & Menk, Inc.	survey water tower property-Water (reimbursed)	\$1,000.00
77568	Ledesma, Pedro	mobile home purchase 232 Kingsway-Unallocated	\$1,850.00
77569	Delta Dental	employee payroll deductions	\$890.85
77570	Enventis	telephone bill-All Depts.	\$461.57
77571	John Deere Financial	equipment part-Caswell	\$265.66
77572	Mr. Rooter Plumbing	consent assessment 1425 Lookout Dr-Water	\$1,854.14
77573	National Insurance Services	life insurance for May-All Depts.	\$589.19
77574	National Insurance Services	long term disability insurance for May-All Depts.	\$1,246.41
77575	National Insurance Services	voluntary life insurance for May	\$68.50
77576	Navitor Midwest	business cards-Library	\$35.05
77577	Precision Backhoe Service	consent assessment 1425 Lookout Dr-Water	\$1,879.06
77578	Sprint	PCS connection card data plan-Police, St & P/A	\$234.43
77579	Telrite Corporation	long distance phone bill-All Depts.	\$233.78
77580	Bethany Lutheran College	10% concession stand sales for tourn 4/22/14	\$20.79
77581	CNC/NCHS	Nicollet Co Leadership Graduation-Water	\$30.00
77582	Gopher State One-Call	one-call locates-Comm Dev	\$30.65
77583	Mankato Ford	2014 Ford Police Interceptor SUV-Cap Fac-Police	\$26,083.00
77584	Twin City Striping	line striping-Street Dept.	\$9,997.92
77585	ICMA Retirement Trust - 457	employee payroll deductions	\$3,923.85
77586	ICMA Retirement Trust - Roth IRA	employee payroll deductions	\$685.00
77587	Mankato East	10% concession stand sales for tourn 4/25-4/26	\$92.18
	Total		<u>\$41,472.03</u>

CLAIMS CONTINUED

General	\$9,411.38
Capital Facilities & Equipment Replacement-General	\$26,083.00
Water	\$5,367.14
Sewer	\$274.17
Recycling	\$100.00
Storm Water	\$25.23
Public Access	<u>\$211.11</u>
Total	<u><u>\$41,472.03</u></u>

PORT AUTHORITY INVOICES  
BILLS PAID AFTER THE COUNCIL MEETING OF APRIL 21, 2014  
END OF MONTH

None to report

List of Port Authority Bills in the Amount of \$0.00

Council Meeting of May 5, 2014

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$41,472.03

Council Meeting of May 5, 2014

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

CLAIM REPORT  
FOR REGULAR COUNCIL MEETING OF MAY 5, 2014

A+ Security, Inc.	monitoring of alarm system-Police & Fire Depts.	\$149.70
A & B Transmissions	equipment parts-Street Dept.	\$2,084.00
Abdo, Eick & Meyers	audit service-All Depts.	\$9,000.00
Ameripride Services, Inc.	mats-Library	\$60.76
Appraisal Services of Mankato, Inc.	Marigold appraisal-Port Authority	\$900.00
Apt Machining & Fabricating	equipment parts-Street & Park Depts.	\$270.00
Audio Editions	audiobooks & supplies-Library	\$551.41
Baker & Taylor	books-Library & Bookmobile	\$21.02
Beacon Athletics	soccer nets Caswell North Fields-Sales Tax	\$24,547.50
Beck's Radiator Warehouse	equipment parts-Police Dept.	\$125.00
Bethany Lutheran College	professional service-Public Access	\$196.00
Blue Valley Sod, Inc.	dirt for Caswell North Soccer Fields-Sales Tax	\$200.00
Bolton & Menk, Inc.	engineering fees-All Depts.	\$43,857.13
Border States Electric Supply	equipment parts-Street Lights	\$14.67
C & S Supply Co., Inc.	equip parts, supplies & Stihl Kombie/attachments	\$1,038.73
CDW-Government, Inc.	computer parts & supplies-All Depts.	\$2,239.27
City of Mankato	wastewater/May & replace motor Lake St flood station	\$96,347.86
City of St. Peter	mini-caliber robot-Capital Facilities Tactical Response	\$6,161.95
Crysteel Truck Equipment	equipment-Bookmobile	\$640.00
DH Athletics LLC	supplies-Park Dept.	\$180.00
Dalco	supplies-Gen Gov, Pol, Fire, Caswell, Park & Library	\$1,274.64
DEMCO, Inc.	supplies-Library	\$576.47
EBSCO Information Service	magazine subscriptions-Library & Bookmobile	\$2,936.47
Electrical & Communication Specialists	equipment parts-Sewer Dept.	\$299.76
Express Services, Inc.	crossing guards-Police Dept.	\$723.34
Ferguson Enterprises, Inc.	equip parts & install water service soccer fields	\$916.79
Freyberg Petroleum Sales, Inc.	gear oil-Shop	\$124.81
Fries, Steve Construction, Inc.	fix tile floor-Public Access	\$1,600.00
Gale/Cengage Learning	books-Library & Bookmobile	\$316.69
Gangelhoff, Brian	travel expense for training-Police Dept.	\$7.80
Green Tech Recycling	electronic recycling-Recycling	\$3,986.72
Hansen Sanitation	refuse pickup & Spring Clean-up-Solid Waste	\$63,225.45
Hawkins, Inc.	chemicals-Water Dept.	\$3,131.55
Industrial Fabrication Services, Inc.	equipment parts-Street Dept.	\$1,530.00
Ingram Library Services	books-Library & Bookmobile	\$1,679.00

CLAIMS CONTINUED

Kennedy & Graves, Chartered	legal services-Gen Gov	\$912.00
LJP Enterprises, Inc.	trailer rental-Recycling	\$600.00
Lafayette Nicollet Ledger	renew subscription-Library	\$35.00
Lakes Gas Co.	LP gas-Recycling	\$235.00
Larkstur Engineering	supplies-Street Dept.	\$150.00
League of Minnesota Cities	LMC directories-Gen Gov, Police & Library	\$197.30
M & M Signs, Inc.	banners-Unallocated	\$1,288.50
Master Electric	electrical work-Public Access	\$95.36
Menards-Mankato	supplies-Police, Caswell & Library	\$19.44
Minnesota Valley Testing Lab	sample testing-Sewer Dept.	\$118.50
MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
Minnesota State University	work study students-Library	\$268.00
Nicollet County	1st half real estate taxes-All Depts.	\$15,147.75
Northern State Supply	supply-Shop	\$65.00
OverDrive, Inc.	downloadable audio & ebooks-Library	\$974.18
Pet Expo Distributors	aquatic service-Library	\$66.99
Petty Cash, Clara Thorne	petty cash items-All Depts.	\$226.00
Pohlman, Tim	regional meeting fees-Fire Dept.	\$42.00
Ramy Turf Products	erosion control-Street & Park Depts.	\$820.00
Red Feather Paper Co.	supplies-Street, Recycling & Public Assess	\$130.05
Retrofit Companies, Inc.	recycle bulbs & supplies-Recycling	\$220.91
River Bend Business Products	copier maintenance-Gen Gov & Police	\$579.96
Riverland Community College	training-Fire Dept.	\$560.00
Shine-Way Janitorial Service, Inc.	carpet cleaning-Public Access	\$279.00
Sign Pro	banner for ArtSplash-Library	\$18.00
Southern Minnesota Construction	rock for Caswell North Soccer Fields-Sales Tax	\$584.67
SPS Companies, Inc.	supplies-Caswell, Park & Water Depts.	\$340.94
Staples Advantage	supplies-All Depts.	\$625.81
State Industrial Products	supplies-Shop	\$1,099.72
Stone & Steel Design	paver bricks-Unallocated	\$73.88
Titan Machinery	equipment parts-Street Dept.	\$39.00
Viking Electric Supply	electrical supplies-All Depts.	\$477.02
Vine Faith In Action	2014 annual support-Unallocated	\$12,000.00
VoyageurWeb	annual fee for Website-Unallocated	\$280.00
WSB & Associates	comprehensive plan-Comm Dev	\$2,277.00



CLAIMS CONTINUED

WW Blacktopping	Final Estimate Caswell North Soccer Fields	\$12,285.30
WW Blacktopping	Final Estimate 2013 Wearing Course Improvements	\$11,895.59
Waco Scaffolding & Supply Co.	supplies & level-Park Dept.	\$235.95
Wells Fargo Corporate Trust	interest on bonds	\$90,963.75
Zarnoth Brush Works, Inc.	sweeper brooms-Street Dept.	<u>\$876.00</u>
Total		<u><u>\$430,432.08</u></u>

CLAIMS CONTINUED

General	\$47,290.76
Local Option Sales Tax	\$38,128.74
Port Authority	\$5,764.00
Capital Facilities & Equipment Replacement-General	\$6,161.95
Port Authority State Revolving Loan Fund	\$2,414.02
Joint Economic Development Fund	\$8,498.00
Local Option Sales Tax Bonds	\$44,893.75
GO Improvement Bond of 2010	\$36,925.00
2011 Construction	\$13,570.00
2013 Construction	\$11,895.59
2014 Construction	\$25,330.50
Water	\$12,262.66
Sewer	\$67,157.92
Recycling	\$5,970.44
Storm Water	\$37,704.86
Solid Waste	\$63,225.45
Public Access	\$3,238.44
	<hr/>
Total	<u>\$430,432.08</u>

PORT AUTHORITY INVOICES  
FOR REGULAR COUNCIL MEETING OF MAY 5, 2014

Abdo, Eick & Meyers	audit service-Port Authority	\$850.00
Appraisal Services of Mankato, Inc.	Marigold appraisal-Port Authority	\$900.00
MN Dept Employment & Economic Dev	Thin Film grant repayment-Port Auth State Rev Loan	\$2,414.02
Nicollet County	1st half real estate taxes-Port Auth & Jt Economic	<u>\$12,512.00</u>
Total		<u><u>\$16,676.02</u></u>

List of Port Authority Bills in the Amount of \$16,676.02

Council Meeting of May 5, 2014

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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Council Member Robert Freyberg

List of Bills in the Amount of \$430,432.08

Council Meeting of May 5, 2014

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Mayor Mark Dehen

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Council Member Kim Spears

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Council Member Diane Norland

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Council Member William Steiner

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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:

Donor of Gift	Restriction on Gift	Amount
The Dow Chemical Foundation	Library – matching gift of Thomas Kwolek	\$500.00

Adopted by the City Council this 5th day of May 2014.

\_\_\_\_\_  
Mayor

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

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 10C	Department: Finance	Council Meeting Date: 5/05/14
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**TITLE OF ISSUE:** League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The City each year, as a part of the insurance renewal process, must determine if it wants to waive the tort liability limits that are established by statute. The City has never waived these limits.

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

**REQUESTED COUNCIL ACTION:** Motion to approve not to waive tort limits.

**For Clerk's Use:**

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

Vote Record:

	Aye	Nay	
	_____	_____	Steiner
	_____	_____	Norland
	_____	_____	Freyberg
	_____	_____	Spears
	_____	_____	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>LMCIT Liability Coverage Waiver Form</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: _____

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

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

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

The City of \_\_\_\_\_ \$500,000 /  
North Mankato accepts liability coverage limits of \$ \$1,500,000 from the League of  
Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044



RESOLUTION NO.

RESOLUTION WAIVING WAITING PERIOD  
FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE FOR  
KNIGHTS OF COLUMBUS

WHEREAS, the Knights of Columbus have made application for exemption from a charitable gambling license to conduct bingo on July 9, 10, 11, 12 and 13 at Wheeler Park, 402 Page Avenue, within the City of North Mankato, Minnesota, which application was received by the City on April 17, 2014;

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

Adopted by the City Council this 5<sup>th</sup> day of May 2014.

\_\_\_\_\_  
Mayor

ATTEST:

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

### LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name: **KNIGHTS OF COLUMBUS #5551** Previous gambling permit number: **X-03384-13-006**

Minnesota tax ID number, if any: **7117666** Federal employer ID number (FEIN), if any: **23-7543219**

**Type of nonprofit organization. Check one.**

Fraternal     Religious     Veterans     Other nonprofit organization

Mailing address: **440 FOREST HEIGHTS DRIVE** City: **NORTH MANKATO** State: **MN** Zip code: **56003** County: **NICOLLET**

Name of chief executive officer [CEO]: **PAUL F STREIT** Daytime phone number: **507-380-1355** E-mail address: **pstreit@hickorytech.net**

**NONPROFIT STATUS**

**Attach a copy of ONE of the following for proof of nonprofit status.**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

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

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

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
**WHEELER PARK**

Address [do not use PO box]: **402 PAGE AVENUE** City or township: **NORTH MANKATO, MN** Zip code: **56003** County: **NICOLLET**

Date[s] of activity. For raffles, indicate the date of the drawing.  
**JULY 9, 10, 11, 12, 13, 2014**

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

Bingo\*     Raffle [total value of raffle prizes awarded for year \$\_\_\_\_\_]     Paddlewheels\*     Pull-tabs\*     Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].

The application is denied.

Print city name North Mankato

Signature of city personnel *Manny Dehner*

Title City Clerk Date 4-17-14

**Local unit of government must sign**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature *Paul F Street* Date 4/17/14

Print name PAUL F STREET

**REQUIREMENTS**

**Complete a separate application for:**

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

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

**Send application with:**

a copy of your proof of nonprofit status, and

application fee (non refundable). Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

This form will be made available in alternative format (i.e. large print, Braille) upon request.

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

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

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

APPLICATION FOR LICENSE  
CITY OF NORTH MANKATO

TYPE OF LICENSE: <sup>pro-rated</sup> on-sale liquor Sunday on-sale liquor Cabaret Soft Drink Mech. Amusement Service Application Fee: 2,887.50

BUSINESS NAME: dba Benderz Steinmeyer, Inc.  
BUSINESS ADDRESS: 503 Belgrade Avenue  
MINNESOTA TAX I.D. # 9094955 FEDERAL TAX I.D. # 41-1757584

Applicant's Name: Machelle Delores Steinke  
(Include full middle name)

Applicant's Social Security #: 475-88-1413 Citizenship Status: US

Applicant's Present Address: 105 7th St.  
Kiester, MN 56051

Length of time at this address: 3 yrs

Applicant's Occupation: owner operator Forever Bermas & ShellDans Bar

Applicant's Place of Employment: Forever Bermas / ShellDANS Bar

Length of time so engaged: 8 yrs

Applicant's addresses and occupations for the three (3) years prior to the date of application (if different from above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has applicant ever been convicted of a felony, gross misdemeanor, or misdemeanor, including violation of a municipal ordinance but excluding traffic violations, and if so, the date and place of conviction and the nature of the offense:

DWI approx 15 yrs ago

List four (4) character references if applicant has not resided in the City for two (2) years prior to the date of application:

Don Nickels, Carl Sawick, Tammy Heathorne  
Dan Meyers

References continued ---

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I, the applicant, understand that it is unlawful to intentionally make a false statement or omission upon this application form. Further, I understand that any false statement in such application, or any willful omission to state any information called for on such application form, shall, upon discovery of such falsehood, work an automatic refusal of license, or if already issued, shall render any license or permit issued pursuant thereto, void, and of no effect to protect me from prosecution for violation of Chapter 6, or any part hereto, of the City Code for the City of North Mankato.

Markell Steink  
Signature of Applicant

5/31/62  
Date of Birth

4/15/14  
Date of Signing

Subscribed and sworn to before me this  
15 day of April, 2014.

Nancy Dehn  
City Clerk

-----  
OFFICE USE If needed:

Chris Boyer #701

POLICE approved X not approved \_\_\_ Date: 04-18-14

COUNCIL ACTION approved \_\_\_ not approved \_\_\_ Date: \_\_\_\_\_

Application Fee paid on: 4.23.14

License Issued on: \_\_\_\_\_



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 133, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555  
 www.dps.state.mn.us

**Application for Optional 2 AM Liquor License**

License type code: 2AM License Expiration Date \_\_\_\_\_ ID# \_\_\_\_\_  
 (For Office Use Only)

Licensee Name: Steinmeyer, Inc

Trade Name: \_\_\_\_\_

Licensed Location Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

If the above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

<u>Machelle Deborah Steinke</u>				<u>105 7th St Biogstad, MN 56051</u>
Partner/Officer Name	(First Middle Last)	DOB	Social Security #	Home Address

Partner/Officer Name	(First Middle Last)	DOB	Social Security #	Home Address
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Partner/Officer Name	(First Middle Last)	DOB	Social Security #	Home Address
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Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: **Alcohol and Gambling Enforcement Division (AGED)**. Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1,000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does your city or county licensing official allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature Nancy Kubicki Date 4-23-14  
 (I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2 AM)

Licensee Minnesota Tax ID Number (Required) 9094955

Licensee Signature Machelle Steinke Date 4/23/14  
 (I certify that I have answered the above questions truthfully and correctly)

**Licensee: Prior to submitting this application to the Alcohol and Gambling Enforcement Division, it must be signed by your local city or county licensing official.**



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:  
 1) City issued on sale intoxicating and Sunday liquor licenses  
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License North Mankato License Period From: June 1, 2014 To: Dec. 31, 2014

Circle One: New License License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ \_\_\_\_\_ Sunday License fee: \$ \_\_\_\_\_ 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: Steinmeyer, Inc. DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Business Trade Name \_\_\_\_\_ Business Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_ Business Phone \_\_\_\_\_ Home Phone 507-402-0700

Home Address 105 7th St City Kirstec, MN 56051 Licensee's MN Tax ID # 9094955  
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 41-1757586  
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Machelle Delores Stoinke 105 7th St  
 Partner/Officer Name (First Middle Last) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address Kirstec, MN 56051

(Partner/Officer Name (First Middle Last) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address \_\_\_\_\_)

Partner/Officer Name (First Middle Last) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address \_\_\_\_\_

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes  No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: \_\_\_\_\_ Policy # \_\_\_\_\_

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**

*ATTN: HOMETOWN*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HOMETOWN INSURANCE BOX 3097 BLOOMING PRAIRIE, MN 55917	<b>CONTACT NAME:</b> BRIAN
	<b>PHONE (A/C, No., Ext):</b> 507-345-1105 <b>FAX (A/C, No.):</b> 507-345-1108 <b>E-MAIL ADDRESS:</b>
<b>INSURED</b> STEINMEYER, INC. DBA: BENDERZ 503 BELGRADE AVE N NORTH MANKATO MN 56003	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> WESTERN WORLD INSURANCE
	<b>INSURER B:</b> AUTO OWNERS INSURANCE COMPANY
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PGP0801225	06/01/2014	12/31/2014	EACH OCCURRENCE \$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ee occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	PENDING	06/01/2014	12/31/2014	WC STATUTORY LIMITS    OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY		PGP0801225	06/01/2014	12/31/2014	\$500,000/500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 TAVERN

**CERTIFICATE HOLDER**

**CANCELLATION**

STATE OF MINNESOTA  
 CITY OF NORTH MANKATO  
 1001 BELGRADE AVE  
 NORTH MANKATO MN 56003

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CITY OF NORTH MANKATO PARK PERMIT / Large Group

This permit does reserve space in a City Park.

PERMIT #: 42 -2014 SHELTER: Benson Park FEE: —

TYPE OF EVENT: Fun Run DATE VALID: 5-17-14 HOURS: 7am-1pm

ORGANIZATION: Golden Heart SIZE: 100-200 people

APPLICANT NAME: Christy Bode

ADDRESS: 1825 Commerce Dr. CITY: N. Mankato

ZIP: 56003 DAYTIME PHONE #: 507-327-3487

TENTS: 12/very small ELECTRICITY: [X] ALCOHOL: [X]

If keg beer, a \$250 deposit and \$25 fee are required.

AUDIO DEVICES: [X] Amplified music or band requires Council approval

OTHER: Portable toilet, equipment/vehicle fair (fire truck, etc.)

PERMIT APPROVED: \_\_\_\_\_

DATE: 5-1-14

PERMIT DENIED: \_\_\_\_\_

REFER TO COUNCIL: [X]

Nancy Dahl City Clerk

The following rules and regulations have been set by the City Code which apply to all parks and are enforced:

PROHIBITED

- \* Vehicles are not allowed to be parked or driven on the grass for any reason unless permission is given from the Park Department.
\* Pets (Allowed in Benson Park and Bluff Park only. Must be on a 6' leash).
\* Glass containers.
\* Bonfires.
\* Snowmobiles, ATVs, golfing, swimming, boating and motorized flotation devices.
\* Audio equipment may not be played so loud as to interfere with the reasonable use of the park by others. All audio devices shall end at 8 p.m.

ALLOWED

- \* Personal grills may be brought in.
\* Keg beer is allowed only with a permit.
\* Fishing/Ice fishing on Ladybug Lake and Spring Lake only.
\* Non-motorized canoes and kayaks on Ladybug Lake and Spring Lake. Children under 12 must be accompanied by an adult. Flotation device required.
\* Hog roasts are allowed in the parks on hard-surfaced lots only.

I, the undersigned, understand that the park shelter reservation fee is NOT a deposit and is NOT refundable for any reason other than inclement weather making it impossible to hold a picnic. Cancellation of this park shelter reservation will NOT result in a refund of the fee. If prior approval is not obtained for the installation of additional tents or stakes and causes disruption of utility services, I agree to be held liable for any repairs to service lines.

SIGNED: Christy Bode 4/30/14
Applicant Date

For Office Use Only
Receipt # [ ] [X] Book [ ] Park [ ] Police [ ]



CITY OF NORTH MANKATO
APPLICATION FOR PARADE PERMIT

This application, accompanied by a map of the parade route and the required application fee, shall be submitted to our office at least thirty (30) days in advance of the parade date. This parade permit is pending until approval by the City Council and Chief of Police.

Applicant Information

Name: Golden Heart - Christy Bode
Address: 1825 Commerce Dr.
City: N. Mankato State: MN Zip: 56003
Telephone: 507-625-1446
Sponsoring Organization: Golden Heart
Address: (above)
City: State: Zip:
Telephone:
Occasion for Parade: Fun Run/Walk
Date of Parade: 5/17 Estimated Length of Parade:
Estimated Starting Time: 7am Estimated Finish Time: 1pm
Estimated Number of Participants: \$ 100-200
General Composition of Parade: Families/kids

As a duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute the parade according to this permit and subject to the provisions and conditions which may be necessary to provide for the safety of parade participants and the orderly and safe movement of public traffic.

Christy Bode
Applicant Date 4/30/14

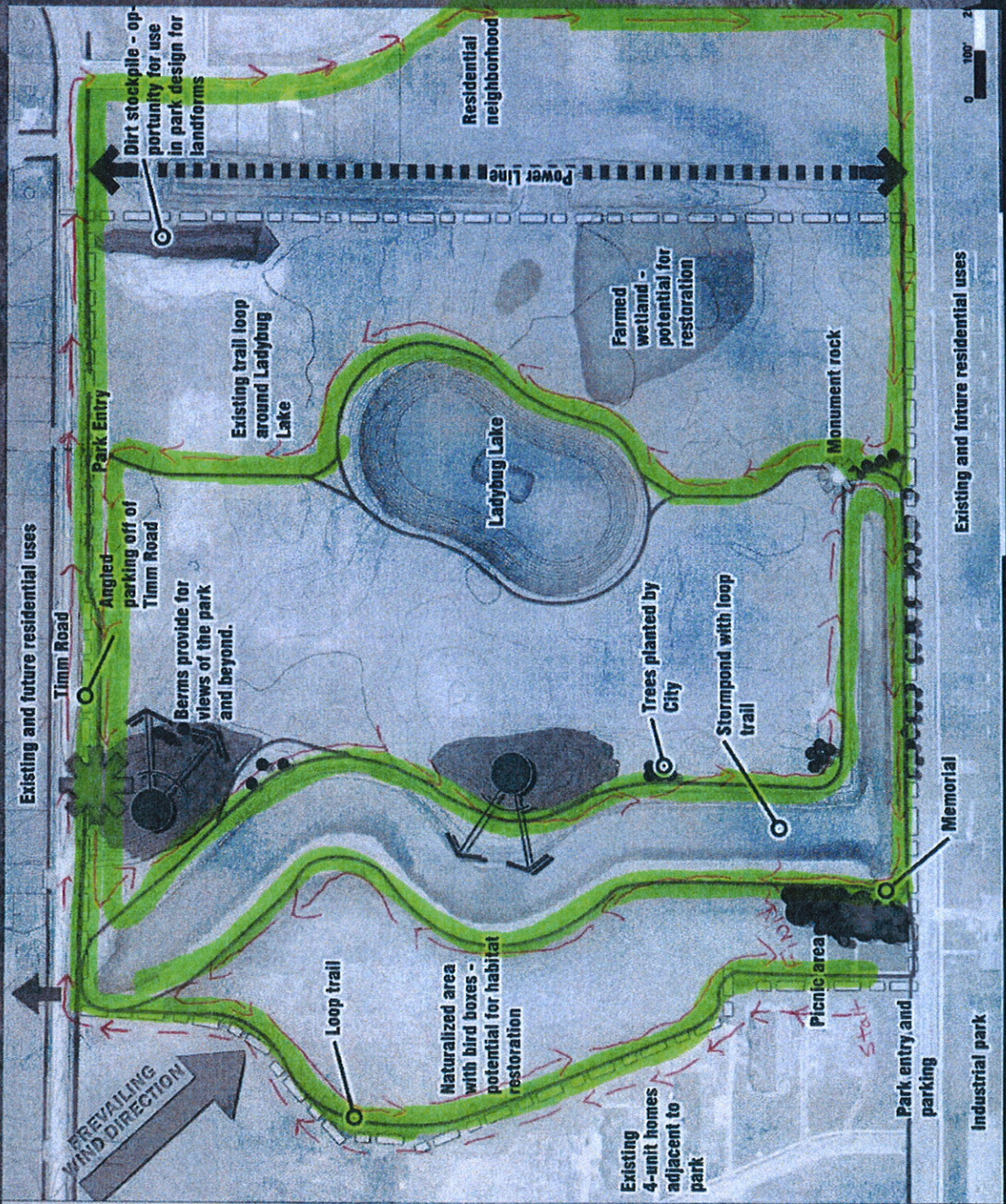
Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

Chief of Police Date 05-01-14

COMMENTS/ADDITIONAL STIPULATIONS:

# Existing Conditions

- Strengths**
- Storm ponds act as focal points
  - Two existing berms provide spectacular views
  - Existing picnic area has mature trees and pond views
  - Trails provide multiple loops of varying distances for walking
  - Street frontage on Carlson Drive and Timm Road allow for high visibility and community access
  - Park is currently used by nearby residents and office workers
  - Because the park is largely undeveloped, there are few constraints to what it could be in the future
- Issues**
- Storm ponds act as focal points but have poor water quality
  - Farmed area has few natural amenities
  - Strong winds from the north/northwest
- Opportunities**
- Large size (70 acres) will allow park to evolve and develop to meet future regional/community park needs as well as neighborhood park needs for nearby residential areas
  - Park could contain restored natural areas, additional water features as well as formal passive recreation such as trails, fishing, interpretive elements, art, children's play areas and perhaps some specialized uses
  - Stockpiled dirt on in the northeast corner provides an opportunity for land shaping
  - Improved water quality



ORDINANCE NO. 57, FOURTH SERIES

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA,  
AMENDING NORTH MANKATO CITY CODE, TITLE XV, LAND USAGE,  
CHAPTER 155, SUBDIVISION REGULATIONS

THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA,  
ORDAINS:

Section 1. Sections of North Mankato City Code, Title XV, Land Usage, Chapter 155, Subdivision Regulations, are hereby amended as follows:

**§ 155.46 STREETS, ALLEYS AND SIDEWALKS**

- (N) *Private streets.* The use of private streets are subject to the following:
- (1) Be called trails;
  - (2) Have a minimum width of 28 feet;
  - (3) Concrete curb and gutter shall be provided. Curb and gutter design shall conform to the City's standard for either B style or M style, as recommended by City Staff and/or approved by the City Council based on project-specific considerations.
  - (4) Be subject to city design and inspection.
- (Q) *Curb and Gutter.* Within all new subdivisions, the installation of concrete curb and gutter is required on both sides of all streets. Curb and gutter design shall conform to the City's standard for either B style or M style, with the following guidelines:
- (1) M-style curb and gutter shall be used for all new streets that are functionally classified as local streets in predominantly single-family or multi-family residential areas.
  - (2) B-style curb and gutter shall be used for all new streets that are functionally classified as anything higher than local streets in predominantly single-family or multi-family residential areas.
  - (3) B-style curb shall be used on all new streets in predominantly commercial or industrial areas.
  - (4) Variations and interpretations to the curb and gutter design standards specified in Paragraphs (1), (2) and (3) above may be made upon approval by the City Council upon recommendations provided by City Staff in consideration of project-specific conditions.

Section 2. After adoption, signing and attestation, this Ordinance shall be published once in the official newspaper of the City and shall be in effect on or after the date following such publication.

Adopted by the City Council this 5<sup>th</sup> day of May 2014.

/s/Mark Dehen  
Mark Dehen, Mayor

ATTEST:

/s/Nancy Gehrke  
Nancy Gehrke, City Clerk

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 12B	Department: City Engineer	Council Meeting Date: 5/5/14
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**TITLE OF ISSUE: Approve Plans and Specifications and Authorize Advertisement for Bids on City Project No. 13-02AC - 2014 Roe Crest-Noretta-Belgrade Ravine and "Old" Belgrade Avenue Improvements**

**BACKGROUND AND SUPPLEMENTAL INFORMATION: On April 7, 2014, the City Council adopted Resolution No. 18-14 Ordering the Improvement Ordering Improvement and Preparation of Plans and Specifications for City Project No. 13-02AC - 2014 Roe Crest-Noretta-Belgrade Ravine and "Old" Belgrade Avenue Improvements. The plans and specifications are substantially complete and are consistent with the scope of improvements as presented at previous Council meetings, the Improvement Hearing and at Neighborhood meetings. Due to the size of the plan set and project manual, they are not included in the Council packet, but copies will be placed on file at City Hall. The advertisement for bids is scheduled to be placed in the Mankato Free Press and in Finance and Commerce beginning May 15, 2014. Bids will be opened at 11:00 a.m. on Thursday, June 5, 2014. Bids will be tabulated and a recommendation regarding the award of the bid will be prepared for consideration by the City Council at the June 19, 2014 Council meeting.**

**REQUESTED COUNCIL ACTION: Consider Adoption of attached Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids**

**For Clerk's Use:**

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

Vote Record:

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

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Map
<input checked="" 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: _____

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENTS FOR BIDS  
FOR PROJECT NO. 13-02AC ROE CREST-NORETTA-BELGRADE  
RAVINE AND BELGRADE AVENUE IMPROVEMENTS

WHEREAS, a resolution of the City Council adopted the 7th day of April, 2014, the City Engineer has prepared plans and specifications for Project No. 13-02AC Roe Crest-Noretta-Belgrade Ravine and Belgrade Avenue Improvement Project and has presented such plans and specifications to the council for approval;

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

- 1) Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2) The city clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for not less than three weeks, shall specify the work to be done, shall state that bids will be received by the clerk until 11:00 a.m. on June 5, 2014, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and the City Engineer
- 3) The bids will then be tabulated, and will be considered by the City Council at their regular meeting at 7:00 p.m. on June 16, 2014, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
- 4) 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 for five (5) percent of the amount of such bid.

Adopted by the City Council this 5<sup>th</sup> day of May 2014.

\_\_\_\_\_  
Mayor

ATTEST:

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