Pursuant to due call and notice thereof, a Council Budget Workshop of the North Mankato City Council was held in the Municipal Building Council Chambers on August 15, 2016. Mayor Dehen called the meeting to order at 6:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Spears and Norland, City Administrator Harrenstein, Finance Director McCann and City Clerk Van Genderen.

Discussion of 2017 Proposed Budget

Administrator Harrenstein stated this was the first work session as the City moves towards adopting the 2017 Proposed Budget. The first formal action required will be the adoption of the proposed levy on September 19, 2016. He reported the proposed budget did not include a tax rate increase but City staff is proposing utility rate increases for water and sewer; the last increase was in 2013. Administrator Harrenstein noted this budget nearly fully funds the Street Plan and Parks Plan. He also noted that the sale of land to BUI Properties of Minnesota allowed the collection of deferred assessments allowing enough room in the 2017 Proposed Budget to recommend \$1.5 to \$2 million in borrowing. He reported that during the budget process in 2016 the City did not anticipate borrowing in 2017. He indicated projects could be brought forward with the 2017-2021 Capital Improvement Plan (CIP).

Finance Director McCann presented a PowerPoint providing an overview of the Proposed 2017 Budget. He reported the budget assumes a 2.0% growth in total market value with approximately half in new construction and the remaining half in increased property values which is anticipated to generate \$116,000 in new tax revenue. Finance Director McCann reported the budget anticipates a merit increase of 3% with no additional staff members. City Administrator Harrenstein commented there was a proposal to consider a full-time equivalent public works laborer and Public Works Director Swanson would speak more on that during future budget workshops. He indicated if the position was approved there would be a decrease in the park or street improvement budget to finance the position. Finance Director McCann stated he is investigating other cities and their anticipated raises for staff. His findings currently show cities were anticipating a 2.5% pay increase on top of step increases. The 2017 Proposed Budget also assumes a 3% health insurance increase but staff will know specifics later in the month. Council Member Spears requested City staff consider shopping for health insurance. Finance Director McCann reported a proposed 14% increase in the Legislative Department primarily to upgrade the City Council's computers. A 15% increase of \$16,774 is anticipated in the Swim Facility due to an increase in the contract with the YMCA to run the facility and improvements. Council Member Spears commented that the contract with the YMCA appears to continue to increase and maybe the City should consider alternatives. Administrator Harrenstein indicated the contract has increased but the anticipated increase also includes improvements to the facility in-line with the comments from both the Brewing Ideas meetings and survey results from residents. Finance Director McCann noted a 26% increase in the parks budget which is in-line with fully funding the Parks Plan adopted by Council in 2015. Finance Director McCann reported a 5% increase of \$28,000 for the library which includes additional part-time staff and covers the minimum wage increase. He noted the increase of 890% or \$44,500 in miscellaneous was due to allocating money for the Fun Days Fireworks. Administrator Harrenstein noted the City covers the cost of the fireworks and is reimbursed by the Civic and Commerce Association for approximately 50% of the cost. The fund is also used to cover miscellaneous administrative and office expenses. Finance Director McCann reported an increase in Area Agency Disbursements of 8% due to increased cost share in the mass transit system. Administrator Harrenstein indicated the increase was due to increased ridership and if requested he could provide a more specific cost breakdown. Finance Director McCann broke down the

General Fund Expenditures by department and noted the three highest areas for expenditure were the Police Department at 23%, the Streets Department at 17% and the Parks Department at 11%. He noted that 53% of the budget was for personnel services down from 55% in 2016.

Finance Director McCann provided an overview of the 2017 General Fund Revenue. Administrator Harrenstein noted the City was anticipating approximately \$2 million in Local Government Aid (LGA). He reported that if the LGA was cut the City would cut expenditures in the Street and Parks Department. Finance Director McCann reviewed the Utility Fund Expenditures and noted an increase of \$29,000 in the Water Fund. He noted the City is proposing a \$3.00 base rate increase. The goal would be to build cash to use for eligible portions of improvement projects rather than bonding the entire project. The City is also proposing a \$3.60 base rate increase for Sewer. The overall increase would be a total of \$6.60 per customer. Council Member Spears stated this would be a large increase for residents but stated it would be prudent to pay for capital improvement projects with cash. Mayor Dehen requested information on if the City would experience increases from the improved sewer system in Mankato. Administrator Harrenstein stated it would be prudent to plan ahead for an increase from Mankato. He stated the City of North Mankato has not increased rates since 2013 despite several projects. Finance Director McCann reviewed the local area utility rates and noted that even with the rate increase the City of North Mankato would still have the lowest rates. Finance Director McCann noted few changes in the 2017 Auxiliary Funds. Council Member Spears requested clarification on the Debt Service fund and the proposed use of \$1.5 to \$2 million for a capital improvement project. Administrator Harrenstein noted that in the 2016-2020 Capital Improvement Plan the City did not plan on a capital improvement project but staff believes the City can maintain the tax rate and put a project into the CIP for 2017. Council Member Spears requested clarification on if the City could wait and complete projects using cash. Administrator Harrenstein indicated the cash would be used to fund existing projects and larger purchases such as vehicles. Most projects in the CIP would include new construction and it would take many years of not taking on debt to be able to use cash to fund a project. Mayor Dehen stated many street projects have been deferred and this may be a good time to choose a project. Council Member Spears stated the City is not planning on adding additional parks to the parks system and funding could be decreased. Mayor Dehen stated a consistent request from residents during Brewing Ideas was the addition of restrooms at many of the parks. Council Member Spears noted he has spoken to several residents who are concerned that if restrooms are added to certain parks undesirable events could occur. Council Member Spears stated that with the increased use of Caswell Park the cost of maintaining the park increases. Administrator Harrenstein noted revenue has been increasing and is coming closer to covering the expense. He noted that the concession stand has begun to use credit cards and that has increased concession sales. Finance Director McCann noted he was going to look into making Caswell Park an Enterprise Fund. Mayor Dehen commented that if restrooms were built at Spring Lake Park it may be a good idea to consider a concession stand because during the summer the ball diamonds are often in use. Finance Director McCann reviewed the debt service fund and noted the debt payments will decrease after 2017 and projected debt will continue to decrease. Finance Director McCann reviewed the strategic plan and noted that in two years the City has completed most of the items on the strategic plan.

Council Member Norland noted staff has continued to decrease in the past few years and wanted to know if additional staff members were needed. Administrator Harrenstein stated Council had made it known that the goal was to reinvest in infrastructure and in order to accomplish that goal staff has not been replaced. He noted the frequency of services may have been decreased but staff has done an outstanding job of adapting and have met the rising demand of new events. The City assists

with three or four more events a year. He stated more specific information would need to be evaluated before a decision could be made concerning staffing. Mayor Dehen stated there has been success with the internship program and with the increase of events at Caswell it may be a good idea to consider hiring a sports management intern. Mayor Dehen stated that with an expanding community it may be necessary to hire additional support for things such as snow events. Mayor Dehen recommended administration continue to explore the use of technology to improve services and help manage the workload.

Administrator Harrenstein reported the budget includes increased spending but the spending was not recommended without increased revenue which includes an increase in the tax base, increased Caswell revenues and increased collection in water tower leases. He stated the budget reflects the next chapter in the Council's vision for the City.

There being no further business, on a motion by Council Member Steiner, seconded by Council Member Norland, the meeting adjourned at 7:00 p.m.

	Mayor	
City Clerk		

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 August 15, 2016. Mayor Dehen called the meeting to order at 7:13 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Spears and Norland, City Administrator Harrenstein, Finance Director McCann, Attorney Kennedy, City Planner Fischer, Public Works Director Swanson and City Clerk Van Genderen. Absent Council Member Freyberg and Steiner.

Approval of Agenda

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

Approval of Council Minutes

Council Member Norland moved, seconded by Council Member Spears to approve the minutes of the Council meeting of August 1, 2016. Vote on the motion: Norland, Spears and Dehen aye; no nays. Motion carried.

Approval of Council Special Meeting Minutes

Council Member Norland moved, seconded by Council Member Spears to approve the minutes of the Council Special meeting of August 8, 2016. Vote on the motion: Norland, Spears and Dehen aye; no nays. Motion carried.

Consent Agenda

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

- A. Bills and Appropriations.
- B. Adopted Res. 70-16 Approving Donations/Contributions/Grants.
- C. Approved Large Group and Audio Permit for Younge/Yu Wedding on October 1, 2016 from 9:00 a.m. to 10:00 p.m. at Spring Lake Park Shelter #2.
- D. Approved Audio Permit for Chris Good at 512 Sherman Street on September 10, 2016 from 6:30 p.m. to 10:00 p.m.
- E. Approved Parade Permit for Golden Heart 5K Fun Run Walk and Kids 1K at Benson Park on September 24, 2016 from 7 a.m. to 11 a.m.
- F. Approved a Temporary Liquor License for the North Mankato Fire Relief Association for August 18-21, 2016 at Caswell Park.
- G. Adopted Res. No. 71-16 Waiving Waiting Period for Exemption from Lawful Gambling License for Holy Rosary Church on November 25, 2016.
- H. Approved Bumpers on Belgrade Street Closure on the 200 block of Belgrade and Allowing Public Consumption for August 18, 25, September 1, 8, 15, 22 and 29, 2016.
- I. Approved Temporary 3.2% License for the American Legion, Bumpers on Belgrade, August 18, 25 and September 1, 8, 22 and 29, 2016.
- J. Set Dates for Water Main Flushing for October 10-31, 2016.
- K. Added Finance Director Kevin McCann as Signatory to Frandsen Bank and Wells Fargo Bank.
- L. Approved Temporary On-Sale Intoxicating Liquor License for Business on Belgrade's Bier on Belgrade September 24, 2016.

- M. Set Public Hearing for 7 p.m. on September 6, 2016 to Consider Revisions to City Code Chapter §151 Residential Rental Property Licensing Code to include §151.18 Rental Density, §151.19 Temporary Rental Licenses, §151.20 Granting Rental Licenses, and §151.21 Rental Property Parking Requirements.
- N. Approved Audio Permit for Business on Belgrade's Bumpers on Belgrade, from 5 pm to 8 pm on August 18 and 25 and September 1, 8, 22 and 29, 2016.

Vote on the motion: Spears, Steiner, Norland, Freyberg and Dehen aye; no nays. Motion carried. Mayor Dehen thanked the anonymous donor who donated \$25,000 to the Police Department.

Public Comments

Phil Henry, 1300 Noretta Drive, appeared before Council and asked if the \$25,000 donation was allocated. Administrator Harrenstein reported the money was allocated for replacement of a squad car.

Brian Mechler, 303 Belgrade Avenue, appeared before Council and requested information on the assistance given to Business on Belgrade, the cost of the Hwy 14 Bike Trail and the City donation for the Fun Days Fireworks.

Business Items

None

City Administrator and Staff Comments

City Clerk Van Genderen stated there was a 4.6% registered voter turn-out for the August 9, 2016 Primary Election which was on par with Nicollet County voter turn-out. City Clerk Van Genderen stated they anticipate a much larger turn-out for the General Election on November 8, 2016.

City Administrator Harrenstein invited the public to Bumpers on Belgrade on August 18, 2016 from 5:00 pm to 8:00 pm.

Council Member Spears requested clarification on the Roe Crest Drive project stating a citizen noted it appeared the road was dug-up and put back together numerous times. Public Works Director Swanson reported due to the installation of multiple utilities which must be installed separately, the road has been dug up several times. He stated residents were informed in a pre-construction meeting that there would be multiple digs.

Mayor and Council Comments

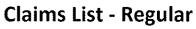
Mayor Dehen thanked the staff for their hard work hosting the NAFA Tournament. He reported a local player, Chad Osterman, was inducted into the Hall of Fame.

Mayor Dehen reported an open house to discuss the Rental Density Study would be held at Fire Station #2, 1825 Howard Drive West at 6:00 p.m. Residents may attend the open house on either Wednesday, August 17, 2016 or Wednesday, August 24, 2016.

Public Comments

None

There being no further business, on a	a motion by Council Member Steiner, seconded by Council
Member Norland, the meeting adjourned at	7:25 p.m.
	Mayor
City Clerk	



By Vendor Name



City of North Mankato, MN

Date Range: 9-6-16

Vendor Number Bank Code: APBNK-AF	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
bann coder in bitter in	**Void**	08/31/2016	Regular	0	_	85647
	Void	09/06/2016	Regular	0	-	85701
	Void	09/06/2016	Regular	0	-	85712
	Void	08/29/2016	Regular	0	(748.00)	
02436	3D SPECIALTIES INC.	09/06/2016	Regular	0	66.00	85648
00005	A TO Z RENTAL CENTER	09/06/2016	Regular	0	82.55	85649
00007	A&B TRANSMISSIONS	09/06/2016	Regular	0	6,338.00	85650
02431	ACIS	08/25/2016	Regular	0	270.00	85576
02432	ACTIVE911, INC.	08/29/2016	Regular	0	376.00	85639
00021	ADVANCE RESOURCES FOR DEVELOPMENT, INC		Regular	0	2,200.00	85651
02433	ADVANCED AUTO PARTS	09/06/2016	Regular	0	113.99	85652
02428	ADVENTURE SPECIALTIES, LLC	09/06/2016	Regular	0	426.00	85653
00024	AEM FINANCIAL SOLUTIONS LLC	09/06/2016	Regular	0	19,972.73	85654
00078	ANDERSON, DOROTHY	08/25/2016	Regular	0	80.75	85577
00101	AT&T MOBILITY	08/12/2016	Regular	0	26.08	85557
02424	ATCHLEY, CATHERINE	08/25/2016	Regular	0	85.50	85578
00102	AUDIO EDITIONS	09/06/2016	Regular	0	138.54	85655
02434	AUSTIN'S AUTO REPAIR CENTER, INC.	09/06/2016	Regular	0	30.00	85656
00113	BAKER & TAYLOR	09/06/2016	Regular	0	88.96	85657
00123	BATTERIES+BULBS	09/06/2016	Regular	0	202.92	85658
00141	BEST WESTERN	09/06/2016	Regular	0	105.00	85659
00174	BOLTON & MENK, INC.	09/06/2016	Regular	0	43,781.19	85660
00177	BORUFF, CAROL	08/25/2016	Regular	0	95.00	85579
00180	BOWYER, SHANE	09/06/2016	Regular	0	324.00	85661
00182	BOYER TRUCKS	09/06/2016	Regular	0	1,049.37	85662
00194	BRICK HOUSE GRAPHICS	09/06/2016	Regular	0	240.00	85663
00203	BRUNER, MARGARITTE	08/25/2016	Regular	0	95.00	85580
02414	BULLERT, DAVID	08/25/2016	Regular	0	95.00	85581
00216	C & S SUPPLY CO, INC.	09/06/2016	Regular	0	99.81	85664
00227	CARQUEST AUTO PARTS STORE	09/06/2016	Regular	0	305.50	85665
00234	CENTER POINT ENERGY	08/23/2016	Regular	0	17.00	85563
00234	CENTER POINT ENERGY	09/06/2016	Regular	0	1,100.75	85666
00250	CITY AUTO GLASS	09/06/2016	Regular	0	128.13	85667
00255	CITY OF MANKATO	09/06/2016	Regular	0	34,769.89	85668
00255	CITY OF MANKATO	09/06/2016	Regular	0	79,000.00	85669
00255	CITY OF MANKATO	09/06/2016	Regular	0	1,350.00	85670
00258	CITY OF MANKATO-WATER BILL	09/06/2016	Regular	0	22.51	85671
00276	COCA-COLA DISTRIBUTION, LLC	09/06/2016	Regular	0	90.00	85672
02058	CONSOLIDATED COMMUNICATIONS	09/06/2016	Regular	0	3,248.95	85673
00310	CRYSTEEL TRUCK EQUIPMENT, INC	09/06/2016	Regular	0	1,356.80	85674
00322	DALCO	09/06/2016	Regular	0	349.86	85675
00334	DEHEN, MARK	09/06/2016	Regular	0	32.94	85676
00336	DELTA DENTAL	08/23/2016	Regular	0	947.40	85564
00337	DEMCO, INC.	09/06/2016	Regular	0	150.07	85677
02275 00343	DEM-CON MATERIALS & RECOVERY	09/06/2016	Regular	0	220.01	85678
00379	DH ATHLETICS LLC	09/06/2016	Regular	0	1,054.00	85679
02318		08/25/2016	Regular	0	95.00	85582
00399		09/06/2016	Regular	0	1,175.00	85680
00404		08/25/2016	Regular	0	95.00	85583
00409		09/06/2016	Regular	0	14.41	85681
00412		09/06/2016	Regular	0	582.50	85682
00432		09/06/2016 09/06/2016	Regular	0	681.15	85683
02404			Regular	0	89.68	85684
00447		08/25/2016	Regular	0	95.00	85584
00453		09/06/2016 09/06/2016	Regular	0	284.88	85685
00456		09/06/2016	Regular	0	207.84	85686
00462		09/06/2016	Regular Regular	0	1,839.37	85687
00463		09/06/2016	Regular	0	298.89	85688
00460		09/06/2016	Regular	0	394.40 791.50	85689 85690
00472		08/25/2016	Regular	0	791.50 180.00	85690 85585
		25/25/2010		0	100.00	03500

02407	GEISTFELD, ERNEST	08/25/2016	Regular	0	95.00	85586
01098	GILLETTE GROUP/PEPSI-COLA	09/06/2016	Regular	0	1,484.00	85691
02289	GISLASON & HUNTER LLP	09/06/2016	Regular	0	1,103.00	85692
02405	GLASER, ARLENE	08/25/2016	Regular	0	80.75	85587
00482	GMS INDUSTRIAL SUPPLIES, INC.	09/06/2016	Regular	0	19.00	85693
00487	GOETTL, MICHELE	08/25/2016	Regular	0	182.50	85588
00493 00524	GOODWIN, TONY	09/06/2016	Regular	0	550.00	85694
02426	HALSTEAD, WILLIAM	08/25/2016	Regular	0	177.50	85589
00538	HANSEN, LORRAINE HAWKINS, INC.	08/25/2016 09/06/2016	Regular	0	19.00	85590
00873	HENRY G. MEIGS LLC	09/06/2016	Regular Regular	0	5,872.95	85695
02437	HILTON GARDEN INN MANKATO	09/06/2016	Regular	0	23,040.73 5,538.45	85696 85697
00566	HIRVELA, JAMES	08/25/2016	Regular	0	95.00	85591
02409	HOHERTZ, EDWARD	08/25/2016	Regular	0	80.75	85592
02415	HOHERTZ, SHARON	08/25/2016	Regular	0	80.75	85593
00577	HOLTMEIER CONSTRUCTION	08/30/2016	Regular	0	100,220.18	85645
00577	HOLTMEIER CONSTRUCTION	09/06/2016	Regular	0	171,454.47	85698
00590	HUDSON, DAVID	08/25/2016	Regular	0	180.00	85594
00595	HY-VEE, INC.	09/06/2016	Regular	0	700.14	85699
00608	INGRAM LIBRARY SERVICES	09/06/2016	Regular	0	2,034.18	85700
02429	J D TRUFFLES CATERING	09/06/2016	Regular	0	360.00	85702
01275	JADD SEPPMANN & SONS, LLP	09/06/2016	Regular	0	470.00	85703
00639	JOHN DEERE FINANCIAL	09/06/2016	Regular	0	242.83	85704
02421	JOHNSON, CHARLES	08/25/2016	Regular	0	95.00	85595
00657	JT SERVICES	09/06/2016	Regular	0	1,850.00	85705
02411	JUDKINS, WES	08/25/2016	Regular	0	80.75	85596
02406	KENDALL, KAY	08/25/2016	Regular	0	95.00	85597
00690	KENNEDY & GRAVEN CHARTERED	09/06/2016	Regular	0	516.00	85706
00697	KIRSCHBAUM, JAMES	08/25/2016	Regular	0	80.75	85598
00698	KLASEUS, LORRAINE	08/25/2016	Regular	0	95.00	85599
00704	KLUTE, SUSAN	08/25/2016	Regular	0	180.00	85600
00720	KWIK TRIP, INC.	09/06/2016	Regular	0	13,349.21	85707
00731	LAGER'S OF MANKATO, INC.	09/06/2016	Regular	0	31.85	85708
02438	LAKE CRYSTAL BASEBALL ASSOCIATION	09/06/2016	Regular	0	40.00	85709
00733	LAKES GAS CO #10	09/06/2016	Regular	0	181.37	85710
00746	LAW ENFORCEMENT LABOR SERVICES, INC.	08/16/2016	Regular	0	490.00	85560
00776	LLOYD LUMBER CO.	09/06/2016	Regular	0	912.37	85711
00785	LOVIK, CAROLYN	08/25/2016	Regular	0	95.00	85601
00786	LOVIK, ROGER	08/25/2016	Regular	0	95.00	85602
00789	LOWRY, LUCY	09/06/2016	Regular	0	57.24	85713
00793	M & M SIGNS, INC.	09/06/2016	Regular	0	650.00	85714
00796	MAC QUEEN EQUIPMENT, INC.	09/06/2016	Regular	0	770.48	85715
00800	MADDEN, GALANTER, HANSEN, LLP	09/06/2016	Regular	0	81.51	85716
00804 02119	MADSON, NORMAN	08/25/2016	Regular	0	95.00	85603
00812	MAGNEY CONSTRUCTION, INC.	09/06/2016	Regular	0	36,164.30	85717
00818	MANKATO BEARING COMPANY	09/06/2016	Regular	0	11.00	85718
00825	MANKATO MACTOR COMPANY	09/06/2016	Regular	0	33,779.63	85719
00834	MANKATO MOTOR COMPANY	09/06/2016	Regular	0	13.16	85720
00835	MANKATO WEST ACTIVITIES DECT	09/06/2016	Regular	0	700.00	85721
00849	MANKATO WEST ACTIVITIES DEPT MAYBA/ROYALS	09/06/2016	Regular	0	350.00	85722
00862	MCGEE, SIDNEY	09/06/2016	Regular	0	270.00	85723
00863	MCGEE, THERESA	08/29/2016 08/29/2016	Regular	0	19.00	85640
00874	MENARDS-MANKATO	09/06/2016	Regular Regular	0 0	19.00	85641
02403	MEYER, DARYL	08/25/2016	Regular	0	360.68	85724
00881	MEYER, ROBERT	08/25/2016	Regular	0	95.00	85604
02413	MEYERS, DIANE	08/25/2016	Regular	0	95.00	85605
00884	MIDDLETON, JAMES E	08/25/2016	Regular	0	95.00 78.38	85606 85607
00885	MIDLER, MARK	08/25/2016	Regular	0	80.75	85608
00890	MILLIFE, INC VEBA	08/23/2016	Regular	0		
00892	MILLIFE, INCHEALTH SAVINGS ACCOUNT	08/23/2016	Regular	0	27,537.62 1,625.00	85565 85566
00920	MINNESOTA DEPARTMENT OF HEALTH	09/06/2016	Regular	0	8,113.77	85725
00902	MINNESOTA IRON & METAL CO	09/06/2016	Regular	0	16.00	85725 85726
00935	MINNESOTA PIPE & EQUIPMENT	09/06/2016	Regular	0	4,117.15	85727
00904	MINNESOTA STATE FIRE CHIEFS ASSOCIATION	09/06/2016	Regular	0	1,200.00	85728
00910	MINNESOTA VALLEY TESTING LAB, INC.	09/06/2016	Regular	0	59.25	85729
02408	MOCK, SHARON	08/25/2016	Regular	0	80.75	85609
00979	MORK, STEVE	08/25/2016	Regular	0	175.00	85610
00985	MOSS & BARNETT	09/06/2016	Regular	0	2,676.17	85730
00997	MTI DISTRIBUTING CO	09/06/2016	Regular	0	85.84	85731
			•		00.04	00,01

01005	MUSCO SPORTS LIGHTING, LLC	08/29/2016	Regular	0	748.00	85642
01009	NAPA AUTO PARTS - MANKATO	09/06/2016	Regular	0	11.10	85732
01010 01010	NATIONAL INSURANCE SERVICES OF WILLIAM	08/23/2016	Regular	0	1,735.86	85567
01018	NATIONAL INSURANCE SERVICES OF WI, INC. NCPERS MINNESOTA-UNIT 662400	08/23/2016 08/16/2016	Regular Regular	0 0	110.50	85568
01021	NEIR, HELEN	08/25/2016	Regular	0	176.00 80.75	85561 85611
01026	NERE, MARY	08/25/2016	Regular	Ö	80.75	85612
01032	NEW ULM QUARTZITE QUARRIES, INC	09/06/2016	Regular	0	8,796.70	85733
01036	NICOLLET COUNTY RECORDER/ABSTRACTER	09/06/2016	Regular	0	92.00	85734
01045	NIELSEN BLACKTOPPING	09/06/2016	Regular	0	45,120.73	85735
01052	NORTH CENTRAL INTERNATIONAL	09/06/2016	Regular	0	1,696.97	85736
01064 01066	NORTHERN STATES SUPPLY, INC.	09/06/2016	Regular	0	34.79	85737
02420	NORTHLAND SECURITIES, INC. OLIVER, DANIEL	09/06/2016	Regular	0	600.00	85738
01083	OVERDRIVE, INC.	08/25/2016 09/06/2016	Regular Regular	0 0	95.00	85613 85739
02005	PANTHEON COMPUTERS	09/06/2016	Regular	0	3,016.57 5,666.20	85740
01099	PET EXPO DISTRIBUTORS	09/06/2016	Regular	0	50.00	85741
01106	PETTY CASH	09/06/2016	Regular	0	50.84	85742
01133	POWERPLAN/RDO EQUIPMENT	09/06/2016	Regular	0	27.48	85743
02410	PRATT, TERESA	08/25/2016	Regular	0	80.75	85614
01160	QUALITY OVERHEAD DOOR CO, INC	09/06/2016	Regular	0	75.00	85744
01161 01179	QUALITY TREE SERVICE	09/06/2016	Regular	0	3,920.00	85745
02281	RED FEATHER PAPER CO. REINDERS	09/06/2016 09/06/2016	Regular	0	585.85	85746
01190	REINHART FOODSERVICE LLC	09/06/2016	Regular Regular	0 0	449.55 2,606.71	85747
01191	RELIANCE ELECTRIC OF SOUTHERN MINNESOTA		Regular	0	184.09	85748 85749
01211	RIVER BEND BUSINESS PRODUCTS	09/06/2016	Regular	0	1,156.76	85750
02235	RIVER CITY ELECTRIC CO	09/06/2016	Regular	0	377.00	85751
01235	SALZWEDEL, DEBRA	08/25/2016	Regular	0	95.00	85615
01247	SCHILLING, ELAINE	08/25/2016	Regular	0	90.25	85616
02422	SCHLOSSER, THOMAS	08/25/2016	Regular	0	85.50	85617
01252 02419	SCHMIDT, RONALD	08/25/2016	Regular	0	80.75	85618
01259	SCHREINER, LYNN SCHULTZ, CAROL	08/25/2016	Regular	0	95.00	85619
01261	SCHULTZ, ROY	08/25/2016 08/25/2016	Regular Regular	0 0	95.00	85620
01263	SCHWICKERT'S TECTA AMERICA LLC	09/06/2016	Regular	0	95.00 25,310.00	85621 85752
02416	SENDEN, THOMAS	08/25/2016	Regular	0	80.75	85622
01280	SHULT, BONNIE	08/25/2016	Regular	0	95.00	85623
02418	SIMONSON, EUNICE	08/25/2016	Regular	0	95.00	85624
02108	SIREK'S HYDRAULIC SERVICE, INC.	09/06/2016	Regular	0	5,153.87	85753
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	09/06/2016	Regular	0	3,191.52	85754
02427 01335	SMITH, JAMES	08/25/2016	Regular	0	85.50	85625
02430	STAPLES ADVANTAGE	09/06/2016	Regular	0	725.45	85755
01352	STRATEGIC INSIGHTS INC. STREICHER'S, INC	09/06/2016 09/06/2016	Regular Regular	0	1,350.00	85756
02425	STREIT, MARILYN	08/25/2016	Regular	0 0	164.97 95.00	85757 85626
02417	STREIT, PAUL	08/25/2016	Regular	0	95.00	85627
01353	STURM, MARLYS	08/25/2016	Regular	0	80.75	85628
01358	SULLIVAN, PATRICIA	08/25/2016	Regular	0	78.38	85629
01366	SWEENEY CONTROLS COMPANY	09/06/2016	Regular	0	115.50	85758
01377	TELRITE CORPORATION	08/23/2016	Regular	0	206.94	85569
01402	TIRE ASSOCIATES	09/06/2016	Regular	0	55.65	85759
02396 01428	TJP, LLC	08/11/2016	Regular	0	1,817.94	85556
01423	TUNGSVIK, BYRON TYLER TECHNOLOGIES	08/25/2016 09/06/2016	Regular Regular	0	80.75	85630
01436	ULMEN, ANTHONY	08/25/2016	Regular	0 0	11,972.13 180.00	85760 85631
01445	UNITED WAY INC	08/16/2016	Regular	0	166.47	85562
02423	VANBUSKIRK, KAY	08/25/2016	Regular	0	85.50	85632
01477	VIKING ELECTRIC SUPPLY, INC.	09/06/2016	Regular	0	582.35	85761
00486	W.W. GOETSCH ASSOCIATES, INC.	09/06/2016	Regular	0	846.50	85762
01492	WACO SCAFFOLDING & SUPPLY CO.	09/06/2016	Regular	0	650.92	85763
02112	WATER CONSERVATION SERVICES, INC.	09/06/2016	Regular	0	4,650.00	85764
01523 01524	WENZEL AUTO ELECTRIC CO	09/06/2016	Regular	0	200.00	85765
01527	WERNER ELECTRIC SUPPLY WESTPHAL, MARGARET	09/06/2016	Regular	0	57.43	85766
02412	WILCOX, THOMAS	08/25/2016 08/25/2016	Regular Regular	0	95.00	85633
01538	WILSON, ROSE	08/25/2016	Regular	0 0	80.75 78.38	85634 85635
01552	WW BLACKTOPPING, INC	09/06/2016	Regular	Ö	71.50	85767
01556	WYROWSKI, MARY CLARE	08/25/2016	Regular	o	95.00	85636
						•

01557	XCEL ENERGY	08/23/2016	Regular	0	59.71	85570
01557	XCEL ENERGY	08/31/2016	Regular	0	25,410.81	85646
01563	ZARNOTH BRUSH WORKS, INC.	09/06/2016	Regular	0	896.00	85768
01564	ZELLMER, GARY	08/25/2016	Regular	0	95.00	85637
02402	ZELLMER, MARY	08/25/2016	Regular	0	78.38	85638
00061	AMERICAN LIBRARY ASSOCIATION	08/23/2016	Bank Draft	0	159.80	DFT0000483
00118	BARNES & NOBLE, INC.	08/23/2016	Bank Draft	0	72.73	DFT0000484
00241	CHARTER COMMUNICATIONS	08/23/2016	Bank Draft	0	7.76	DFT0000485
02058	CONSOLIDATED COMMUNICATIONS	08/23/2016	Bank Draft	0	29.92	DFT0000486
02058	CONSOLIDATED COMMUNICATIONS	08/23/2016	Bank Draft	0	209.70	DFT0000487
02058	CONSOLIDATED COMMUNICATIONS	08/23/2016	Bank Draft	0	32.07	DFT0000488
02058	CONSOLIDATED COMMUNICATIONS	08/23/2016	Bank Draft	0	159.34	DFT0000489
02058	CONSOLIDATED COMMUNICATIONS	08/23/2016	Bank Draft	0	52.45	DFT0000490
00733	LAKES GAS CO #10	08/23/2016	Bank Draft	0	71.90	DFT0000491
00733	LAKES GAS CO #10	08/23/2016	Bank Draft	0	570.10	DFT0000492
00815	MANKATO CLINIC, LTD.	08/23/2016	Bank Draft	0	125.00	DFT0000493
00910	MINNESOTA VALLEY TESTING LAB, INC.	08/23/2016	Bank Draft	0	59.25	DFT0000494
00910	MINNESOTA VALLEY TESTING LAB, INC.	08/23/2016	Bank Draft	0	158.75	DFT0000495
01263	SCHWICKERT'S TECTA AMERICA LLC	08/26/2016	Bank Draft	0	5,230.00	DFT0000507
01322	SPRINT	08/23/2016	Bank Draft	0	75.03	DFT0000496
01470	VERIZON WIRELESS	08/11/2016	Bank Draft	0	485.89	DFT0000471
01470	VERIZON WIRELESS	08/11/2016	Bank Draft	0	67.93	DFT0000472

Bank Code APBNK Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	477	200	0.00	822,658.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	(823.00)
Bank Drafts	17	17	0.00	7,567.62
EFT's	0	0	0.00	0.00
	494	222	0.00	829,402.85

Authorization Signatures

All Council

The above manual and regular claims lists are appr	oved by:
MARK DEHEN- MAYOR	
KIM SPEARS- COUNCIL MEMBER	
DIANE NORLAND- COUNCIL MEMBER	
WILLIAM STEINER- COUNCIL MEMBER	
ROBERT FREYBERG- COUNCIL MEMBER	

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minnesota Statute 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	Restriction	Amount
Anonymous	Library Endowment Fund-Book Club Bag	\$60.00
		\$60.00

Adopted by the City Council th	is 6 th day of September 2016.	
	Mayor	



PARK PERMIT

1001 Belgrade Ave North Mankato, MN 56003 507-625-4141 www.northmankato.com

Permit #: 107 -2016 Date: 9/24/16	Start time: NOON Fee: \$ Stop time: 8:00 PM
Cllt	☐ Spring Lake Shelter #2 ☐ Wheeler Park Indoor Shelter
Event Name: Bier on	Belgrade
Name: Jim Whitlock	
Address: 332 Belgro	ide Ave.
Phone: 469-0415	# of People:
*Bounce House requires waiv	ng) No Yes *If Yes, Please contact Gopher State One Call 800-252-1166 one week prior to event.
Notes:	
Alcoholic Beverages (wine & beer only) Please specify: Cans Keg	□ No □ Yes * \$250 refundable deposit and \$25 keg permit Catering* (must contact City Hall)
Audio (requires audio permit)	Yes No
Allowed	<u>Prohibited</u>
 Personal grills Keg beer provided a permit is obtained Fishing/ice fishing on Ladybug Lake and Spring Lak Pets in Benson Park and Bluff Park provided they a Canoes and kayaks on Ladybug Lake and Spring Launder 12 must be accompanied by an adult and wea Hog roasts provided they are on a hard-surfaced lot 	 Glass containers Campfires / Bonfires / Fire Rings Snowmobiles, ATVs, golfing, swimming, boating and motorized
	rk shelter reservation fee is non-refundable. If prior approval is not obtained for and causes disruption of utility services, I agree to be held liable for any repairs
I, the undersigned, have received the Audimay terminate the event and prevent future SIGNED: Applicant	o Permit Instructions and understand that failure to comply with the audio instructions ability to obtain an audio permit. Solution 1.
□ APPROVED □ DENIED	
Receipt # Book	City Clerk Online Park Police Staff Initials



1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141 Fax: 507-625-4151

www.northmankato.com

107	
107	

Audio Permit

About:

An audio permit is required for anyone operating outdoor amplified sound (i.e a loudspeaker, public address system, or sound amplifying equipment). The sound system cannot be operated before 7:00 am or after 10:00 pm.

Audio Permit Responsibilities:

- An onsite event coordinator must be available by mobile during the event.
- An applicant will provide a schedule of any music or entertainment proposed to occur during the event.
- A beginning and end time must be supplied on the application and the event coordinator must ensure compliance.
- Applicants must comply with City Code Ordinance 90.045 and Minnesota Rules Chapter 7030 which limits noise.
- Noise levels cannot exceed 60 dBA more than 50 percent of the time.

What happens if there is a noise complaint?

- A North Mankato Patrol Officer will meet with the complainant and evaluate and measure the noise using a decibel reader at the location of the complainant.
- If the noise is found out of compliance the Patrol Officer will contact the onsite event coordinator and the amplified sound must be turned down.
- If the onsite event coordinator does not comply, the event will be immediately terminated and the group will be disbursed.
- Failure to comply will affect future ability to obtain an audio permit.

AMPLIFIED SOUND:	/	LIVE MUSIC/BAND	2-le pn	Λ	
		DJ/KARAOKE MAC	HINE		
		OTHER:			
LOCATION: 200 BLO	xk B	elgrade		BEGIN TIME:	NOON
LOCATION: 200 Blo	MOBILE	NUMBER: Jim	469-0415	END TIME:	8:00 pm
I, THE UNDERSIGNED COMPLY WITH THE AUG AN AUDIO PERMIT.		RECEIVED THE AUD		0.102.101.110	IAT FAILURE TO RE ABILITY TO OBTAIN
PRINT NAME JAM	es w	hittack	DATE:	8-12-16	
SIGNATURE	- 01	4	CITY CLE	ERK	
D BOOK DPOLICE	100N	LINE DENIED	APPROVED	STAFF INTIALS	

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #8D	Department: City Planner	Council Meeting Date: 09/06/16
TITLE OF ISSUE: Public Hearing, 7 p. (CAPER).	mHUD Consolidated Annu	al Performance Evaluation Report
the use of 2015 Community Developmer	a Consolidated Annual Perfo at Block Grant (CDBG) fund	rt of our status as a HUD Entitlement ormance and Evaluation Report (CAPER) on is which we recieve on an annual basis. As the CAPER and allow a 15-day comment
REQUESTED COUNCIL ACTION: Se	t Public Hearing, 7 p.m. on S	If additional space is required, attach a separate sheet September 19, 2016 and allow 15-day
comment period following the Public Ho	earing.	
For Clerk's Use:	SUPPOR	RTING DOCUMENTS ATTACHED
Motion By:Second By:	Resolution Ordi	nance Contract Minutes Map
Vote Record: Aye Nay Freyberg	Other (specify)	Public Hearing Notice, CAPER
Spears Steiner		
Norland Dehen		
Workshop	Re	efer to:
X Regular Meeting	Ta	ble until:
Special Meeting	O1	her:

NOTICE OF PUBLIC HEARING FOR CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) CITY OF NORTH MANKATO

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 19th day of September 2016 to hold a public hearing to present the Consolidated Annual Performance and Evaluation Report (CAPER) to report on the use of the 2015 Community Development Block Grant (CDBG) funds. A copy of the CAPER is available for review at the North Mankato Municipal Building, 1001 Belgrade Avenue.

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 56001. All comments must be received by September 26, 2016.

Dated this 6th day of September 2016.

April Van Genderen City Clerk City of North Mankato, Minnesota

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2015 was the first year of a Five-Year Consolidated Plan for housing and community development. The City of North Mankato's proposed 2015 CDBG expenditures were consistent with the 2015-2019 Consolidated Plan and One-Year Action Plan.

The Consolidated Plan identifies the following areas for the use of CDBG funds during 2015-2019:

- · Park & Recreation Facilities
- Single Family Residential Rehabilitation
- Property Acquisition
- Commercial Rehabilitation
- Infrastructure Improvements
- Public Facilities
- Non-Profit Assistance
- Planning Projects
- Promote Single Family Home Ownership Opportunities
- Economic Development
- Public Services

The 2015 Action Plan specified that CDBG funds would be used as follows:

- \$3,000 Tapestry
- \$57,000 Single-Family Rehabilitation
- \$7,600 Administration

For the 2015 program year, funds were available through the North Mankato CDBG program for the housing rehabilitation program

administered by the Minnesota Valley Action Council (MVAC). A total of four (4) housing rehabilitation loans were granted in the amount of \$49,550.

\$3,000 of CDBG funds were allocated to the direct funding of the Minnesota Council of Churches (MCC)'s Tapestry Project, addressing underserved immigrant populations.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected - Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$7,602	Other	Other	0	0		0	0	
Infrastructure Improvements	Public Infrastructure	CDBG: \$100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0.00%	0	0	
			Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0.00%	0	0	

Parks & Recreation Facilities	Parks & Recreation Facility	CDBG: \$100,000	Other	Other	0	0	0.00%	0	0	
Residential Rehabilitation	Affordable Housing	CDBG: \$350,000	Homeowner Housing Rehabilitated	Household Housing Unit			0.00%	4	4	100.00%
			Direct Financial Assistance to Homebuyers	Households Assisted	0	0	0.00%	0	0	
Tapestry	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$50,000	Other	Other	0	0	0.00%	100	17	17.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,

giving special attention to the highest priority activities identified.

The City of North Mankato identified the following activities as a high priority for use of CDBG funds during 2015-2019:

- Single Family Residential Rehabilitation
- Property Acquisition
- Commercial Rehabilitation
- Public Facilities
- Non Profit Assistance
- Planning Projects
- Economic Development
- Public Services

Providing funding for the single family rehabilitation program was the highest priority for use of CDBG funding. The City anticipated that four (4) LMI households would benefit from the Housing Rehabilitation program, which was met.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	4
Black or African American	17
Asian	0
American Indian or American Native	0
Native Hawaiian or Pacific Islander	0
Total	21
Hispanic	0
Not Hispanic	21

Table 2 - Table of assistance to racial and ethnic populations by source of funds

Narrative

The Single Family Residential Rehabilitation Program provided grants to four low-to moderate-income households, all of which were White, non-Hispanic. Two Tapestry Project Sessions were facilitated in the Fall and Spring with 17 Refugee/Immigrant participants residing in North Mankato. 11 North Mankato immigrant/refugee participants attended the spring Tapestry session (8 Somali, 2 South Sudanese, 1 Ethiopian), and 6 North Mankato immigrant/refugee participants attended the fall Tapestry session (5 Somali, 1 South Sudanese). 11 of the 17 participants received transportation support for both sessions to remove barriers to participation. 16 of the 17 participants were provided interpretation support to ensure access to learning and cross-cultural communications. 6 North Mankato immigrant/refugee participants received one-to-one bilingual follow up home management mentoring after completion of the class.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made	Amount Expended
		Available	During Program Year
CDBG		67,602	52,550

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

All investments were made within the City of North Mankato.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

No additional resources were leveraged by federal funds in 2015.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be		
provided affordable housing units	0	0
Number of Non-Homeless households to be		
provided affordable housing units	0	0
Number of Special-Needs households to be		
provided affordable housing units	0	0
Total	0	0

Table 5 - Number of Households

	One-Year Goal	Actual
Number of households supported through		
Rental Assistance	0	0
Number of households supported through		
The Production of New Units	0	0
Number of households supported through		
Rehab of Existing Units	4	4
Number of households supported through		
Acquisition of Existing Units	0	0
Total	4	4

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of North Mankato met it's anticipated goal that four (4) LMI households will benefit from the Housing Rehabilitation program.

Discuss how these outcomes will impact future annual action plans.

The City of North Mankato will keep accurate records of items relating to affordable housing. The City will consider actions taken to eliminate barriers to affordable housing and plans to ensure fair housing opportunities in the future.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	4	0
Moderate-income	0	0
Total	4	0

Table 7 – Number of Persons Served

Narrative Information

Loans were granted to four (4) low-income households for the housing rehabilitation program.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Continued coordination with the Family Homeless Prevention and Assistance Program (FHPAP), which is designed to consider efforts of other organizations in the area to ensure providing appropriate and non-duplicative services to those in need.

Addressing the emergency shelter and transitional housing needs of homeless persons

Remaining in contact with Nicollet and Blue Earth County Human Services, FHPAP, and SCMMCHRA and addressing transitional housing needs when appropriate.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Continued support and coordination with Nicollet and Blue Earth County Human Services, participation in the Tapestry Program, Support from SCMMHRA, continuing to provide housing rehabilitation funds to low income individuals.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Continued support and cooperation with regional public housing programs.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

No actions have been taken in 2015 to address the needs of public housing.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

North Mankato is partnering with Minnesota Housing to make resources available to first time homebuyers. Homebuyers can take advantage of these resources through the Minnesota Housing Start Up loan program, which offers fixed interest rates and three down payment and closing cost loan options to eligible borrowers. The program's home price limit in North Mankato is \$237,031.

Actions taken to provide assistance to troubled PHAs

NA

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (j)

The City of North Mankato has worked to reduce these barriers in a variety of ways:

- Help finance the Minnesota Valley Action Council's housing and education programs
- Apply for annual funding from the Minnesota Housing Finance Agency to provide assistance
- The use of North Mankato grant money when available to provide down payment and closing cost assistance
- Reduce minimum lot sizes to help accomodate new affordable housing construction
- Allow for flexible setbacks for affordable housing projects

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of North Mankato provided support for immigrant integration through direct funding assistance toward the Tapestry Program.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Through the housing rehabilitation program, lead-based paint hazards were addressed in four (4) homes.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of North Mankato has addressed poverty as part of the Consolidated Plan. The City has a goal enhancing job creation and economic development to reduce poverty by fostering economic development that is diverse and strong for the foreseeable future. Working with the workforce development center and providing financial opportunitites, creation of high quality jobs, job training, and entrepreneurial services, poverty is combated. The Head Start program is another community program and has a long-term beneficial effect on reducing crime and poverty and improving education.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

NA

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

NA

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

North Mankato is a growing community that focuses on affordable and fair housing. Due to high infrastructure costs and lack of state and federal funding to assist in development, providing affordable housing and ensuring fair housing is a difficult and complex task. It is of high priority to the City however, and all accommodations are made to provide the most effective and efficient affordable and fair housing opportunitites possible.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Recipients of Community Development Block Grant (CDBG) funds are required to complete an agreement with the City of North Mankato. This agreement outlines the amount of funding received, the guidelines and requirements necessary for use of the funds, and the process for review and monitoring. Each payment request is reviewed individually as the recipient submits for payment.

The Community Development and Finance Departments of the City of North Mankato are responsible for monitoring all recipients of CDBG funding. Monitoring standards include 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). 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.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

On September 6, 2015 a public hearing was set to be held September 19, 2015, to present the CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes have been made to North Mankato's program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #8E	Department: Public Works	Council Meeting Date: 09/06/16
TITLE OF ISSUE: Consider Adopting	Resolution Awarding Bid for	Rehabilitation of Well No. 7.
BACKGROUND AND SUPPLEMENT	AL INFORMATION: Five (5) bids were opened on August 29, 2016 for
the Well No. 7 Rehabilitation project.	The City allocated \$65,000 for	r the rehabilitation the low bidder Bergerson
Caswell, Inc. bid a base bid of \$43,270.0	00 with an additional \$12,000	.00 for sand removal from the well bore hole
be known if the well pump and/or moto	r will need to be replaced un	placing the well pump and motor. It will not til it has been pulled. If, in the very unlikely
event, both the pump and the motor have	ve to be replaced the total bid	price will be \$80,420.00. The additional
\$15,420.00 to replace the motor and pur		
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: Ac	lopt the Resolution Awarding	g Bid for Rehabilitation of Well No. 7.
For Clerk's Use:	STIDDOL	RTING DOCUMENTS ATTACHED
	SULTOR	ATTING DOCUMENTS ATTACHED
Motion By:	Resolution Ordi	nance Contract Minutes Map
Second By:		
Vote Record: Aye Nay		
Freyberg	Other (specify)	
Spears Steiner	Tabulation, Ab	stract of Bids
Norland	-	
Dehen		
Workshop	Re	fer to:
X Regular Meeting	Ta	ble until:
Special Meeting	Ot	her:

RESOLUTION NO.

RESOLUTION AWARDING BID FOR REHABILITATION OF WELL NO. 7

WHEREAS, five (5) bid(s) were received, opened, and tabulated according to law, and

WHEREAS, the following bids were received complying with the advertisement:

	Total Base Bid	Add Item No. 1	Add Item No. 2
Bergerson Caswell, Inc.	\$43,270.00	\$12,000.00	\$25,150.00
E.H. Renner & Sons, Inc.	\$42,278.00	\$17,500.00	\$24,550.00
Keys Well Drilling	\$46,035.00	\$24,250.00	\$21,800.00
Mark J. Traut Well, Inc.	\$59,790.00	\$16,750.00	\$23,500.00
Thein Well Co., Inc.	\$65,550.00	\$15,500.00	\$23,800.00

AND WHEREAS, Bergerson Caswell, Inc. is the lowest responsible bidder;

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

- 1. The City Council hereby awards the Rehabilitation of Well No. 7.
- 2. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Bergerson Caswell, Inc, in the name of the City of North Mankato, for such improvement according to the plans and specifications approved by the City Council and on file in the Office of the City Clerk.

Adopted by the City Council this 6th day of September 2016.

	Mayor	
Attest:		
City Clerk		



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900 Phone (507) 625-4171 • Fax (507) 625-4177 www.bolton-menk.com

August 30, 2016

Mr. John Harrenstein, City Administrator City of North Mankato 1001 Belgrade Ave. North Mankato, MN 56003

RE: Bid Evaluation – Rehabilitation of Well No. 7

North Mankato, Minnesota Project No. M22.112228

Dear John,

Five (5) bids were received on August 29, 2016 for the Well No. 7 Rehabilitation project.

The proposal consisted of a base bid for general maintenance of the well, alternative Add Item No. 1 for removal of sand accumulated in the well bore hole, and Add Item No. 2 for the replacement of the well pump and motor.

As shown in the attached Bid Tabulation, the prices for the base bid ranged from \$42,278.00 to \$65,550.00. The price for the sand removal Add Item No. 1 ranged from \$12,000 to \$24,250. The price for the pump and motor replacement Add Item No. 2 ranged from \$21,800 to \$25,150.

Well No. 7 was last rehabilitated in 2009. It is a good preventive maintenance practice to rehabilitate City wells every seven years. Based on past experience, Well No. 7 most likely will require bailing of sand accumulated in the bore hole. Therefore, \$65,000 was budgeted for this work. If the base bid and Add Item No. 1 are taken together, Bergerson Caswell, Inc. will be the lowest responsive contractor at a price of \$55,270.00. If pump replacement is also required, then Bergerson Caswell will be the lowest responsive contractor at a bid price of \$80,420.00. In the very unlikely event that both the pump and motor have to be replaced, then an additional \$15,420.00 will be allocated from the water enterprise fund.

Bergerson Caswell completed well rehabilitation projects for the City in 2009 and in 2014/2015.

I recommend the project be awarded to Bergerson Caswell, Inc. for the base bid and Add Item No. 1 price of \$55,270.00.

Respectfully Submitted,

BOLTON & MENK, INC.

Herman Dharmarajah, Ph.D., P.E.

Senior Principal Engineer

HD:bja

Enclosure: Bid Tabulation; Abstract of Bids

cc: Brad Swanson – City of North Mankato Duane Rader – City of North Mankato Dan Sarff – Bolton & Menk, Inc.



BID TABULATION

Project Location: North Mankato, Minnesota Bid Day/Date: Monday, August 29, 2016

Project Title: Rehabilitation of Well No. 7 Bid Time: 11:00 a.m.

Project No.: M22.112228 **Addendum(s):** No. 1 – 8/9/2016

BIDDERS	TOTAL BASE BID (General Well Maintenance & Rehabilitation)	ADD ITEM NO. 1 (Sand Removal from the Well Bore Hole)	ADD ITEM NO. 2 (Replacement of Well Pump & Motor)
Bergerson Caswell, Inc.	\$43,270.00	\$12,000.00	\$25,150.00
E.H. Renner & Sons Inc.	\$42,278.00*	\$17,500.00	\$24,550.00
Keys Well Drilling	\$46,035.00*	\$24,250.00	\$21,800.00
Mark J. Traut Wells, Inc.	\$59,790.00	\$16,750.00	\$23,500.00
Thein Well Co., Inc.	\$65,550.00	\$14,500.00	\$23,800.00

^{*} The submitted bid total amounts were incorrect. The <u>correct</u> total bid amounts, based on unit price and extensions, are shown in this Bid Tabulation.

DESIGNING FOR A BETTER TOMORROW

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ABSTRACT OF BIDS
REHABILITATION OF WELL NO. 7
CITY OF NORTH MANKATO, MINNESOTA
PROJECT NUMBER M22.112228
BID DATE: 828/2016

				+								
ITEM			Berger	Bergerson Caswell, Inc.	F.H. Renner	E.H. Benner & Sons Inc	Keve Wo	S Keye Well Drilling	Mark 1 Tra	Mark I Trans Wolle for	, choth	5 Thoin Min Co. 100
NO. ITEM	QUANT. UNIT	UNI	UNIT	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	Ŀ	UNIT PRICE		UNIT PRICE	AMOUNT
1 Mobilization/demobilization	*-	SJ		\$1,500.00	+			8	83,000.00	8		\$5,000.00
2 rehabilitation)	2	S]	\$125.00	\$250.00	\$100.00	\$200.00	\$400.00	\$800.00	\$475.00	\$950.00	\$1.500.00	\$3,000.00
3 after completion of well rehabilitation		2	\$5,800,00	\$5.800.00	\$8.000.00	\$8.000.00	29 000 00	\$9,000,00	28 500 00	\$8.500.00		\$12,000,00
	-	S		\$1,400.00			1	\$1,600.00	1		\$1,200.00	\$1,200,00
5 Wire brush well casing	ļ	LS.			1		83,600.00	\$3.600.00	1		1	82.500.00
Shop time for repairing and cleaning the	e e	5					000					
\top	┿	2	243.00	00.007,18	990.00	\$1.800.00	280.00	\$1,800.00	285.00	21.700.00	289.00	51,780.00
pipe with coupling. Epoxy coated inside 7 and outside.	9 25	u.	00 0225	S24 480 00	\$650.00	\$22 100 00		\$22 100 00	61 000 00	634 000 00		00 000 863
		Æ	\$635.00				\$400.00	\$400.00	\$775.00	8775.00	\$800.00	\$800.00
	E 0		000						300			
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†	- P	EA	\$225.00	\$225.00	\$200.00	\$200.00	\$250.00	\$250.00	\$250.00	\$250.00	\$120.00	\$120.00
ii. Replace 1.685" x 10' SS line shaft (10 lpi)		ΕĀ	8380.00	\$380.00]	\$300.00	8300.00	\$300.00	\$240.00	\$240.00
iii. Replace 1.685" head shaft	-	ц	00 0025	07 0073			00 0033	00 0038	00 2020	00 3030	00 3003	00 3003
sleeves	Ļ	S	\$60.00	00:00S		\$350.00		\$400.00	\$75.00	\$750.00	\$57.00	\$570.00
v. Furnish and install shaft couplings (1.685")		Ä,	\$75.00	\$225.00		890.00		\$135.00	S65.00	\$195.00		\$120.00
vi. Furnish and install spider bearing	<u> </u>	is	6150.00	0.00	'	00 9983	"	00 0000	00 0419	00 000	"	00 0000
vii. Replace spider bearing inserts	35	ă	\$25.00	\$875.00		\$875.00	\$30.00	\$1,050.00	\$30.00	\$1,050.00		\$875.00
Recondition discharge head (sandblast and paint all gaskets)		ĒΑ	8200.00	\$200.00	,	\$200.00		\$250.00	\$575.00	\$575.00		\$350.00
Disinfect well		rs.	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$475.00	\$475.00		\$250.00
	,- ,	S	\$100.00	\$100.00	\$100.00	\$100.00	\$50.00	\$50.00	\$275.00	\$275.00	\$150.00	\$150.00
14 Sie Oreanap	-	S.	9200.00	200.0026		3100.001			2020.000	on nece	3530.00	95,90,00
TOTAL	<u></u>		ıí	\$43,270.00	II.	\$42,278.00	Ħ.	\$46,035.00	ľ	\$59,790.00	11	\$65,550.00
ADD ITEM NO. 1: WELL MAINTENANCE WORK:			Berger	Bergerson Caswell, Inc.	E.H. Renner	E.H. Renner & Sons Inc.	Keys Wel	Keys Well Drilling	Mark J. Trau	Mark J. Traut Wells, Inc.	Thein We	Thein Well Co., Inc.
Transport to and erect on the job sile, a well rig with all necessary equipment, tooks, and materials for cleaning and 1.1 bailing purposes	-	rs	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00	\$18,000.00	\$18,000.00	\$5,500.00	\$5,500.00	87.000.00	\$7,000.00
Bailing accumulated sand from bottom of 1.2 deep well	20	ర	\$150.00	\$7,500.00	\$150.00	\$7,500.00	\$125.00	\$6,250.00	\$225.00	\$11,250.00	\$150.00	\$7.500.00
TOTAL ADD ITEM NO. 1 - WELL MAINTENANCE WORN	_ ^		"	\$12,000.00		\$17,500.00	***************************************	\$24,250.00		\$16,750.00		\$14,500.00
ADD ITEM NO. 2: ADDITIONAL REPLACEMENT PRICES	ä		Bergen	Bergerson Caswell, Inc.	E.H. Renner	E.H. Renner & Sons Inc.	Keys Wel	Keys Well Drilling	Mark J. Trat	Mark J. Traut Wells, Inc.	Thein We	Thein Well Co., Inc.
2.1 Replace pump bowl	-	S	87,900.00	\$7,900.00 0 metican March 13 ME-5	88,000.00	\$8,000.00 American March	\$7.950.00	\$7.950.00	\$7,500.000	\$7,500.00 American Marsh	\$7.600.00	S7,600.00 American Marsh
Bowl Efficiency:				84.9%		84,13%		89.1%	1	84%		85%
2.2 Replace motor (200 HP)	-	S	\$17.250.00	\$17.250.00	\$16,550.00	\$16,550.00	\$13,850.00	\$13.850.00	\$16,000.00	\$16,000.00	\$16,200.00	\$16,200.00
Manufacturer:				US Motors DN12		US Mater		U.S.		Sn		US or G.E.
Motor Efficiency at Full Load:	_			96.0%				95.8%		95.8%		%8.3%
IOTAL ADDITIONAL REPLACEMENT PRICES	ري ا		P	\$25,150.00	ü	\$24,550.00	(i	\$21,800.00	ŧ	\$23,500.00	a	\$23,800.00

MEMORANDUM

TO:

Honorable Mayor & City Council

FROM:

Mike Fischer, Community Development Director

DATE:

August 18, 2016

SUBJECT:

August Traffic & Safety Committee Meeting Minutes

On Tuesday, August 16, 2016, the Traffic & Safety Committee met to discuss one item of business. Committee members present: Council Liaison Kim Spears, Community Member Bill Borchardt, Police Chief Chris Boyer, Public Works Director Brad Swanson and Community Development Director Mike Fischer.

The following is a summary of the meeting:

1. Request to Review Traffic Conditions on Lookout Drive

Staff presented a request from Scott Peymann of 10 Restless Court regarding existing traffic conditions on Lookout Drive which originated at the August 1, 2016 City Council meeting. As a result, Mayor Dehen recommended that the issue be reviewed by the Traffic & Safety Committee. Mr. Peymann was in attendance and stated traffic speeds are excessive and the use of air brakes on semi-trucks is common on Lookout Drive in the area between Marie Lane and Highway 14. Mr. Peymann stated the speed limit should be reduced from 45 mph to 40 mph based on continued growth of the City and the presence of children who live adjacent to Lookout Drive. Chief Boyer indicated that Lookout Drive is well patrolled and has experienced low traffic crash rates. The Traffic & Safety Committee held discussions regarding the design of Lookout Drive, speed limits, traffic monitoring, traffic signals at Marie Lane, posted traffic signage, detour routes and turning movements. Additionally, the Committee discussed options to obtain current traffic data.

RECOMMENDATION

The Traffic & Safety Committee recommends that traffic tubes be installed on Lookout Drive to collect current traffic volumes and speeds for further consideration by the Committee.

Additionally, Chief Boyer will contact CHS regarding reported excessive speeds and the use of air brakes by trucks coming and going from their facility.

In other business, Council Liaison Spears questioned enforcement of the traffic signs at the intersection of Pleasant View Drive and Red Tail Lane and reported a citizen concern of excessive vehicle speeds on Raymond Drive. It was recommended that that Police Department meet with the concerned Raymond Drive resident. Community Member Borchardt expressed concern for vehicles traveling eastbound on Highway 14 that do not yield to traffic entering Highway 14 from Lor Ray Drive

MEMORANDUM

TO:

Traffic & Safety Committee

FROM:

Mike Fischer, Community Development Director

DATE:

August 4, 2016

SUBJECT:

August Traffic & Safety Committee Meeting

The next meeting of the Traffic & Safety Committee has been scheduled for Tuesday, August 16, 2016 at 2:00 p.m. in the Municipal Building Conference Room

AGENDA

1. Request to review traffic conditions on Lookout Drive

1. Request to Review Traffic Conditions on Lookout Drive

At the August 1, 2016 City Council meeting, Scott Peymann of 10 Restless Court Lane addressed the City Council with concerns for the use of air brakes by semi-trucks and excessive traffic speeds by all vehicles on Lookout Drive. As a result, Mayor Dehen recommended that this issue be reviewed by the Traffic & Safety Committee.

The section of roadway in question is between Commerce Drive and Carol Court. This section is designed as a 4-lane roadway with a continuous center turn lane. The posted speed limit in this section is 45 mph. It is classified as a "Minor Arterial" roadway where speeds of 45 mph are acceptable on properly designed roads.

Regarding the use of air brakes, the locations of posted "Vehicle Noise Laws Enforced" signs are shown on the attachment. As Lookout Drive is experiencing additional traffic volumes due to the Highway 169 detour, it is likely that Lookout Drive is seeing above average truck traffic.

Regarding traffic speeds, according to the Police Department, Lookout Drive is one of the most patrolled streets in the City with no unusual traffic speeds observed.

RECOMMENDATION

Consider the use of temporary drive-over tubes to document actual daily traffic speeds and purchase of a portable radar speed sign(s) for use on Lookout Drive. The radar speed sign is similar to the one on Belgrade Avenue.

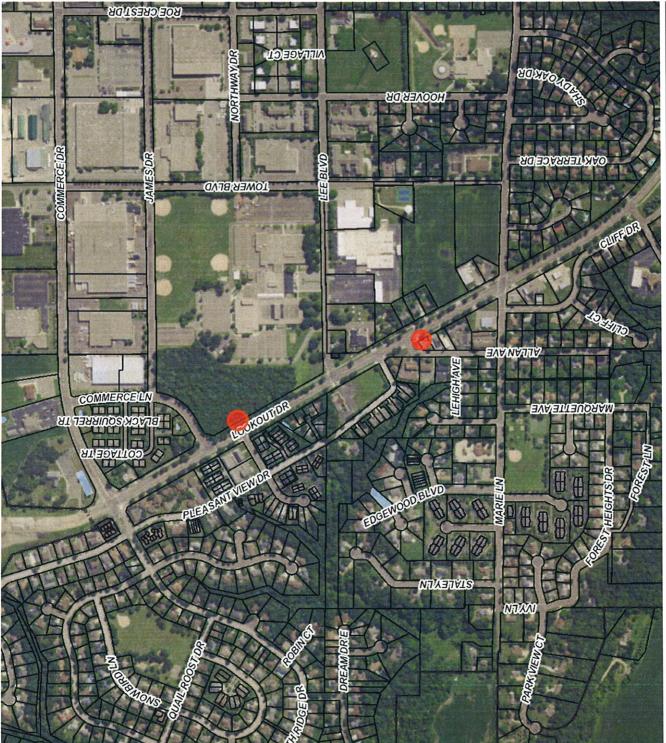


Legend



This drawing is neither a legally recorded map nor a survey and is non intended to be used as sone. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of North Mankato is not reconcible for anni interruptive herein romained.

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CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #8G	Department: City Planner	Council Meeting Date: 09/06/16
TITLE OF ISSUE: Review Comprehen p.m. on September 19, 2016 on Amendi	sive Plan Amendment No. 4 and ng Comprehensive Plan Chapte	Consider Setting a Public Hearing for 7 r 6, Transportation.
BACKGROUND AND SUPPLEMENT. Sidewalk Maintenance and Installation August 18, 2016 the Planning Commissi Comprehensive Plan. The City Council Comprehenisve Plan.	Policy which set the minimum ion reviewed the proposed chan	required width of a sidewalk at 5-feet. On ges and moved to amend the
REQUESTED COUNCIL ACTION: Se Comprehensive Plan Chapter 6: Transp	t Public Hearing for 7 pm on So portation.	eptember 19, 2016 to Consider Amending
Motion By: Second By: Vote Record: Aye Preyberg Spears Steiner Norland Dehen	Resolution Ordinar	Notice of Public Hearing, Planning
Workshop X Regular Meeting Special Meeting	Refer Table	until:

NOTICE OF PUBLIC HEARING ON AMENDING COMPREHENSIVE PLAN CHAPTER 6: TRANSPORTATION

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 19th day of September 2016, to hold a public hearing to consider amending Comprehensive Plan Chapter 6: Transportation changing the minimum required width of a sidewalk from 6-feet to 5-feet.

Such persons as desire to be heard with reference to the minimum required width of a sidewalk will be heard at this meeting.

Dated this 6th day of September.

April Van Genderen City Clerk City of North Mankato



THE CITY OF NORTH MANKATO

SUBJECT:

Comprehensive Plan Amendment No.4

APPLICANT:

City of North Mankato

LOCATION:

City Wide

EXISTING ZONING:

NA

DATE OF HEARING:

August 18, 2016

DATE OF REPORT:

August 5, 2016

REPORTED BY:

Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to amend Comprehensive Plan Chapter 6 - Transportation

COMMENT

In July of 2016, the City Council adopted the attached Sidewalk Installation & Maintenance Policy. The purpose of the document was to create a policy for the installation, replacement, and maintenance of public sidewalks in the City. One of the outcomes of the policy was to reduce the minimum sidewalk width on local residential streets from 6 feet to 5 feet along with some changes to how they are constructed.

Within the Transportation section of the Comprehensive Plan, it states "Along Minor Collector roadways, a 6-foot concrete sidewalk is recommended on at least one side of the roadway both sides being preferred". Attached as Exhibit A is page 63 from the Comprehensive Plan which includes such language. Attached as Exhibit B is page 57 from the Comprehensive Plan which defines roadway classifications including minor collector streets.

RECOMMENDATION

It is recommended that the Planning Commission consider an amendment to Chapter 6 – Transportation reducing the recommended sidewalk width along minor collector roadways on page 63 from 6 feet to 5 feet.

Sidewalk Installation & Maintenance Policy

Section 1: INTRODUCTION

(1.1) In 2016, the City of North Mankato has approximately 56 miles of public sidewalks which vary in size, age and quality of condition. Some sidewalks lack connectivity and unmaintained sidewalks create unreasonable hazards for pedestrians. This policy, in addition to existing provisions in the city code and plans adopted by the city of North Mankato outline the installation, replacement, and maintenance policy for public sidewalks in the City.

Section 2: SIDEWALK REPAIR AND REPLACMENT POLICY

- (2.1) As stated in City Code Section 90.026, it is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. This includes the timely removal of snow and ice as well as the physical condition of the sidewalk. In most cases, the poor conditions of sidewalks are brought to the attention of the City by citizen complaints. Not every inequality or irregularity in the surface of a public sidewalk rises to the level of a defect. To maintain consistency in the process of determining whether a particular sidewalk is in need a replacement or repair, the Sidewalk Inspection Form (Attachment A) will be used to determine if existing sidewalk must be replaced.
- (2.2) If a sidewalk is identified either by complaint or by City Staff to have a condition(s) requiring maintenance or replacement, the City will send a letter by certified mail to the property owner recognized by Nicollet County, that it is necessary to either repair or replace the sidewalk. The property owner will be given sixty (60) days from the date of the letter to make the necessary improvements. The City will pay 50% of the cost to make the necessary improvements and the property owner will pay 50%. If after sixty (60) days the necessary improvements have not been made, the City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner.

Section 3: SIDEWALKS IN NEW SUBDIVISIONS

(3.1) In all new residential subdivisions the installation of a sidewalk is required on at least 1 side of any new residential street in accordance with the specifications listed City Code provision 155.46 (O). The cost of the sidewalk will be the responsibility of the developer or property owner. The location of the sidewalk will be approved by the City Council by resolution approving plans and specifications and ordering advertisement by bids.

Section 4: SIDEWALKS IN STREET RECONSTRUCTION PROJECTS

(4.1) As part of any full street and utility reconstruction project, existing sidewalks will be replaced with the size, type and location determined by the City Council by resolution approving

plans and specifications and ordering advertisements for bids. If no sidewalk(s) existed prior to street reconstruction, reference will be made to the Future Sidewalk System Development Map (Attachment B) in determining whether or not sidewalk will be installed. All associated costs will be assessed according to the City of North Mankato's Assessment Policy.

Section 5: SIDEWALK SYSTEM GAPS

(5.1) As shown on Future Sidewalk System Development Map (Attachment B), there are "gaps" in the current sidewalk system and the addition of sidewalk segments will provide connectivity. To address these gaps, the City Council may order the installation of sidewalks to provide connectivity and improve the overall sidewalk system during as part of a reconstruction project or install the system to resolve connectivity as funds become available.

Section 6: SIDEWALK DAMAGE CAUSED BY TREE ROOTS

(6.1)When it has been determined the roots of a tree in the public right of way have caused repairable damage to a sidewalk, should the City Forester determine that the tree is healthy, the tree will not be removed because of root damage to an adjacent sidewalk. It shall be the responsibility of the adjacent homeowner or contractor to remove the roots which caused the damage as part of the sidewalk replacement. Should the tree expire or become unsafe as part of this effort, the City will remove the tree. Or, the tree roots could be left intact, if the City Forester deems the tree to be of value, by removing the sidewalk and repositioning the sidewalk around the tree.

Section 7: GUIDING PLANS AND POLICIES

(7.1) Decisions related to sidewalk installation or maintenance shall be based on this policy and the following plans, policies and City Code regulations:

A. Complete Streets

The North Mankato City Council Adopted a Complete Streets Policy directing the examination of accommodations for pedestrian and bicycle travel in the preliminary design stage when existing streets are to be reconstructed or new streets are constructed. Pedestrian accommodations may include sidewalks or off street multi-use trails.

B. Safe Routes to Schools

The North Mankato City Adopted a Safe Routes to School Plan for the elementary schools located in the City, including Dakota Meadows Middle School. The Plan includes an action plan for each school to address barriers and concerns for walking and biking to school.

C. Comprehensive Plan

Within the Comprehensive Plan, sidewalks and/or trails are recommended to be adjacent to all Minor Arterial, Major Collector and Minor Arterial roadways. Along Minor Arterial and Major Collector roadways, 8-foot wide bituminous or concrete trail and/or a 6-foot wide concrete sidewalk is recommended on either side of the roadway. Along Minor Collector roadways, 6-foot concrete sidewalk is recommended on at least one side of the roadway while sidewalk location on both sides of the roadway is preferred.

D. Subdivision Regulations

According to the City Code Subdivision Regulations, within all new residential subdivisions, the installation of a sidewalk at least six feet wide is required on at least one side of any new residential street. Wherever feasible, sidewalks will be installed in existing residential subdivisions as circumstances permit.

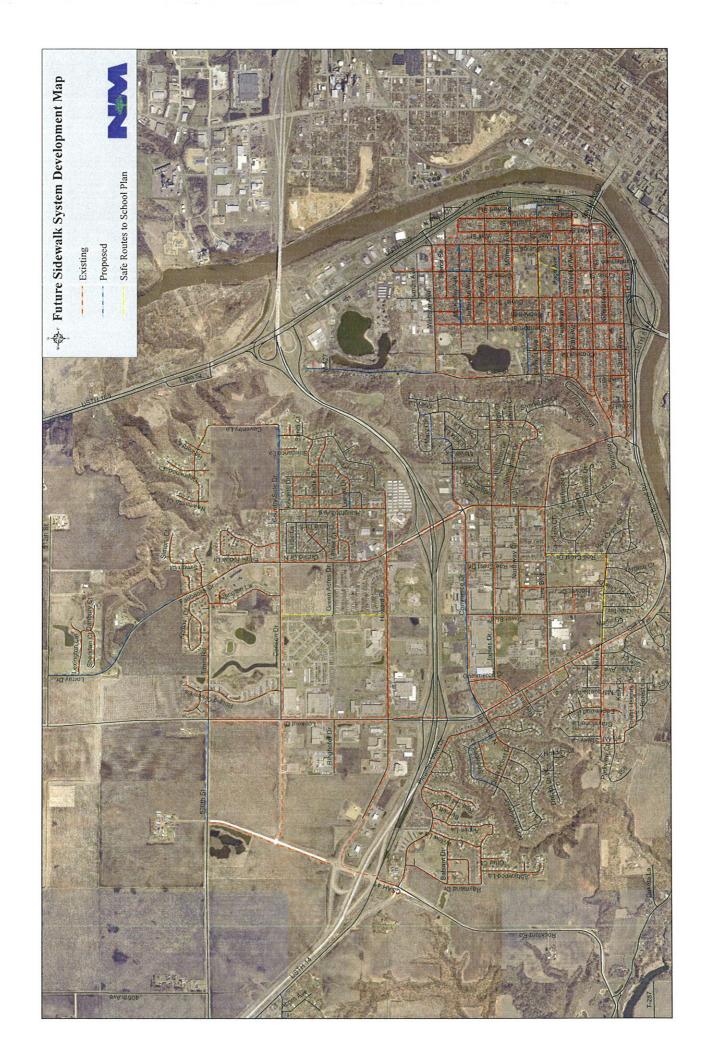
- E. City Code Provisions Related to Sidewalks See Attachment C.
- F. Other relevant policies and plans adopted by the City Council

ATTACHMENT A

SIDEWALK INSPECTION FORM CITY OF NORTH MANKATO



PROPERTY OWNER ADDRESS:	: DATE PASSED INSPEC	
TYPE 1 SIDEWALK IS DISPLACED 1 INCH OR MORE VERTICALLY AT ANY POINT IN THE PANEL 1" or more	TYPE 2 SIDEWALK SIDEWALK IS RAISED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE	TYPE 3 SIDEWALK IS DEPRESSED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE PONDS WATER COLLECTS DEBRIS 4" OR MORE
TYPE 4 SIDEWALK IS CRACKED INTO 4 OR MORE PIECES IS MISSING A PIECE EQUAL TO OR EXCEEDING 15 SQUARE INCHES IS MISSING A FULL DEPTH PIECE OF ANY SIZE	TYPE 5 SIDEWALK IS MISSING 3 PIECES OR LESS WITH EACH PIECE BEING LESS THAN 15 SQUARE INCHES, BUT GREATER THAN 4 SQUARE INCHES	TYPE 6 SIDEWALK IS SPALLED 75% OR MORE OVER SURFACE HAS SPALLED AREA DEEPER THAN 1/2 INCH HAS LOOSE OR DETERIORATING DAMAGE OVER THE MAJORITY OF THE SURFACE DOES NOT DRAIN PROPERLY
TYPE 7 MINOR SURFACE DAMAGE • SIDEWALK IS SPALLED BETWEEN 50%-75% OVER SURFACE • MAJORITY OF THE PANEL DEEMED STRUCTURALLY SOUND WITHOUT DRAINAGE ISSUES	TYPE 8 SIDEWALK HAS SEPARATION EQUAL TO OR EXCEEDING 1/2 INCH AT ANY POINT IN THE PANEL HAS MORE THAN ONE SEPARATION HAS ELEVATION OR DRAINAGE ISSUES HAS SHIFTED MORE THAN 2 INCHES A GREATER THAN 1/2 INCH	
WIDTH OF SIDEWALK: FE		WALK TO BE REPLACED:



ATTACHMENT C

Sidewalk Installation & Maintenance Policy

90.026 SIDEWALK MAINTENANCE

It is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. Any construction shall conform to the requirements of this section. In the event that the property owner fails to conform to this requirement, then the city may take steps to perform the maintenance requirements and to assess the property owner in accordance with the provisions of this chapter.

90.125 RESPONSIBILITY OF OWNER AND OCCUPANT

The owner and occupant of private property abutting a public sidewalk shall remove accumulated snow from such sidewalk within 48 hours after it stops snowing. Furthermore, such owner and occupant are responsible for either removing ice from such public sidewalk or depositing within 48 hours of accumulation of the ice or snow enough sand and/or salt on the icy sidewalk to provide reasonable safety for the public.

90.126 FAILURE TO MAINTAIN

If the property owner or occupant fails to remove the ice or snow from a sidewalk as required by this section, the city may, without notice to the owner or occupant, remove the snow or ice from the public sidewalks, keeping an accurate account of the cost. The cost shall be assessed to the adjacent property in conformance with the provisions of this chapter.

155.46 STREETS, ALLEYS AND SIDEWALKS

- (O) Within all new residential subdivisions, the installation of a sidewalk is required on at least 1 side of any new residential street. The specifications for sidewalks are as follows:
 - (1) Minimum sidewalk width is 5 feet.
 - (2) Minimum sidewalk depth is 5 inches.
 - (3) Minimum Class 5 aggregate base of 6 inches.
- (P) Sidewalks will be installed in existing residential subdivisions as identified in the Future Sidewalk System Development Map (Attachment A).



Sidewalk/Trail

Sidewalks and/or trails are recommended to be adjacent to all Minor Arterial, Major Collector and Minor Collector roadways within North Mankato to accommodate pedestrian, bicycle, and other non-motorized travel in a safe and comfortable manner. These roadways are expected to carry a significant amount of vehicular traffic and separation of travel modes is necessary. In commercial and industrial areas, the requirements for trails and sidewalks may vary to accommodate additional pedestrian and bicycle traffic.

Along Minor Arterials and Major Collector roadways, an 8-foot wide bituminous or concrete trail and/or 6-foot wide concrete sidewalk is recommended on either side of the roadway to accommodate local pedestrian and bicycle travel. The pedestrian facilities on both sides of these roadways allow for pedestrian travel within the corridor without introducing excessive crossing demand on Minor Arterials and Major Collectors. A sidewalk and trail will accommodate pedestrian and bicycle travel along the corridor, as well as provide a safe, comfortable link between lower volume residential streets and the other pedestrian and trail facilities within the community. A 10-foot wide trail would be more desirable as the 10-foot width would better accommodate two-way bicycle traffic. The City of North Mankato's comprehensive trail plan will be utilized to determine where bike trails are required.

Along Minor Collector roadways, a 6-foot concrete sidewalk is recommended on at least one side of the roadway both sides being preferred. With the anticipated vehicular volumes on Minor Collector streets, pedestrians can safely cross the roadway, however, pedestrian travel along the roadway may become uncomfortable.

Design Speed

The design speed of a roadway is directly related to the roadway's function in the roadway system. The focus of Minor Arterial roadways is mobility; therefore these roadways should be designed to accommodate higher travel speeds. Likewise, Minor Collector roadways are more focused on accessibility and should be designed to accommodate lower travel speeds. The function of Major Collectors is balanced between mobility and accessibility; therefore these roadways should be designed accordingly. Table 6-F below presents the recommended design speed for the North Mankato roadway network.

Table 6-F: Roadway Design Speed Guidelines	
Functional Classification	Design Speed (1)
Minor Collector Street	30 mph
Major Collector Roadway	35 – 40 mph
Minor Arterial Roadway	45 – 55 mph

(1) At the discretion of the City Engineer for City roadways, with approval by the City Council.

The existing roadway classifications in North Mankato are described below.

A. Principal Arterials

Roadways of this classification typically connect large urban areas to other large urban areas or they connect metro centers to regional business concentrations via a continuous roadway without stub connections. They are designed to accommodate the longest trips. Their emphasis is focused on mobility rather than access. They connect only with other Principal Arterials, interstate freeways, and select Minor Arterials and Collector Streets. There are two Principal Arterial roadways in the City of North Mankato, US 14 and US 169. US 14 provides east-west connectivity across the southern portion of the state of Minnesota. US 169 runs north-south with connections into lowa on the south and to the Twin Cities metropolitan area and beyond on the north.

B. Minor Arterials

Roadways of this classification typically link urban areas and rural Principal Arterials to larger towns and other major traffic generators capable of attracting trips over similarly long distances. Minor Arterials service medium length trips, and their emphasis is on mobility as opposed to access in urban areas. They connect with Principal Arterials, other Minor Arterials, and Collector Streets. Connections to Local Streets should be avoided if possible. Minor Arterials are responsible for accommodating thru-trips, as well as trips beginning or ending outside the North Mankato area. Minor Arterial roadways are typically spaced approximately ½ to 1 mile in developed areas and approximately 1 to 2 miles in developing areas. All or portions of Lookout Drive, Lor Ray Drive, Lee Boulevard, Belgrade Avenue, Range Street, Center Street and Sherman Street are identified as Minor Arterial roadways in North Mankato.

C. Major Collectors

Roadways of this classification typically link neighborhoods together within a city or they link neighborhoods to business concentrations. In highly urban areas, they also provide connectivity between major traffic generators. A trip length of less than 5 miles is most common for Major Collector roadways. A balance between mobility and access is desired. Major Collector street connections are predominately to Minor Arterials, but they can be connected to any of the other four roadway functional classes. Local access to Major Collectors should be provided via public streets and individual property access should be avoided. Generally, Major Collector streets are predominantly responsible for providing circulation within a city. However, the natural features associated with wetland and drainage complexes and parks, and location of principal arterials through the community results in circulation within North Mankato being reliant on a combination of the Minor Arterial and Major Collector roadways. Major Collectors are typically spaced approximately ¼ to ¾ mile in developed areas and approximately ½ to 1 mile in developing areas. Portions of Lookout Drive (CSAH 13), Howard Drive, Commerce Drive, Lee Boulevard, Lake Street, Webster Avenue, Lind Street and Center Street are functionally classified as Major Collector roadways in the North Mankato area.

D. Minor Collector Streets

i i vainii:

Roadways of this classification typically include city streets and rural township roadways, which facilitate the collection of local traffic and convey it to Major Collectors and Minor Arterials. Minor Collector streets serve short trips at relatively low speeds. Their emphasis is focused on access rather than mobility. Minor Collectors are responsible for providing connections between neighborhoods and the Major Collector/Minor Arterial roadways. These roadways should be designed to discourage short-cut trips through the neighborhood by creating jogs in the roadway (i.e. not direct, through routes). CSAH 41 within the City of North Mankato is classified as a minor collector.

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #8H	Department: City Planner	Council Meeting Date: 09/06/16
TITLE OF ISSUE: B. Review Amendme for 7 p.m. on September 19, 2016 to Con Sidewalks.	ents to City Code Section 155 sider Amending City Code, (.46 and Consider Setting a Public Hearing Chapter 155.46-Streets, Alleys and
August 18, 2016 the Planning Commission Chapter 155.46-Streets, Alleys and Sidew considering amending the City Code.	Policy which set the minimum on reviewed the proposed chavalks. The City Council must	n required width of a sidewalk at 5-feet. On anges and moved to amend City Code
For Clerk's Use: Motion By: Second By: Vote Record: Aye Freyberg Spears Steiner Norland Dehen	Resolution Ordin Other (specify) Commission Re	Notice of Public Hearing, Planning
Workshop X Regular Meeting Special Meeting		er:

NOTICE OF PUBLIC HEARING ON AMENDING CITY CODE, CHAPTER 155 SUBDIVISION REGULATIONS, CHANGING THE MINIMUM REQUIRED WIDTH OF A SIDEWALK.

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 19th day of September 2016, to hold a public hearing to consider amending City Code, Chapter 155 Subdivision Regulations, changing the minimum required width of a sidewalk from 6-feet to 5-feet.

Such persons as desire to be heard with reference to the minimum required width of a sidewalk will be heard at this meeting.

Dated this 6th day of September.

April Van Genderen City Clerk City of North Mankato AMENDMENTS TO CITY CODE SECTION 155.46

THE CITY OF NORTH MANKATO

SUBJECT:

Amendments to City Code Section 155.46

APPLICANT:

City of North Mankato

LOCATION:

City Wide

EXISTING ZONING:

NA

DATE OF HEARING:

August 18, 2016

DATE OF REPORT:

August 5, 2016

REPORTED BY:

Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to amend City Code Section 155.46 - Streets, Alleys and Sidewalks

COMMENT

Based on the adoption of the Sidewalk Installation and Maintenance Policy and proposed Comprehensive Plan amendment regarding the recommended width for future sidewalks, it is necessary to amend City Code Section 155.46 pertaining to sidewalk construction. Attached as Exhibit A is Section 155.46 – Streets, Alleys and Sidewalks with proposed tracked changes to (O) and (P).

According to one local housing developer, the current City Code requirements in 156.46 (O) (3) regarding the sidewalk "base" could be reduced and still create a durable sidewalk. In response, staff is asking for consideration of the following amendment to this section:

(3) Minimum Class <u>57</u> aggregate base <u>or other crushed aggregate base</u> of <u>64</u> inches.

Attached as Exhibit B are all proposed changes to Section 155.46

RECOMMENDATION

Staff recommends approval of the amendments to City Code Section 155.46 including (O) (3)

§ 155.46 STREETS, ALLEYS AND SIDEWALKS.

- (A) Comprehensive Plan. The arrangement of thoroughfares and collector streets shall conform as nearly as possible to the North Mankato Comprehensive Plan. Except for cul-de-sacs, streets normally shall connect with streets already dedicated in adjoining or adjacent subdivisions or provide for future connections to the adjoining unsubdivided tracts or shall be a reasonable projection of streets in the nearest subdivided tracts. The arrangement of thoroughfares and collector streets shall be considered in their relation to the reasonable circulation of traffic, to topographic conditions, to run-off of storm water, to public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served.
- (B) Marginal streets, cul-de-sacs and dead ends. Minor streets should be so planned as to discourage their use by non-local traffic. Dead end streets are prohibited, but cul-de-sacs will be permitted where topography or other conditions justify their use. Cul-de-sacs shall include a terminal turn-around which shall be provided at the closed end, with an outside curb radius of at least 40 feet and a right-of-way radius of not less than 50 feet.
- (C) Partial development of plat. Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider.
- (D) Subdivision integration. When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate resubdivision, with provision for adequate utility connections for such resubdivision.
- (E) Angle of intersections. Under normal conditions, streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography of other conditions justify variations. The minimum angle of intersection of streets shall be 80 degrees.
- (F) Marginal access. Wherever the proposed subdivision contains or is adjacent to the right-of-way of a limited access highway or thoroughfare, provision may be made for a marginal access street approximately parallel and adjacent to the boundary of such right-of-way, or for a street at a distance suitable for the appropriate use of land between such street and right-of-way. Such distance shall be determined with due consideration of the minimum distance required for approach connections to future grade separations or for lot depths.
- (G) Alleys. Alleys shall be provided in commercial and industrial districts, except that this requirement may be waived where other definite and assured provision is made for service access, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed alleys, where provided, shall not be less than 20 feet wide, except where justified by special conditions. Dead end alleys shall be avoided wherever possible, but if unavoidable, such dead end alleys may be approved if adequate turn-around facilities are provided at the closed end.
- (H) Dedication of half streets. Dedication of half streets will not be approved, except where it is essential, to the reasonable development of the subdivision and in conformity with the other requirements of these regulations, where it is found that it will be practical to require the dedication of the other half when the adjoining property is subdivided, or where it becomes necessary to acquire the remaining half by condemnation so it may be improved in the public interest.
- (I) Minimum right-of-way. For all public ways hereafter dedicated and accepted, the minimum right-of-way widths for streets and thoroughfares shall be as shown in the Comprehensive Plan, and where not shown therein, the minimum right-of-way width for streets, thoroughfares, alleys,

or pedestrian ways included in any subdivision shall not be less than the minimum dimensions for each classification as follows:

- (1) Primary thoroughfare: 80 feet;
- (2) Secondary thoroughfare: 66 feet;
- (3) Collector street: 66 feet;
- (4) Minor street: 60 feet;
- (5) Marginal access street: 50 feet;
- (6) Alley: 20 feet;
- (7) Pedestrian way: 10 feet;
- (8) Where existing or anticipated traffic on primary and secondary thoroughfares warrants greater widths of right-of-way, these shall be required.
- (J) Street grade. The grades in all streets, thoroughfares, collector streets, minor streets, and alleys in any subdivision shall not be greater than the maximum grades for each classification as follows:
 - (1) Primary thoroughfare: 5%;
 - (2) Secondary thoroughfare: 5%;
 - (3) Collector street: 5%:
 - (4) Minor street: 8%;
 - (5) Alley: 8%;
- (6) In addition, there shall be a minimum grade on all streets and thoroughfares of not less than 1.0%.
- (K) Horizontal alignment. The horizontal alignment standards on all streets shall be as follows:
 - (1) Radius center line:
 - (a) Major thoroughfare: 500 feet minimum;
 - (b) Secondary thoroughfare: 500 feet minimum;
 - (c) Collector street: 300 feet minimum:
 - (d) Minor street: 100 feet minimum;
 - (2) There shall be a tangent between all reversed curves of a minimum length as follows:
 - (a) Major thoroughfare: 100 feet minimum;
 - (b) Secondary thoroughfare: 100 feet minimum;
 - (c) Collector street: 50 feet minimum:
 - (d) Minor street: 30 feet minimum.
- (L) *Vertical alignment*. All changes in street grades shall be connected by vertical parabolic curves of such length as follows:
 - (1) Primary thoroughfare or secondary thoroughfare: 300 feet minimum;
 - (2) Collector street or minor street: 100 feet minimum.
- (M) Dedication of streets. All proposed streets shall be dedicated as public streets except where approved by the Planning Commission and City Council subject to the provisions in division (N) below.
 - (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; and

- (4) Be subject to city design and inspection.
- (O) Within all new residential subdivisions, the installation of a sidewalk is required on at least 1 side of any new residential street. The specifications for sidewalks are as follows:
 - (1) Minimum sidewalk width is 65 feet.
 - (2) Minimum sidewalk depth is 65 inches.
 - (3) Minimum Class 5 aggregate base of 6 inches.
- (P) Wherever feasible sidewalks will be installed in existing residential subdivisions as eircumstances permit. Sidewalks will be installed in existing residential subdivisions as identified in the Future Sidewalk Development Map
- (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 divisions (Q)(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. (1975 Code, § 12.06, Subd. 2) (Am. Ord. 4, passed 3-2-1981; Am. Ord. 8, 4th series, passed 1-16-2007; Am. Ord. 57, 4th series, passed 5-5-2014)

- (4) Be subject to city design and inspection.
- (O) Within all new residential subdivisions, the installation of a sidewalk is required on at least 1 side of any new residential street. The specifications for sidewalks are as follows:
 - (1) Minimum sidewalk width is 65 feet.
 - (2) Minimum sidewalk depth is 65 inches.
 - (3) Minimum Class <u>57</u> aggregate base <u>or other crushed aggregate base</u> of <u>64</u> inches.
- (P) Wherever feasible sidewalks will be installed in existing residential subdivisions as eircumstances permit. Sidewalks will be installed in existing residential subdivisions as identified in the Future Sidewalk Development Map
- (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 divisions (Q)(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. (1975 Code, § 12.06, Subd. 2) (Am. Ord. 4, passed 3-2-1981; Am. Ord. 8, 4th series, passed 1-16-2007; Am. Ord. 57, 4th series, passed 5-5-2014)

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #10	Department: City Administrator	Council Meeting Date: 09/06/16
TITLE OF ISSUE: Public Hearing, 7 p.	m City Code Chapter 151 Resid	lential Rental Property Licensing Code.
DA CIZCO QUANDA AND GUIDDA DA GENERA	W. W. CONT. THON.	
	, 2016 the City Council set a Puental Density Study. Draft chan August 17, 2016 and August 24, ity code. A Public Hearing will	blic Hearing to consider City code ges were included in the August 15, 2016 2016 allowing the public an opportunity to be held to allow public comments I Rental Property Licensing Code.
REQUESTED COUNCIL ACTION: Pt	ublic Hearing.	If additional space is required, attach a separate sheet
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By:Second By:	Resolution Ordina	nce Contract Minutes Map
Vote Record: Aye Nay		
Freyberg Spears	Other (specify)	Notice of Public Hearing
Steiner		
Norland Dehen		
Workshop	Refe	r to:
X Regular Meeting	Tabl	e until:
Special Meeting	Othe	r:

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENTS TO CITY CODE CHAPTER 151 RESIDENTIAL RENTAL PROPERTY LICENSING CODE

The City of North Mankato, Minnesota will hold a public hearing on Tuesday, September 6, 2016 at 7:00 p.m. at City Hall to consider City Code amendments to City Code Chapter §151 Residential Rental Property Licensing Code. The amendments include §151.18 Rental Density, §151.19 Temporary Rental Licenses, §151.20 Granting Rental Licenses and §151.21 Rental Property Parking Requirements. The City Hall building is located at 1001 Belgrade Avenue, North Mankato, Minnesota.

Any person may speak to the City Council concerning the proposed City Code amendments at the time of the public hearing. Any person may submit written comments by addressing those comments to the City Council at 1001 Belgrade Avenue, North Mankato, Minnesota.

Dated this 15th day of August 2016.

/s/ April Van Genderen April Van Genderen City Clerk

CITY OF NORTH MANKATO REQUEST FOR COUNCIL ACTION



Agenda Item: #11A	Department: City Administrator Council Meeting Date: 09/06/16
TITLE OF ISSUE: Consider proposed of Code.	changes to City Code, Chapter 151 Residential Rental Property Licensing
REQUESTED COUNCIL ACTION: Ad	If additional space is required, attach a separate sheet lopt Ordinance No. 80, Fourth Series An Ordinance of the City of North Mankato City Code, Chapter 151 Residential Rental Property Licensing
Code.	
For Clerk's Use: Motion By: Second By: Vote Record: Aye Freyberg Spears Steiner Norland Dehen	Resolution Ordinance Contract Minutes Map X
Workshop X Regular Meeting Special Meeting	Refer to:



City of North Mankato, Minnesota

To: Mayor Dehen & City Council

From: John D. Harrenstein, City Administrator

Date: August 31st, 2016

Re: Consider approving revisions to Chapter 151 of the City Code pertaining to Rental Licenses

Background

Attached to this memo are the proposed revisions to Chapter 151 of the City Code that regulate Residential Rental Property. Additional changes for this chapter are included in the attachment based on the feedback collected from citizens at the August 17th and August 24th public meetings. Below is an overview of the new revisions, the rental density cap, and a proposed review process.

Short-term: Additional Revisions Based on Citizen Feedback

Five additional revisions have been made to the residential code based on feedback collected from residents:

Public feedback revision #1: Increase the Police Department's discretion to issue a strike even if a citation is not made after a complaint is received regarding problem rentals:

151.11(A)(2) Conduct on Licensed Premises – The amendment strikes the clause "and a citation, arrest or letter of transmittal is made" which will allow strikes to be given without a ticket being issued.

Public feedback revision #2: Implementing a fine for landlords when a strike is issued:

151.11(C)(D) Conduct on Licensed Premises – The amendment requires a fine be issued to the landlord of \$200 for the first strike received and \$400 for the second strike received. Failure to pay the fine results in immediate revocation of the rental license.

Public feedback revision #3: Addressing off-street parking and illegal parking concerns:

151.14 Off-Street Parking – The amendment requires a minimum of two off-street parking stalls for all rental licenses issued and additional parking stalls linked to the total square footage of the sleeping rooms on the premises.

Public feedback revision #4: Implementing mandatory inspections of both the interior and exterior of the premises when a strike is issued.

151.16 Inspections – This amendment requires an inspection and corrective action be taken when a rental strike is issued.

Public feedback revision #5: Requires Tenant Occupancy

NEW SECTION: 151.20 Required Tenant Occupancy – This amendment requires that a licensee be required to have the "intent" to rent the dwelling.

Short Term: Rental Density Cap & Temporary Licenses

Three new sections are proposed (151.18, 151.19, 151.20) that would implement both a cap of 10% per block in R-A, R-1, R-1S, and R-2 zoning districts, allow provisions for temporary licenses, and require the intent to rent the unit.

The provisions of the proposed new code sections identify each "block" in the city by number with the associated number of rental units that may be allowed per block (see attachment). Exceptions to the cap are made for "homeowners" residing in the dwelling and any state licensed residences.

Temporary licenses may be granted by the city for a period not to exceed 24 months if the property is listed for sale and the owner and owners family are not residing at the property, the owner and owner's family are not residing at the property and the occupants are providing a caretaking function.

Long-term: Proposed Review Process

Staff proposes a report reviewing the policy be completed after 18 months if the rental density cap is adopted so dialogue regarding the policy may continue. The proposed review will include an assessment of the impact of increased enforcement.

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□ CHAPTER 151: RESIDENTIAL RENTAL PROPERTY LICENSING CODE

Section	1
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- 151.01 Title
- 151.02 Purpose
- 151.03 Scope
- 151.04 Discrimination and private contracts
- 151.05 Definitions
- 151.06 Applications
- 151.07 Action of application for rental license
- 151.08 Residential rental license fees
- 151.09 Sale/transfer of ownership of licensed rental dwelling
- 151.10 License suspension or revocation
- 151.11 Conduct on licensed premises
- <u>151.12</u> Posting
- 151.13 Zoning changes
- 151.14 Off-street parking
- 151.15 Offender transitional housing
- 151.16 Inspections
- 151.17 Agent required
- 151.18 Rental Density
- 151.19 Temporary Rental Licenses
- 151.20 Required Tenant Occupancy
- 151.99 Penalty

№ 8 151.01 TITLE.

This chapter shall be referred to as the "Residential Rental Property Licensing Code." (Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)

§ 151.02 PURPOSE.

The city believes that providing for public health, safety, and welfare of its citizens mandates the existence of a rental property licensing program.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)

₹ 151.03 SCOPE.

This chapter applies to all buildings which are rented in whole or in part as a dwelling for persons other than the property owner's "family" as defined therein. It includes accessory structures such as garages and storage buildings. This chapter does not apply to Minnesota Department of Health licensed rest homes, convalescent care facilities, and nursing homes, nor to hotels and motels.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)

§ 151.04 DISCRIMINATION AND PRIVATE CONTRACTS.

This chapter shall be enforced in a nondiscriminatory manner and exclusively for the purpose of promoting public welfare. The city neither expressly nor by implication assumes any obligations or liabilities respecting such private rights or disputes, including those which involve or arise out of the nonconformity of any premises in the city to the provisions of this chapter. (Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)

§ 151.05 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. Any person making an application for a license under this chapter.

APPLICATION. A form with blanks or spaces thereon, to be filled in and completed by the applicant as his or her request for a license, furnished by the city and uniformly required as a prerequisite to the consideration of the issuance of a license for the rental of residential property.

DWELLING UNIT. Any building, structure or enclosure, including any mobile home, wholly or partly used or intended to be used for living, sleeping, cooking or eating purposes by human occupants, rented or offered for rent by any person to any other persons for use for residential purposes by such other person or persons. **DWELLING UNIT** does not include rest homes, convalescent homes, nursing homes, hotels, motels, dormitories or facilities licensed by the State of Minnesota as institutional occupancies.

DORMITORY. Buildings or spaces in buildings where group sleeping accommodations are provided; or a series of closely associated rooms without individual cooking facilities and with common toilet and bathroom facilities.

FAMILY. An individual or 2 or more persons related by blood, marriage, or adoption, including foster children and bona fide domestic servants.

LICENSE. A document issued by the city to an applicant permitting him or her to rent residential property.

LICENSE FEE. The money paid to the city pursuant to an application and prior to issuance of a license to rent residential property.

LICENSEE. An applicant who, pursuant to his or her application, holds a valid, current, unexpired and unrevoked license from the city allowing him or her to rent residential property.

LONG TERM HOTEL DWELLING UNIT. Any dwelling unit in any hotel, as defined by M.S. § 157.01, which dwelling unit is held out or available to the public for sleeping or residential purposes for periods of 1 week or more.

OCCUPANT. Any person residing in a dwelling or dwelling unit.

OFFENDER TRANSITIONAL HOUSING. A dwelling unit as defined above, dormitory, residential facility, or lodging facility as defined by the North Mankato City Code, intended, or used principally to provide short-term supervised housing to more than 1 offender and/or sex offender, as defined by Minnesota statute and rule, who are on supervised release or conditional release, and who are receiving housing assistance, either directly or indirectly, and supervision from the Minnesota Department of Corrections, or designee, and/or as part of the Minnesota Sex Offender Program, and/or who are required to live in the dwelling, dormitory, residential facility, or lodging facility as a condition of release and supervision program. **OFFENDER**

TRANSITIONAL HOUSING does not include housing declared by state law to be a permitted single-family residential use under M.S. § 462.357, Subd 7. The term **SHORT-TERM** shall mean a period of time not exceeding 12 months or as otherwise established by Minnesota statute and rules. A dwelling unit owned by or leased by the offender, or by a member of the offender's immediate family, shall not be considered offender transitional housing.

OPERATOR, MANAGER, or CARETAKER. Any person who has charge, care or control of a structure, or part thereof, in which rental dwelling units are let.

OWNER. Any person, firm, corporation or agent, who alone, jointly or severally with others, shall be in actual possession of, or have charge, care or control of any dwelling or dwelling unit.

RENT. Any consideration paid for the exclusive use of the dwelling unit, including but not limited to money, services, or a combination thereof paid or delivered at fixed intervals periodically agreed upon.

RENTAL PROPERTY. Living units rented on a month to month basis or greater. Such property may include single-family homes, duplexes, triplexes or multi-family units. Exempt from such definition shall be motels, hotels, boarding houses, bed and breakfast facilities and any facility exempt from city regulation due to state or federal rules and regulations.

ROOMING HOUSE DWELLING UNIT. Any dwelling unit in any building or structure, which building or structure is used or held out to be a place where sleeping accommodations are furnished to the public as regular roomers for periods of 1 week or more.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 60, 4th series, passed 9-2-2014)

■§ 151.06 APPLICATIONS.

All applications shall be made as follows:

- (A) All applications shall be made at the office of the City Clerk, upon forms which have been approved by motion of the City Council;
- (B) All such applications must be subscribed, sworn to, and include, but not be limited to, the following:
 - (1) Applicant's name, age and citizenship;
 - (2) Applicant's present address and phone number and length of time at that address;
 - (3) Address of property to be rented;
 - (4) Sketch of property to be rented identifying all rental units by number;
 - (5) Parking plan showing the size and location of all off-street parking spaces;
 - (6) Name(s) of each occupant of each rental unit;
 - (7) Name of person (if other than applicant) responsible for the rental unit;
- (8) Whether or not applicant has ever been convicted of a felony or misdemeanor, including violation of a city ordinance but excluding traffic violations, and, if so, the date and place of conviction and the nature of the offense;
- (9) Such other information as the Council shall deem necessary considering the nature of the use for which the license application is made.
- (C) It is unlawful for any applicant to intentionally make a false statement or omission upon any application form. 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.
- (D) The City Clerk shall, upon receipt of each application completed in accordance herewith, forthwith investigate the truth of statements made therein.
- (E) Applications for renewal licenses may be made in such abbreviated form as the Council may by resolution adopt.
- (F) Applications shall be void 30 days after the date of application. Any fees paid will be non-refundable.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 63, 4th series, passed 1-5-2015)

■§ 151.07 ACTION ON APPLICATION FOR RENTAL LICENSE.

Upon receipt of a completed application and payment of all license fees, the City Clerk, or his or her designee, shall issue a license to the applicant for the specified property. All residential

rental property in North Mankato must obtain a license by January 1, 2003. Such licenses will be valid for a period of 1 year unless canceled or revoked pursuant to this chapter. From January 1, 2004, forward, all licensees will be required to obtain annual renewal of their residential rental licenses on or before January 1 of each year. If by January 1 of each year, a rental license has not been renewed, a \$100 reinstatement fee for each property will be charged in addition to the annual license fee.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 34, 4th Series, passed 1-18-2011; Am. Ord. 43, 4th Series, passed 1-17-2012; Am. Ord. 63, 4th series, passed 1-5-2015)

§ 151.08 RESIDENTIAL RENTAL LICENSE FEES.

- (A) *License fee*. The annual rental license fee shall be established by resolution of the Council. A \$25 non-refundable application fee is required for each new rental license application.
- (B) *License expiration*. Each license issued pursuant to this section shall have a term of 1 year and shall expire on December 31. Payment of license fees is due and payable on or before the date of expiration of the license. All rental licenses, for which payment of license fees is over 30 days past due shall be automatically canceled. Reissuance of a rental license for any property with a canceled license shall be handled as if the property were a new license. Such issuance will require the property to comply with all codes in effect at the time of the new license application. (Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 63, 4th series, passed 1-5-2015)

■ § 151.09 SALE/TRANSFER OF OWNERSHIP OF LICENSED RENTAL DWELLING.

Upon the sale of any licensed rental dwelling(s), the existing rental license becomes void, with the exception of the application fee. Should the subsequent owner wish to continue rental of any previously licensed dwelling, it is necessary to apply for transfer of a rental license including a physical inspection of the dwelling(s) and property by the Building Official or Building Inspector.

(Ord. 30, 4th series, passed 1-4-2010; Am. Ord. 63, 4th series, passed 1-5-2015)

№ 8 151.10 LICENSE SUSPENSION OR REVOCATION.

- (A) *Notification*. Prior to suspension or revocation, the licensee (or his or her designated agent) and all occupants of units potentially subject to suspension or revocation shall be notified in writing pursuant to the terms of this chapter at least 20 days prior to a hearing on the matter.
- (B) *Hearing*. A hearing shall be held before the Council or a hearing examiner appointed by the Council. The hearing shall be conducted to meet the licensee's and occupant's due process rights, including:
- (1) Allowing interested parties, or their attorneys, the right to present evidence, witnesses and to cross-examine all adverse witnesses; and
- (2) Making a complete record of all proceedings, including findings of fact and conclusions of law.
- (C) Suspension, revocation or other penalty. Every operating license issued under the provisions of this chapter is subject to suspension, revocation or such penalty as the City Council may determine for the entire rental dwelling or for individual rental dwelling units. A rental license may also be suspended or revoked for any of the following reasons:
- (1) The license was procured by misrepresentation of material facts, by fraud, by deceit, or by bad faith;

- (2) The applicant or one acting on his or her behalf made oral or written misstatements or misrepresentations of material facts in or accompanying the application;
- (3) The activities of the licensee create a serious danger to the public health, safety, or welfare.
- (D) Effect of suspension or revocation. In the event a rental license is suspended or revoked by the City Council it shall be unlawful for the owner or his or her duly authorized agent to thereafter permit any new occupancies of vacant, or thereafter vacated rental units, until such time as a valid rental license is restored to the affected units. The affected unit(s) shall have a rental inspection. The unit(s) will be considered a new rental and shall comply to all codes in effect at the date of the inspection.
- (E) Failure to obtain license. If it is determined that a rental unit is being operated without a valid license, an immediate inspection shall be conducted. It shall be unlawful for an owner, designated agent, or operator, after notice has been sent first class mail, to continue operation of a rental dwelling unit without submitting an application for a license under this chapter, along with the necessary fee. Once an application has been made, it shall be unlawful for the owner, or his or her duly authorized agent, to permit any new occupancies of vacant or thereafter vacated rental units until such time as the license is issued.

(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 63, 4th series, passed 1-5-2015) Penalty, see § 151.99

№ 8 151.11 CONDUCT ON LICENSED PREMISES.

- (A) It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest of the occupant(s) which is in violation of any of the following:
 - (1) Anytime, day or night, that the premises are involved in any of the following:
 - (a) Unlicensed sale of intoxicating liquor or non-intoxicating malt beverages.
- (b) Furnishing intoxicating liquor or non-intoxicating malt beverages by persons under the age of 21 years.
- (c) Consumption of intoxicating liquor or non-intoxicating malt beverages by persons under the age of 21 years.
 - (d) Vice crimes.
 - (e) Sale or use of illegal drugs by any person on the premises.
 - (f) Storage of unlicensed or inoperable vehicles, trailers, boats, RVs and campers.
 - (g) Allowing grass or weeds to exceed 6 inches in height.
- (h) Failure to remove ice or snow on adjacent sidewalks within 48 hours after snow or ice has ceased to fall.
 - (i) Parking of any vehicles in front yard areas, except permitted driveways.
 - (j) Failure to pay monthly utility bill by the due date.
- (2) Anytime, day or night, that the premises are involved in a manner affecting the neighborhood and a citation, arrest or letter of transmittal is made for any of the following:
 - (a) Disorderly conduct.
 - (b) Disturbing the peace.
 - (c) Obstructing an officer.
 - (d) Assault (including domestic assault).
 - (e) Criminal damage to property.
 - (f) Vice crimes.
 - (3) Between the hours of 7:00 a.m. and 10:00 p.m. for any of the following:

- (a) Where the police respond initially and describe the activity as "loud and intrusive" or in any manner affecting the tranquility of the neighborhood (such as, excessive littering, public urination, and the like) and persons involved refusing to comply with police directive to curtail the behavior within 10 minutes.
- (b) Where the police respond a second time and describe the activity as "loud and intrusive" or in any manner affecting the tranquility of the neighborhood (such as, excessive littering, public urination, and the like) on both occasions.
- (c) Where the police respond on 3 separate dates and describe the activity as "loud and intrusive" or in any manner affecting the tranquility of the neighborhood (such as, excessive littering, public urination, and the like).
 - (4) Between the hours of 10:00 p.m. and 7:00 a.m. for any 1 or more of the following:
- (a) Where police describe the noise level outside of the confines of the dwelling unit as "loud and intrusive." This description should give some indication of the distance that the noises are heard.
- (b) Where people are using profanity that can be heard outside the confines of the dwelling unit.
- (c) Where music, either from the confines of the dwelling unit, the yard area of the dwelling unit or any parking area defined for the dwelling unit, can be heard from the street, alley or neighboring yards.
- (d) Where a gathering is going on either in and/or out of the dwelling unit in a manner that involves any of the following:
- 1. Disruption of the neighbors, such as, revving of cars, squealing of tires, loud shouting, and the like.
 - 2. Littering.
 - 3. Inappropriate behavior, such as, urinating in yards, persons passed out, and the like.
- 4. Damaging of property: and where after investigation the officer(s) can show that the inappropriate activity was directly related to the licensed premises. Proof may include, but is not limited to, direct observation by officers, admissions by persons present or testimony/statements by complainants and witnesses.
- (e) Where officers are unable to personally verify the existence of any of the criteria listed in 1. through 4. above, but complainants/witnesses are willing to testify to 1 or more of those facts at a criminal or civil proceeding.
- (B) The Chief of Police or his or her designee shall be responsible for enforcement and administration of this section.
- (C) Upon determination by the Chief of Police that a licensed premises was involved in a violation of division (A) of this section, the Chief of Police shall notify the licensee by first class mail of the violation, and direct the licensee to take steps to prevent further violations and issue a fine of \$200 to the licensee to be paid within fourteen days after notification is issued. Failure to pay fine will result in immediate revocation of the rental license. A copy of said notice shall be sent by first class mail to the occupant in violation of division (A) of this section.
- (D) Upon a second violation within 12 months of division (A) of this section involving a guest or an occupant of a licensed premises, the notice provided under division (C) of this section shall require the licensee to submit a written report of the action taken to prevent further violations on the premises and pay a fine of \$400 to be paid within fourteen days after notification is issued. Failure to pay fine will result in immediate revocation of the rental license. This written report shall be submitted to the Police Chief within 5 days of request of the report

and shall detail all actions taken by the licensee in response to all notices regarding violations to division (A) of this section within the preceding 12 months. If the licensee fails to comply with the requirements of the subsection, the rental dwelling license for the individual licensed premises may be denied, revoked, suspended, or such other penalty imposed by the City Council. An action to deny, revoke, suspend or renew a license under this section shall be initiated by the City Council at the request of the Police Chief.

- (E) If a third or subsequent violation of division (A) of this section involving a guest of or an occupant of a licensed premises occurs within 12 months after any 2 previous instances for which notices were sent to the licensee regarding the same licensed premises, the rental dwelling license for the individual rental unit may be denied, revoked, suspended, or such other penalty not imposed by the City Council. An action to deny, revoke or suspend a license or impose any other penalty under this section shall be initiated by the City Council at the request of the Police Chief.
- (F) No adverse license action shall be imposed if the violation to division (A) of this section occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to division (A) of this section.
- (G) A determination that the licensed premises has been used in violation of division (A) of this section shall be made by the Council upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to division (A) of this section, nor shall the facts of dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section. (Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005; Am. Ord. 8, 4th series, passed 1-16-2007; Am. Ord. 17, 4th series, passed 1-17-2008; Am. Ord. 21, 4th series, passed 1-20-2009)

№ § 151.12 POSTING.

All licensees must post on the rental premises a copy of their rental license. (Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)

№ § 151.13 ZONING CHANGES.

On May 2, 2005 and May 16, 2005, the City Council adopted ordinances which rezoned properties in both lower and upper North Mankato, which may have affected certain rental properties and caused them to be non-conforming. After the dates of adoption of these ordinances, all rental dwellings which were currently licensed may continue to operate as a non-conforming use, if affected by this zoning change. If there is a lapse in a rental license or a change in occupancy to a lesser number of unrelated persons in a non-conforming use, the lesser number shall be the controlling number.

(Ord. passed 5-2-2005; Ord. passed 5-16-2005; Am. Ord. 264, passed 11-21-2005; Am. Ord. 8, 4th series, 1-16-2007; Am. Ord. 17, 4th series, passed 1-17-2008)

■ § 151.14 OFF-STREET PARKING.

(A) Garages and off-street parking spaces on licensed rental properties shall be made available to tenants residing on the property.

- (B) All off-street parking areas shall be hard-surfaced, using concrete, asphalt or paver brick material.
- (C) Parking Ratio. All new rental units licensed after the effective date of this ordinance shall provide off-street parking according to the following:
- (1) For One and Two-Family Dwellings in R-A, R-1, R-1S and R-2 zoning districts off-street parking spaces shall be provided for each dwelling unit based on the following ratio of square footage of sleeping rooms to required parking stalls.

Sleeping Rooms Square Footage:	Parking Stalls:
70 to 119	2
120 to 169	2
170 to 219	3
220 to 269	4
270 and greater	5

For a one-family dwelling, not less than two off-street parking stalls shall be provided and not more than five off-street parking stalls shall be required. For a two-family dwelling, not less than four parking stalls shall be provided and not more than ten parking stalls shall be required.

(Ord. 34, 4th Series, passed 1-18-11)

§ 151.15 OFFENDER TRANSITIONAL HOUSING.

- (A) *Purpose*. In order to provide for the public safety; provide protection and security for crime victims; maintain neighborhood stability; and facilitate supervision for offenders, the City of North Mankato finds necessary to regulate the locations within the city where offender transitional housing can be established subject to the limitations of this Code.
 - (B) Separation and concentration in zoning districts.
 - (1) Separation in zoning districts. Offender transitional housing may be established in a zoning district only on a parcel that is at least as far as the distances indicated in the table below from another existing, or approved but not yet constructed, offender transitional housing use in any zoning district:

Zoning Designation Separation Required	Separation Required
R-1 and PUDs with underlying R-1 zoning	No less than 1,000 feet
R-2 and PUDs with underlying R-2 zoning	No less than 800 feet
All other residential districts	No less than 600 feet
All other zoning districts	No less than 500 feet

- (2) Concentration in residential zones. In residentially zoned areas (R-1 through R-3 and PUDs with underlying residential zoning), a proposed offender transitional housing use may not cause the number of offender transitional housing uses within a radius of 1.5 times the required separation distance of the proposed offender transitional housing use to exceed 0.5% of the total number of dwellings for developed neighborhoods within that radius, or 0.5% of the planned dwellings or permissible dwellings within that radius for partly undeveloped or undeveloped neighborhoods.
- (C) Offender transitional housing in non-residential zones. In non-residential zones where dwelling and/or lodging units are permitted, a proposed offender transitional housing use that is within 500 feet of a residential zone may not cause the sum of the population capacity of offender transitional housing to exceed 10% of the sum of dwelling units and lodging units in parcels within a radius of 500 feet of a proposed offender transitional housing use, except that where the sum of dwelling and lodging units within 500 feet is fewer than 100, the population capacity of offender transitional housing units shall not exceed 10 persons.
 - (D) Offender transitional housing for sex offenders.
- (1) Any offender transitional housing providing or intending to provide housing to a designated sex offender as defined by state law or administrative rule must meet the separation requirements provided in this division. Except where otherwise specified, the separation distances shall be measured from the property lines of both the offender housing and the facility and/or property from which it shall be separated.
- (2) Separation by a distance of not less than 1,000 feet is required from the following facilities:
 - (a) Public parks in existence at the date of application for a license under this subdivision;
- (b) A licensed family daycare or child daycare facility in existence at the date of application for a license under this subdivision;
- (c) Public or private nursery schools, elementary schools, secondary schools, and post-secondary schools, in existence at the date of application for a license under this subdivision;
- (d) A state licensed residential facility as referenced in M.S. § 462.357, Subd. 7, and in existence at the date of application for a license under this subdivision.
- (3) The residents of the offender transitional housing shall be limited to only those offenders that were convicted of an offense while residents of Nicollet County and the residents shall only reside in the premises for a period not to exceed 12 months.
 - (E) Offender transitional housing license.
- (1) An offender transitional housing use must obtain a license prior to any occupancy of such use. The license shall be subject to the occupancy restrictions of the underlying zoning district. In non-residential districts a license shall only be issued if the underlying zoning district permits residential uses.
- (2) Previously licensed rental properties may only be used for offender transitional housing if the property conforms to the occupancy restrictions of the underlying zoning district. For the purposes of this section, properties proposed for offender transitional housing shall be considered a new rental license and a license shall only be granted if the property conforms to the Residential Rental Property Licensing Code.
- (3) The license shall be subject to revocation if conditions of approval are violated or if it is determined to be a detrimental use per § 151.11 of this Code. If an offender transitional housing use is discontinued for a period of 12 consecutive months, lapses, or if a license is revoked, there shall be no presumed right to reinstatement and any use at the location shall be considered in the

same manner as a new use or as classified by § 151.13 of this Code, whichever is most restrictive.

- (4) Prior to the establishment of offender transitional housing, the state agency responsible for the supervision of the offender shall send notice to all property owners within 500 feet of the property to be used for offender transitional housing.
- (5) The notice shall state the intent of the state agency to establish offender transitional housing and the place and time of a public meeting, to be held within the city limits of the City of North Mankato, at which meeting the state agency will provide details to the public regarding the proposed offender transitional housing.
- (6) The rental license for a dwelling used for offender transitional housing shall contain the contact information for the state agency and a local agent that is employed by the state agency. At the public meeting, the name and contact information of the local contact/agent shall be supplied to the attendees.
- (F) Existing offender transitional housing. Offender transitional housing use existing on the date of the enactment of this section shall immediately obtain a license under this division and comply with the other provisions of this division within 12 months of adoption of this section. If the property currently used for offender transitional housing does not conform to the provisions of this section, it shall cease operation within 12 months of the adoption of this division or adjust the operation of the offender transitional housing to comply with this division. (Ord. 60, 4th series, passed 9-2-2014)

№ § 151.16 INSPECTIONS.

Upon receipt of an application for a rental license, the city shall forward a copy of such application to the inspection official. Upon receipt of such application the inspection official shall inspect the property to be licensed to determine whether such property complies with the provisions of applicable codes and statutes. Upon issuance of a rental strike according to the provisions of 151.11 an inspection will be conducted of both the interior and exterior of the premises by the inspection official. If any city code violations are present, corrective action must be taken by the property owner. No rental license shall be issued by the city unless the property complies with the provisions of codes and statutes that pertain to the property. (Ord. 63, 4th series, passed 1-5-2015)

§ 151.17 AGENT REQUIRED.

Each license holder of a dwelling unit within the city, in which license holder does not reside within a 30 mile radius of the city, as measured from the Veterans Memorial Bridge, shall appoint an agent residing within that area, upon which agent the city may serve notices pertaining to the administration of this section or of any provisions of the City Code pertaining to such dwelling unit, which service shall be as effective as if made upon such license holder. In cases where an agent is employed, the license holder shall provide the City Clerk with the full name, address and telephone number of such agent(s). A license holder shall provide written notice to the City Clerk, with the required information, whenever the agent for a licensed property is changed. The written notice shall be provided to the City Clerk within 48 hours of such change(s).

(Ord. 63, 4th series, passed 1-5-2015)

§151.18 RENTAL DENSITY

(A) In R-A, R-1, R-1S and R-2 zoning districts, no more than 10% of the single-family lots on any block shall be eligible to obtain a rental license, unless a temporary license is granted by

the City Council as provided herein. Table 1 indicates how many single-family lots per block are able to be licensed as a rental property based on the number of lots that exist in a block.

Table 1		
Lots/Block	Rental Units Allowed	
1-14	1	
15-24	2	
25-34	3	
35-44	4	
45-54	5	
55-64	6	
65-74	7	
75-84	8	
85-94	9	

- (B) The following guidelines shall apply to determine eligible blocks and lots.
- (1) For the purposes of this subchapter, a **BLOCK** shall be defined as an area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots and city boundaries.
- (2) This subchapter shall apply to legally conforming lots of record and legally nonconforming lots of record. For the purposes of this subchapter, lots of record may also be referred to as *PROPERTIES*, *PROPERTY* or *LOTS*.
- (3) If a block contains more than one type of zoning district, only R-A, R-1, R-1S and R-2 zoning district lots shall be included in the calculation of the total number of lots per block.
- (4) Legal nonconforming rental property shall be allowed to continue as long as the legal nonconforming use complies with § 151.13 and 156.052 of the Zoning Code.
- (5) Commercial or industrial uses located in an R-A, R-1, R-1S and R-2 zoning districts shall not be included in the calculation of the total number of lots per block.
- (6) Properties that are exempt pursuant to § 151.18 (A) shall not be included in the calculation of the total number of lots per block.
- (C) If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this subchapter, no additional rental licenses shall be approved for the block, unless a temporary license is granted by the City Council as provided herein. Existing rental licenses may be renewed; however, should a rental license not be renewed, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this subchapter and other applicable sections of the city code.

(D) Exceptions

- (1) Parcels zoned CBD, R-3, R-4, OR-1, B-1, B-2, B-3, M-1, M-2, I-1, TUD, P-1
- (2) Single-family homes or duplexes in which the owner resides within a portion of the building are exempt unless an unrelated person resides within the owner's dwelling unit. If the building is a duplex, only that portion of the building in which the owner resides alone or with related persons is exempt. The other portion of the duplex requires a rental license. Should a duplex transfer ownership, it is eligible to receive a rental license for the dwelling unit which was formally owner-occupied.
- (3) Rental licenses for State Licensed residences shall be exempt from this subdivision. If the property is no longer licensed by the State of Minnesota, a new rental license application shall be submitted and reviewed for compliance with this subdivision and other applicable City and Building Code sections.
- (E) Properties eligible to receive a rental license in R-A, R-1, R-1S, and R-2 zoning districts will be determined as follows:
- (1) Any property zoned R-A, R-1, R-1S, RS, and R-2 is eligible to receive a rental license until the number of single-family and two-family dwellings issued rental licenses exceeds 10% within the block it is located in.
- (2) This Subdivision shall apply to legally conforming properties of record and legally nonconforming properties of record, as defined in Chapter 156, in existence at that time of the effective date of this ordinance or approved by new subdivision of unplatted and undeveloped property after the effective date of this ordinance.
- (F) For the purposes of this Subdivision, the following shall apply:
- (1) Properties licensed for rental purposes on the effective date of this ordinance shall be included in the calculation of the number of permitted rental properties.
- (2) Existing rental licenses may be renewed or transferred per Subdivision 151.07, 151.08 and 151.09.

§ 151.19 TEMPORARY RENTAL LICENSES.

- (A) A temporary rental license may be granted by the City for unlicensed properties to an owner of a property for a period not to exceed (12) months for the following circumstance(s):
- (1) The property is listed for sale and the owner and the owner's family are not residing at the property.
- (2) The owner and the owner's family are not residing at the property and the occupants are providing a caretaking function for the property.

- (3) The City Administrator or his designee is granted authority to extend the temporary rental license for two consecutive six (6) month periods as long as the home is actively marketed for sale.
- (4) Twelve (12) months from the date of issuance, a temporary rental license shall expire and is not subject for renewal unless granted an extension by the City Administrator or his designee as outlined in chapter 151.19 (3).

§ 151.20 REQUIRED TENANT OCCUPANCY

(A) In no event shall a property owner make application for a rental license without the intent of renting the dwelling(s). In no circumstance will a rental license be issued without the owner first submitting a tenant list documenting who will reside in rental property.

§ 151.99 PENALTY.

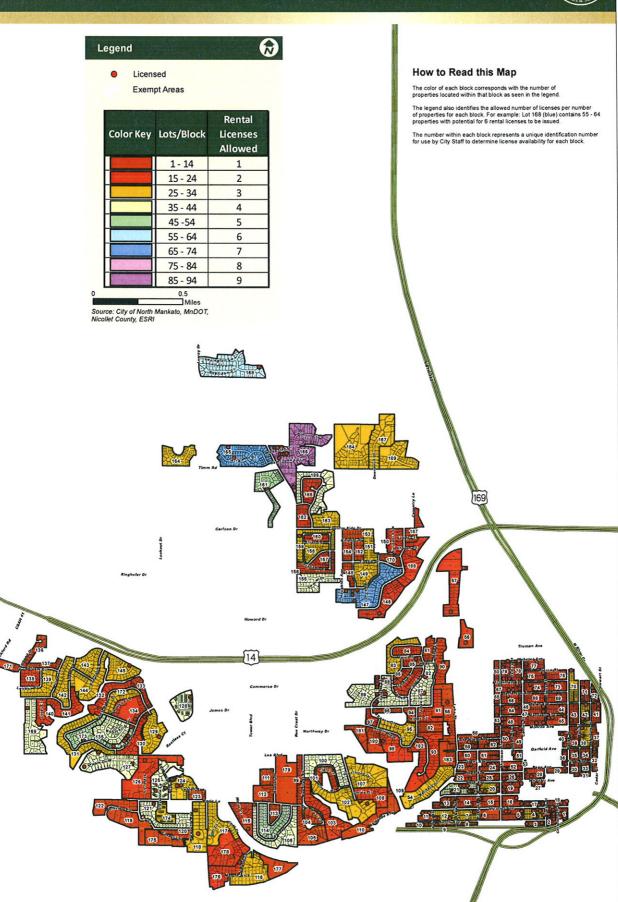
- (A) Any violation of this chapter is a misdemeanor and is subject to all penalties provided for such violations.
- (B) It is a misdemeanor for any person to prevent, delay, or provide false information to any city official, or his or her representative, while they are engaged in the performance of their duties as set forth in this chapter.
- (C) In addition to bringing criminal charges for violation of this chapter, the city may seek a civil injunction against any licensee or occupant who violate any terms of this chapter.
- (D) All applicants must include in any lease (written or oral) a copy of this chapter and must further advise all tenants that a violation of this code by the applicant (landlord) or any occupant of the premises could result in termination or revocation of the rental license and immediate eviction of all tenants.

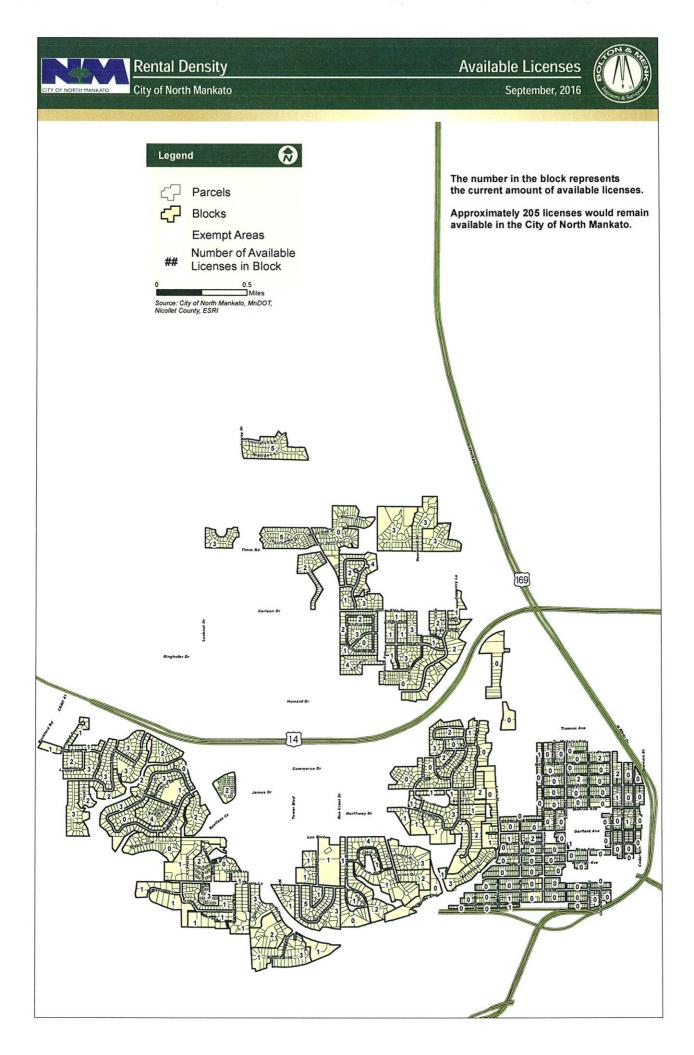
(Ord. 234, passed 12-1-2003; Am. Ord. 264, passed 11-21-2005)



September, 2016







ORDINANCE NO. 80, FOURTH SERIES

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA, AMENDING NORTH MANKATO CITY CODE, CHAPTER 151, RENTAL PROPERTY LICENSING CODE

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

Section 1. North Mankato City Code, Section 151.11, entitled Conduct on Licensed Premises, is hereby amended by incorporating the following changes:

- (A) (2) Anytime, day or night, that the premises are involved in a manner affecting the neighborhood for any of the following:
- (C) Upon determination by the Chief of Police that a licensed premises was involved in a violation of division (A) of this section, the Chief of Police shall notify the licensee by first class mail of the violation, direct the licensee to take steps to prevent further violations and issue a fine of \$200 to the licensee to be paid within fourteen days after notification is issued. Failure to pay fine will result in immediate revocation of the rental license. A copy of said notice shall be sent by first class mail to the occupant in violation of division (A) of this section.
- (D) Upon a second violation within 12 months of division (A) of this section involving a guest or an occupant of a licensed premises, the notice provided under division (C) of this section shall require the licensee to submit a written report of the action taken to prevent further violations on the premises and pay a fine of \$400 to be paid within fourteen days after notification is issued. Failure to pay fine will result in immediate revocation of the rental license. This written report shall be submitted to the Police Chief within 5 days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to division (A) of this section within the preceding 12 months. If the licensee fails to comply with the requirements of the subsection, the rental dwelling license for the individual licensed premises may be denied, revoked, suspended, or such other penalty imposed by the City Council. An action to deny, revoke, suspend or renew a license under this section shall be initiated by the City Council at the request of the Police Chief.

Section 2. North Mankato City Code, Section 151.14, entitled Off-Street Parking, is hereby amended by incorporating the following changes:

- (C) Parking Ratio. All new rental units licensed after the effective date of this ordinance shall provide off-street parking according to the following:
- (1) For one and Two-Family Dwellings in R-A, R-1, R-1S and R-2 zoning districts off-street parking spaces shall be provided for each dwelling unit based on the following ratio of square footage of sleeping rooms to required parking stalls.

Sleeping Rooms Square Footage:	Parking Stalls:
70 to 119	2
120 to 169	2
170 to 219	3
220 to 269	4
270 and greater	5

For a one-family dwelling, not less than two off-street parking stalls shall be provided and not more than five off-street parking stalls shall be required. For a two-family dwelling, not less than four parking stalls shall be provided and not more than ten parking stalls shall be required.

Section 3. North Mankato City Code, Section 151.16, entitled Inspections, is hereby amended by incorporating the following changes:

Upon receipt of an application for a rental license, the city shall forward a copy of such application to the inspection official. Upon receipt of such application the inspection official shall inspect the property to be licensed to determine whether such property complies with the provisions of applicable codes and statutes. Upon issuance of a rental strike according to the provisions of 151.11 an inspection will be conducted of both the interior and exterior of the premises by the inspection official. If any city code violations are present, corrective action must be taken by the property owner. No rental license shall be issued by the city unless the property complies with the provisions of codes and statutes that pertain to the property.

Section 4. North Mankato City Code, Chapter 151 Rental Property Licensing Code is hereby amended by adding Section 151.18 Rental Density as follows:

§151.18 RENTAL DENSITY

(A) In R-A, R-1, R-1S and R-2 zoning districts, no more than 10% of the single-family lots on any block shall be eligible to obtain a rental license, unless a temporary license is granted by the City Council as provided herein. Table 1 indicates how many single-family lots per block are able to be licensed as a rental property based on the number of lots that exist in a block.

Table 1		
Lots/Block	Rental Units Allowed	
1-14	1	
15-24	2	
25-34	3	
35-44	4	
45-54	5	
55-64	6	
65-74	7	
75-84	8	
85-94	9	

- (B) The following guidelines shall apply to determine eligible blocks and lots.
- (1) For the purposes of this subchapter, a *BLOCK* shall be defined as an area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots and city boundaries.
- (2) This subchapter shall apply to legally conforming lots of record and legally nonconforming lots of record. For the purposes of this subchapter, lots of record may also be referred to as *PROPERTIES*, *PROPERTY* or *LOTS*.
- (3) If a block contains more than one type of zoning district, only R-A, R-1, R-1S and R-2 zoning district lots shall be included in the calculation of the total number of lots per block.
- (4) Legal nonconforming rental property shall be allowed to continue as long as the legal nonconforming use complies with § 151.13 and 156.052 of the Zoning Code.
- (5) Commercial or industrial uses located in an R-A, R-1, R-1S and R-2 zoning districts shall not be included in the calculation of the total number of lots per block.
- (6) Properties that are exempt pursuant to § 151.18 (A) shall not be included in the calculation of the total number of lots per block.
- (C) If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this subchapter, no additional rental licenses shall be approved for the block, unless a temporary license is granted by the City Council as

provided herein. Existing rental licenses may be renewed; however, should a rental license not be renewed, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this subchapter and other applicable sections of the city code.

(D) Exceptions

- (1) Parcels zoned CBD, R-3, R-4, OR-1, B-1, B-2, B-3, M-1, M-2, I-1, TUD, P-1
- (2) Single-family homes or duplexes in which the owner resides within a portion of the building are exempt unless an unrelated person resides within the owner's dwelling unit. If the building is a duplex, only that portion of the building in which the owner resides alone or with related persons is exempt. The other portion of the duplex requires a rental license. Should a duplex transfer ownership, it is eligible to receive a rental license for the dwelling unit which was formally owner-occupied.
- (3) Rental licenses for State Licensed residences shall be exempt from this subdivision. If the property is no longer licensed by the State of Minnesota, a new rental license application shall be submitted and reviewed for compliance with this subdivision and other applicable City and Building Code sections.
- (E) Properties eligible to receive a rental license in R-A, R-1, R-1S, and R-2 zoning districts will be determined as follows:
- (1) Any property zoned R-A, R-1, R-1S, RS, and R-2 is eligible to receive a rental license until the number of single-family and two-family dwellings issued rental licenses exceeds 10% within the block it is located in.
- (2) This Subdivision shall apply to legally conforming properties of record and legally nonconforming properties of record, as defined in Chapter 156, in existence at that time of the effective date of this ordinance or approved by new subdivision of unplatted and undeveloped property after the effective date of this ordinance.
- (F) For the purposes of this Subdivision, the following shall apply:
- (1) Properties licensed for rental purposes on the effective date of this ordinance shall be included in the calculation of the number of permitted rental properties.
- (2) Existing rental licenses may be renewed or transferred per Subdivision 151.07, 151.08 and 151.09.

Section 5. North Mankato City Code, Chapter 151 Rental Property Licensing Code is hereby amended by adding Section 151.19 Temporary Rental Licenses as follows:

(A) A temporary rental license may be granted by the City for unlicensed properties to an owner of a property for a period not to exceed (12) months for the following circumstance(s):

- (1) The property is listed for sale and the owner and the owner's family are not residing at the property.
- (2) The owner and the owner's family are not residing at the property and the occupants are providing a caretaking function for the property.
- (3) The City Administrator or his designee is granted authority to extend the temporary rental license for two consecutive six (6) month periods as long as the home is actively marketed for sale.
- (4) Twelve (12) months from the date of issuance, a temporary rental license shall expire and is not subject for renewal unless granted an extension by the City Administrator or his designee as outlined in chapter 151.19 (3).

Section 6. North Mankato City Code, Chapter 151 Rental Property Licensing Code is hereby amended by adding Section 151.20 Required Tenant Occupancy as follows:

(A) In no event shall a property owner make application for a rental license without the intent of renting the dwelling(s). In no circumstance will a rental license be issued without the owner first submitting a tenant list documenting who will reside in rental property.

Section 7. 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 6th day of September 2016.

	Mayor	
ATTEST:		
City Clerk		