



AGENDA

**Mankato City Council
Regular Meeting
January 13, 2025 - 6 p.m.
IGC - Mankato Room**

1. **Call Meeting to Order**

Roll Call

Reading of Land Acknowledgement

Pledge of Allegiance

2. **Approval of Agenda**

3. **Approval of Minutes**

Regular Meeting of December 9, 2024

4. **Public Open Forum (15 Minutes)**

Citizens may address the Council on matters not on the agenda, and are encouraged to register with the City Clerk prior to the start of the meeting. Those wishing to speak are limited to three minutes and must state their name and address for the record.

5. **Consent Calendar**

NOTE: All items listed under the Consent Calendar will be enacted by one motion. There will be no separate discussion of these items. If a Council Member wishes to discuss any of these items, they may ask that the item be removed from the Consent Calendar. Removed item(s) will be discussed and acted upon by separate motion.

- A. Motion approving 2025 Legislative Priorities.
- B. Resolutions establishing regular times and locations of Council Meetings, and designating the official newspaper of the City of Mankato.
- C. Resolution designating Acting City Clerk per the Mankato City Charter, Section 3.03, Subd. 1.

- D. Motion approving On-Sale Intoxicating, Sunday, and Non-Enclosed Premise (outdoor patio) Liquor Licenses for Jonny B's LLC, DBA Jonny B's, 1600 Warren St. #17A, Mankato (represents change of ownership).
- E. Resolution authorizing the City Manager to enter into an Agreement with Blue Earth County (BEC) for Detox Transportation Services.
- F. Resolution authorizing the City Manager to submit an Arts and Cultural Heritage Fund Veterans Memorial and Commemorations grant application to the Minnesota Department of Administration for Veterans Memorial Bridge.
- G. Motion to apply to the Carbon Reduction Program for a Transit Pilot Project.
- H. Resolution approving the 2025 Transit Asset Management Plan update.
- I. Resolution considering bids on project 11084; Victory Drive Signal and Lighting Improvements.
- J. Resolution directing Parking Control; no parking zones for transit bus stops.
- K. Resolution directing Parking Control on Dane Street.
- L. Resolutions approving the Transportation Alternatives Grant Application for the Trunk Highway 169 Underpass at River Lane.

6. **Public Hearings**

- A. Project Feasibility Hearings for Capital Improvement Projects:
 - 11078 West 7th Street
 - 11114 Germania Park Phase 5
 - 11120 Woodshire Drive

7. **City Manager's Report**

- A. Resolution approving Amendment No. 1 to the Professional Services Agreement with Black & Veatch for the Water Resource Recovery Facility (WRRF) Digester and Disinfection improvements project.

8. **Reports of City Council Members**

- A. Discuss City Council committee assignments and make motion approving appointments for 2025.

9. **Miscellaneous Business**

View all city committee meetings by clicking on our [City Calendar](#)

Regular Council Meeting, January 27, 2025, 6 p.m., Mankato Room (with Work Session to follow)

Work Session, February 3, 2025, 6 p.m., Minnesota River Room

Regular Council Meeting, February 10, 2025, 6 p.m., Mankato Room (with EDA to follow if needed)

10. **Adjournment**



MINUTES

Mankato City Council
Regular Meeting
December 9, 2024 - 6 p.m.
IGC - Mankato Room

1. Call Meeting to Order

Roll Call

Members Present: Mike Laven, Dennis Dieken, Michael McLaughlin, Jenn Melby-Kelley, Jessica Hatanpa, Kevin Mettler and Mayor Najwa Massad.

Staff Present: City Manager Susan Arntz, Administrative Services Director Parker Skophammer, Community Development Director Mark Konz, and Public Safety Director Jeremy Clifton.

Pledge of Allegiance

2. Approval of Agenda

Ms. Hatanpa moved and Mr. Mettler seconded a motion to approve the agenda as written. The motion carried unanimously.

3. Approval of Minutes

Mr. Laven moved and Ms. Hatanpa seconded a motion to approve the minutes of the Regular Meeting of November 25, 2024, and the Public Budget Hearing of December 2, 2024, as written. The motion carried unanimously

4. Public Open Forum (15 Minutes)

No one spoke.

5. Consent Calendar

NOTE: All items listed under the Consent Calendar will be enacted by one motion. There will be no separate discussion of these items. If a Council Member wishes to discuss any of these items, they may ask that the item be removed from the Consent Calendar. Removed item(s) will be discussed and acted upon by separate motion.

Ms. Hatanpa moved and Mr. Dieken seconded a motion to approve the Consent Calendar as written. With all members voting in favor, the motion carried.

- A. Motion approving Opioid Remediation Grant to YWCA Mankato for Youth Mental Health First Aid Training to teach how to help an adolescent who is in crisis, or experiencing a mental health or addiction challenge.
- B. Resolution adopting fees for Cannabis Business registration.
- C. Resolution approving Amendment No. 1 to the Blue Earth County and City of Mankato Voting Operations, Technology & Election Resources (VOTER) Agreement.
- D. Resolution authorizing the City Manager to execute an agreement with Blue Earth County for the shared cost of election expenses relating to technology and equipment.
- E. Resolution authorizing additional purchasing of Water Meters utilizing American Rescue Plan Act (ARPA) funds.
- F. Resolution authorizing the City Manager to execute a five-year agreement with West Central Sanitation for refuse and recycling collection.
- G. Resolution authorizing the City Manager to enter into a one-year agreement with OMG Midwest for yard waste composting.
- H. Resolution approving a Conditional Use Permit to allow for cut, fill and development activities on a slope equal to or in excess of seventeen-point six (17.6) percent for ravine stabilization. The subject property is described as Lot 5, Block 1, Ironwood Oaks subdivision (80 Telemark Drive); by request of Andrew Manske.
- I. Resolution approving the Affordable Housing Trust Fund Memorandum of Understanding with Blue Earth County.
- J. Resolution approving the 2025 Public Transit Service Agreement with North Mankato.

- K. Resolution authorizing the City Manager to enter into a 2025-2026 School Resource Officer (SRO) Agreement between the Mankato Department of Public Safety and Mankato Area Public Schools (ISD #77).
- L. Resolution authorizing the City Manager to enter into a Joint Powers Agreement (JPA) with the South Central Minnesota Computer Consortium (Shared Records Management System).
- M. Resolution authorizing the City Manager to enter into an Agreement with Axon Enterprise Inc. for Body-Worn and Fleet 3 Squad Cameras, Tasers, and Interview Room Technology.
- N. Motion awarding quotes for flood damage repairs on Thompson and Wilson creeks.
- O. Update on Capital Improvement Project 10706: Lake Street Pump Station and motion approving change order number 1.
- P. Resolution indicating the City of Mankato's "Intent to Cost Participate" in costs for certain improvements on Trunk Highway 169 in conjunction with State Project (SP) 5212-42.
- Q. Resolutions authorizing the City Manager to apply to the Area Transportation Partnership for:
- Surface Transportation Program Small Urban funding for the city share of the 2027-2028 TH 169 Improvements; and
 - Transportation Alternatives funding for the city share of the 2027-2028 TH 169 Improvements.
- R. Resolution authorizing the City Manager to apply for the SFY 2025 MnDOT Aeronautics Equipment Grant for the replacement of the airport pickup at the Mankato Regional Airport (MKT).
- S. Set January 13, 2025, as the date of hearing on Capital Improvement Projects:
- 11078 West 7th Street
 - 11114 Germania Park Phase 5
 - 11120 Woodshire Drive

6. **Public Hearings**

- A. Mr. Konz commented on the previous reviews and approvals that were brought before the Council relating to Mesenbrink Subdivision, which consists of a mixed-use development project consisting of retail space, apartment units and single-family residential units. He reported that the subdivision is now nearing final stages, and the current requests are for approval of the Final Plat and rezoning of the subject property from T-Transition to B-1, Community Business District, O-R, Office Residential District, R-4, Multiple Family Dwelling District, and R-2, One-and Two-Family Dwelling District.

Mr. Konz stated that at the time of the preliminary plat, only two blocks were proposed and the amended reflects three blocks. He explained that Block 1 is in the south-west corner of the plat along County State Aid Highway 12 and Hoffman Road and will be accessed via private road (Block 1 has three lots, Lot 1 is 2.59 acres, Lot 2 is 3.04 acres, and Lot 3 is 19.03 acres). He noted that Block 2 is in the south-east corner of the plat and will have private road access off the extension of Hoffman Rd (Block 2 contains one lot that is 21.75 acres). He added that Block 3 is at the northeast corner of the plat and will have private road access off the extension of Hoffman Road (Block 3 has one lot that is 33.77 acres). He mentioned that the final plat also shows a large wetland on the northern section of the plat. He indicated that the wetlands that are shown within the blocks are wetlands that have not yet been replaced; however, a wetland sequencing and replacement plan was approved on August 12, 2024, by the Council.

Mr. Konz provided an overview of the rezoning of the subject areas as at the time of official annexation, the properties were assigned a temporary zoning category of T-Transition, and the applicant is now seeking the official zoning of the property in accordance with the underlying Land Use Plan. He summarized that Block 1, Lots 1 and 2 are proposed to be B-1, Community Business District; Block 1, Lot 3 is proposed to be OR, Office Residential, and Blocks 2 and 3 are both proposed to be zoned R-2, One- and Two- Family Zoning district. He added that a planned unit development will be required prior to construction.

Mr. Laven asked staff to provide clarification of the R-2 and what types of housing would be allowed. Mr. Konz replied that, based on code, it would consist of single-family homes, or single-family attached (i.e., duplex).

Mr. McLaughlin wondered if the R-2 zoning would only apply to Block 3 and not Block 1 or 2. Mr. Konz responded that it would apply to Lots 1, Block 3, and Lot 1, Block 2. He commented on the tiers associated with the shoreland and the locations of the units.

Brief discussion on the parkland dedication.

Mayor Massad opened the public hearing. There being no one wishing to speak, Mayor Massad closed the public hearing.

Mr. McLaughlin moved and Mr. Mettler seconded a motion to approve the Ordinance approving the rezoning property from T-Transition to B-1, Community Business District, O-R, Office Residential District, R-4, Multiple Family Dwelling District, and R-2, One- and Two-Family Dwelling District and the Resolution approving the Final Plat of Mesenbrink Subdivision. The motion carried unanimously.

7. **City Manager's Report**

- A. Ms. Arntz mentioned activities to date and commented on the posting of animal impound positions and the hours included, which caused the misinterpretation of the hours that the facility would be open. She mentioned that the associated costs and the use of public safety aid will be brought back to the Council in January. She touched on the termination of the contract with the Blue Earth Nicollet County Humane Society (BENCHS) effective December 31, 2024, and how there have been conversations with other agencies relating to services as well as site visits to other municipally owned facilities on best practices.

Mr. Clifton mentioned the intention is to create a service to do the right thing for the animal by making every effort to reunite dogs with their owners. He indicated that the city would reopen an animal impound facility at 903 Mound Avenue, that will ensure compliance with Minnesota state statutes for impounding stray dogs and provide essential animal care services within city limits. He commented on the improvements that have been made and mentioned staffing as well as supplies that would be needed. He mentioned coverage and the need for combined part-time and full-time staff to assist with operations. He touched on the agreement in place for veterinary services.

It was noted that currently the city does not have any animals impounded.

Mr. Clifton stated that updated policies, processes, procedures, and forms related to the operation of the animal impound would be finalized and implemented ahead of the January 1, 2025, starting date. He explained animal impound fees that pet owners will be required to pay upon retrieval of their dog (fees will be \$50 per day for the first impoundment, and \$75 per day for each subsequent impoundment). He indicated that the new costs for staffing the animal impound will be funded from Public Safety Aid, and that the costs are anticipated to not exceed \$15,000 for the first year of a part-time employee.

Ms. Arntz commented that for 2025, there is an estimated new budget of \$25,000, including using Public Safety Aid and operating expenses from the Public Safety budget, and as the 2026 budget is developed, the existing operation will be evaluated, along with examining the 2025 year-to-date financial expenses to ultimately incorporate an ongoing operational plan into the proposed 2026 General Fund Budget.

8. **Reports of City Council Members**

None.

9. **Miscellaneous Business**

View all city committee meetings by clicking on our [City Calendar](#)

Work Session, January 6, 2025, 6 p.m., Minnesota River Room
(CANCELED)

Regular Council Meeting, January 13, 2025, 6 p.m., Mankato Room (with EDA to follow if needed)

10. **Adjournment**

There being no further business before the Council, Ms. Hatanpa moved and Mr. Laven seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 6:28 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

5. A.

Meeting Date: 01/13/2025

Agenda Item:

Motion approving 2025 Legislative Priorities.

Recommendation/Action(s):

Motion adopting the proposed 2025 Legislative Priorities.

Summary:

Following the review of the proposed priorities at the work session in December, we have updated the document and added the language regarding enforcement of state laws and local ability to produce signs to support local ordinances. These are not intended to be all-encompassing and are intended to be directive regarding or organizational support for various items. Following adoption, we will share copies of these priorities with our legislative representatives.

Attachments

2025 Legislative Priorities

City of Mankato 2025 Legislative Priorities

Each legislative session the City of Mankato identifies topics that affect local government, which are typically controlled by the state legislature, known as the city's legislative priorities. The city works with state lawmakers each year to share information about how each of the topic areas affect Mankato and the services the city provides to residents and works with state and regional partners to advocate for changes that benefit Mankato and its residents.



The proposed 2025 legislative plan outlines those key policy priorities and goals that the City of Mankato intends to pursue, guiding decision-making on legislation, budgeting, and resource allocation to address the community's needs and improve the quality of life for residents, acting as a roadmap for the city's legislative future development and governance.

State Bonding Request

- The City of Mankato **seeks** \$1.25 million in state capital bonding as part of a \$3.6 million total investment that will allow for enhanced access to Riverfront Park amenities and regional connection to the Minnesota River. To revive connectivity of Riverfront Park, Mankato has combined multiple projects into the "Riverfront Park Regional Access Renewal."

Affordable/Life Cycle Housing

- Mankato **supports** housing that is affordable and appropriate for people at all stages of life.
- Mankato **supports** funding for development and operation of a 24/7 shelter along with supportive housing units. A variety of housing opportunities are important to the economic and social wellbeing of our region. The City's Housing Action Plan directs development of more shelter beds and developing housing that has a lower barrier for access.
- Mankato **supports** continued funding for cities to create housing that meets a community's needs, specific to each community.

Local Government Aid Formula

- The City of Mankato **supports** any revisions to the LGA formula that includes to the greatest extent possible:
 - Reduced property tax rate disparities among Minnesota cities.
 - Allocations based on city tax base and need.
 - Utilization of the most up-to-date demographic and financial data for state and local governments.
 - Provide for equitable access to essential city services across the state.
 - Include no separate LGA allocations based on geographic location or population.
 - Reduce yearly fluctuations in aid.
- The City of Mankato **supports** the long-term annual funding goal by identified state policymakers to fully fund the needs identified by the current LGA formula (\$1,208,093,381 under current data).
- The City of Mankato **supports** the Governor and legislature implementing annual inflation and population growth adjustments to the LGA appropriation.
- City of Mankato **opposes** artificial, non-formula limits on aid for individual cities or groups of cities. Additionally, the City of Mankato opposes using LGA as a tool to coerce or influence cities on policy decisions that local control does not agree with.

Local Sales Tax

- The City of Mankato **supports** Local Sales Tax (LST) as an option for cities to diversify their revenue streams to fund public improvements and capital replacement projects. The City of Mankato supports:
 - Modifying state law so that LST proposals do not require the approval of special legislation by the legislature of the Governor.
 - Legislation allowing cities to enact or continue a LST by a public referendum at either a general or special election.
 - Modifying state law to ensure that LST is an appropriate funding mechanism for all city owned assets including parks, roads, buildings and other city capital infrastructure.
- The City of Mankato **opposes** additional Local Sales Tax (LST) oversight, and funding restrictions. The City of Mankato opposes:
 - Proposals to offset LGA or other local revenue streams by a local sales tax.
 - Requirements that require a city to seek the permission of other regional local governments including other cities, counties or townships.
 - LST provisions that require a city to share sales tax revenue with other local governments whether regionally or on a statewide basis.

Local Decision Making

- Mankato **supports** the ability of local officials to make decisions on behalf of their community in matters related to how the community is shaped, in the financial ability of the community to govern itself, and in the ability of local officials to act flexibly to address unique or changing local conditions and circumstances. Regulatory changes that erode the City's authority or create additional mandates can increase local costs and typically come without corresponding funding. New unfunded mandates potentially increase property taxes and user fees and may impede our ability to fund traditional service needs.
- Changes in local control can also prevent the City Council's ability to effectively safeguard the interests of our community. The public has charged these officials with decision making on their behalf; changes that affect this trust and responsibility should not be considered lightly. We recognize that there are issues that need a broader, state-wide approach. To allow for greater collaboration and flexibility in providing local services, Mankato **supports** the removal of barriers or hurdles to cooperation and coordination between cities and other units of government or entities. Mankato supports cooperation by the various levels of government to discuss and plan together changes in policies and regulations vs. just being decided and handed down. We believe this work is done best together.

Municipal State Aid for City Streets

- Cities with populations greater than 5,000 receive some state aid through the Municipal State (MSA) formula, as well as the Larger Cities Assistance Account. The City of Mankato **supports** investment in these programs to ensure that funding keeps pace with the significant needs across the state. Moreover, because MSA dollars are limited to only a portion of a city's street system, substantial funding for the Larger Cities Assistance Account is essential. Under current law, Larger Cities Assistance is projected to grow to \$47.4 million annually by 2033. The legislature must not unwind this dedicated funding in future years before it is fully implemented to fund budget shortfalls elsewhere.

Transportation

- Mankato will partner with MnDOT and North Mankato on redevelopment of the 169 Corridor through our communities in 2027 and 2028. The City has been a partner with the state and county in identifying the transportation needs that benefit the community and greater region. As a growth center and regional commercial and tourism destination, a comprehensive and sustainable road improvement plan is desired. Mankato **supports** funding for the identified needs for State Trunk Highway 169 which benefits the entire region.

- Mankato **supports** legislative changes to support traffic enforcement on state trunk highways of all state laws, specifically the state's traffic noise complaint. The current practice pushes enforcement of the matter on the municipality. Further, the City **supports** allowance for the City to produce signs, meeting state standards, for ordinances the statute requires it create to enforce matters that the state chooses to push onto the municipality.
- Mankato **supports** the legislation funding priorities for transportation related items that:
 - Creates a sustainable and consistent funding plan for MnDOT road projects.
 - Improves the surface condition, alignment, access, and safety of the roadway and highway corridors in Mankato.
 - Increases funding to offset the burden placed on cities for improvements completed on state and county highways within City limits.
 - Continues funding for the Transportation and Economic Development program.

CITY OF MANKATO SUPPORT OF OTHER POSITIONS

In addition to the initiatives contained in this platform, the Mankato City Council generally supports the legislative recommendations of the organizations in which it holds membership, including, but not limited to:

- League of MN Cities
- Coalition of Greater Minnesota Cities

The City Council may choose to take a different position on individual items within the platforms of these and other organizations whose platforms they generally support. The City Council may also consider additional positions in response to issues that emerge during the legislative session.

LEGISLATIVE GUIDING PRINCIPLES

These legislative guiding principles provide a foundation for the specific initiatives and support items that are included in the 2025 State Legislative Platform. As dynamic as the legislative session can become, these tenets inform the City's response to legislative proposals as they are introduced and move through the process.

MANKATO-FIRST FOCUS

- Prioritize support for legislative proposals that clearly improve how government works with and serves City of Mankato community members, businesses, and non-profits.

RESPONSIBLE, RESPONSIVE GOVERNMENT

- Support local authority to define local priorities.
- Pursue policy that is not impinged by excessive, unnecessary regulation.
- Tend to ongoing maintenance and planning for future infrastructure needs.
- Advance information/data technology and ongoing updates that support program integrity and efficient service delivery.
- Engage in good stewardship of natural resources and our environment.
- Encourage inter-governmental collaboration built on the goals of improving performance, increasing efficiencies and building trust across programs, agencies, and communities.
- Communicate openly with the public and operate transparently.

STABLE, SUFFICIENT, FLEXIBLE FUNDING

- Respect local government control of their resources and budgetary processes.
- Acknowledge city costs for existing or new state mandates.
- Support innovations in the delivery of mandated service.

For more information about the City, visit our web site at www.mankatomn.gov. To discuss these legislative priorities please contact Susan Arntz, City Manager at 507-387-8695 or sarntz@mankatomn.gov.



AGENDA RECOMMENDATION

City Council Regular Meeting

5. B.

Meeting Date: 01/13/2025

Agenda Item:

Resolutions establishing regular times and locations of Council Meetings, and designating the official newspaper of the City of Mankato.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

Resolutions establishing regular times and locations of Council Meetings, and designating the official newspaper of the City of Mankato, per Mankato City Charter, Section 2.12.

Attachments

Resolution establishing Council Meetings

Resolution designating Newspaper

RESOLUTION ESTABLISHING REGULAR TIMES AND LOCATIONS OF COUNCIL MEETINGS

WHEREAS, Mankato City Charter, Section 2.12, Subdivision 1 states:
“The Council shall meet regularly at least once every month at such times and places as the Council may prescribe”.

NOW THEREFORE BE IT RESOLVED by the Council for the City of Mankato, Minnesota, that it shall meet regularly on the second Monday of each month and on the fourth Monday at 6:00 p.m. with the following exceptions:

- 1.The meeting on October 13, 2025, will be changed to October 14 in observance of Indigenous Peoples Day.
- 2.There will be only one Regular Meeting for the month of December 2025 and that meeting will be conducted on December 8, at 6 p.m. (Public Budget Hearing on December 1, 2025).
- 3.If a Monday falls on a legal holiday, then said meeting for that Monday may be held on the first business day thereafter at 6:00 p.m. (Note, for 2025, this is the case for Memorial Day)

BE IT FURTHER RESOLVED by the City Council for the City of Mankato that all such meetings be held in the Mankato Room or the Minnesota River Room at the Intergovernmental Center in the City of Mankato, Minnesota, unless a different place is consented to by all members, or notice has been given to all members prior to the meeting time of a different meeting place. The Council, upon motion duly made, seconded, and carried, may adjourn its meeting to another place when deemed advisable.

This Resolution shall become effective immediately and without publication.

Adopted this 13th day of January 2025.

Najwa Massad
Mayor

ATTEST:

Renae Kopischke, MMC
City Clerk

**RESOLUTION DESIGNATING OFFICIAL
NEWSPAPER OF THE CITY OF MANKATO**

BE IT HEREBY RESOLVED by the Council of the City of Mankato,
Minnesota:

That the Mankato Free Press, published at Mankato, Minnesota, which has publications daily, excluding Mondays and Christmas Day, be and hereby is designated as the official paper in which all publications shall be made of all matters required to be published by City Charter and by law.

This Resolution shall become effective immediately and without publication.

Adopted this 13th day of January 2025.

Najwa Massad
Mayor

ATTEST:

Renae Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

5. C.

Meeting Date: 01/13/2025

Agenda Item:

Resolution designating Acting City Clerk per the Mankato City Charter, Section 3.03, Subd. 1.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Mankato City Charter, Section 2.09, requires the City Council to appoint an officer of the City to serve as the City Clerk. The Council has appointed Renae Kopischke as the City Clerk. In the event that the City Clerk is absent or incapacitated, the Council has designated an Acting City Clerk. On June 24, 2024, Sheila Huber, Director of Human Resources, was designated; however, due to changes in the organization and the creation of a Deputy City Clerk, it is recommended that the Council appoint Jennie Guerrero, Deputy City Clerk, as Acting City Clerk.

Attachments

Resolution

RESOLUTION APPOINTING ACTING CITY CLERK

WHEREAS, Mankato City Charter, Section 2.09 states: The Council shall appoint an officer of the city who shall have the title City Clerk. The City Clerk gives notice of Council meetings to its members and the public, keeps a journal of the proceedings, and performs such other duties assigned by the Charter or by the Council; and

WHEREAS, on January 13, 2020, the City Council appointed Renae Kopischke as City Clerk; and

WHEREAS, changes to the organization have taken place and a new Acting City Clerk must be designated; and

WHEREAS, the recommendation is for the City Council to designate Jennie Guerrero, Deputy City Clerk, to serve as Acting City Clerk.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Mankato, Minnesota that Jennie Guerrero be and hereby is appointed as Acting City Clerk when the City Clerk is absent or incapacitated.

This Resolution shall become effective upon its passage and without further publication.

Dated this 13th day of January 2025.

Najwa Massad
Mayor

Attest: _____
Renae Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 5. D.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Motion approving On-Sale Intoxicating, Sunday, and Non-Enclosed Premise (outdoor patio) Liquor Licenses for Jonny B's LLC, DBA Jonny B's, 1600 Warren St. #17A, Mankato (represents change of ownership).

Recommendation/Action(s):

Approve licenses contingent upon receipt of Certificate of Liquor Liability Insurance from applicant.

Summary:

An application has been submitted by Bradley Edel as owner of Jonny B's LLC, DBA Jonny B's, 1600 Warren Street, Suite 17A, Mankato, for an On-Sale Intoxicating, Sunday, and Non-enclosed premises (adjacent outdoor patio) liquor license.

Taxes are current for the premises. A liquor license-holder agreement has been negotiated between the applicant and the Department of Public Safety. A background investigation of all persons and premises named in the application reveals nothing that would preclude the issuance of this license.

A license fee of \$2,306.57 and an investigation fee of \$500 will be set for deposit into the city's general fund.



AGENDA RECOMMENDATION

Consent Calendar 5. E.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution authorizing the City Manager to enter into an Agreement with Blue Earth County (BEC) for Detox Transportation Services.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The City of Mankato, Public Safety Department, and Blue Earth County Human Services have participated for several years in a Detox Transportation Agreement. This agreement sets reimbursement amounts for transports of intoxicated individuals within the city limits of Mankato to detox facilities, depending on destination of care. The billing will be performed by Public Safety upon completion of transport.

The attached agreement is for the period January 1, 2025, through December 31, 2025.

Attachments

Resolution

Detox Agreement

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A
PURCHASE-OF-SERVICE AGREEMENT WITH BLUE EARTH COUNTY FOR
DETOX TRANSPORTATION SERVICES**

WHEREAS, the City of Mankato, Public Safety Department, and Blue Earth County Human Services have participated for several years in a Detox Transportation Agreement; and

WHEREAS, the agreement sets reimbursement amounts for transports of intoxicated individuals to detox facilities, depending on destination of care; and

WHEREAS, both Blue Earth County and the City of Mankato have determined that there is value and benefit from this arrangement through continued participation; and

WHEREAS, the Purchase-of-Service Agreement (for Detox Transportation) has been negotiated for the period January 1, 2025, and terminating December 31, 2025, and is recommended to the City Council for consideration and approval.

NOW, THEREFORE, BE RESOLVED by the City Council of Mankato, Minnesota, that the City of Mankato, Department of Public Safety, and Blue Earth County Human Services Purchase-of -Service Agreement for Detox Transportation Services is hereby approved. A copy of the agreement is attached to this Resolution and made a part of it.

This Resolution shall become effective upon its passage and without further publication.

Passed and adopted by the Mankato City Council on this 13th day of January 2025.

Najwa Massad
Mayor

Attest: _____
Renae Kopischke
City Clerk

Purchase-of-Service Agreement

Blue Earth County Human Services, 410 S. Fifth Street, Mankato, Minnesota, 56002-3526, hereafter referred to as the "County," and City of Mankato, Department of Public Safety, 710 South Front Street, Mankato, Minnesota, 56001, hereafter referred to as the "Contractor," enter into this agreement for the period from January 1, 2025, through December 31, 2025.

WITNESSETH

WHEREAS, the Contractor is a Government agency duly qualified and willing to provide transportation; and

WHEREAS, the County, pursuant to Minnesota Statutes, Section 373.01, 373.02, 254A.08, and 253B.051, Subd. 1, wishes to purchase such services from Contractor; and

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the County and Contractor agree as follows:

I. CONTRACTOR'S DUTIES

Transportation will be provided to detox facilities by the Mankato Department of Public Safety for persons in need of detoxification services found to be intoxicated within the borders of the City of Mankato.

II. COST AND DELIVERY OF PURCHASED SERVICES

- A. For transportation to the New Ulm detoxification facility, cost for the service will be the 2025 IRS mileage rate for a round trip (59 miles).
- B. For persons who need transportation to a detoxification facility outside the New Ulm/Mankato area, cost for the service will be as stated below.

The cost for the service will be \$105.56 per hour.

III. ELIGIBILITY FOR SERVICES

- A. The parties understand and agree that the eligibility of the client to receive the purchased services are limited to these individuals found to be intoxicated within the borders of the City of Mankato.

IV. PAYMENT FOR PURCHASED SERVICES

- A. Certification of Expenditures: The Contractor will, within 15 working days following the last day of the calendar month, submit an invoice for services purchased to Blue Earth County Human Services. The invoice must show: 1) total expenditures for the month; and 2) an itemized account for each individual, identifying the service, number of units, and cost per unit.

- B. Payment: The County, within 30 days of the date of receipt of the invoice, will make payment to the Contractor for all eligible individuals identified on the invoice.

V. AUDIT AND RECORD DISCLOSURES

The Provider must:

- A. Allow personnel of the County, the Minnesota Department of Human Services, and the U.S. Department of Health and Human Services access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- B. Maintain all records pertaining to the contract for four (4) years for audit purposes.

VI. SAFEGUARD OF CLIENT INFORMATION

- A. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the County's or Contractor's responsibility with respect to the purchased services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.
- B. The County is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA). To the extent that the Contractor performs a function or activity involving the use of "protected health information" (45 CFR section 164.501), on behalf of the Agency including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing, or administration; utilization review; quality assurance; billing; benefit management; practice management; repricing; or otherwise provided by 45 CFR section 160.103, the Contractor shall comply with the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Parts 160-164), (collectively referred to as "HIPAA"), and all applicable requirements.

VII. FAIR HEARING AND GRIEVANCE PROCEDURE

The County agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, Section 256.045, and in conjunction with fair hearing and grievance procedures established by Department of Human Services administrative rules.

VIII. PROVIDER DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION

Federal Regulation 45 CFR 92.35 prohibits the County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the Federal Government. Similarly, Minnesota Statutes, Section 16C.03, Subd. 2, provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the County. Vendors may be suspended or debarred when it is determined, through a duly-authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, the Contractor certifies that it and its principals¹ and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- B. Have not within a three (3) year period preceding this contract:
 - 1. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
 - 2. Violated any federal or state antitrust statutes; or
 - 3. Committed embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction;
 - 2. Violating any federal or state antitrust statutes; or
 - 3. Committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any sub-provider(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- E. Shall immediately give written notice to the County should Contractor come under investigation and allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

IX. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. This agreement may be canceled by either party at any time, with cause, upon ninety (90) days' notice, in writing, delivered by mail or in person.
- B. Before the termination date specified, the County may evaluate the performance of the Contractor in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.

¹"Principals" for the purposes of this certification means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

- C. Any alterations, variations, modifications, or waivers of provisions of this agreement must be valid only when they have been reduced to writing, duly-signed, and attached to the original of this agreement.

X. SUBCONTRACTING

- A. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this contract without written approval of the County.
- B. All sub-providers must be subject to and must meet all of the requirements of this contract.
- C. The Contractor must ensure that any and all sub-providers to provide services under this contract must contain the following language:

The sub-provider acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this contract. The sub-provider specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment of the United States Constitution or any other waiver or immunity.

- D. The Contractor agrees to be responsible for the performance of any sub-provider to ensure compliance to the subcontract and Minnesota Rules, Part 9525.1870, Subpart 3.

XI. NONCOMPLIANCE

- A. If the Contractor fails to comply with the provisions of this contract, the County may seek any available legal remedy. If the County fails to comply with the provisions of this contract, the Contractor may seek any available legal remedy.
- B. Either party must notify the other party within thirty (30) days when a party has reasonable grounds to belief that this contract has been or will be breached in a material manner. The party receiving such notification must have thirty (30) days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach. Resolution will be attempted following fair hearing and grievance procedure outlined in Section VII.

XII. MISCELLANEOUS

The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as third-party beneficiary, is an affected party under this agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate

administrative action or may sue the Contractor for any appropriate relief in law or performance of all or any part of the agreement between the County Welfare Board and the Contractor. The Contractor specifically acknowledges that the County Welfare Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph and that is successfully maintained. This provision must not be construed to limit the rights of any party to the agreement of any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

XIII. BONDING, INDEMNITY, INSURANCE AND AUDIT CLAUSE

- A. **Bonding:** The Provider will be required to maintain at all times, during the term of this Contract, a fidelity bond or insurance coverage for employee dishonesty with a minimum amount of \$100,000.00 covering the activity of each person authorized to receive or distribute monies under the term of this Contract. A copy of the Provider's bond or insurance certificate shall be delivered to the Lead County at the beginning of this Contract term and on an annual basis thereafter.
- B. **Indemnity:** The Provider agrees that it will at all times defend, indemnify, and hold harmless, the Department of Human Services and the Lead County or Financially Responsible Agency against any and all liability, loss, damages, costs and expenses which the Department, Financially Responsible Agency, or Lead County may hereafter sustain, incur, or be required to pay:
 - 1. By reason of any applicant or eligible person suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Contract, or while on premises owned, leased, or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Provider or any officer, agent, or employee thereof; or
 - 2. By reason of any applicant or eligible person causing injury to, or damage to, the property of another person, during any time when the Provider or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Contract; or
 - 3. By reason of any negligent act or omission or intentional act of the Provider, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of Purchased Services under this Contract.
- C. **Insurance:** The Provider further agrees, in order to protect itself as well as the Department, the Lead County, and other Financially Responsible Agencies under the indemnity contract provision set forth above, its officers, agents, employees, and servants as additional insureds, but only insofar as the operations under this contract. It will at all times during the term of the Contract, and beyond such term when so required, have and keep in force a general liability insurance policy. Adult family foster care providers and child family foster care providers who are covered by the DHS-purchased liability policy for these providers are exempt from this insurance requirement as long as the DHS-purchased insurance is in force. Any insurance required to be provided by the Provider shall be primary, and not excess, to any other coverage carried by the County. The selected insurance company of

the Provider must be acceptable to the County. The Provider is responsible for any deductible or self-insured retention contained within the insurance program.

1. The Provider will purchase occurrence-based liability insurance. The policy shall include coverage for all applicable liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under a contract. An umbrella liability policy may be used in conjunction with the primary coverage limits to meet the minimum limit requirements for each coverage. The County should be listed as an additional insured.
2. The applicable liability insurance coverage will meet the limits as shown below or be of equal to the tort liability limits under Minnesota Statutes, Section 3.736, Subd. 4, whichever is greater:
 - a. **Commercial General Liability Coverage**
\$3,000,000.00 for general aggregate coverage
\$3,000,000.00 for products and completed operations aggregate
\$1,500,000.00 for each occurrence
\$1,500,000.00 for personal injury and advertising injury
\$100,000.00 for fire damage limit
\$5,000.00 for medical expense
 - b. **Auto liability coverage** of \$1,500,000.00 per occurrence. Auto coverage should include any auto, including hired and non-owned.
 - c. **Worker's Compensation and employer's liability coverage:**
Worker's Compensation limits are to be statutory per applicable state and federal laws. Minimum employer's liability coverage:
Bodily injury by accident: \$500,000.00 each accident
Bodily injury by disease: \$500,000.00 each employee
Bodily injury by disease: \$500,000.00 policy limit
3. The Department of Human Services, Lead County, and Financially Responsible Agency must all be listed as additional insured, and the Lead County shall be sent a current, appropriately signed certificate of insurance on an annual basis. The certificate should identify the county as an additional insured for relevant coverages, except Worker's Compensation. The certificate must show that the Lead County will receive sixty (60) calendar days' prior written notice in the event of cancellation, nonrenewal, or material change in the described policy.
4. If the Provider is unable to obtain the required insurance coverage, or if the coverage is cancelled during the term of this Agreement, the Provider must notify the Lead County contract manager (or the contract manager's designee) by telephone or e-mail the same business day as the Provider receives notice of cancellation or inability to obtain coverage. The Provider shall also provide written notice to the Lead County contract manager within five (5) business days. The Provider shall make immediate good faith efforts to obtain or replace the coverage in the open market. If such efforts are unsuccessful, the Provider shall apply to the Minnesota Joint Underwriting Association for the insurance coverage. Failure to maintain required insurance coverage shall be considered an event of default pursuant to this Agreement.

XIV. ENTIRE AGREEMENT

It is understood and agreed that the entire contract of the parties is contained herein and this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

IN WITNESS WHEREOF, the County and the Contractor have executed this Agreement as of the day and year first above-written:

Dated: _____
Chairperson, Blue Earth County Board

Dated: _____ Attest: _____
Robert W. Meyer
Blue Earth County Administrator

Dated: _____
Phil Claussen, Director
Blue Earth County Human Services

Dated: _____
Susan MH Arntz
City of Mankato

JS/
12-23
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AGENDA RECOMMENDATION

Consent Calendar 5. F.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution authorizing the City Manager to submit an Arts and Cultural Heritage Fund Veterans Memorial and Commemorations grant application to the Minnesota Department of Administration for Veterans Memorial Bridge.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Minnesota Department of Administration is accepting applications for the Arts and Cultural Heritage Fund (ACHF) Veterans Memorial and Commemorations grant program. The program offers grants to be awarded to groups celebrating, recognizing, and honoring sacrifices of those who served in the military, including memorials, commemorations, facilities, and park features.

Applications are due January 24, 2025. The total funding available for State Fiscal Year 2025 is \$102,375. The Minnesota Department of Administration anticipates up to 10 awards may be made. There is no funding match required.

In December 2024, the City sought input on specific design features of the updated Veteran's Memorial Bridge as part of a [Minnesota Department of Transportation \(MnDOT\) project](#). The project includes the bridge and ramp interchange at Highway 169 and Belgrade Avenue. It involves repairing the Veteran's Memorial Bridge, replacing interchange signals, improving ramp pavement, and updating bicycle/pedestrian accommodations. Community input was gathered on the railing shape and metal emblem shape that will be featured at set intervals along the bridge. There will be six double-sided metal emblems made from Corten steel, honoring veterans. These designs have been reviewed and approved by local veterans, with one side featuring a graphic and word representing military service and the other side displaying a star and laurel wreath. The City of Mankato would be seeking up to \$102,375 in ACHF grant funds to assist with the costs of metal emblems, honoring veterans.

If a grant is awarded, the final grant agreement will be submitted to the City Council for approval prior to execution. It is anticipated grant awards will be made in April 2025.

Attachments

Resolution

General Location Map

Application

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING SUBMISSION OF
ARTS AND CULTURAL HERITAGE FUND
VETERANS MEMORIAL AND COMMEMORATIONS GRANT APPLICATION**

BE IT RESOLVED that the City of Mankato has approved the Arts and Cultural Heritage Fund Veterans Memorial and Commemorations grant application submitted to the Minnesota Department of Administration on January 24, 2025, by the City of Mankato for the Veteran's Memorial Bridge project.

BE IT RESOLVED that the City of Mankato act as the legal sponsor for project(s) contained in the Arts and Cultural Heritage Fund Veterans Memorial and Commemorations Grant Program to be submitted on January 24, 2025 and that the City Manager is hereby authorized to apply to the Department of Administration for funding of this project on behalf of City of Mankato.

BE IT FURTHER RESOLVED that the City of Mankato has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the City of Mankato has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Mankato may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the City of Mankato certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the City Manager is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

This resolution shall become effective immediately upon passage.

Dated this 13th day of January, 2025.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Mankato on January 13, 2025.

SIGNED: _____

Najwa Massad

Title: Mayor

Date: January 13, 2025

WITNESSED: _____

Renae Kopischke, MMC

Title: City Clerk

Date: January 13, 2025

General Location Map



Date: January 2025

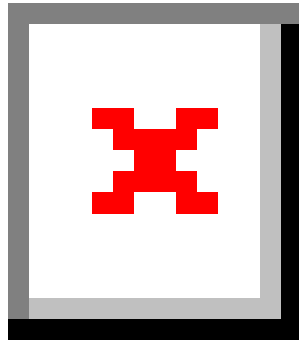
Author:

This information is to be used for reference purposes only. The City of Mankato does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretation.

FY25 Veterans Memorial and Commemorations Grants

MN Dept of Administration

FY25 Veterans Memorial and Commemorations Grant Instructions



Application Information

- The application saves automatically. Grantees may log out and log back in at any time without data loss.
- Collaborate with others on this request by clicking the blue “Collaborate” button in the upper-right corner of this page. Type in their email addresses, add a personalized message, and choose level of permissions. “Can Edit” will allow them to answer questions without submitting the final version of the application. “Can Submit” will allow them to answer questions AND submit the application. Click here to learn more about Collaborating.
- Download and print a PDF of the questions by clicking the “Question List” button in the upper-right corner of this page.
- Click the blue **Submit** button at the bottom when you are finished. Once you submit, you may only make additional changes if you contact OGM.

FY25 Arts and Cultural Heritage Fund Grant Information

Per Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4 the Minnesota Department of Administration requests proposals for veterans memorials and commemorations to be awarded for groups celebrating, recognizing, and honoring the sacrifices of those who served in the military, including memorials, commemorations, facilities, and park features.

Legacy Website

For awarded grantees, per M.S. 3.303, Subd. 10, the project description and other information collected in this application will be posted on the public-oriented Legacy website that informs, educates and demonstrates to the public how the constitutionally dedicated funds in the arts and cultural heritage fund, outdoor heritage fund, clean water fund, parks and trails fund, and environment and natural resources trust fund are being expended to meet the requirements established for each fund in the state constitution.

Publicity

All projects funded by the ACHF must publicly credit the fund, including on the Grantee’s website when practicable. Minnesota’s Legacy Website details the publicity and logo guidelines

See 129D.17 Subd. 2 (g) for additional information and direction regarding publicity.

Required Resources and Information for ACHF Grantees

https://mn.gov/admin/assets/LCC%20Guidance%20%28FTE%27s%2C%20Admin%20Costs%20and%20Direct%20Expenses%29_tcm36-253255.pdf

- LCC guidance regarding FTE's, Administration costs and direct expenses
- FY24/25 Grant Guidelines

- MMB Guidance to Agencies on Legacy Fund Expenditure
- Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010
 - Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
 - Principles and desired outcomes for use of the ACHF funds are on pages 10-11.
- ACHF Evaluation and Outcome Guide
- Broader statute: Sec. 129D.17 MN Statutes

Grant Applicant Information

Project Name*

Please enter the grant title using the following format:

[Grantee Name**] FY25 Veterans Memorial and Commemorations Grant

.

Character Limit: 100

FY25 Legacy Grantee Authorized Representative*

Please state the name of the individual authorized to enter into contracts on behalf of the applying organization.

Character Limit: 100

Geographic Service Area*

Describe the geographic service area where the applicant is located and the area to be served by this grant.

Character Limit: 1000

Project Information/Work Plan

Grant applicants must be local government units, tribal governments, nonprofits, or community-based organizations.

Project Description and Design (30 points)*

- Briefly describe the applicant organization.

- Describe how the ACHF grant will be used for celebrating, recognizing, and honoring the sacrifices of those who served in the military. Grant funds can be used to support veterans memorials, commemorations, facilities, and park features.
- Describe the proposed project and the scope of the project.
- Describe the communities to be served.
- Explain why the project is feasible and will be able to be completed.

Character Limit: 5000

Organization Capacity, Relevant Experience, and Equity (20 points)*

- Describe your organization's experience in serving or working with the focus priority population of veterans. As applicable, describe your organization's experience in serving or working with Black, Indigenous, and/or other communities of color, LGBTQ+ communities, people with disabilities, or other underrepresented groups.
- Describe your organization's ability to administer the grant, e.g., experience in successfully managing similar projects, track record of success, financial management, accounting, and timekeeping practices, qualifications of project leadership, etc.

Character Limit: 5000

Community Involvement (20 Points)*

Describe the input and/or involvement in the proposed project of:

- Veterans: How will local veterans be involved in any part of the project? Describe how they will be involved.
- Local community members: How will local community members be involved in any part of the project? Describe how they will be involved.
- Minnesota Artists: How will the work of Minnesota artists, including potentially veterans who are artists, be incorporated into any part of the project? Describe how their work will be incorporated.

Character Limit: 5000

Workplan (10 Points)*

- What are the goals of the project?
- What project activities will be funded by the grant?
- Describe the project timeline, including phases, benchmarks, or milestones as applicable.

Character Limit: 5000

Information regarding outcomes and evaluation methods:

- A project or program must include **measurable outcomes**, and a plan for measuring and evaluating the results

- Broader statute: Sec. 129D.17 MN Statutes Subd. 2

Outcomes describe the change that happens as a result of a program.

- Data about outcomes will be one of two types, quantitative and qualitative. An ideal project may include both types of outcomes
- Quantitative data is typically numerical
 - Example: Program reach will increase by 500 visitors
- Qualitative data often cannot be expressed as a number
 - Example: Visitors will report feeling more engaged and invested in the area's artistic community

Required Resources

Evaluation and Outcome Guide

Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010

- Principles and desired outcomes for use of the ACHF fund are on pages 10-11

Measurable Outcomes and Evaluation (20 points)*

- What are the proposed, measurable outcomes for this project? Identify your measurable outcomes with indicators of success for each outcome. How will you know when success has been achieved for each outcome?
- How will each outcome be measured and evaluated? Describe tools and methods that will be used to measure each outcome. Describe how data will be collected for reporting and evaluation purposes.

Character Limit: 6000

Counties Affected*

Please indicate the MN Counties affected by this project. More than one county may be selected. This information allows the public to accurately search for Legacy project by county on the Legacy website.

Please check "All 87 Counties are Affected" if the project affects all 87 MN counties.

Choices

Aitkin County
 Anoka County
 Becker County
 Beltrami County
 Benton County
 Big Stone County
 Blue Earth County
 Brown County
 Carlton County

Carver County
Cass County
Chippewa County
Chisago County
Clay County
Clearwater County
Cook County
Cottonwood County
Crow Wing County
Dakota County
Dodge County
Douglas County
Faribault County
Fillmore County
Freeborn County
Goodhue County
Grant County
Hennepin County
Houston County
Hubbard County
Isanti County
Itasca County
Jackson County
Kanabec County
Kandiyohi County
Kittson County
Koochiching County
Lac qui Parle County
Lake County
Lake of the Woods County
Le Sueur County
Lincoln County
Lyon County
Mahnommen County
Marshall County
Martin County
McLeod County
Meeker County
Mille Lacs County
Morrison County
Mower County
Murray County
Nicollet County
Nobles County
Norman County
Olmsted County
Otter Tail County
Pennington County
Pine County

Pipestone County
Polk County
Pope County
Ramsey County
Red Lake County
Redwood County
Renville County
Rice County
Rock County
Roseau County
Scott County
Sherburne County
Sibley County
St. Louis County
Stearns County
Steele County
Stevens County
Swift County
Todd County
Traverse County
Wabasha County
Wadena County
Waseca County
Washington County
Watonwan County
Wilkin County
Winona County
Wright County
Yellow Medicine County
All 87 Counties are Affected

Tribal Nations Affected*

Please indicate the Tribal Nations affected by the project. More than one Tribal Nation may be selected.

Choices

Bois Forte Band of Chippewa
Fond du Lac Band of Lake Superior
Grand Portage Band of Lake Superior Chippewa
Leech Lake Band of Ojibwe
Lower Sioux Indian Community
Mille Lacs Band of Ojibwe
Prairie Island Indian Community
Red Lake Nation
Shakopee Mdewakanton Sioux Community
Upper Sioux Community
White Earth Nation
None

Subject*

Please check the subject that best describes the project, more than one box may be checked. This allows the public to search for ACHF grants via the subject type within the Legacy website.

Choices

Agriculture/Forest/Mining
Archaeology
Arts
Arts Access
Biological Diversity
Cultural Heritage Preservation
Education/Outreach
Historic Preservation
History
Natural Areas and Habitat
Natural Resource Information and Planning
Recreation
Renewable Energy
Tourism
Water Resources

Budget and Financial Information

Amount Requested*

Please indicate the amount you are requesting for the FY25 Legacy grant for veterans memorials and commemorations to be awarded for groups celebrating, recognizing, and honoring the sacrifices of those who served in the military, including memorials, commemorations, facilities, and park features.

Character Limit: 20

Budget Worksheet and Salary Detail*

Click <https://www.grantinterface.com/Documents/Download/f6964670-9d8d-4a93-8e02-1d31cfb3b17e> HERE to download the FY25 budget worksheet to complete and upload below.

Budget-Exhibit B.1

- Grant funds must only be spent on activities considered direct and necessary for a specific appropriation
- Expenses submitted for reimbursement must follow the approved budget and project work plan

- Miscellaneous or other is not an allowable budget line item.

Salary Detail-Exhibit B.2

- Grant budgets that include salaries and benefits are required to include **accurate and up-to-date** salary detail, for the positions grantees choose to charge to the grant, throughout the grant period.
- The budget worksheet includes a tab specifically for salary detail.
- Positions charged to the grant should reflect the salary detail the grantee submitted as part of its budget.
- The following is required for all positions funded by the grant
 - Job title
 - FTEs
 - Rate of pay
 - Benefits/fringe
 - Other staff costs included
- See Section 4.C of the FY 24 25 Grant Guidelines - Jan 2024 Revision for additional requirements

File Size Limit: 3 MB

Budget Narrative*

Grant funds must not be spent on activities unless they are directly related to and necessary for a grantee's specific appropriation.

Describe how the costs associated with each line item are directly related to and necessary for the grantee's appropriation and implementation.

Example: If the budget worksheet includes three line items separately, describe the costs associated with **each** line item and how the costs for each line item are directly related to and necessary for the FY25 ACHF grant and grant implementation.

- If directly related indirect/administrative costs is a budget line item, describe how this is directly related to the appropriation
 - If your organization does not have a federally negotiated rate, describe the process and procedure for calculating the rate

Character Limit: 10000

Supplement vs. Substitute*

Grant agreements entered into by the commissioner and recipients of appropriations under must ensure that money appropriated in Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4 is used to supplement and not substitute for traditional sources of funding.

Please describe how the ACHF grant will be used to supplement and not substitute for traditional sources of funding.

Character Limit: 5000



AGENDA RECOMMENDATION

Consent Calendar 5. G.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Motion to apply to the Carbon Reduction Program for a Transit Pilot Project.

Recommendation/Action(s):

Move that transit applies to the Carbon Reduction Program for a Transit Pilot Project.

Summary:

The Carbon Reduction Program is a program created by the Infrastructure Investment and Jobs Act. The program provides Minnesota with annual funding over five years for projects that reduce carbon emissions from surface transportation. Metropolitan planning organizations (MPOs) are one of the jurisdictions available to select projects for CRP funding.

Pilot Project: Add access to the transit system that doesn't exist for high-density student residential areas on Saturdays with service from 8:35 am – 8:35 pm. Currently, Route 1 operates Monday – Friday from 6:00 pm – 10:00 pm, averaging 27 passengers per hour.

For fiscal year 2026, Mankato/North Mankato Area Planning Organization (MAPO) has \$230,000 in available funding to reduce carbon emissions from surface transportation. Transit is requesting \$115,895.52 for the pilot project; the 20% local share (\$23,179.10) will be included in the 2026 budget if awarded. MAPO has \$140,000 of available annual funding through 2029.

The Transit Development Plan 2023 includes extending service hours on Saturday for the fiscally constrained scenario. MnDOT is not planning on offering funding opportunities for service expansion.

When staff were encouraged to apply, the last Council meeting had already occurred on December 9, 2024. The application window opened December 2 and closed January 10. The application can be revoked if it does not receive Council approval.



AGENDA RECOMMENDATION

Consent Calendar 5. H.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution approving the 2025 Transit Asset Management Plan update.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Federal Transit Administration's (FTA) Transit Asset Management (TAM) Program is a strategic and systemic approach to monitoring, maintaining, and replacing transit assets effectively throughout their entire life cycle. The goal is to reduce the state of good repair backlog, improving the safety, reliability, and effectiveness of public transportation for America's communities.

49 CFR § Part 625 require Transit Asset Management plan updates at least once every four years. Agencies are also required to set performance targets for state of good repair and submit a report to the National Transit Database (NTD) by April for the previous agency fiscal year. The NTD report describes conditions in the prior year that led to target attainment status, as well as decision tools and prioritization methods to assist in setting and attaining future performance measures. The accountable executive (City Manager) must approve each annual performance target. There is no penalty for missing a target and there is no reward for attaining a target.

The plan integrates elements of the Annual Budget, Community Investment Plan, and Mankato/North Mankato Area Planning Organization's (MAPO) Transportation Improvement Program into one document. The staff's goal is to update this plan annually to ensure agreement with all inputs and outputs.

The 2025 Transit Asset Management Plan update includes the following:

- Updated numbers of revenue vehicles to account for the 2024 receipt of orders purchased in 2022 and 2023.
- Table 1: Update summaries of assets and performance measure targets.

- Updated the calendar year estimated vehicle replacement target for MnDOT.
- Facility Asset Inventory and Condition - Updated
- Revenue Vehicle Asset Inventory and Condition - Updated, deleted sold vehicles, and added new vehicles.
- Acquisition (Fleet Replacement) - Updated.
- Proposed Investment (Community Investment Plan) - Updated.

Attachments

Resolution

Transit Asset Management Plan

RESOLUTION APPROVING THE 2025 UPDATE TO THE CITY OF MANKATO TRANSIT
ASSET MANAGEMENT PLAN

WHEREAS; the City of Mankato operates the public transit system for the Mankato Urbanized Area; and

WHEREAS; the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to update their entire Transit Asset Management Plan at least once every four years; and

WHEREAS; the City of Mankato has completed the update of the Transit Asset Management Plan adopted in 2022; and

WHEREAS; the 2025 version of the Transit Asset Management Plan is relevant and appropriate for the City of Mankato's public transit system state of good repair objectives.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the update to the City of Mankato Transit Asset Management Plan is hereby approved and the City Manager is authorized to sign said plan.

This resolution shall become effective upon passage without further publication.

Adopted this 13th day of January 2025.

Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk



Transit Asset Management Plan

MANKATO TRANSIT SYSTEM

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Introduction

The city of Mankato operates the Mankato Transit System as a function of Community Development. Mankato Transit operates using the Urbanized Area Formula Funding Program (Section 5307) as reauthorized under the Federal Surface Transportation Assistance Act of 1973, which makes resources available for transit capital, operating assistance, and transportation related planning in urbanized areas.

The Mankato region was established in 2012 as an urbanized area in response to the 2010 U.S. Census. The metropolitan planning organization, Mankato/North Mankato Area Planning Organization (MAPO) is a partnership of the cities of Mankato, North Mankato, and Skyline; Blue Earth and Nicollet counties; and the townships of Belgrade, LeRay, Lime, Mankato, and South Bend.

Mankato Transit serves the population of 60,206 living over 25.6 square miles and includes the cities of Skyline, North Mankato, and Mankato. It has a fleet of 32 buses, comprised of fourteen Class 700 large-size heavy duty 30 feet or longer with a rear-mounted engine and eighteen Class 400 medium-size light duty 20-30 feet in length with a raised roof and dual rear wheels.

Transit Asset Management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding to keep capital assets in a State of Good Repair. 49 CFR § Part 625 requires entire plan updates at least once every four years. City of Mankato is currently operating as an FTA defined Tier II Agency with 100 or fewer vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode in compliance with 49 CFR § 625.45. As a Tier II Agency, sections 1-4 of the TAM Plan are applicable.

The TAM Plan will be updated annually at the completion of the Annual Budget and Community Investment Plan to account for potential changes in investment priorities.

Authority Acceptance

Susan MH Arntz, City Manager

January 13, 2025

Vision

Mankato Transit System is committed to supporting the Mankato Strategic Plan 2025-2029. Goal One – Sustainable Infrastructure, has a goal outcome of well-maintained transportation assets. This will be accomplished by operating a public transit system that exercises fiscal restraint regarding its revenues and expenses. Managing the available resources effectively and build community through a focus on equity, dependability, safety, and security.

Given the unforeseeable challenges of the COVID-19 Pandemic which directly affected the state of Minnesota beginning in March 2020, Mankato Transit intends to overcome the lingering effects of supply chain delays, shortages, and price increases with sound asset management practices.

Mankato Transit System determines which priority investments are needed to maintain a state of good repair using several analytical processes. Written policy manuals, short-term and long-range planning, regular management meetings, continual review of needs, and City Council approval processes all serve as tools in the investment prioritization process.

Table 1: Mass Transit Asset Summary

Asset Category/ Class	Total Number	Average Age	Average Mileage	*Average State of Good Repair	Average Replacement Cost/Value	Total Replacement Cost/Value	Performance Measures Targets 2025
General Purpose Maintenance Facility	1	8	N/A	4.0	\$7,100,832.78	\$7,100,832.78	0%
Vehicle Wash	1	8	N/A	3.0	\$716,172.03	\$716,172.03	0%
Facilities	2	8	N/A	3.5	\$3,908,502.41	\$7,817,004.81	
Class 400 Buses	18	3.16	73,893	3.8	\$333,050.00	\$5,994,900.00	42%
Class 700 Buses	14	7.8	168,419	3.3	\$675,000	\$9,450,000.00	30%
Revenue Vehicles	32	5.48	121,156	3.55	\$504,025.00	\$15,444,900.00	
Non-Revenue/ Service Automobile	1	15	96,463	N/A	\$1,000.00	\$1,000.00	100%
Other Rubber Tire Vehicles	6	7.83	69,969	N/A	\$17,333.00	\$103,998.00	34%
Equipment	3	5.33	N/A	N/A	\$33,900.00	\$101,700.00	N/A
Equipment	10	9.386	83,216	N/A	\$17,411	\$174,110.00	

*5 = Excellent / 1 = Poor

Decision Support

Mankato Transit System uses FTA Circular 5010.1F Subject: Award Management Requirements, to establish the basis for State of Good Repair ensuring capital assets operate at a full level of performance.

Facilities: Determining the useful life of a facility must take into consideration such factors as the type of construction, nature of the equipment used, historical usage patterns, and technological developments. Buildings and facilities (concrete, steel, and frame construction) have a useful life of 40 years according to the FTA.

A collaborative approach with Mankato Facilities provides the rating assessments based upon useful life years and physical condition as a reflection of recognized and anticipated maintenance costs. The FTA useful life and data stored in Cartegraph are used to determine the rating.

A facility is deemed to be in good repair if it has a condition rating of 3, 4 or 5 on the following scale and deemed to not be in good repair if it has a rating of 1 or 2.

Table 2: Facility General Condition Assessment Rating Scale¹

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life.
2	Marginal	Defective or deteriorated component(s); but has not exceeded useful life.
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life.

Refer to Exhibit A: Facility Asset Inventory and Condition to identify the information pertinent to the General-Purpose Maintenance Facility and Vehicle Wash Facility as well as the condition rating using the scale in Table 2.

¹ FTA's Transit Economic Requirements Model (TERM), a PC-based computer application designed to estimate transit capital investment needs over an extended time horizon. The 2015 program is not compatible with the current Mankato's IT infrastructure and cybersecurity demands. Table 2 uses the same rating, condition, and description as the TERM Scale.

Revenue Vehicles: The useful life of revenue vehicles begins on the date the vehicle is placed in revenue service and continues until it is removed from revenue service. The minimum useful life in years refers to the total time in transit revenue service, not time spent stockpiled or otherwise unavailable for regular transit use. The minimum useful life in miles refers to the total miles in transit revenue service. Changes in operating circumstances, including unforeseen difficulty maintaining vehicles, higher cost of fuel, and changes in local law limiting where vehicles can be operated do not excuse minimum useful life requirements in accordance with the Federal Transit Administration. The FTA determines the minimum useful life by years of service or accumulation of miles whichever comes first, by asset type.

Mankato Transit System utilizes two bus classes for revenue vehicles.

- Large, Heavy-Duty Transit Buses (Class 700) at least twelve years of service or an accumulation of at least 500,000 miles.
- Medium-Sized, Light Duty Transit Buses (Class 400) at least five years or an accumulation of at least 150,000 miles.

Mankato Transits uses a cooperative approach towards continuous improvement with Mankato Central Garage, specifically led by their experience and data practices of the Mankato Central Garage Supervisor. Data reported to Minnesota Department of Transportation and data stored in Cartegraph are used to track system reliability and the State of Good Repair Rating.

State of Good Repair Ratings are developed through a combination of the following criteria:

Useful Life Benchmark for Revenue Mileage (FTA)

- Class 400 Bus = 150,000 miles
- Class 700 Bus = 500,000 miles

Useful Life Benchmark for Age (FTA)

- Class 400 Bus = 5 years
- Class 700 Bus = 12 years

Vehicle Condition Rating (Mankato):

Mankato's Central Garage rates vehicle physical condition as a reflection of recognized and anticipated maintenance costs.

Mankato Central Garage combines the two benchmarks and one rating to develop the Rolling Stock State of Good Repair Rating illustrated below. A rating of ≥ 2.5 is considered to be in a state of good repair.

Table 3: Rolling Stock State of Good Repair Rating Scale

5 – Excellent	3 – Adequate	1 – Poor
4 – Good	2 – Marginal	0 – Out of Service

Refer to Exhibit B: Revenue Vehicle Asset Inventory and Condition to identify the information pertinent to the Class 400 and Class 700 buses as well as the condition rating using the scale in Table 3.

Non-Revenue / Service Vehicles

The useful life of non-revenue vehicles is defined by the Federal Transit Administration as “Other Light-Duty Vehicles”. Used as equipment and to transport passengers with a service life of at least four years or an accumulation of at least 100,000 miles.

Mankato Transit System utilizes city fleet vehicles such as those from public safety and other departments to source non-revenue vehicles. These vehicles have already met their useful service life in the appropriate department before becoming a transit non-revenue vehicle and provide fiscal restraint to the system. Special equipment vehicles such as a scissors lift, and snow removal equipment are not part of this process and are tracked on an hourly basis verse mile.

All non-revenue vehicles use the cooperative approach towards continuous improvement with Mankato Central Garage and the experience and data practices of the Mankato Central Garage Supervisor. Data reported to Minnesota Department of Transportation and data stored in Cartegraph are used to track system reliability and the State of Good Repair Rating.

State of Good Repair Ratings are developed through a combination of the following criteria:

Useful Life Benchmark for Non-Revenue Mileage (FTA)

- Other Light-Duty Vehicles = 100,000 miles

Useful Life Benchmark for Age (FTA)

- Other Light-Duty Vehicles = 4 years

Vehicle Condition Rating (Mankato)

Mankato’s Central Garage rates vehicle physical condition as a reflection of recognized and anticipated maintenance costs.

Mankato Central Garage combines the two benchmarks and one rating to develop the Rolling Stock State of Good Repair Rating illustrated below. A rating of ≥ 2.5 is considered to be in a state of good repair.

Table 3: Rolling Stock State of Good Repair Rating Scale

5 – Excellent	3 – Adequate	1 – Poor
4 – Good	2 – Marginal	0 – Out of Service

Refer to [Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition](#) to identify the information pertinent rolling stock as well as the condition rating using the scale in Table 3.

Acquisition

Minnesota Department of Transportation Section 5307 Public Transit Vehicle Replacement Grants assist in financing the replacement of public transit vehicles that are utilized in the operation of public transit services in Greater Minnesota.

The grant opportunity includes both State of Minnesota and Federal Transit Administration (FTA) funds that are administered by the MnDOT Office of Transit and Active Transportation (OTAT). The opportunity to apply for funds that may include Bus and Bus Facilities (Section 5339), Surface Transportation Block Grant Program (STBGP), and State of Minnesota funding, and other federal discretionary opportunities.

The formula for determining vehicles for replacement each year is based on the following methodology. All revenue vehicles in the State of Minnesota utilized by the 5307 small urban transit systems will be prioritized and ranked for replacement based on age and miles. Older vehicles with higher mileage will be prioritized before newer vehicles with lower mileage. Each vehicle is considered separately and selected based on funding availability and priority.

The estimated vehicle replacement target for calendar year 2025 is \$5,000,000. For calendar year 2026 and 2027 the estimated target is \$4,500,000 for small urban (5307) transit systems.

At MnDOT's discretion, vehicles will be selected for the vehicle awards via a Project Notification letter. Federal funds are not distributed by MnDOT.

- Bus and Bus Facilities (Section 5339), MnDOT will submit a letter to FTA to suballocate funds for the vehicle.
- Surface Transportation Block Grant Program (STBGP), MnDOT will submit a letter to the transit system to use to request the transfer of STBGP funds to MnDOT's Office of Transportation System Management (OTSM) for transferring the funds from Federal Highway Administration (FHWA) to FTA.

Proposed Investments

Mankato Transit System determines which priority investments are needed to maintain a state of good repair using several analytical processes. Written policy manuals, short-term and long-range planning, regular management meetings, continual review of needs, and City Council approval processes all serve as tools in the investment prioritization process.

Part of the asset management process is optimizing how funds are spent based on the assessed asset inventory to help achieve and maintain a state of good repair. This includes both capital and operating funds. The Community Investment Plan funds the planning, design, acquisition, capital maintenance and rehabilitation of all assets subject to this TAM Plan. The operating budget funds the use and routine maintenance of those assets, including staff needed to perform operational functions.

The 29-foot Class 700 bus is being programmed as a replacement for the Class 400 buses used in fixed route service for lower passenger routes such as Routes 5, 7, and 13 to alleviate short useful life benchmark, increasing purchase and lifetime maintenance costs of the Class 400s. The Class 400 Bus is a cutaway, meaning the transit vehicle is built on a van or truck chassis by a second stage manufacturer.

Performance Measure Targets

Mankato Transit System reports performance targets to the National Transit Database as a Reduced Reporter, identified as operating 30 vehicles or less in maximum service across all modes and types of service for assets with capital replacement responsibility.

- Mankato must set one or more performance targets for each applicable performance measure.
- Mankato must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.

Performance Measures

Rolling Stock – Based upon the percentage of total dedicated, active revenue vehicles with capital responsibility within a particular asset class that are expected to meet or exceed their Useful Life Benchmark.

In 2023, Mankato received 10 replacement and expansion revenue vehicles previously ordered for 2020, 2021, and 2022. Vehicles identified by Central Garage as poor or not in service were sold. Vehicles being replaced were retained to allow for the implementation of the Transit Development Plan. The plan identified changes to the routes and extended service hours and days. The replaced vehicles will remain in active inventory until the service changes are complete and evaluated.

In 2024, Central Garage noted excessive frame rust damage on the seven 2018-year group Class 400's which have exceeded their useful life age benchmark but only one the useful life miles benchmark. Six are scheduled for replacement with the 2025 State Vehicle Replacement Schedule and the seventh with the 2026 schedule. Delivery is expected to begin in 2026. Expedited replacement is requested with MnDOT's Program Manager.

Equipment – Percentage of service vehicles that are expected to meet or exceed their Useful Life Benchmark.

- Automobiles
- Other Rubber Tire Vehicles

In 2022, Trucks were the only Other Rubber Tire Vehicle. In 2023, moved SUV's asset class from Non-Revenue/Service Vehicles to Other Rubber Tire Vehicles class per the National Transit Database asset class definitions. SUVs are city fleet vehicles such as those from public safety and other departments. These vehicles have

already met their useful service life in the appropriate department before supplementing Non-Revenue/Service Automobiles and provide fiscal restraint to the asset category.

Facilities – Percentage of facilities by type with a condition rating expected to rate below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale, see Table 2.

Table 4: Mass Transit Asset Performance Measure Targets

Asset Category/Class	Total Number	*Average State of Good Repair	Below State of Good Repair	Performance Measure Target 2024	Performance 2024	Performance Measure Target 2025
General Purpose Maintenance Facility	1	4.0	0%	0%	0%	0%
Vehicle Wash Facility	1	3.0	0%	0%	0%	0%
Revenue Vehicle Class 400 Buses	18	3.8	22%	48%	44%	42%
Revenue Vehicle Class 700 Buses	14	3.3	29%	29%	29%	30%
Non Revenue/Service Automobile	1	N/A	N/A	100%	100%	100%
Other Rubber Tire Vehicles	6	N/A	N/A	50%	34%	34%

*5 = Excellent / 1 = Poor

Recordkeeping

Mankato Transit shall maintain all supporting TAM plan records and documents. Such records and documents shall be made available to Federal, State, and Metropolitan Planning Organization entities that provide funding to the City of Mankato, and to aid in the planning process.

Mankato Transit shall report on an annual basis, to the FTA's National Transit Database (NTD):

1. Inventory of Assets
2. State of Good Repair performance targets for the next fiscal year
3. Condition inspection assessments and performance measures of capital assets
4. An annual narrative shall also be included and reported to the National Transit Database that provides a description of any change in the condition of the City's transit system or operations from the previous year, and describe the progress made during the reporting year to meet the performance targets set in the previous reporting year.

Transit Asset Management Plan

Exhibit A: Facility Asset Inventory and Condition

Agency Name	Asset Category	Asset Class	Asset Name	ID/Serial Number	NTD ID	Year Built	Street Address	Square Footage	Number of parking spaces	Age (Years)	Useful Life Benchmark (Years)	Unit Replacement Cost/Value	Condition Assessment Rating	Capital Responsibility	Percentage FTA Funded (%)
City of Mankato	Facilities	Maintenance	General Purpose Maintenance Facility	16491	50205	2016	501 South Victory Drive Mankato, MN 56001	35848	40	8	40	\$7,100,832.78	4	Yes	40%
			Vehicle Wash Facility				2291 Hoffman Road Mankato, MN 56001	4100	0	8	40	\$716,172.03	3	Yes	40%

FTA Circular 5010.1F Chapter IV. Useful Life of Facilities. Determining the useful life of a facility must take into consideration such factors as the type of construction, the nature of the equipment used, historical usage patterns, and technological developments. As such, FTA establishes a range of forty to fifty years for the minimum useful life of a facility. A railroad or highway structure has a minimum useful life of fifty years, and most other buildings and facilities (concrete, steel, and frame construction), forty years.

Transit Asset Management Plan

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Medium Sized Light Duty Transit Buses (Class 400)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 12/24	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 12/31/24	Average Yearly Maintenance Cost 11/30/24	Lifetime Maintenance Cost 11/30/24	Vehicle Condition Rating 11/14/24
803 HN011220	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374018	18,722	112,332	150,000	FALSE	6	5	TRUE	\$321,000.00	\$8,146	\$48,875	2.0
804 HN011422	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374019	21,598	129,587	150,000	FALSE	6	5	TRUE	\$321,000.00	\$6,464	\$38,784	1.5
805 HN011509	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374020	19,499	116,994	150,000	FALSE	6	5	TRUE	\$321,000.00	\$7,622	\$45,732	2.0
806 PN003301	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405138	38,980	38,980	150,000	FALSE	1	5	FALSE	TBD	\$7,308	\$7,308	5.0
807 PN003303	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405139	34,946	34,946	150,000	FALSE	1	5	FALSE	TBD	\$5,350	\$5,350	5.0
808 PN003306	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405140	31,887	31,887	150,000	FALSE	1	5	FALSE	TBD	\$3,946	\$3,946	5.0
809 NN007024	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405141	32,290	32,290	150,000	FALSE	1	5	FALSE	TBD	\$5,533	\$5,533	5.0
827 HN011216	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374022	30,001	180,005	150,000	TRUE	6	5	TRUE	\$321,000.00	\$12,774	\$76,643	2.5
828 HN011165	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374023	22,670	136,017	150,000	FALSE	6	5	TRUE	\$369,200.00	\$11,064	\$66,387	3.0

Transit Asset Management Plan

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Medium Sized Light Duty Transit Buses (Class 400)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 12/24	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 12/31/24	Average Yearly Maintenance Cost 11/30/24	Lifetime Maintenance Cost 11/30/24	Vehicle Condition Rating 11/14/24
829 HN011206	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374024	24,879	149,272	150,000	FALSE	6	5	TRUE	\$321,000.00	\$10,326	\$61,955	1.5
831 HN011293	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	374025	21,368	128,209	150,000	FALSE	6	5	TRUE	\$321,000.00	\$11,661	\$69,969	3.0
832 KN002774	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2019	381076	24,693	123,466	150,000	FALSE	5	5	TRUE	\$369,200.00	\$9,269	\$46,345	3.0
834 PN003310	Class 400 Length 26 Seat 14+2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405143	42,165	42,165	150,000	FALSE	1	5	FALSE	TBD	\$10,063	\$10,063	5.0
835 PN003312	Class 400 Length 26 Seat 10+3	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405144	32,717	32,717	150,000	FALSE	1	5	FALSE	TBD	\$5,800	\$5,800	5.0
836PN003 327	Class 400 Length 26 Seat 10+3	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405142	35,432	35,432	150,000	FALSE	1	5	FALSE	TBD	\$7,044	\$7,044	5.0
837 PN016388	Class 400 Length 26 Seat 14 + 2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	1,311	1,311	150,000	FALSE	1	5	FALSE	TBD	\$101	\$101	5.0
838 PN016455	Class 400 Length 26 Seat 14 + 2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	906	906	150,000	FALSE	1	5	FALSE	TBD	\$101	\$101	5.0
839 PN016472	Class 400 Length 26 Seat 14 + 2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	3,560	3,560	150,000	FALSE	1	5	FALSE	TBD	\$302	\$302	5.0

Transit Asset Management Plan

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Large, Heavy-Duty Transit Buses (Class 700)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 12/24	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 12/31/24	Average Yearly Maintenance Cost 11/30/24	Lifetime Maintenance Cost 11/30/24	Vehicle Condition Rating 11/14/24
851 E1185396	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2014	336064	19,344	193,438	500,000	FALSE	10	12	FALSE	\$727,000.00	\$13,491	\$134,907	3.0
852 E1185397	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2014	336064	17,778	177,782	500,000	FALSE	10	12	FALSE	\$727,000.00	\$11,423	\$114,233	3.0
853 E1185398	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2014	336064	19,360	193,596	500,000	FALSE	10	12	FALSE	\$727,000.00	\$11,795	\$117,950	3.0
854 H1188778	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2017	355528	20,099	140,693	500,000	FALSE	7	12	FALSE	TBD	\$10,962	\$76,732	3.5
855 K3192167	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2019	381075	18,242	91,208	500,000	FALSE	5	12	FALSE	TBD	\$7,481	\$37,403	4.0
856 R3201158	Class 700 Length 40 Seat 38+2	Biodiesel	Gillig Corp.	Low Floor	2024	TBD		8,990	500,000	FALSE	0	12	FALSE	TBD		\$1,512	5.0

Transit Asset Management Plan

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Large, Heavy-Duty Transit Buses (Class 700)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 12/24	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 12/31/24	Average Yearly Maintenance Cost 11/30/24	Lifetime Maintenance Cost 11/30/24	Vehicle Condition Rating 11/14/24
861 A1177766	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2010	54073	22,584	316,182	500,000	FALSE	14	12	TRUE	\$651,000.00	\$24,233	\$339,256	1.5
862 A1177767	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2010	54073	22,356	312,983	500,000	FALSE	14	12	TRUE	\$557,000.00	\$18,589	\$260,241	1.5
863 A1177768	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2010	54073	21,854	305,958	500,000	FALSE	14	12	TRUE	\$557,000.00	\$18,240	\$255,358	1.5
864 C1180483	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2012	59147	21,472	257,659	500,000	FALSE	12	12	TRUE	\$727,000.00	\$20,725	\$248,701	2.5
865 D1180772	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2013	336063	21,408	235,487	500,000	FALSE	11	12	FALSE	\$727,000.00	\$15,684	\$172,527	3.0
866 P3199288	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2023	405145	40,368	40,368	500,000	FALSE	1	12	FALSE	TBD	\$7,064	\$7,064	5.0
867 P3199289	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2023	405146	41,928	41,928	500,000	FALSE	1	12	FALSE	TBD	\$10,378	\$10,378	5.0
868 P3199290	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2023	405147	41,594	41,594	500,000	FALSE	1	12	FALSE	TBD	\$8,592	\$8,592	5.0

Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition

Non-Revenue or Service Automobiles

ID/Serial Number	Asset Class	Fuel Type	Make	Model	Model Year	Asset Name	Average Vehicle Mileage (Year)	Total Active Fleet Mileage 12/31/24	Useful Life Benchmark (Mileage)	Past Mileage Useful Life	Age (Years)	Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value	Dollar Year of the Estimated Cost	Capital Responsibility
2408	Non Revenue/ Service Automobile	Gasoline	Ford	Focus	2009	Focus	6,431	96,463	100,000	FALSE	15	8	TRUE	\$1,000.00	2019	Yes

Other Rubber Tire Vehicles

ID/Serial Number	Asset Class	Fuel Type	Make	Model	Model Year	Asset Name	Average Vehicle Mileage (Year)	Total Active Fleet Mileage 11/30/23	Useful Life Benchmark (Mileage)	Past Mileage Useful Life	Age (Years)	Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value	Dollar Year of the Estimated Cost	Capital Responsibility
2327	Other Rubber Tire	Gasoline	Ford	Explorer	2018	Police Explorer	15,242	91,451	100,000	FALSE	6	8	FALSE	\$1,000.00	2020	Yes
2328	Other Rubber Tire	Gasoline	Ford	Explorer	2018	Police Explorer	15,838	95,027	100,000	FALSE	6	8	FALSE	\$1,000.00	2019	Yes
2245	Other Rubber Tire	Gasoline	Ford	Explorer	2013	Police Explorer	11,484	126,326	100,000	TRUE	11	8	TRUE	\$1,000.00	2024	Yes
2809	Other Rubber Tire	Gasoline	Ford	Escape	2009	Escape	4,648	69,727	100,000	FALSE	15	8	TRUE	\$1,000.00	2024	Yes
4843	Other Rubber Tire	Gasoline	Ford	F-350	2023	Plow Truck	2,564	2,564	100,000	FALSE	1	14	FALSE	\$60,000.00	2023	Yes
5856	Other Rubber Tire	Diesel	Ford	F-450	2016	Pickup	4,340	34,720	100,000	FALSE	8	14	FALSE	\$40,000.00	2016	Yes

Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition

Equipment

ID/Serial Number	Asset Class	Fuel Type	Make	Model	Model Year	Asset Name	Average Vehicle Hour (Year)	Total Active Fleet Hours 11/30/23	Useful Life Benchmark (Hours)	Past Hours Useful Life	Age (Years)	Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value	Dollar Year of the Estimated Cost	Capital Responsibility
7828	Equipment	Battery	Tennant	Power Sweeper	2018	Scrubber	55	328.9	N/A	FALSE	6	10	FALSE	\$54,300.00	2018	Yes
7818	Equipment	Battery	SkyJack	Scissors Lift	2018	Skyjack	11	65.5	N/A	FALSE	6	10	FALSE	\$18,800.00	2018	Yes
6820	Equipment	Diesel	Ditchwitch	SK600	2020	Stand-On Skid Steer	21	82.3	N/A	FALSE	4	5	FALSE	\$28,600.00	2020	Yes

Transit Asset Management Plan

Exhibit D: Acquisition (Fleet Replacement)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Model Year	STIP Project	STIP Program Year	CIP Budget Year	Year Ordered	Cost	Expected Arrival
840 PN016537	Class 400 Length 26 Seat 14 + 2	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	No Federal Funds		2023	2023	\$263,000	December 13, 2024
827 HN011216	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	TRS-0028-25F	2025	2025		\$375,000	2026
803 HN011220	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	Formerly TRS-0028-26A		2025		\$321,000	2026
804 HN011422	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	Formerly TRS-0028-26A		2025		\$321,000	2026
805 HN011509	Class 400 Length 24 Seat 12+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	Formerly TRS-0028-26A		2025		\$321,000	2026
829 HN011206	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	Formerly TRS-0028-26A		2025		\$321,000	2026
831 HN011293	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	Formerly TRS-0028-26A		2025		\$321,000	2026
828 HN011165	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	TRF-0028-26F	2026	2026		\$321,000	2027

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Model Year	STIP Project	STIP Program Year	CIP Budget Year	Year Ordered	Cost	Expected Arrival
864 C1180483	Class 700 Length 35 Seat 32+2	Biodiesel	Gillig Corp.	Low Floor	2012	TRS-0028-26B	2026	2026		\$763,000	2027

Exhibit E: Proposed Investment (Community Investment Plan)

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2025	Bus Stop Improvements	TRF-0028-25D	0	80	0	20	\$375,000	\$300,000	\$0	\$75,000
Vehicle	2025	Class 400 Replacement (Bus 827)	TRS-0028-25F	80	0	10	10	\$321,000	\$256,800	\$32,100	\$32,100
Vehicle	2025	Class 400 Replacement (Bus 803)		0	0	90	10	\$321,000	\$0	\$288,900	\$32,100
Vehicle	2025	Class 400 Replacement (Bus 804)		0	0	90	10	\$321,000	\$0	\$288,900	\$32,100
Vehicle	2025	Class 400 Replacement (Bus 805)		0	0	90	10	\$321,000	\$0	\$288,900	\$32,100
Vehicle	2025	Class 400 Replacement (Bus 829)		0	0	90	10	\$321,000	\$0	\$288,900	\$32,100
Vehicle	2025	Class 400 Replacement (Bus 831)		0	0	90	10	\$321,000	\$0	\$288,900	\$32,100
Technology	2025	Automated Passenger Counter	TRF-0028-25F	0	80	0	20	\$400,000	\$320,000	\$0	\$80,000
Facility	2025	Bus Stop Maintenance		0	0	0	100	\$25,000	\$0	\$0	\$25,000
								\$2,726,000	\$876,800	\$1,476,600	\$372,600

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2026	Electric Vehicle Charging Station	TRF-0028-26E	0	80	0	20	\$550,000	\$440,000	\$0	\$110,000
Vehicle	2026	Class 400 Replacement (Bus 828)	TRF-0028-26F	0	80	10	10	\$321,000	\$256,800	\$32,100	\$32,100
Facility	2026	Vehicle Wash System Replacement	TRF-0028-26G	0	80	0	20	\$900,000	\$720,000	\$0	\$180,000
Facility	2026	Fuel Island Relocation Design and Environmental Study (Usage Share Cost 50%)	TRF-0028-26H	80	0	0	20	\$100,000	\$80,000	\$0	\$20,000
Vehicle	2026	Class 700 Replacement (Bus 864)	TRS-0028-26B	80	0	10	10	\$763,000	\$610,400	\$76,300	\$76,300
Facility	2026	Bus Stop Maintenance		0	0	0	100	\$25,000	\$0	\$0	\$25,000
								\$2,659,000	\$2,107,200	\$108,400	\$443,400

Exhibit E: Proposed Investment (Community Investment Plan)

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Vehicle	2027	Class 400 Replacement (Bus 832)	TRS-0028-27B	80	0	0	20	\$354,000	\$283,200	\$0	\$70,800
Facility	2027	Bus Stop Maintenance		0	0	0	100	\$25,000	\$0	\$0	\$25,000
Facility	2027	Unit Heater Replacement (2 of 4 heaters)		0	0	0	100	\$40,000	\$0	\$0	\$40,000
								\$419,000	\$283,200	\$0	\$135,800

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2028	Fuel Island Relocation Construction (50%)	TRF-0028-28C	0	80	0	20	\$450,000	\$360,000	\$0	\$90,000
Facility	2028	Bus Stop Maintenance		0	0	0	100	\$25,000	\$0	\$0	\$25,000
Facility	2028	Unit Heater Replacement (Last 2 heaters)		0	0	0	100	\$40,000	\$0	\$0	\$40,000
Facility	2028	Overhead Door Replacement (Last 3 doors)		0	0	0	100	\$80,000	\$0	\$0	\$80,000
								\$595,000	\$360,000	\$0	\$235,000

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2029	Bus Stop Maintenance		0	0	0	100	\$25,000	\$0	\$0	\$25,000
Facility	2029	Transit Garage Roof Replacement		0	0	0	100	\$0	\$0	\$0	\$0
								\$25,000	\$0	\$0	\$25,000



AGENDA RECOMMENDATION

Consent Calendar 5. I.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution considering bids on project 11084; Victory Drive Signal and Lighting Improvements.

Recommendation/Action(s):

Adoption of attached resolution.

Summary:

On December 18, 2024, bids were opened on project 11084. Two bids were received with the low bid submitted by River City Electric Co. in the amount of \$655,589.45. The Engineer's Estimate for the project was \$776,334.00.

Staff recommends awarding the construction contract for project 11084 to River City Electric Co. The contract has a final completion date of September 12, 2025, and construction is anticipated to start in April 2025.

Attachments

11084 Resolution Accepting Bid

11084 Budget Summary

RESOLUTION ACCEPTING BID ON IMPROVEMENT NUMBER 11084

WHEREAS, pursuant to an advertisement for bids for Improvement Number 11084, the improvement of the intersection of Hazeltine Drive and Victory Drive by installing traffic signals and continuous lighting, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Company Name	City, State	Bid Amount
River City Electric Co	Mankato, MN	\$655,589.45
Ti-Zack Concrete, LLC	Le Center, MN	\$1,034,322.17

AND WHEREAS, it appears that River City Electric Co of Mankato, MN is the lowest responsible bidder,

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

1. The City Manager hereby authorized and directed to enter into contract with River City Electric Co of Mankato, MN in the name of the city of Mankato for the Capital Improvement Project 11084 the improvement of the intersection of Hazeltine Drive and Victory Drive by installing traffic signals and continuous lighting according to the plans and specifications therefore approved by the city council and on file in the office of the city engineer.
2. That the City Manager is authorized to execute any necessary changes to this contract in accordance with Section 2.08 of the Mankato City Code.

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

Victory Drive Signal and Lighting Improvements

City Project 11084

Tabulation of Bids

Planholder	Bid Amount	
Engineer's Estimate	\$776,334.00	
River City Electric Co	\$655,589.45	LOW BIDDER
Ti-Zack Concrete, LLC	\$1,034,322.17	

Low Bid Project Budget

CONSTRUCTION COST

Item	Amount	Percentage
Signal Improvements	\$450,981.88	68.8%
Lighting Improvements	\$204,607.57	31.2%
Total Contract Cost	\$655,589.45	100.0%

PROJECT COST

Item	Amount	Percentage
Project 11084 Construction Contract	\$655,589.45	84.0%
5% Construction Contingency	\$32,779.47	4.2%
Consultant Engineering (Bolton & Menk, Inc.)	\$65,850.00	8.4%
Construction Engineering (City of Mankato) (4%)	\$26,223.58	3.4%
Total Estimated Project Cost	\$780,442.50	100.0%

CHARGES TO DATE

Chargeable Direct Costs

Item	Amount
Construction Contract	\$0.00
Construction Other	\$0.00
Construction Construct	\$0.00
Private Work	\$0.00
Design Contractual	\$36,020.00
Design Other	\$1,065.93
Consultant	\$0.00
Credits	\$0.00
TOTAL	\$37,085.93

Chargeable Indirect Costs

Item	Amount
City Staff	\$69.03
Construction Equipment	\$0.00
Design Equipment	\$0.00
TOTAL	\$69.03

Nonchargeable

Item	Amount
Contract Engineering Charges	\$0.00
Contract Bonding Charges	\$0.00
TOTAL	\$0.00

TOTAL Charges **\$37,154.96**

FUNDING SOURCES

	CIP	AS BID	
Special Assessments	\$406,372.46	\$356,495.90	47.7%
City of Mankato General Obligation Bonds	\$215,773.49	\$145,816.50	19.5%
Blue Earth County	\$315,384.05	\$245,427.06	32.8%
TOTAL	\$937,530.00	\$747,739.46	100.00%



AGENDA RECOMMENDATION

Consent Calendar 5. J.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution directing Parking Control; no parking zones for transit bus stops.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

To ensure transit vehicles are able to access newly constructed/upgraded bus stops, designated no-parking areas are needed at the following locations:

413 N 4th St – Approximately 100' of no-parking zone along N 4th Street between the two entrances of the Gus Johnson Plaza. There is an existing no-parking area to the north from the old bus stop.

2201 Marwood Dr – Approximately 66' of no-parking zone along Marwood Drive between the driveways of 2117 Marwood Drive and 2201 Marwood Drive.

Attachments

Resolution directing Parking Control

RESOLUTION DIRECTING PARKING CONTROL

BE IT RESOLVED, by the City Council of the City of Mankato, that, pursuant to Section 6.02, Subdivision 1, of the Mankato City Code, the City Council does hereby approve and the City Manager is hereby directed to designate:

Install No Parking on the east side of N 4th Street in front of the Gus Johnson Plaza.

Install No Parking along Marwood Drive between the driveways of 2201 Marwood Drive and 2117 Marwood Drive.

This resolution shall become effective upon its adoption.

Passed this 13th day of January 2025.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 5. K.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolution directing Parking Control on Dane Street.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

A petition from adjacent property owners has been received requesting a change to the parking status on Dane Street. General lane striping was altered to accommodate turning movements for Starbuck's and parking on the street is proposed to be eliminated for operations, general safety, and space reasons.

Attachments

Resolution directing Parking Control

RESOLUTION DIRECTING PARKING CONTROL

BE IT RESOLVED, by the City Council of the City of Mankato, that, pursuant to Section 6.02, Subdivision 1, of the Mankato City Code, the City Council does hereby approve and the City Manager is hereby directed to designate:

Install No Parking on the west side of Dane Street from Madison Avenue to Belle Avenue.

This resolution shall become effective upon its adoption.

Passed this 13th day of January 2025.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 5. L.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Resolutions approving the Transportation Alternatives Grant Application for the Trunk Highway 169 Underpass at River Lane.

Recommendation/Action(s):

Adoption of the attached resolutions

Summary:

On December 9, 2024, the City Council approved a resolution authorizing the City Manager to apply to the Area Transportation Partnership for Transportation Alternatives for funding for the City's share of the 2027-2028 TH 169 Improvements. The Transportation Alternatives program is designed to support alternatives to vehicular travel. As such, the City's application looks for funding related to the City's share of the proposed TH169 Non-Motorized Underpass at River Lane. The City's share of this yet unfunded improvement is estimated to be approximately \$2.2M. The Alternative Transportation program will allow an application for up to \$1.3M of this amount. The remaining costs are either ineligible for this program or part of the required local match.

The application requires submitting agencies to include three resolutions:

- Resolution agreeing to Maintain Facility – This resolution states that the City of Mankato is prepared to maintain and operate the new underpass.
- Resolution from Sponsoring Agency – This resolution acknowledges that the City of Mankato is the eligible local sponsor for this improvement and is willing to secure funding for non-grant-funded costs and to see the project through to completion.
- Resolution of Support from Participating Local Unit of Government – This resolution states that the City of Mankato supports the project as proposed and is willing to secure local funding for the project and to see the project through construction – very similar to the resolution above.

Attachments

Resolution - Maintaining Facilities

Resolution - Sponsoring Agency

Resolution of Support

**RESOLUTION AGREEING TO MAINTAIN FACILITIES CONSTRUCTED WITH
FEDERAL TRANSPORTATION FUNDS**

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, The City of Mankato is the sponsoring agency for the transportation alternatives project identified as the TH169 Non-Motorized Underpass at River Lane.

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Mankato, County of Blue Earth, and State of Minnesota that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

This resolution shall become effective upon its passage and without further publication.

Dated this 13th day of January 2025.

Mayor Najwa Massad

ATTEST:

Renae Kopischke, MMC
City Clerk

**RESOLUTION ACKNOWLEDGING THAT THE CITY OF MANKATO IS THE ELIGIBLE
LOCAL SPONSOR FOR THIS IMPROVEMENT
(TH 169 NON-MOTORIZED UNDERPASS AT RIVER LANE)**

BE IT RESOLVED, that the City of Mankato agrees to act as sponsoring agency for the project identified as the TH 169 Non-Motorized Underpass at River Lane project and is seeking Transportation Alternatives funding and has reviewed and approved the project as proposed.

Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project

and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED, that Susan Arntz, City Manager, is hereby authorized to act as agent on behalf of this sponsoring agency.

This resolution shall become effective upon its passage and without further publication.

Dated this 13th day of January 2025.

Mayor Najwa Massad

ATTEST:

Renae Kopischke, MMC
City Clerk

RESOLUTION OF SUPPORT FROM PARTICIPATING LOCAL UNIT OF GOVERNMENT

BE IT RESOLVED, that the City of Mankato is a party to a “Transportation Alternatives” project identified as the TH 169 Non-Motorized Underpass at River Lane project and has reviewed and approved the project as proposed. As a participating member the LUG understands their role in the project, which includes a willingness to secure and guarantee the local share of costs associated with this project as appropriate as well as the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, that Susan Arntz, City Manager, is hereby authorized to act as agent on behalf of this Local Unit of Government.

This resolution shall become effective upon its passage and without further publication.

Dated this 13th day of January 2025.

Mayor Najwa Massad

ATTEST:

Renae Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

Public Hearings 6. A.

City Council Regular Meeting

Meeting Date: 01/13/2025

Agenda Item:

Project Feasibility Hearings for Capital Improvement Projects:

- 11078 West 7th Street
- 11114 Germania Park Phase 5
- 11120 Woodshire Drive

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

On December 9, 2024, staff sent letters to 82 properties abutting this project notifying the residents of the December 18, 2024 informational meeting where engineering staff presented the proposed plan, estimated costs, and proposed preliminary assessments for this project. Twenty-two residents representing 15 properties attended the meeting.

Engineering Staff is recommending the Council consider this improvement per the attached feasibility reports and the resultant costs and funding sources are as follows:

Project 11078 West 7th Street	
ITEM	COST
Street and Landscaping	\$571,587.38
Stormwater Pollution Prevention	\$19,825.00
Storm Drainage Construction	\$54,800.00
Sanitary Sewer Construction	\$178,350.00
Watermain Construction	\$191,100.00
TOTAL CONSTRUCTION	\$1,015,662.38
Construction Contingency	\$101,566.24
Administration	\$67,033.72
Engineering	\$111,722.86

TOTAL PROJECT COST	\$1,295,985.19	
FUNDING SOURCE	AMOUNT	PERCENT
Special Assessments	\$401,313.65	30.97%
Water Revenue	\$224,766.60	17.34%
Sewer Revenue	\$209,739.60	16.18%
Stormwater Revenue	\$64,444.80	4.97%
General Obligation Bonds	\$395,753.54	30.54%
TOTAL FUNDS	\$1,295,985.19	100%

Project 11114 Germania Park Phase 5

ITEM	COST
Street and Landscaping	\$854,841.78
Stormwater Pollution Prevention	\$45,575.00
Storm Drainage Construction	\$38,200
Sanitary Sewer Construction	\$376,825.00
Watermain Construction	\$426,598.08
TOTAL CONSTRUCTION	\$1,742,039.86
Construction Contingency	\$174,203.99
Administration	\$114,974.63
Engineering	\$191,624.38
TOTAL PROJECT COST	\$2,222,842.86

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$443,146.20	19.94%
Water Revenue	\$501,679.34	22.57%
General Obligation Bonds	\$631,199.35	28.40%
Special Assessments	\$601,894.77	27.08%
Stormwater Revenue	\$44,923.20	2.02%
TOTAL FUNDS	\$2,222,842.86	100%

Project 11120 Woodshire Drive

ITEM	COST
Street and Landscaping	\$2,320,985.00
Street and Landscaping	\$651,836.54
Stormwater Pollution Prevention	\$38,250.00
Storm Drainage Construction	\$261,838.21
Sanitary Sewer Construction	\$259,900.00
Watermain Construction	\$211,325.00
TOTAL CONSTRUCTION	\$1,423,149.75
Construction Contingency	\$142,314.97
Administration & Bonding	\$93,927.88
Engineering	\$156,546.47
TOTAL PROJECT COST	\$1,815,939.08

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$305,642.40	16.83%
Water Revenue	\$248,518.20	13.69%
General Obligation Bonds	\$468,679.98	25.81%
Special Assessments	\$485,176.76	26.72%
Stormwater Revenue	\$307,921.73	16.96%
TOTAL FUNDS	\$1,815,939.08	100%

Attachments

11078 Resolution Receiving Report
11078 Resolution Declaring Costs be Assessed
11114 Resolution Receiving Report
11114 Resolution Declaring Costs be Assessed
11120 Resolution Receiving Report
11120 Resolution Declaring Costs be Assessed
11078 Feasibility Report
11114 Feasibility Report
11120 Feasibility Report

**RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT,
PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT
FOR BIDS ON IMPROVEMENT NUMBER 11078, WITH PETITION**

WHEREAS, pursuant to resolution of the council adopted the 9th day of December, 2024, a report has been prepared by the city engineer with reference to Improvement Number 11078, the improvement of West 7th Street between the center line of Owatonna Street and the center line of Sibley Street by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot, street lighting, signage and that this report was received by the council on the 13th day of January, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate the individual assessments for affected parcels, and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given, and the hearing was held on the 13th day of January, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. The council hereby orders the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,295,985.19.
2. That plans and specifications be prepared by the city engineer of Mankato, Minnesota, for such improvement, pursuant to the direction of the Council, are hereby approved and a copy shall be filed with the executive secretary of Mankato.
3. The City Manager is hereby instructed to advertise for the bids in accordance with the requirement of law.
4. That the City of Mankato does hereby declare its official intent to authorize and issue, in accordance with all applicable laws, bonds or other obligations of the City of Mankato Bonds to finance the acquisition, construction, and equipment of the improvement.
5. The estimated amount to be bonded is \$1,295,985.19. Pending the issue of the bonds, expenditures may be made with respect to the project from amounts on hand and available temporarily for the payment of such expenditures in the construction revolving fund. The reasonably expected sources of funds to be used to pay debt service on the bonds, when issued, are special assessments, utility revenue, and property tax.
6. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
7. This statement shall constitute a declaration of official intent for the purposes of Income Tax Regulations Section 1.150-2(d).
8. This project is to be included in the 2025, Group A Bond issue.

Roll call vote required:
Council Members Voting For:
Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

**RESOLUTION DECLARING COST BE ASSESSED, AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT ON IMPROVEMENT NUMBER 11078, WITH PETITION**

WHEREAS, the expenses have been calculated for Improvement Number 11078, the improvement of West 7th Street between the center line of Owatonna Street and the center line of Sibley Street by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot, street lighting, signage, and the estimated cost for such improvement is \$1,117,228.62 and the expenses incurred or to be incurred in the making of such improvement are estimated to be \$178,756.58 so the total cost of the improvement is estimated to be \$1,295,985.19.

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

1. The portion of the cost of such improvement to be paid by the city is hereby estimated to be \$1,295,985.19 and the portion of the cost to be assessed against benefitted property owners is estimated to be \$401,313.65.
2. The city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the city engineer shall file a copy of such proposed assessment in their office for public inspection.
3. The city engineer shall upon the completion of such proposed assessment, notify the council thereof.
4. A hearing shall be held at 6:00 p.m. on the 13th day of January, 2025, in the Council Chambers of the Intergovernmental Center in Mankato, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The city engineer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The city engineer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

**RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT,
PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT
FOR BIDS ON IMPROVEMENT NUMBER 11114, WITHOUT PETITION**

WHEREAS, pursuant to resolution of the council adopted the 9th day of December, 2024, a report has been prepared by the city engineer with reference to Improvement Number 11114, the improvement of;

- 7th Avenue from the centerline of Harper Street to centerline of Cleveland Street;
- 8th Avenue from the centerline of Harper Street to the northern terminus;
- Lind Street from the centerline of 6th Avenue to the western terminus;
- Cleveland Street from the centerline of 7th Avenue to the western terminus;

by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and that this report was received by the council on the 13th day of January, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate the individual assessments for affected parcels, and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given, and the hearing was held on the 13th day of January, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. The council hereby orders the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,222,842.86.
2. That plans and specifications be prepared by the city engineer of Mankato, Minnesota, for such improvement, pursuant to the direction of the Council, are hereby approved and a copy shall be filed with the City Clerk of Mankato.
3. The City Manager is hereby instructed to advertise for the bids in accordance with the requirement of law.
4. That the City of Mankato does hereby declare its official intent to authorize and issue, in accordance with all applicable laws, bonds or other obligations of the City of Mankato Bonds to finance the acquisition, construction, and equipment of the improvement.
5. The estimated amount to be bonded is \$1,295,985.19. Pending the issue of the bonds, expenditures may be made with respect to the project from amounts on hand and available temporarily for the payment of such expenditures in the construction revolving fund. The reasonably expected sources of funds to be used to pay debt service on the bonds, when issued, are special assessments, utility revenue, and property tax.
6. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
7. This statement shall constitute a declaration of official intent for the purposes of Income Tax Regulations Section 1.150-2(d).
8. This project is to be included in the 2025 Bond issue.

Roll call vote required:

Council Members Voting For:

Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

**RESOLUTION DECLARING COST BE ASSESSED, AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT ON IMPROVEMENT NUMBER 11114, WITHOUT
PETITION**

WHEREAS, the expenses have been calculated for Improvement Number 11114, the improvement of

- 7th Avenue from the centerline of Harper Street to centerline of Cleveland Street;
- 8th Avenue from the centerline of Harper Street to the northern terminus;
- Lind Street from the centerline of 6th Avenue to the western terminus;
- Cleveland Street from the centerline of 7th Avenue to the western terminus;

by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and the estimated cost for such improvement is \$1,916,243.85 and the expenses incurred or to be incurred in the making of such improvement are estimated to be \$306,599.01 so the total cost of the improvement is estimated to be \$2,222,842.86.

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

1. The portion of the cost of such improvement to be paid by the city is hereby estimated to be \$2,222,842.86 and the portion of the cost to be assessed against benefitted property owners is estimated to be \$601,894.77.
2. The city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the city engineer shall file a copy of such proposed assessment in their office for public inspection.
3. The city engineer shall upon the completion of such proposed assessment, notify the council thereof.
4. A hearing shall be held at 6:00 p.m. on the 13th day of January, 2025, in the Council Chambers of the Intergovernmental Center in Mankato, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The city engineer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The city engineer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

**RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT,
PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT
FOR BIDS ON IMPROVEMENT NUMBER 11120, WITHOUT PETITION**

WHEREAS, pursuant to resolution of the council adopted the 9th day of December, 2024, a report has been prepared by the city engineer with reference to Improvement Number 11120, the improvement of Woodshire Drive between the center line of Madison Avenue to the northern terminus and Maple Lane from Woodshire Drive to the western terminus by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and that this report was received by the council on the 13th day of January, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate the individual assessments for affected parcels, and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given, and the hearing was held on the 13th day of January, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. The council hereby orders the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,815,939.08.
2. That plans and specifications be prepared by the city engineer of Mankato, Minnesota, for such improvement, pursuant to the direction of the Council, are hereby approved and a copy shall be filed with the City Clerk of Mankato.
3. The City Manager is hereby instructed to advertise for the bids in accordance with the requirement of law.
4. That the City of Mankato does hereby declare its official intent to authorize and issue, in accordance with all applicable laws, bonds or other obligations of the City of Mankato Bonds to finance the acquisition, construction, and equipment of the improvement.
5. The estimated amount to be bonded is \$1,815,939.08. Pending the issue of the bonds, expenditures may be made with respect to the project from amounts on hand and available temporarily for the payment of such expenditures in the construction revolving fund. The reasonably expected sources of funds to be used to pay debt service on the bonds, when issued, are special assessments, utility revenue, and property tax.
6. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
7. This statement shall constitute a declaration of official intent for the purposes of Income Tax Regulations Section 1.150-2(d).
8. This project is to be included in the 2025, Group A Bond issue.

Roll call vote required:
Council Members Voting For:
Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

**RESOLUTION DECLARING COST BE ASSESSED, AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT ON IMPROVEMENT NUMBER 11120, WITHOUT
PETITION**

WHEREAS, the expenses have been calculated for Improvement Number 11120, the improvement of Woodshire Drive between the center line of Madison Avenue to the northern terminus and Maple Lane from Woodshire Drive to the western terminus by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and the estimated cost for such improvement is \$1,565,464.72 and the expenses incurred or to be incurred in the making of such improvement are estimated to be \$250,474.35 so the total cost of the improvement is estimated to be \$1,815,939.08.

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

1. The portion of the cost of such improvement to be paid by the city is hereby estimated to be \$1,815,939.08 and the portion of the cost to be assessed against benefitted property owners is estimated to be \$485,176.76.
2. The city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the city engineer shall file a copy of such proposed assessment in their office for public inspection.
3. The city engineer shall upon the completion of such proposed assessment, notify the council thereof.
4. A hearing shall be held at 6:00 p.m. on the 13th day of January, 2025, in the Council Chambers of the Intergovernmental Center in Mankato, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The city engineer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The city engineer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

This resolution shall become effective upon its adoption.

Passed this 13th day of January, 2025

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

WEST 7TH STREET

Project Feasibility Report

City Project Number 11078

December 3, 2024



Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

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Project Feasibility Report

West 7TH Street
City Project Number 11078
City of Mankato

II. CERTIFICATION PAGE

CERTIFICATION

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the state of Minnesota.



Alec W. Pietz, P.E.
Reg. No. 59617

12-03-2024
Date

III. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Public Works Director	Karl Keel	507.387.8640	kkeel@mankatomn.gov
Project Engineer	Alec Pietz	507.387.8643	apietz@mankatomn.gov
Project Operations	Kari Lozinski	507.387.8634	klozinski@mankatomn.gov
Project Designer	Brandon Geldner	507.387.8541	bgeldner@mankatomn.gov
Project Representative	Brandon Geldner	507.387.8541	bgeldner@mankatomn.gov

Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

IV. EXECUTIVE SUMMARY

The West 7th Street Capital Improvement Project proposes improvements to the following streets:

- West 7th Street from Sibley Street to Owatonna Street

The existing street, water main, and sanitary sewer systems were installed in a range of years with sanitary sewer dating back as far as the 1920's. The existing roads range between 35- to 40-feet with curb and gutter. Some additional parking is provided adjacent to Church of St. Joseph the Worker. Sidewalks exist continuously on the south side of the street and in broken segments of the north side. Surface features are in generally fair/poor conditions. Improvements to the roadway and utilities are necessary in this area to avoid complete failure of infrastructure.

Suggested improvements include complete reconstruction with replacement of all pavements, sanitary sewer, water main, storm drains where needed, branch services to each lot, and concrete curb & gutter and driveways as applicable. These improvements were determined through a review and evaluation of city infrastructure and an extensive public engagement process. This was done to provide context sensitive improvements for reliability of service for the neighborhood.

The estimated cost of these necessary improvements is approximately \$1,295,985.

From an engineering standpoint, the proposed improvements are necessary, cost effective, and feasible. This can best be accomplished by letting competitive bids for the work. It is recommended that the council accept this project feasibility report and schedule a preliminary assessment hearing for the proposed improvements.

V. PROJECT INTRODUCTION

The recommended pavement and utility improvements on 7th Street between Sibley Street and Owatonna Street are being proposed for the summer of 2025. In accordance with Minnesota Statutes, Chapter 429, the City Council has authorized the preparation of a project feasibility report to define the scope and determine the reasonableness of the project. The specific objectives of this preliminary engineering report are to:

- Evaluate the need for this project.
- Determine the necessary improvements.
- Provide information on the estimated costs for the proposed project.
- Determine the project schedule.
- Determine the feasibility of the proposed project.

This project, as proposed, is approximately 900-feet in length and consists of two city blocks. Specific items that will be included in the construction are as follows:

- Sanitary sewer
- Storm sewer
- Watermain
- Bituminous pavement and aggregate base
- Sidewalks
- Curb and gutter

Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

VI. EXISTING CONDITIONS

A. STREET

The pavement of the project streets is in generally poor condition by visual observation. Records of original pavement construction were not found, and a pavement condition inventory was not completed recently. Road width is currently between 35- and 40-feet, and some parking areas exist adjacent to the Church of St. Joseph the Worker. The existing streets for West 7th Street are illustrated in red on Figure 1 of the Appendix.

It is anticipated that bedrock is located within the project location based on records from previous projects in the area. Soil borings will be collected and properly documented and considered with the design.

B. STORM SEWER

No storm sewer exists in the project location except at the match point of 7th and Owatonna and collects stormwater from routed from the west. The existing storm water drainage system for the surrounding area is in Figure 2 in the Appendix with the storm system shown in green.

C. SANITARY SEWER

Vitrified clay pipe sanitary sewer dating back to the 1920's exists within the project area. Three sanitary manholes exist within the project area. The existing sanitary sewer system is illustrated in Figure 3 in the Appendix with the sanitary system shown in brown.

D. WATERMAIN

Primarily 6-inch cast iron watermain pipe exists within the project limits and is likely 60+ years old. The existing domestic water distribution system for 7th Street is shown in Figure 3 in the Appendix with the domestic water distribution system shown in blue.

E. OTHER UTILITIES

Other non-municipal-owned utilities may be present in the right-of-way. These include natural gas, electric, and telecommunications. The condition of these utilities is unknown, and their replacement is beyond the scope of this report.

VII. PROPOSED IMPROVEMENTS

A. STREET

7th Street is proposed to be reconstructed to a similar existing width and to improve the Church parking area fronting the street. Sidewalks will be constructed on both sides of the street, consistent with 7th Street west of the project location. The proposed street cross section and pavement section are in Figure 4 in the Appendix.

Any temporary damage that occurs to the boulevard during construction will be repaired after the project by reestablishing turf in the disturbed areas. Trees, bushes, and other vegetation located in the construction zone will be protected where possible; however, some trees and bushes may need to be removed as part of construction due to direct conflict with the proposed utilities or due to unavoidable root damage.

B. STORM SEWER

The existing drainage patterns lend itself to minimal storm sewer required for proper street drainage. Final design will determine the extent of storm sewer installation.

Project Feasibility Report

West 7TH Street
City Project Number 11078
City of Mankato

C. SANITARY SEWER

New PVC sanitary sewer is proposed on 7th Street throughout the project limits. 10-inch and 12-inch diameter pipe exists in this location. However, 8-inch diameter pipe may be installed due to the small amount of sanitary flow contributing to this area. Manholes will be installed as necessary and service lines will be installed to each lot.

D. WATERMAIN

Like sanitary sewer, new PVC watermain is proposed on 7th Street throughout the project limits. 8-inch diameter pipe is recommended with valves and hydrants as needed with service lines installed to each lot.

E. OTHER UTILITIES

The design of the proposed improvements will be coordinated with the owners of private utilities such as natural gas, electric, telephone, and cable television. A design coordination meeting will be held with all private utility companies to identify those utilities that conflict with the proposed improvements. Private utility companies will be requested to submit proposed designs and construction schedules for any relocation. The construction schedule for the proposed improvements will be coordinated with the utility relocation schedule to avoid unnecessary delays.

VIII. RIGHT-OF-WAY AND EASEMENT

No acquisition of right-of-way or easements are required for this project.

IX. APPROVALS/PERMITS

Approvals and permits are required from various agencies for the construction of the project. They include:

- City of Mankato Land Disturbance
- Minnesota Pollution Control Agency Construction Stormwater
- Minnesota Department of Health Watermain Permit

X. PROJECT COST ESTIMATE AND FINANCING

Estimated projections for the cost of this project are summarized below.

ITEM	COST
Street and Landscaping	\$571,587.38
Stormwater Pollution Prevention	\$19,825.00
Storm Drainage Construction	\$54,800.00
Sanitary Sewer Construction	\$178,350.00
Watermain Construction	\$191,100.00
TOTAL CONSTRUCTION	\$1,015,662.38
Construction Contingency	\$101,566.24
Administration	\$67,033.72
Engineering	\$111,722.86
TOTAL PROJECT COST	\$1,295,985.19

Project Feasibility Report

West 7TH Street
City Project Number 11078
City of Mankato

Funding for the proposed improvements is shown in the table below.

FUNDING SOURCE	AMOUNT	PERCENT
Special Assessments	\$401,313.65	30.97%
Water Revenue	\$224,766.60	17.34%
Sewer Revenue	\$209,739.60	16.18%
Stormwater Revenue	\$64,444.80	4.97%
General Obligation Bonds	\$395,753.54	30.54%
TOTAL FUNDS	\$1,295,985.19	100%

XI. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements to 7TH Street:

12/09/2024	Set Date of Hearing
12/18/2024	Project Informational Meeting
01/13/2025	Project Improvement Hearing
02/13/2025	Advertise for Bids
03/06/2025	Open Bids
03/24/2025	Award Bid
04/25/2025	Begin Construction
09/19/2025	Substantial Completion
06/19/2026	Final Lift of Pavement (Final Completion)
11/09/2026	Adopt Final Assessments
01/01/2027	Assessment Repayment Begins

XII. CONCLUSION AND RECOMMENDATIONS

The existing conditions of 7th Street are unfavorable with only further deteriorations to come. If these road and utility improvements are not made, maintenance costs will continue to be an issue and failure of the road and system will occur. From an engineering standpoint, this project is cost effective, necessary, and feasible. The best way to accomplish this project is by letting competitive bids for the work. Feasibility is contingent upon City Council findings with respect to project financing.

We recommend the Council accept this project feasibility report, order the City Engineer to prepare final plans and specifications, and instruct the City Manager to advertise for bids in accordance with the requirement of law.

Project Feasibility Report

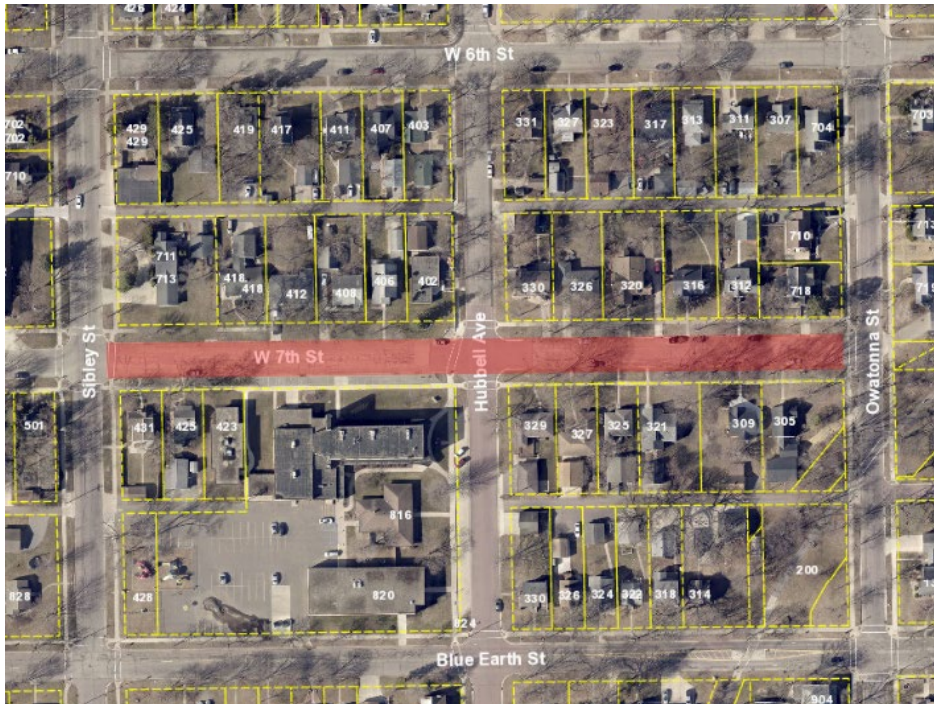
West 7TH Street

City Project Number 11078

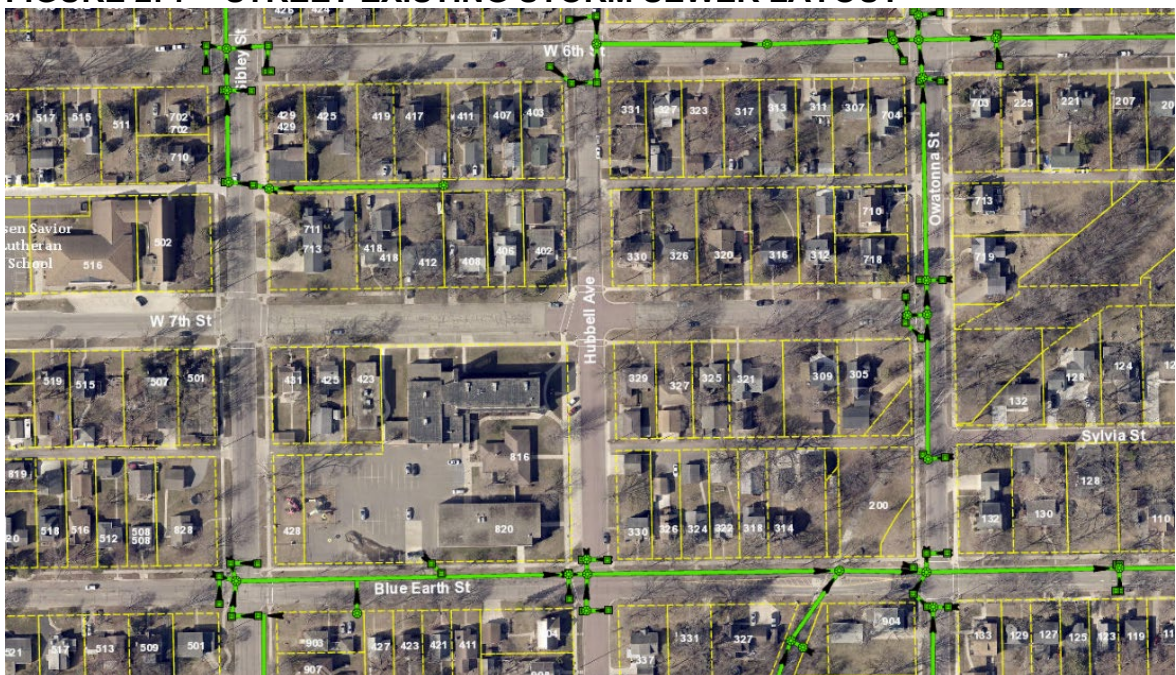
City of Mankato

XIII. APPENDIX

A. FIGURE 1: EXISTING LAYOUT OF 7TH STREET



B. FIGURE 2: 7TH STREET EXISTING STORM SEWER LAYOUT



Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

C. FIGURE 3: 7TH STREET EXISTING SANITARY SEWER AND WATERMAIN LAYOUT



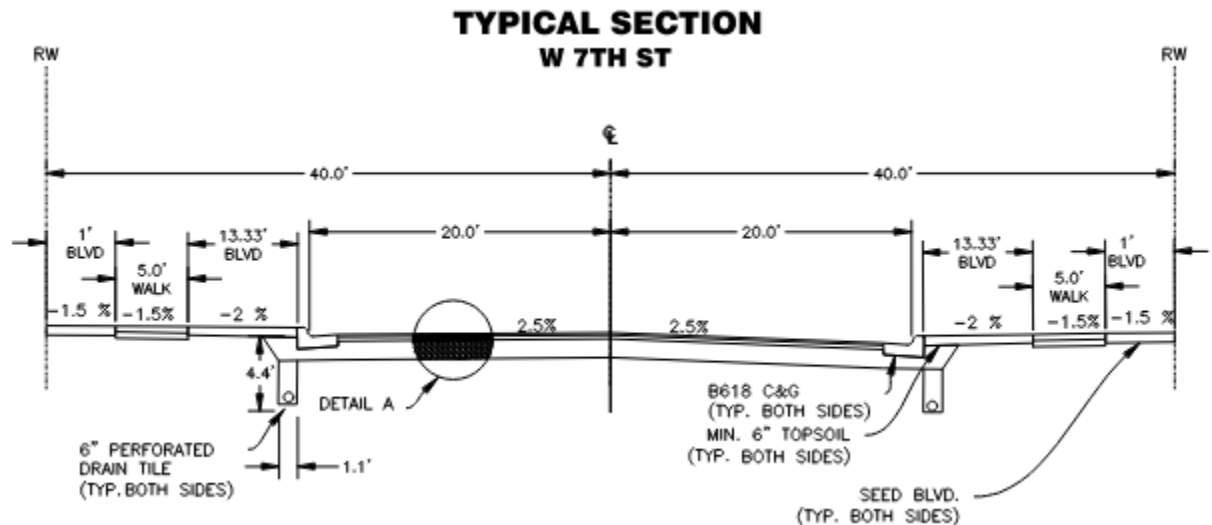
Project Feasibility Report

West 7TH Street

City Project Number 11078

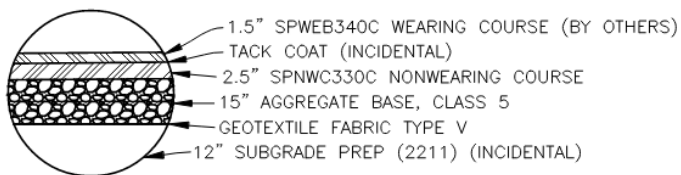
City of Mankato

D. FIGURE 4: 7TH STREET PROPOSED STREET CROSS SECTION AND PAVEMENT SECTION



Note: The eastern block of 7TH Street is proposed as a 34-ft roadway instead of 40-ft as shown above.

DETAIL A



Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

E. PRELIMINARY ASSESSMENT ROLL

1. Special Assessments

The estimate assessment for each property consists of three items. The street assessment, the sewer and water end service cost, and the driveway cost. Additional items can be added to the assessment as a part of the project. This project's street assessments are proposed to at the 2025 rate of \$133.25 per foot for homestead properties and non-homestead properties are assessed at a rate of \$194.50 per foot that are abutting the project. Three methods are used to determine the residents' proposed street assessment: straight frontage, corner credit, and the offset measurement. The lengths of the frontage used to calculate assessments are provided by the Blue Earth County Property Information System.

a. Street Assessment

The simplest assessment method used for an interior lot not on a corner is multiplying front footage by the assessment rate. If a lot is 100 feet wide, it would result in a street assessment of 100 feet x \$133.25 = \$13,325.

Lots that are on a corner of two streets are given a corner credit. This is done to normalize the frontage length of the long side of the lot. The corner credit is equal to one-third of the first 120 feet, plus any length in excess of 120 feet. If a lot was 40 feet wide on the side street and 140 feet wide along the project frontage, the corner credit would be calculated for the long side of the property. The assessable frontage would be determined by one-third of 120 feet ($120/3=40$) plus the length in excess of 120 feet ($140-120=20$). The result of the assessable frontage would be $40+20 = 60$ feet. The assessment for this property is 60 feet x \$133.25 = \$7,995. If the project abuts the short side of the lot the assessment would be calculated using the previous method for straight frontage.

Lots that are on a curve, cul-de-sac or otherwise irregular shaped have the assessment calculated using the offset measurement. In this type of measurement, the lot line is offset 40 feet parallel to the front line, making the dimension larger. Residents with offset measurements should contract engineering personnel to go over assessments individually.

b. Sewer and water end services

The cost of the sewer and water services are assessed to the property owner that receives benefit from the services. The cost of the assessment is estimated to be \$5,200 for both sanitary and water. This amount will be adjusted to the actual contract cost once the construction contract is awarded. This adjustment will be made on the final assessment roll.

c. Driveway Approaches

Driveway approaches are assessed at the full contract cost. The size of the driveway for the preliminary assessment roll was measured using aerial photography or a project survey. The cost shown on the assessments are estimated at \$93.65 per square yard for homestead properties and will be adjusted to actual contract cost once a construction contract is awarded along with the actual constructed amount for each parcel. For example, a 16-foot wide by 15-foot depth driveway approach will cost $26.66 \text{ SY} \times \$93.65 = \$2,496.70$. This adjustment will be made on the final assessment roll.

d. Additional assessment items

Project Feasibility Report

West 7TH Street

City Project Number 11078

City of Mankato

Other items that may be added to the assessment include complete driveway replacement, outwalk replacement and sewer and water services from the right-of-way into the home.

The process to add one or all these items to an assessment for a property is as follows:

- 1) Obtain a petition form from the engineering department.
- 2) Have the work completed by the contractor of the property owners choosing.
- 3) Submit the contractor bill and signed assessment form to the engineering department once the property owner is satisfied with the work.
- 4) The city will pay the bill and add the cost to the final assessment.
- 5) Property owners (not the contractor) need to complete and submit the petition forms.
- 6) Petition for extra work need to be submitted prior to adoption of the final assessment by the City Council.

e. Levies and hardship deferrals

Project assessments are scheduled to be levied in the fall of 2026 over a 10-year period beginning with the first half of 2027 property taxes. If a total assessment is more than \$5,000, residents may have it levied over a 15-year period. To do so, write a letter indicating the desire to do this and send it to the engineering department. Staff will note this on the final assessment.

Property owners may apply for a hardship deferral if they are: The property owner of homesteaded property and will be over 65-years-old prior to adoption of the final assessments for whom it would be a hardship to make the payments; the property owner of homesteaded property who is retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; a member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments. A member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments.

Deferral requests or changing to a 15-year assessment period need to be applied for on or before the preliminary assessment hearing.

W 7th Street Reconstruction

Preliminary Assessment Roll
City Project 11078

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.08.13.334.005 Church of St Joseph the Worker 816 Hubbell Ave Mankato, MN 56001	West Mankato Lots 2 to 15 Block 163 Church/School/Rectory	NH	257.00	\$49,986.50	\$36,591.04	\$5,200.00	\$91,777.54 10 years
					315.44		
			\$194.50		\$116.00		
01.08.13.335.001 Trevor John Bruggeman 329 W 7th St Mankato, MN 56001	West Mankato East 7 Feet of Vacated Hubbell Avenue Adjacent and Lot 18 Block 164	H	57.00	\$7,595.25	\$0.00	\$5,200.00	\$12,795.25 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.335.002 Jason & Ronette J Hornick 327 W Seventh St Mankato, MN 56001	West Mankato Lot 17 Block 164 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.335.003 Matthew R Zimmerman 325 W 7th St Mankato, MN 56001	West Mankato Lot 16 Block 164 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.335.004 Charles K & Kathleen Piehl 321 W 7th St Mankato, MN 56001	West Mankato West Half of Lot 15 and all of Lot 15 Block 164	H	75.00	\$9,993.75	\$0.00	\$5,200.00	\$15,193.75 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.335.005 Samantha Amberg 309 W 7th St Mankato, MN 56001	West Mankato Lot 13 and East Half of Lot 14 Block 164	H	75.00	\$9,993.75	\$0.00	\$5,200.00	\$15,193.75 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.335.006 Donna M Johnson 305 W 7th St Mankato, MN 56001	West Mankato Excluding RR Lots 11 & 12 Block 164 0.00	H	33.33 CC= 100.00	\$13,325.00	\$0.00	\$5,200.00	\$18,525.00 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.332.015 Rebecca A Brudwick 718 Owatonna St Mankato, MN 56001	West Mankato Excluding North 66 Feet of Lots 7 and 8 Block 167	H	33.33 CC= 100.00	\$13,325.00	\$2,669.03	\$5,200.00	\$21,194.03 10 years
					28.50		
			\$133.25		\$93.65		

W 7th Street Reconstruction

Preliminary Assessment Roll
City Project 11078

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.08.13.334.001 Michael R Howard 431 W 7th St Mankato, MN 56001	West Mankato Lot 18 Block 163 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.334.002 Barbara E Sweiger 425 W Seventh St Mankato, MN 56001	West Mankato Lot 17 Block 163 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.334.003 Church of St Joseph the Worker 816 Hubbell Ave Mankato, MN 56001	West Mankato Lot 16 Block 163 Convent	NH	50.00	\$9,725.00	\$0.00	\$5,200.00	\$14,925.00 10 years
					0.00		
			\$194.50		\$116.00		
01.08.13.331.009 Mark C Henrich 713 Sibley St Mankato, MN 56001-2159	West Mankato Lots 1 and 2 and West 20 Feet of Lot 3 Block 168 (711 Sibley St)	H	120.00	\$15,990.00	\$0.00	\$5,200.00	\$21,190.00 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.331.010 Warren & Theresa Michels 418 W 7th St Mankato, MN 56001	West Mankato East 30 Feet of Lot 3 and West 3/5 of Lot 4 Block 168	H	60.00	\$7,995.00	\$0.00	\$5,200.00	\$13,195.00 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.331.011 Matthew & Sarah Payne 412 W 7th St Mankato, MN 56001-2130	West Mankato East 2/5 of Lot 4 and West 4/5 of Lot 5 Block 168	H	60.00	\$7,995.00	\$2,513.57	\$5,200.00	\$15,708.57 10 years
					26.84		
			\$133.25		\$93.65		
01.08.13.331.012 Debra Terry & Madalyn Otto 408 7th St W Mankato, MN 56001	West Mankato East 1/5 of Lot 5 and all of Lot 6 Block 168	H	60.00	\$7,995.00	\$2,148.33	\$5,200.00	\$15,343.33 10 years
					22.94		
			\$133.25		\$93.65		
01.08.13.331.013 Julie M Cline 406 W 7th St Mankato, MN 56001	West Mankato Lot 7 Block 168 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		

W 7th Street Reconstruction

Preliminary Assessment Roll
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CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.08.13.332.009 John C Reed Jr & Amy N Vokal 330 W 7th St Mankato, MN 56001	West Mankato East 7 Feet of Vacated Hubbell Avenue Adjacent Lot 1 Block 167	H	57.00	\$7,595.25	\$2,530.42	\$5,200.00	\$15,325.67 10 years
					27.02		
			\$133.25		\$93.65		
01.08.13.331.014 Benjamin M Kiecker 402 W 7th St Mankato, MN 56001	West Mankato West 7 Feet of Vacated Hubbell Avenue Adjacent Lot 8 Block 168	H	57.00	\$7,595.25	\$0.00	\$5,200.00	\$12,795.25 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.332.010 Jason E Freeberg 326 W 7th St Mankato, MN 56001	West Mankato Lot 2 and West 10 Feet of Lot 3 Block 167	H	60.00	\$7,995.00	\$2,574.44	\$5,200.00	\$15,769.44 10 years
					27.49		
			\$133.25		\$93.65		
01.08.13.332.011 Penelope L Herickhoff 320 W 7th St Mankato, MN 56001	West Mankato Excluding West 10 Feet of Lot 3 & Excluding East 16 Feet of Lot 4 Block 167	H	74.00	\$9,860.50	\$2,152.08	\$5,200.00	\$17,212.58 10 years
					22.98		
			\$133.25		\$93.65		
01.08.13.332.012 Carrie E Maakestad 316 W 7th St Mankato, MN 56001	West Mankato East 16 Feet of Lot 4 and all of Lot 5 Block 167	H	66.00	\$8,794.50	\$0.00	\$5,200.00	\$13,994.50 10 years
					0.00		
			\$133.25		\$93.65		
01.08.13.332.013 Stephen J & Margo W Druschel 312 W 7th St Mankato, MN 56001	West Mankato Lot 6 Block 167 0.00	H	50.00	\$6,662.50	\$0.00	\$5,200.00	\$11,862.50 10 years
					0.00		
			\$133.25		\$93.65		

GERMANIA PARK PHASE 5

Project Feasibility Report

City Project Number 11114

December 3, 2024



Project Feasibility Report

Germania Park Phase 5
City Project Number 11114
City Of Mankato

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II. CERTIFICATION PAGE

CERTIFICATION

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the state of Minnesota.



Alec W. Pietz, P.E.
Reg. No. 59617

12-03-2024
Date

III. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmcclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Public Works Director	Karl Keel	507.387.8640	kkeel@mankatomn.gov
Project Engineer	Alec Pietz	507.387.8643	apietz@mankatomn.gov
Project Operations	Kari Lozinski	507.387.8634	klozinski@mankatomn.gov
Project Designer	Brian Bentsdahl	507.387.8639	bbentsdahl@mankatomn.gov
Project Representative	Brian Bentsdahl	507.387.8639	bbentsdahl@mankatomn.gov

Project Feasibility Report

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IV. EXECUTIVE SUMMARY

The Germania Park Phase 5 Capital Improvement Project proposes improvements to the following streets:

- 7th Avenue from Harper Street to Cleveland Street
- 8th Avenue from Harper Street to its northern terminus
- Lind Street from 6th Avenue to 8th Avenue
- Cleveland Street from 7th Avenue to 8th Avenue

City staff have been coordinating with a property owner with sufficient interest on 8th Avenue between Harper Street and Cleveland Street in which a future development may be constructed. Project alternates are provided in this report to help facilitate this development. The report is generally written and formatted as if the whole reconstruction project were to be built, and the alternates would reduce the scope of work if selected.

The existing street, water main, and sanitary sewer systems were installed in the 1950's, and are deteriorating and in need of repair. The existing roads are typically 25- to 30-foot wide with no curb and gutter, some gravel roads exist. There is no sidewalk in this area. Without improvements on Germania Park Phase 5 Capital Improvements, the roadway and utilities will continue to warrant high maintenance costs along with further deterioration until failure.

Suggested improvements include complete reconstruction with replacement of all pavements, sanitary sewer, water main, storm drains where needed, branch services to each lot, and concrete curb & gutter and driveways as applicable. These improvements were determined through a review and evaluation of city infrastructure and an extensive public engagement process. This was done to provide context sensitive improvements for reliability of service for the neighborhood.

The estimated cost of these necessary improvements is approximately \$2,222,843.

From an engineering standpoint, the proposed improvements are necessary, cost effective, and feasible. This can best be accomplished by letting competitive bids for the work. It is recommended that the council accept this project feasibility report and schedule a preliminary assessment hearing for the proposed improvements.

V. PROJECT INTRODUCTION

The recommended pavement and utility improvements for Germania Park Phase 5 include the streets as noted in the Executive Summary. The proposed improvements are being proposed for the summer of 2025. In accordance with Minnesota Statutes, Chapter 429, the City Council has authorized the preparation of a project feasibility report to define the scope and determine the reasonableness of the project. The specific objectives of this preliminary engineering report are to:

- Evaluate the need for this project.
- Determine the necessary improvements.
- Provide information on the estimated costs for the proposed project.
- Determine the project schedule.
- Determine the feasibility of the proposed project.

This project, as proposed, is approximately 3,350 linear feet of roadway consisting of about eight city blocks. Specific items that will be included in the construction are as follows:

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Germania Park Phase 5
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- Sanitary sewer
- Select storm sewer
- Watermain
- Bituminous pavement and aggregate base
- Select curb and gutter

VI. EXISTING CONDITIONS

A. STREET

The pavement of the project streets was originally constructed in the 1950's with no records of major maintenance found. These streets last had the pavement condition rated in 2023 and exhibited an average aggregate rating of 75 out of 100. The existing streets for Germania Park Phase 5 are illustrated in red on Figure 1 in the Appendix.

Due to the narrow width of the roadway, there are numerous non-compliant private parking areas constructed within the right-of-way. These have been constructed to satisfy on- and off-street parking demand that has developed over time.

This area generally has bedrock within two to three feet of the surface with the upper strata of soils being silty clay loam.

B. STORM SEWER

There is no existing storm sewer system in the limits of Germania Park Phase 5. The existing storm water drainage system for the surrounding area is shown in Figure 2 in the Appendix with the storm system shown in green.

C. SANITARY SEWER

Sanitary sewer exists on 7th Avenue and is not present elsewhere in the project limits. Some sanitary sewer was extended to the project limits from previous Germania Park phases in preparation for this project. The existing sanitary sewer system for the project is illustrated in Figure 3 in the Appendix with the system shown in brown.

There is one property on 8th Avenue south of Cleveland Street that is still on a septic system since sanitary sewer does not exist in 8th Avenue.

D. WATERMAIN

Watermain exists on 7th Avenue and is not present elsewhere in the project limits. Some water main was extended to the project limits from previous Germania Park phases in preparation for the project. The existing domestic water distribution system for Germania Park Phase 5 is shown in Figure 3 in the Appendix with the domestic water distribution system shown in blue.

The same property on septic is also provided water service by a well. This, like sanitary, is due to no watermain existing on 8th Avenue.

E. OTHER UTILITIES

Other non-municipal-owned utilities may be present in the right-of-way. These include natural gas, electric, and telecommunications. The condition of these utilities is unknown, and their replacement is beyond the scope of this report.

VII. PROPOSED IMPROVEMENTS

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A. STREET

The proposed street improvements for Germania Park Phase 5 are the following:

- 7th/8th Avenues and Lind Street – 26-foot wide road matching that of previous Germania Park phases. The proposed road section includes 4-inches of bituminous pavement over 14-inches of Class 5 aggregate base and geotextile fabric. Curb and gutter are proposed in select areas as dictated by roadway grading during plan design.
- Cleveland Street – 36-foot wide road with curb and gutter on both sides of the street to match previous improvements of Cleveland Street. The road is designed with a 10-ton section for heavier vehicles and potential development to the west. The section includes 4-inches of bituminous pavement, 18-inches of Class 5 aggregate base, and geotextile fabric.

The proposed street cross section and pavement section are illustrated in Figures 4 and 5 in the Appendix.

Any temporary damage that occurs to the boulevard during construction will be repaired after the project with sod or seeding in all disturbed areas. Trees, bushes, and other vegetation located in the construction zone will be protected where possible; however, some trees and bushes may need to be removed as part of construction due to direct conflict with the proposed utilities or unavoidable root damage.

B. STORM SEWER

Storm sewer is recommended for installation as needed due to limitations of roadway grading. In areas without curb and gutter, roadside swales are proposed. Any proposed pipe culvert would consist of reinforced concrete pipe.

C. SANITARY SEWER

Sanitary sewer is proposed for installation on 7th Avenue from Harper Street to Cleveland Street and 8th Avenue from Harper Street to its northern terminus. 8-inch PVC pipe is recommended for mainline installation, with service lines for each lot. The property with a septic system would be included in the servicing plan.

D. WATERMAIN

Like sanitary sewer, watermain is proposed for installation on 7th Avenue from Harper Street to Cleveland Street and 8th Avenue from Harper Street to its northern terminus. Watermain is also proposed on Cleveland Street from 7th to 8th Avenue to continue system looping. The watermain improvements would eliminate stagnant water around the 8th/Harper area, establish more system looping, and provide service to the property on a well.

E. OTHER UTILITIES

The design of the proposed improvements will be coordinated with the owners of private utilities such as natural gas, electric, telephone, and cable television. A design coordination meeting will be held with all private utility companies to identify those utilities that conflict with the proposed improvements. Private utility companies will be requested to submit proposed designs and construction schedules for any relocation. The construction schedule for the proposed improvements will be coordinated with the utility relocation schedule to avoid unnecessary delays.

VIII. PROJECT ALTERNATES

Project Feasibility Report

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As mentioned in the Executive Summary, project alternates were considered to accommodate potential development along 8th Avenue between Harper Street and Cleveland Street. The project has recently been described by the developer's representative as approximately 40 affordable housing units. No formal submittals have been provided by the prospective developer to the City of Mankato at the issue date of this Feasibility Report.

Staff are requesting consideration of these alternatives by City Council followed by a vote on which project to construct.

Staff recommend the Base (Full) Project be constructed. However, Alternate 1 is a viable option if the Council wishes to provide flexibility to the prospective developer.

Alternate 2 is posed as another option for additional timing flexibility to the prospective developer for Council consideration. Staff do not recommend this project alternate as it eliminates public utility benefit that the Base Project and Alternate 1 provide. It also assumes that the potential development would move forward when convenient for the City, which is not guaranteed.

A. BASE (FULL) PROJECT

The Base Project would include the improvements described on all streets within the project area. Completing the full project is the most straightforward path for the City to finalize the Germania Park reconstruction projects.

B. ALTERNATE 1 – ALL UTILITIES, NO SURFACE IMPROVEMENTS ON 8TH AVE BETWEEN HARPER ST AND CLEVELAND ST

Alternate 1 would include the utility improvements on all streets within the project area. Surface improvements would be made on all streets except on 8th Avenue from Harper Street to Cleveland Street. This portion of roadway would be replaced in-kind with what exists.

This project alternate would provide the necessary utilities to service the property on well and septic along with providing necessary watermain looping. Services for the potential development may be coordinated with the Developer during design and construction. The omitted pavement on 8th Avenue is suggested to minimize risk of replacement due to development construction wear or potential utility alterations.

With the 3rd Avenue reconstruction project planned for 2026, it is recommended that the remainder of surface improvements be planned for 2027 at the earliest.

C. ALTERNATE 2 – OMIT ALL WORK ON 8TH AVENUE

Alternate 2 would only include utility and surface improvements for:

- 7th Avenue from Harper Street to Cleveland Street
- Lind Street from 8th Avenue to 6th Avenue
- Cleveland Street from 7th Avenue to the east side of 8th Avenue

No utility or surface improvements would be made to 8th Avenue. Like the omitted work in Alternate 1, this remaining work would be planned for 2027 at the earliest.

IX. RIGHT-OF-WAY AND EASEMENT

No acquisition of right-of-way or easement is required for this project.

X. APPROVALS/PERMITS

Approvals and permits are required from various agencies for the construction of the project. They include:

- City of Mankato Land Disturbance

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- Minnesota Pollution Control Agency Construction Stormwater
- Minnesota Pollution Control Agency Sanitary Sewer Extension (8th Avenue)
- Minnesota Department of Health Watermain Permit

XI. PROJECT COST ESTIMATE AND FINANCING

Estimated projections for the cost of this project are summarized below. The amounts shown reflect the Base Project. Special Assessments were prepared assuming that the Base Project were voted to move forward, adjustments to the assessment roll would be made if either of the Alternates were selected instead.

ITEM	COST
Street and Landscaping	\$854,841.78
Stormwater Pollution Prevention	\$45,575.00
Storm Drainage Construction	\$38,200
Sanitary Sewer Construction	\$376,825.00
Watermain Construction	\$426,598.08
TOTAL CONSTRUCTION	\$1,742,039.86
Construction Contingency	\$174,203.99
Administration	\$114,974.63
Engineering	\$191,624.38
TOTAL PROJECT COST	\$2,222,842.86

Funding for the proposed improvements (Base Project) is shown in the table below.

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$443,146.20	19.94%
Water Revenue	\$501,679.34	22.57%
General Obligation Bonds	\$631,199.35	28.40%
Special Assessments	\$601,894.77	27.08%
Stormwater Revenue	\$44,923.20	2.02%
TOTAL FUNDS	\$2,222,842.86	100%

If Alternate 1 is selected, the total project cost is estimated at \$2,102,026.40.

If Alternate 2 is selected, the total project cost is estimated at \$1,441,705.97

An updated project estimate breakdown, funding, and assessment roll would be provided if Alternate 1 or 2 is selected.

XII. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements of Germania Park Phase 5:

12/09/2024	Set Date of Hearing
12/18/2024	Project Informational Meeting
01/13/2025	Project Improvement Hearing
02/13/2025	Advertise for Bids
03/14/2025	Open Bids
03/24/2025	Award Bid

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04/25/2025	Begin Construction
09/19/2025	Substantial Completion
06/19/2026	Final Lift of Pavement (Final Completion)
11/09/2026	Adopt Final Assessments
01/01/2027	Assessment Repayment Begins

XIII. CONCLUSION AND RECOMMENDATIONS

The existing conditions of Germania Park Phase 5 are unfavorable with only further deteriorations to come. If these road and utility improvements are not made, maintenance costs will continue to be an issue and failure of the road and utility system will occur. From an engineering standpoint, this project is cost effective, necessary, and feasible. The best way to accomplish this project is by letting competitive bids for the work. Feasibility is contingent upon City Council findings with respect to project financing.

We recommend the Council accept this project feasibility report, consider staff's recommendation to select the Base Project or consider Alternate 1, order the City Engineer to prepare final plans and specifications, and instruct the City Manager to advertise for bids in accordance with the requirement of law.

Project Feasibility Report

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XIV. APPENDIX

A. FIGURE 1: EXISTING LAYOUT OF GERMANIA PARK PHASE 5



Project Feasibility Report

Germania Park Phase 5

City Project Number 11114

City Of Mankato

B. FIGURE 2: GERMANIA PARK PHASE 5 EXISTING STORM SEWER LAYOUT



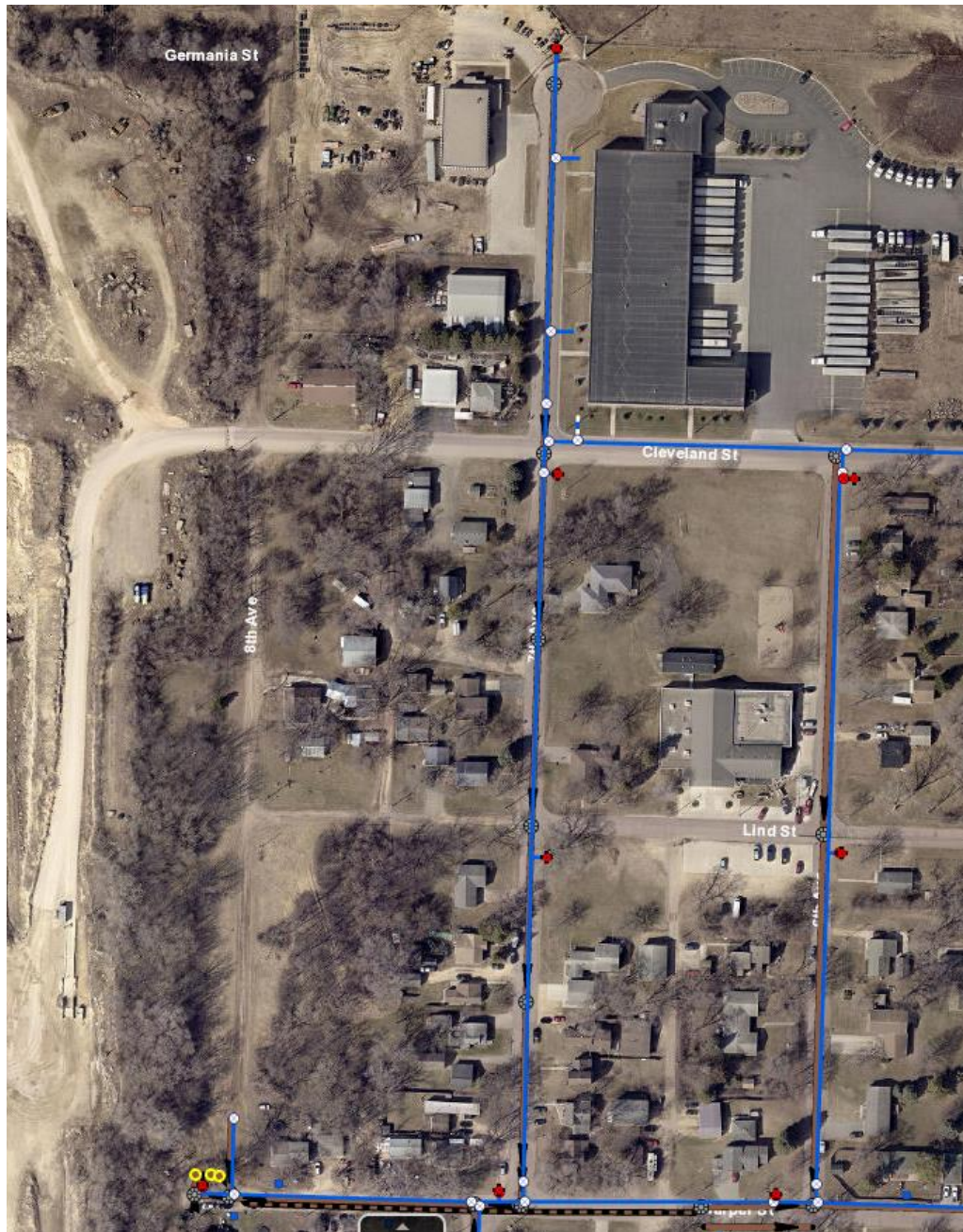
Project Feasibility Report

Germania Park Phase 5

City Project Number 11114

City Of Mankato

C. FIGURE 3: GERMANIA PARK PHASE 5 EXISTING SANITARY SEWER AND WATERMAIN LAYOUT



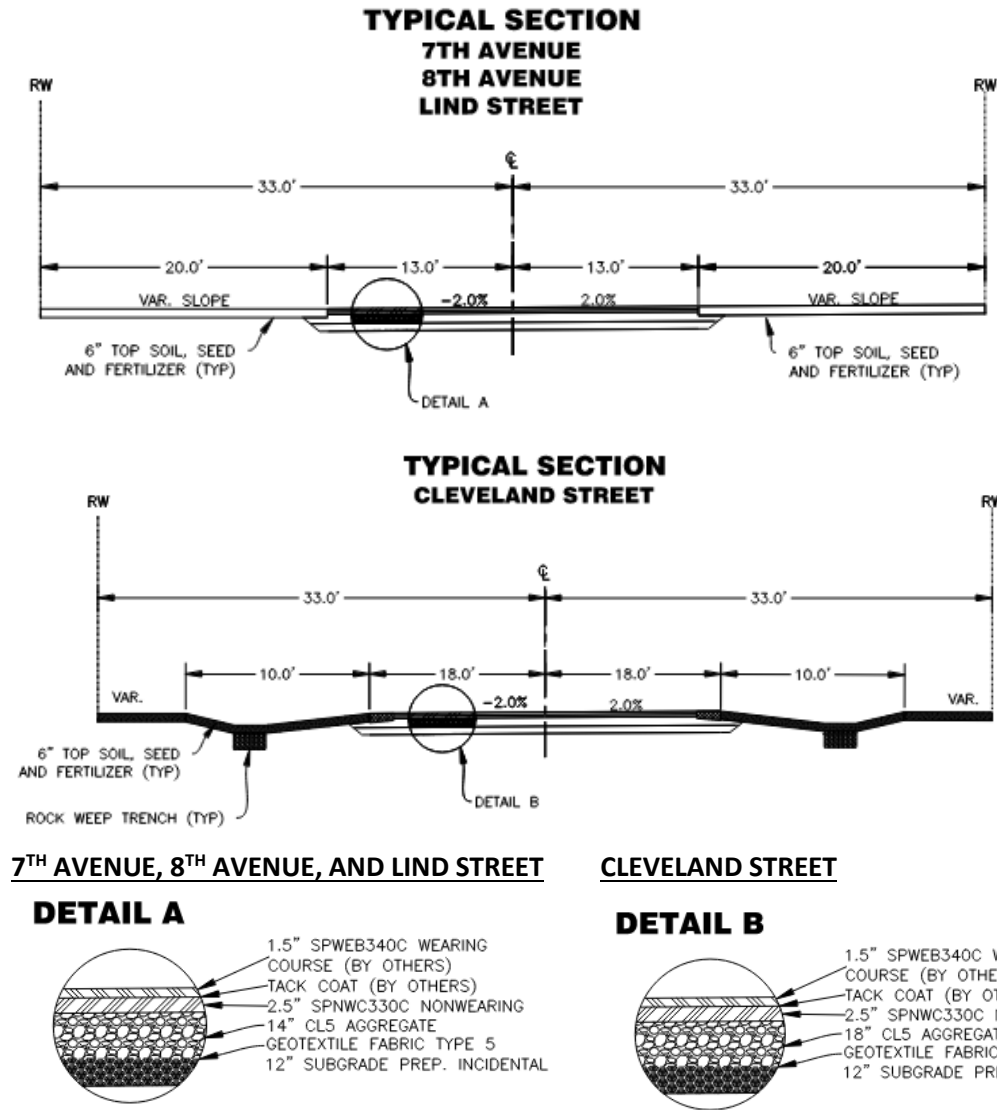
Project Feasibility Report

Germania Park Phase 5

City Project Number 11114

City Of Mankato

D. FIGURES 4 AND 5: GERMANIA PARK PHASE 5 PROPOSED STREET CROSS SECTIONS AND PAVEMENT SECTIONS



Project Feasibility Report

Germania Park Phase 5

City Project Number 11114

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E. PRELIMINARY ASSESSMENT ROLL

As previously mentioned in the report, the Preliminary Assessment Roll reflects the Base Project.

1. Special Assessments

The estimate assessment for each property consists of three items. The street assessment, the sewer and water end service cost, and the driveway cost. Additional items can be added to the assessment as a part of the project. This project's street assessments are proposed to at the 2025 rate of \$45.76 per foot for homestead properties and non-homestead properties are assessed at a rate of \$67.81 per foot that are abutting the project. Three methods are used to determine the residents' proposed street assessment: straight frontage, corner credit, and the offset measurement. The lengths of the frontage used to calculate assessments are provided by the Blue Earth County Property Information System.

a. Street Assessment

The simplest assessment method used for an interior lot not on a corner is multiplying front footage by the assessment rate. If a lot is 100 feet wide, it would result in a street assessment of $100 \text{ feet} \times \$45.76 = \$4,576$.

Lots that are on a corner of two streets are given a corner credit. This is done to normalize the frontage length of the long side of the lot. The corner credit is equal to one-third of the first 120 feet, plus any length in excess of 120 feet. If a lot was 40 feet wide on the side street and 140 feet wide along the project frontage, the corner credit would be calculated for the long side of the property. The assessable frontage would be determined by one-third of 120 feet ($120/3=40$) plus the length in excess of 120 feet ($140-120=20$). The result of the assessable frontage would be $40+20 = 60$ feet. The assessment for this property is $60 \text{ feet} \times \$45.76 = \$2,745.60$. If the project abuts the short side of the lot the assessment would be calculated using the previous method for straight frontage.

Lots that are on a curve, cul-de-sac or otherwise irregular shaped have the assessment calculated using the offset measurement. In this type of measurement, the lot line is offset 40 feet parallel to the front line, making the dimension larger. Residents with offset measurements should contract engineering personnel to go over assessments individually.

b. Sewer and water end services

The cost of the sewer and water services are assessed to the property owner that receives benefit from the services. The cost of the assessment is estimated to be \$7,000 for both sanitary and water. This amount will be adjusted to the actual contract cost once the construction contract is awarded. This adjustment will be made on the final assessment roll.

c. Driveway Approaches

Driveway approaches are assessed at the full contract cost. The size of the driveway for the preliminary assessment roll was measured using aerial photography or a project survey. The cost shown on the assessments are estimated at \$93.65 per square yard for homestead properties and will be adjusted to actual contract cost once a construction contract is awarded along with the actual constructed amount for each parcel. For example, a 16-foot wide by 15-foot depth driveway approach will cost $26.66 \text{ SY} \times \$93.65 = \$2,496.70$. This adjustment will be made on the final assessment roll.

d. Additional assessment items

Project Feasibility Report

Germania Park Phase 5

City Project Number 11114

City Of Mankato

Other items that may be added to the assessment include complete driveway replacement, outwalk replacement and sewer and water services from the right-of-way into the home.

The process to add one or all these items to an assessment for a property is as follows:

- 1) Obtain a petition form from the engineering department.
- 2) Have the work completed by the contractor of the property owners choosing.
- 3) Submit the contractor bill and signed assessment form to the engineering department once the property owner is satisfied with the work.
- 4) The city will pay the bill and add the cost to the final assessment.
- 5) Property owners (not the contractor) need to complete and submit the petition forms.
- 6) Petition for extra work need to be submitted prior to adoption of the final assessment by the City Council.

e. Levies and hardship deferrals

Project assessments are scheduled to be levied in the fall of 2026 over a 10-year period beginning with the first half of 2027 property taxes. If a total assessment is more than \$5,000, residents may have it levied over a 15-year period. To do so, write a letter indicating the desire to do this and send it to the engineering department. Staff will note this on the final assessment.

Property owners may apply for a hardship deferral if they are: The property owner of homesteaded property and will be over 65-years-old prior to adoption of the final assessments for whom it would be a hardship to make the payments; the property owner of homesteaded property who is retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; a member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments. A member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments.

Deferral requests or changing to a 15-year assessment period need to be applied for on or before the preliminary assessment hearing.

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.328.003 Silas Danielson 124 Viking Ct Mankato, MN 56001	Columbia Park Addition Lot 15 Block 6 (2005 7th Avenue)	NH	50.00	\$3,390.50	\$4,209.12	\$7,000.00	\$14,599.62 10 years
					36.29		
			\$67.81		\$116.00		
01.09.06.327.009 Ryan J T Garver & Angela G Blais 2008 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 2 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.185.002 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition Lots 2 and 11 Block 23 0.00	NH	100.00	\$6,781.00	\$0.00	\$7,000.00	\$13,781.00 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.186.003 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition South 35 Feet of Lot 10 and all of Lots 11 and 12 Block 22	NH	139.00	\$9,425.59	\$0.00	\$7,000.00	\$16,425.59 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.328.016 Bethany Larow 2011 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 14 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.008 Jay Pappas 4801 Frederica St Owensboro, KY 42301	Columbia Park Addition Lot 3 Block 7 0.00	H	50.00	\$2,288.00	\$2,018.26	\$7,000.00	\$11,306.26 10 years
					21.55		
			\$45.76		\$93.65		
01.09.06.181.005 Kirk T Saiki & Karen Willaert 1315 E Main St Mankato, MN 56001	Germania Park Addition Lots 15 and 16 Block 20 and West Half of Vacated Alley Adjacent	NH	160.00 CC= 140.00	\$9,493.40	\$0.00	\$7,000.00	\$16,493.40 10 years
			\$67.81		\$116.00		
01.09.06.328.004 Tammy & Wendi Walania 20885 State Hwy 83 Mankato, MN 56001	Columbia Park Addition Lot 16 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.327.010 Deborah L Olson 2004 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 1 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.003 Duwayne M & Melody F Roberts 2001 Eighth Ave Mankato, MN 56001	Columbia Park Addition Lot 16 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.184.004 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Germania Park Addition Lot 1 Block 24 0.00	NH	75.00	\$5,085.75	\$0.00	\$7,000.00	\$12,085.75 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.181.015 Randy L Johnson 2202 Seventh Ave Mankato, MN 56001	Germania Park Addition Lots 1 thru 4 Block 20 and East Half of Vacated Alley Adjacent	H	140.00	\$6,406.40	\$10,416.27	\$7,000.00	\$23,822.67 10 years
					111.23		
			\$45.76		\$93.65		
01.09.06.181.004 Sanco Properties LLP 1030 County E Rd W Ste 200 Saint Paul, MN 55126	Germania Park Addition Lots 13 and 14 Block 20 and West Half of Vacated Alley Adjacent	NH	100.00	\$6,781.00	\$0.00	\$7,000.00	\$13,781.00 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.328.015 Derek Cruz 2017 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 13 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.007 Justin Kemp 2014 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 4 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.006 Shannon Williams 2018 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lot 5 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.09.06.328.013 Thomas J & Lynn M Meyer 2021 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lots 11 and 12 Block 6 0.00	H	100.00	\$4,576.00	\$4,302.59	\$7,000.00	\$15,878.59 10 years
					45.94		
			\$45.76		\$93.65		
01.09.06.327.005 Benjamin A Werner 2020 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 6 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.328.001 Grace Baptist Church 600 Lind St Mankato, MN 56001	Columbia Park Addition Lots 7, 8, 9 and 10 Block 6 0.00	NH	300.00 CC=	\$18,986.80	\$0.00	\$7,000.00	\$25,986.80 10 years
			280.00		0.00		
			\$67.81		\$116.00		
01.09.06.327.004 Steven C Betzing 2032 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lots 7 and 8 Block 7 0.00	H	160.00 CC=	\$6,406.40	\$3,565.26	\$7,000.00	\$16,971.66 10 years
			140.00		38.07		
			\$45.76		\$93.65		
01.09.06.185.011 Roger & Kathleen Albrecht 2100 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lot 1 and South 10 Feet Lot 2 Block 10 0.00	H	120.00 CC=	\$6,406.40	\$4,635.47	\$7,000.00	\$18,041.87 10 years
			140.00		49.50		
			\$45.76		\$93.65		
01.09.06.185.004 Kenneth D & Cynthia L Mead 2113 Eighth Ave Mankato, MN 56001	Columbia Park Addition Lot 3 Block 10 0.00	H	23.70	\$1,084.51	\$0.00	\$7,000.00	\$8,084.51 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.185.010 Michael Flynn & Carol Flynn 2104 7th Ave Mankato, MN 56001	Columbia Park Addition Excluding South 10 Feet Lot 2 Block 10 0.00	H	28.30	\$1,295.01	\$0.00	\$7,000.00	\$8,295.01 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.186.004 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Columbia Park Addition Lots 3 and 4 Excluding 25 Feet There of Block 11	H	129.63 CC=	\$5,262.40	\$4,285.01	\$7,000.00	\$16,547.41 10 years
			115.00		45.76		
			\$45.76		\$93.65		

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.186.006 Grace Baptist Church 600 Lind St Mankato, MN 56001	Columbia Park Addition Lots 1 and 2 and East 25 Feet of Lots 3 and 4 Block 11 (Church)	NH	100.00 CC= 180.00 \$67.81	\$12,205.80	\$12,546.95 108.16 \$116.00	\$7,000.00	\$31,752.75 10 years
01.09.06.185.008 Michael Flynn & Carol Flynn 2104 7th Ave Mankato, MN 56001	Germania Park Addition Lot 1 Block 23 0.00	H	58.00 \$45.76	\$2,654.08	\$3,972.63 42.42 \$93.65	\$7,000.00	\$13,626.71 10 years
01.09.06.185.003 Kenneth D & Cynthia L Mead 2113 Eighth Ave Mankato, MN 56001	Germania Park Addition Lot 12 Block 23 0.00	H	70.00 \$45.76	\$3,203.20	\$0.00 0.00 \$93.65	\$7,000.00	\$10,203.20 10 years
01.09.06.186.002 Grace Baptist Church of Mankato 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lot 9 and North 15 Feet of Lot 10 Block 22 (2121 7th Ave)	NH	65.00 \$67.81	\$4,407.65	\$7,009.62 60.43 \$116.00	\$7,000.00	\$18,417.27 10 years
01.09.06.185.007 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lots 3 to 4 Block 23 0.00	H	100.00 \$45.76	\$4,576.00	\$0.00 0.00 \$93.65	\$7,000.00	\$11,576.00 10 years
01.09.06.186.001 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition Lots 7 and 8 Block 22 0.00	NH	100.00 \$67.81	\$6,781.00	\$0.00 0.00 \$116.00	\$7,000.00	\$13,781.00 10 years
01.09.06.185.006 Joy L Melvin 2126 7th Ave Mankato, MN 56001	Germania Park Addition Lots 5 and 6 Block 23 0.00	H	160.00 CC= 140.00 \$45.76	\$6,406.40	\$7,857.34 83.90 \$93.65	\$7,000.00	\$21,263.74 10 years
01.09.06.185.001 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lots 7 to 10 Block 23 0.00	NH	260.00 CC= 200.00 \$67.81	\$13,562.00	\$0.00 0.00 \$116.00	\$7,000.00	\$20,562.00 10 years

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.181.013 Sanco Properties LLP 1030 County E Rd W Ste 200 Saint Paul, MN 55126	Germania Park Addition Lots 11 and 12 Block 20 and all Vacated Alley Adjacent	NH	100.00	\$6,781.00	\$0.00	\$7,000.00	\$13,781.00 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.181.012 Sanco Properties LLC 1030 County E Rd W Ste 200 Saint Paul, MN 55126	Germania Park Addition Lot 9 Blocks 20 and 33 X 140' Portion of Vacated Germania Street North....	NH	83.00	\$5,628.23	\$0.00	\$7,000.00	\$12,628.23 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.181.001 Sanco Properties LLC 1030 County E Rd W Ste 200 Saint Paul, MN 55126	Germania Park Addition Lots 16 and 33 X 140' Part of Vacated South Germania Street South....	NH	83.00	\$5,628.23	\$0.00	\$7,000.00	\$12,628.23 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.179.002 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition Lot 1 Block 18 (2302 8th Avenue)	NH	50.00	\$3,390.50	\$0.00	\$7,000.00	\$10,390.50 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.331.009 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Columbia Park Addition 10.02 Acres in Blocks 1 thru 4 and in Blocks 7 thru 10	NH	1070.50	\$27,124.00	\$0.00	\$7,000.00	\$34,124.00 10 years
			CC= 400.00		0.00		
			\$67.81		\$116.00		
01.09.06.180.008 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Germania Park Addition All of Block 19 and Lots 2-9 Block 24 0.00	NH	650.00	\$44,076.50	\$0.00	\$7,000.00	\$51,076.50 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.181.016 Sanco Properties LLC 1030 County E Rd W Ste 200 Saint Paul, MN 55126	Germania Park Addition Lot 10 Block 20 and all of Vacated Alley Adjacent 0.00	NH	50.00	\$3,390.50	\$0.00	\$7,000.00	\$10,390.50 10 years
					0.00		
			\$67.81		\$116.00		

WOODSHIRE DRIVE

Project Feasibility Report

City Project Number 11120

December 3, 2024



Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

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Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

II. CERTIFICATION PAGE

CERTIFICATION

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the state of Minnesota.



Alec W. Pietz
Reg. No. 59617

12-03-2024
Date

III. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmcclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Public Works Director	Jeffrey Johnson	507.387.8640	jjohnson@mankatomn.gov
Project Engineer	Alec Pietz	507.387.8643	apietz@mankatomn.gov
Project Operations	Kari Lozinski	507.387.8634	klozinski@mankatomn.gov
Project Designer	Brian Bentsdahl	507.387.8639	bbentsdahl@mankatomn.gov
Project Representative	Brian Bentsdahl	507.387.8639	bbentsdahl@mankatomn.gov

Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

IV. EXECUTIVE SUMMARY

Woodshire Drive is primarily accessed from Madison Ave between Swiss Street and 7th Street and progresses both east and north terminating with a cul-de-sac approximately 300-feet north of Belleview Avenue. This segment of public improvements along with Maple Lane, a side street approximately 150 feet in length are proposed to be reconstructed. The primary need for reconstruction in this area is due to aging and failing utilities. This area has mostly cast iron watermain constructed in the late 1950s, vitrified clay sanitary pipe constructed in the late 1940s, and sparse drainage infrastructure. The watermain network has experienced many costly breaks in recent years.

Suggested improvements include complete reconstruction including replacement of all pavements, curb and gutter, sanitary sewer, watermain, storm drains, services to each lot, and sidewalk.

The estimated cost of these necessary improvements is approximately \$1,815,939.

From an engineering standpoint, the proposed improvements are necessary, cost effective, and feasible. This can best be accomplished by letting competitive bids for the work. It is recommended that the council accept this project feasibility report and schedule a preliminary assessment hearing for the proposed improvements.

V. PROJECT INTRODUCTION

The recommended pavement and utility improvements for Woodshire Drive and Maple Lane are being proposed for the summer of 2025. In accordance with Minnesota Statutes, Chapter 429, the City Council has authorized the preparation of a project feasibility report to define the scope and determine the reasonableness of the project. The specific objectives of this preliminary engineering report are to:

- Evaluate the need for this project.
- Determine the necessary improvements.
- Provide information on the estimated costs for the proposed project.
- Determine the project schedule.
- Determine the feasibility of the proposed project.

This project, as proposed, is approximately 1,750 linear feet of roadway consisting of about five city blocks. Specific items that will be included in the construction are as follows:

- Bituminous pavement and aggregate base
- Sanitary sewer
- Watermain
- Storm sewer
- Curb and gutter
- Sidewalk

VI. EXISTING CONDITIONS

A. STREET

Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

Woodshire Drive ranges in width between 32- to 36-feet and has curb and gutter on both sides while Maple Lane is about 16-feet wide with curb and gutter on both sides. Pavement conditions show signs of aging and require ongoing maintenance. The existing street layout for Woodshire Drive is shown on Figure 1 in the Appendix.

Available soil data indicates that underlying soil conditions consists of clay and clay loam.

B. STORM SEWER

Some storm sewer exists within the project vicinity but does not provide sufficient benefit to the streets. Other storm sewers exist close to the project limits and existing topography works in favor for possible improvements. The existing storm water drainage system for the surrounding area is illustrated in Figure 2 in the Appendix with the system shown in green.

C. SANITARY SEWER

As mentioned in the Executive Summary, the sanitary system consists of vitrified clay pipe (VCP), which is susceptible to infiltration and inundation (I&I) and breaks. The pipe is also more than 70-years old and has reached the end of its useful life. The existing sanitary sewer system in the project vicinity is shown in Figure 3 in the Appendix with the system shown in brown.

D. WATERMAIN

A majority of the watermain in the project location is undersized, requires frequent fixes, and of sufficient age. A portion of newer PVC watermain exists near Sylvan Way and along the hill of Woodshire Drive down to Madison Avenue; this portion of watermain is in good condition and not necessary to replace. There are three existing hydrants and approximately seven valves in the system. The existing domestic water distribution system for the project is shown in Figure 3 in the Appendix with the domestic water distribution system shown in blue.

E. OTHER UTILITIES

Other non-municipal-owned utilities may be present in the right-of-way. These include natural gas, electric, and telecommunications. The condition of these utilities is unknown and their replacement is beyond the scope of this report.

VII. PROPOSED IMPROVEMENTS

A. STREET

Woodshire Drive is proposed as both a 28-foot and 32-foot wide roadway with curb and gutter on both sides. The 28-foot width is proposed going up the hill from Madison Avenue, where no parking is anticipated. The 32-foot width is proposed adjacent to developed properties allowing for parking on the street. Maple Lane is proposed as a 15-foot wide road with curb and gutter and is an upgrade to the existing access to adjacent properties. The proposed street section includes 4-inches of bituminous pavement over 15-inches of Class 5 aggregate base and geotextile fabric. Subgrade perforated underdrain is proposed underneath the curb and gutter to provide a means of draining the road section, increasing the lifespan of the roadway.

The proposed street cross section and pavement section are shown in Figures 4 and 5 in the Appendix.

Any temporary damages that occur to the boulevard during construction will be repaired after the project with sod or seeding in all disturbed areas. Trees, bushes, and other vegetation located in the construction zone will be protected where possible; however, some trees and bushes may

Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

need to be removed as part of construction due to direct conflict with the proposed utilities or unavoidable root damage.

B. STORM SEWER

Storm sewer is proposed throughout the project area as needed to provide improved street drainage. The main portion of storm sewer work will route drainage from Woodshire Drive down to Madison Avenue.

C. SANITARY SEWER

New 8-inch PVC sanitary sewer is proposed throughout the project to replace the aging clay pipe. New services from the sanitary main will be installed to properties.

D. WATERMAIN

8-inch PVC watermain will be installed for the bulk of Woodshire Drive with omission to the hill portion leading to Madison Avenue, as properly sized PVC pipe exists in that location. New services from the watermain will be extended to adjacent properties.

E. OTHER UTILITIES

The design of the proposed improvements will be coordinated with the owners of private utilities such as natural gas, electric, telephone, and cable television. A design coordination meeting will be held with all private utility companies to identify those utilities that are in conflict with the proposed improvements. Private utility companies will be requested to submit proposed designs and construction schedules for any relocation. The construction schedule for the proposed improvements will be coordinated with the utility relocation schedule to avoid unnecessary delays.

VIII. RIGHT-OF-WAY AND EASEMENT

A minimum right-of-way of 50-feet exists on Woodshire Drive and a 20-foot right-of-way exists on Maple Lane. No new right-of-way acquisition will be required for this project.

IX. APPROVALS/PERMITS

Approvals and permits are required from various agencies for the construction of the project. They include:

- Minnesota Department of Health – Watermain Extension
- Minnesota Pollution Control Agency – Construction Stormwater
- City of Mankato – Land Disturbance

Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

X. PROJECT COST ESTIMATE AND FINANCING

Estimated projections for the cost of this project are summarized below.

ITEM	COST
Street and Landscaping	\$651,836.54
Stormwater Pollution Prevention	\$38,250.00
Storm Drainage Construction	\$261,838.21
Sanitary Sewer Construction	\$259,900.00
Watermain Construction	\$211,325.00
TOTAL CONSTRUCTION	\$1,423,149.75
Construction Contingency	\$142,314.97
Administration & Bonding	\$93,927.88
Engineering	\$156,546.47
TOTAL PROJECT COST	\$1,815,939.08

Funding for the proposed improvements is shown in the table below.

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$305,642.40	16.83%
Water Revenue	\$248,518.20	13.69%
General Obligation Bonds	\$468,679.98	25.81%
Special Assessments	\$485,176.76	26.72%
Stormwater Revenue	\$307,921.73	16.96%
TOTAL FUNDS	\$1,815,939.08	100%

XI. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements on Woodshire Drive:

12/09/2024	Set Date of Hearing
12/18/2024	Project Informational Meeting
01/13/2025	Project Improvement Hearing
02/13/2025	Advertise for bids
03/07/2025	Open bids
03/24/2025	Award bid
04/25/2025	Begin construction
09/19/2025	Substantial completion
06/19/2026	Final lift of pavement (Final Completion)
11/09/2026	Adopt final assessments
01/01/2027	Assessment repayment begins

XII. CONCLUSION AND RECOMMENDATIONS

The existing conditions of Woodshire Drive are unfavorable with only further deteriorations to come. If these road and utility improvements are not made, maintenance costs will continue to be an issue and failure of the road and utility system will occur. From an engineering standpoint, this project is cost effective, necessary, and feasible. The best way to accomplish this project is by letting competitive bids for the work. Feasibility is contingent upon City Council findings with respect to project financing.

Project Feasibility Report

Woodshire Drive

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We recommend the Council accept this project feasibility report, set a date for the preliminary assessment hearing, order the City Engineer to prepare final plans and specifications and instruct the City Manager to advertise for bids in accordance with the requirement of law.

Project Feasibility Report

Woodshire Drive
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City Of Mankato

XIII. APPENDIX

A. FIGURE 1: EXISTING LAYOUT OF WOODSHIRE



B. FIGURE 2: WOODSHIRE DRIVE EXISTING STORM SEWER LAYOUT



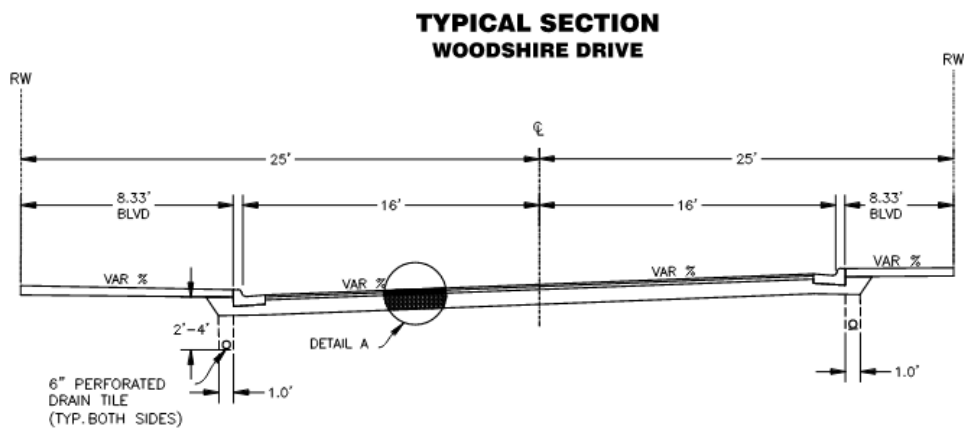
Project Feasibility Report

Woodshire Drive
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City Of Mankato

C. FIGURE 3: WOODSHIRE DRIVE EXISTING SANITARY SEWER AND WATERMAIN LAYOUT



D. FIGURES 4 AND 5: PROPOSED STREET CROSS SECTIONS AND PAVEMENT SECTION



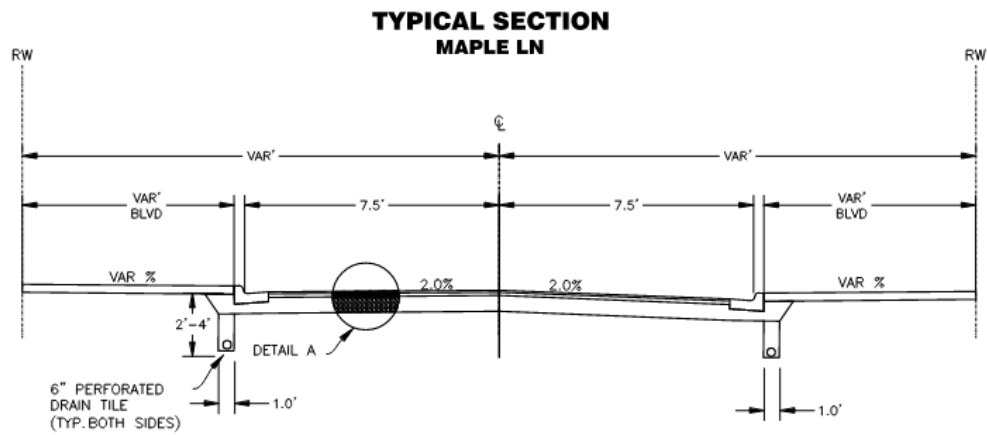
Note: Woodshire Drive is proposed as 28-ft ascending from Madison Avenue up the hill.

Project Feasibility Report

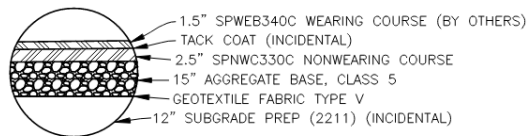
Woodshire Drive

City Project Number 11120

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DETAIL A



Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

E. PRELIMINARY ASSESSMENT ROLL

1. Special Assessments

The estimate assessment for each property consists of three items. The street assessment, the sewer and water end service cost, and the driveway cost. Additional items can be added to the assessment as a part of the project. This project's street assessments are proposed to at the 2025 rate of \$133.25 per foot for homestead properties and non-homestead properties are assessed at a rate of \$194.50 per foot that are abutting the project. Three methods are used to determine the residents' proposed street assessment: straight frontage, corner credit, and the offset measurement. The lengths of the frontage used to calculate assessments are provided by the Blue Earth County Property Information System.

a. Street Assessment

The simplest assessment method used for an interior lot not on a corner is multiplying front footage by the assessment rate. If a lot is 100 feet wide, it would result in a street assessment of $100 \text{ feet} \times \$133.25 = \$13,325$.

Lots that are on a corner of two streets are given a corner credit. This is done to normalize the frontage length of the long side of the lot. The corner credit is equal to one-third of the first 120 feet, plus any length in excess of 120 feet. If a lot was 40 feet wide on the side street and 140 feet wide along the project frontage, the corner credit would be calculated for the long side of the property. The assessable frontage would be determined by one-third of 120 feet ($120/3=40$) plus the length in excess of 120 feet ($140-120=20$). The result of the assessable frontage would be $40+20 = 60$ feet. The assessment for this property is $60 \text{ feet} \times \$133.25 = \$7,995$. If the project abuts the short side of the lot the assessment would be calculated using the previous method for straight frontage.

Lots that are on a curve, cul-de-sac or otherwise irregular shaped have the assessment calculated using the offset measurement. In this type of measurement, the lot line is offset 40 feet parallel to the front line, making the dimension larger. Residents with offset measurements should contract engineering personnel to go over assessments individually.

b. Sewer and water end services

The cost of the sewer and water services are assessed to the property owner that receives benefit from the services. The cost of the assessment is estimated to be \$5,200 for both sanitary and water. This amount will be adjusted to the actual contract cost once the construction contract is awarded. This adjustment will be made on the final assessment roll.

c. Driveway Approaches

Driveway approaches are assessed at the full contract cost. The size of the driveway for the preliminary assessment roll was measured using aerial photography or a project survey. The cost shown on the assessments are estimated at \$93.65 per square yard for homestead properties and will be adjusted to actual contract cost once a construction contract is awarded along with the actual constructed amount for each parcel. For example, a 16-foot wide by 15-foot depth driveway approach will cost $26.66 \text{ SY} \times \$93.65 = \$2,496.70$. This adjustment will be made on the final assessment roll.

d. Additional assessment items

Project Feasibility Report

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Other items that may be added to the assessment include complete driveway replacement, outwalk replacement and sewer and water services from the right-of-way into the home.

The process to add one or all these items to an assessment for a property is as follows:

- 1) Obtain a petition form from the engineering department.
- 2) Have the work completed by the contractor of the property owners choosing.
- 3) Submit the contractor bill and signed assessment form to the engineering department once the property owner is satisfied with the work.
- 4) The city will pay the bill and add the cost to the final assessment.
- 5) Property owners (not the contractor) need to complete and submit the petition forms.
- 6) Petition for extra work need to be submitted prior to adoption of the final assessment by the City Council.

e. Levies and hardship deferrals

Project assessments are scheduled to be levied in the fall of 2026 over a 10-year period beginning with the first half of 2027 property taxes. If a total assessment is more than \$5,000, residents may have it levied over a 15-year period. To do so, write a letter indicating the desire to do this and send it to the engineering department. Staff will note this on the final assessment.

Property owners may apply for a hardship deferral if they are: The property owner of homesteaded property and will be over 65-years-old prior to adoption of the final assessments for whom it would be a hardship to make the payments; the property owner of homesteaded property who is retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; a member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments. A member of the National Guard or military reserves ordered to active duty, for whom it would be a hardship to make the payments.

Deferral requests or changing to a 15-year assessment period need to be applied for on or before the preliminary assessment hearing.

Woodshire Drive Reconstruction

Preliminary Assessment Roll

City Project 11120

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.08.376.014 Richard A Krenz 211 Woodshire Dr Mankato, MN 56001	Marsh and Brothers Add North 74.5 Feet of South 223.5 Feet of West 145 Feet of Lot 20	H	50.79	\$6,767.77	\$1,898.75	\$5,200.00	\$13,866.52 10 years
					20.28		
			\$133.25		\$93.65		
01.09.08.309.010 Eduardo & Jennifer Ek 230 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 17 0.00 0.00	H	112.00	\$14,924.00	\$3,067.14	\$5,200.00	\$23,191.14 10 years
					32.75		
			\$133.25		\$93.65		
01.09.08.376.001 Donald L & Lynn S Gerrish 227 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add West 10 Feet of Lot 9 and all of Lot 10 0.00	H	102.60	\$13,671.45	\$2,664.65	\$5,200.00	\$21,536.10 10 years
					28.45		
			\$133.25		\$93.65		
01.09.08.376.004 Mark L & Mary E Miller 219 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 11 0.00 0.00	H	178.00	\$23,718.50	\$2,010.15	\$5,200.00	\$30,928.65 10 years
					21.46		
			\$133.25		\$93.65		
01.09.08.376.005 Blaise B & Carolyn A Schultz 215 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 12 0.00 0.00	H	74.80	\$9,967.10	\$1,898.75	\$5,200.00	\$17,065.85 10 years
					20.28		
			\$133.25		\$93.65		
01.09.08.309.011 Todd A & Valerie L Drumm 224 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Excluding Highway Lot 16 0.00	H	194.10	\$19,734.33	\$1,882.68	\$5,200.00	\$26,817.00 10 years
			CC= 148.10		20.10		
			\$133.25		\$93.65		
01.09.08.309.007 John Goranson & Julie Larsen 316 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 20 0.00 0.00	H	108.44	\$14,449.63	\$1,267.40	\$5,200.00	\$20,917.03 10 years
					13.53		
			\$133.25		\$93.65		
01.09.08.309.012 Michael G & Ann M Wright 11 Maple Ln Mankato, MN 56001	Scheurers Knollcrest Add Lot 15 0.00 0.00	H	20.00	\$2,665.00	\$798.52	\$5,200.00	\$8,663.52 10 years
					8.53		
			\$133.25		\$93.65		

Woodshire Drive Reconstruction

Preliminary Assessment Roll

City Project 11120

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.09.08.309.013 Benjamin P & Ashlee K Suker 7 Maple Ln Mankato, MN 56001	Scheurers Knollcrest Add Lot 14 0.00 0.00	H	125.00 \$133.25	\$16,656.25	\$1,065.53 11.38 \$93.65	\$5,200.00	\$22,921.78 10 years
01.09.08.309.014 Arthur P & Terri J Westphal 220 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 13 0.00 0.00	H	147.46 CC= 122.40 \$133.25	\$16,309.80	\$2,224.40 23.75 \$93.65	\$5,200.00	\$23,734.20 10 years
01.09.08.376.015 Bradley Leiferman & I Schutte 207 Woodshire Dr Mankato, MN 56001	Marsh And Brothers Add Mid 74.5 Feet of South 223.5 Feet of West 145 Feet of Lot 20	H	74.50 \$133.25	\$9,927.13	\$1,398.92 14.94 \$93.65	\$5,200.00	\$16,526.05 10 years
01.09.08.353.001 Twin Valley Council Boy Scouts 810 Madison Ave Mankato, MN 56001	Registered Land Survey 74 Lot D 0.00 0.00	NH	403.50 CC= 483.50 \$194.50	\$94,040.75	\$3,232.66 27.87 \$116.00	\$5,200.00	\$102,473.41 10 years
01.09.08.376.017 Adam P & Elizabeth C Sorensen 129 Woodshire Dr Mankato, MN 56001	Anderson and Smyths Subd Lot 1 Block 4 0.00	H	80.00 \$133.25	\$10,660.00	\$0.00 0.00 \$93.65	\$5,200.00	\$15,860.00 10 years
01.09.08.376.016 Gloria D Desantiago 201 Woodshire Dr Mankato, MN 56001	Marsh And Brothers Add South 74.5 Feet of South 223.5 Feet of West 145 Feet of Lot 20	H	74.50 \$133.25	\$9,927.13	\$1,440.34 15.38 \$93.65	\$5,200.00	\$16,567.46 10 years
01.09.08.309.009 Shane & Sharon Stenberg 304 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 18 0.00 0.00	H	80.00 \$133.25	\$10,660.00	\$1,976.54 21.11 \$93.65	\$5,200.00	\$17,836.54 10 years
01.09.08.309.008 David Q Marsh & Leigh Darby 310 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 19 0.00 0.00	H	100.00 \$133.25	\$13,325.00	\$1,583.62 16.91 \$93.65	\$5,200.00	\$20,108.62 10 years

Woodshire Drive Reconstruction

Preliminary Assessment Roll

City Project 11120

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.09.08.308.017 Spencer Allen & Stacy Nicole Olson 305 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 5 0.00 0.00	H	100.00 \$133.25	\$13,325.00	\$1,692.98 18.08 \$93.65	\$5,200.00	\$20,217.98 10 years
01.09.08.308.016 Robert L Beiswanger & Sarah Reichwald-Beiswanger 313 Woodshire Dr Mankato, MN 56001	Registered Land Survey 2 Lot B 0.00 0.00	H	100.00 \$133.25	\$13,325.00	\$2,025.23 21.63 \$93.65	\$5,200.00	\$20,550.23 10 years
01.09.08.309.006 Tony H Sadaka 320 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lot 21 0.00 0.00	H	51.70 \$133.25	\$6,889.03	\$1,421.50 15.18 \$93.65	\$5,200.00	\$13,510.53 10 years
01.09.08.308.015 Nicholas Long & Mikaila Thayer 319 Woodshire Dr Mankato, MN 56001	Registered Land Survey 2 Lot A 0.00 0.00	H	109.77 \$133.25	\$14,626.85	\$843.79 9.01 \$93.65	\$5,200.00	\$20,670.64 10 years
01.09.08.308.014 Kyle & Amy Ramaker 325 Woodshire Dr Mankato, MN 56001	Scheurers Knollcrest Add Lots 1 and 2 0.00 0.00	H	38.27 \$133.25	\$5,099.48	\$914.02 9.76 \$93.65	\$5,200.00	\$11,213.50 10 years



AGENDA RECOMMENDATION

City Council Regular Meeting

7. A.

Meeting Date: 01/13/2025

Agenda Item:

Resolution approving Amendment No. 1 to the Professional Services Agreement with Black & Veatch for the Water Resource Recovery Facility (WRRF) Digester and Disinfection improvements project.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The City and Black & Veatch entered into a contract for \$1,005,250 on May 1, 2024, for office-based construction services to assist in the administration of the City's Disinfection and Digester (D&D) project at the Mankato Water Resource and Recovery Facility (WRRF) during the first year of construction. The bulk of construction administrative responsibilities, including onsite project representation, were originally planned to be provided by City staff. Due to several staff departures, City staff have not had the capacity to adequately cover the project. Accordingly, the City engaged Bolton & Menk on an hourly basis to provide on-site construction services for the past several months.

The WRRF D&D project is quite a large project with a total cost of nearing \$90M. Construction commenced in the summer of 2024 and will be completed in mid 2027. To protect the City's investment in this critical piece of infrastructure, it is important that the construction be monitored closely and issues that arise be resolved quickly and in the best long-term interest of the City. The proposed amendment provides for the full construction services needed to deliver this project.

It is proposed that a new amendment be brought to the City Council annually to cover the upcoming year's construction services – three amendments through 2027. Amendment No. 1 increases the existing contract by \$1,319,750 to a total of \$2,325,000 to cover construction services through 2025. A letter summarizing Amendment No. 1 and anticipated future amendments is attached.

The total costs proposed are within industry standards for such services and are within the funding anticipated for the overall project.

As part of the administrative process of securing the Public Facilities Authority (PFA) loan, staff do have the ability to amend the loan amount to increase the project contingency amount to 5% of the project costs. Thus, increasing the PFA loan by \$1,674,452 with a total amended PFA amount of \$45,339,296.50. It is important to note that the amended amount would still be below that of the initial proposed PFA funding amount of \$47 million.

Attachments

Resolution

Letter re Amendment

**RESOLUTION AUTHORIZING THE CITY MANAGER TO INCREASE THE BUDGET
FOR CAPITAL IMPROVEMENT PROJECT 32261; WATER RESOURCE RECOVERY
FACILITY (WRRF) DIGESTER AND DISINFECTION IMPROVEMENTS**

WHEREAS, the Council has determined that it is necessary to make certain improvements at the Water Resource Recovery Facility; and

WHEREAS, the Council has previously awarded a contract for said improvement at the May 13th, 2024 Council meeting that included a loan through the Public Facilities Authority (PFA) of \$43,664,844.50; and

WHEREAS, we have the ability to adjust the contingency on the project to 5%; and

WHEREAS, the Council is requesting to increase the total project cost to account for this adjustment.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF MANKATO, MINNESOTA:

1. That the City Manager is hereby authorized and directed to adjust the PFA loan amount for Capital Improvement 32261: WRRF Digester and Disinfection Improvements to a total of \$45,339,296.50 as well as the total project cost accordingly.

This resolution shall become effective upon its adoption.

Passed this 13th day of January 2025.

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

November 15, 2024

City of Mankato, MN
Water Resource and Recovery Facility (WRRF)
Disinfection & Digestion Improvements

Susan Arntz
City Manager
10 Civic Center Plaza
Mankato, MN 56001

Subject: Construction Administration Services

Dear Ms. Arntz:

Black & Veatch and Bolton & Menk are pleased to provide you with an enclosed scope of work for engineering services in full support of the Disinfection & Digester project at the City's WRRF. Since 2017, our engineering firms have been working together to develop and design this project for the City of Mankato and our team of experts are ready to deliver construction services.

Earlier this year, a contract was initiated with our team to provide construction related office-based engineering services for the first year of the project. The essence of the original contract was to provide support to the City as requested, for review of contractor submittals and answering contractor questions. The City was to provide all contractor management and field inspection services.

Scope of Work

The enclosed scope includes full construction related engineering services (office-based and field support) to deliver a successful project for the community. This proposed scope comprises a full suite of construction administration services as outlined in the attached document, and generally adds administration of the construction project, day to day contractor management, project management, shop drawing review, onsite construction observation, funding assistance, plant start-up, and project closeout.

Funding

We understand that although the City will be leading funding efforts, there are still items that our team will be handling throughout the process. We have included fees to assist the City, and because of the hourly nature of this agreement, only hours used will be invoiced to the City. To the extent City staff can take on more funding tasks, potential fee savings would be realized.

Operations Manual

At this time, the proposed scope does not include an Operations Manual, which is required at the conclusion of the project by the Minnesota Pollution Control Agency. We will work with the City as part of your annual operations budget to plan for this and complete portions as requested.



Proposed Costs

The following table summarizes our original fee and the additional services included with this scope for the full project.

Item	
Year 1 Office-based Construction Services	\$1,005,250
Year 2, 3 Office-based Construction Services	\$1,574,400
<i>Subtotal</i>	<i>\$2,579,600</i>
Funding Support	\$99,200
Resident Project Representative	\$1,810,400
Total	\$4,489,250

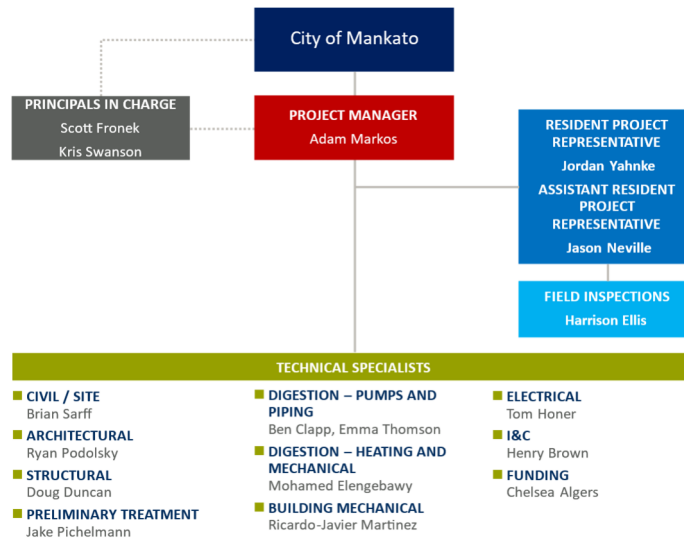
For a project of this complexity and magnitude, it is common to estimate that office-based engineering services as a percentage of construction is generally around 4%. Our proposed fee for office-based engineering is approximately 3.1%. Delivering this project below typical industry norms provides a competitive value demonstrating the history and knowledge our two companies bring to this project.

We understand the City is interested in providing funding through approximately the first year of construction. The following table includes annual costs for the three-years of construction.

Item	Cost	Duration (months)
Year 1 Construction Services (through Dec 2025)	\$2,325,000	17
Year 2 Construction Services (through Dec 2026)	\$1,782,000	12
Year 3 Construction Services (through mid-2027)	\$382,250	4
<i>Total</i>	<i>\$4,489,250</i>	<i>33</i>
Initial Contract	\$1,005,250	
Amendment for Year 1 Services through 2025	\$1,319,750	

Communication

In addition to the additional services for the project and value described above, we also wanted to include the organizational chart below to detail how our team will work with the City including the primary contacts for your staff on the project.



We have organized our team to provide the necessary technical services while also providing frequent and timely communications with the City. The main Mankato contact for the project will be Adam Markos as project manager. He will be responsible for the overall completion of our construction related services. For day-to-day construction related items onsite, Jordan Yahnke will be an additional point of contact. He will coordinate closely with Adam, will function as the primary contact for the Contractor's onsite construction crew, and will work with Harrison Ellis at the City so he can assist with construction related duties and provide value to the City. Additional staff are shown on the chart to understand the depth of the team and also provide secondary contacts for the City should you or your staff have additional questions or concerns. Scott and Kris's role will be to ensure the project always has the right resources, and we are committed to ensuring the project is moving forward in a positive manner.

We appreciate the confidence the City has placed in Black & Veatch and Bolton & Menk over many years, and we are excited to provide construction support on this significant project. If you have any questions on this amendment of services, please feel free to contact Scott at 952-896-0701 (froneksd@bv.com) or Kris at 507-380-3206 (Kristopher.Swanson@bolton-menk.com).

Sincerely,

Black & Veatch

Scott Fronek, PE
Client Director

Bolton & Menk

Kristopher J. Swanson, PE
Senior Principal Engineer

cc. Karl Keel, Interim Public Works Director

Enclosures

City Council Regular Meeting

8. A.

Meeting Date: 01/13/2025

Title: 2025 Council Committee Assignments

Submitted By: Renae Kopischke, City Clerk

Agenda Item:

Discuss City Council committee assignments and make motion approving appointments for 2025.

Attachments

2024 Council Appointments

2024 COUNCIL APPOINTMENTS

All Seasons Arena Board	Dennis Dieken	Council Member	Quarterly/7 a.m.
B.E. County Mayors/Clerks	Najwa Massad Mike Laven	Mayor (Council President is Alternate)	TBD
City Center Partnership (CCP) Connectivity Task Force	Jenn Melby-Kelley	Ad Hoc Committee	
Coalition of Greater MN Cities	Najwa Massad	Mayor	Annually 1 st week Aug/3 rd week Nov Monthly Board
Cities, Colleges, and University Advisory Council	Najwa Massad	Council Member City Manager	1 st Wednesday of month at 11:30/rotating location
Community Grant Review Committee	Jenn Melby-Kelley, Michael McLaughlin Najwa Massad	Three Council Members	December and March
Community Services and Recreation Advisory Committee	Jessica Hatanpa	Council Member	4 th Wednesday (Bi-monthly) 5:00-6:00 p.m. Rm 201 @ LCC
City/County Intergovernmental	Jessica Hatanpa Mike Laven	Two Council Members	3 rd Thursday/7:00 a.m. City Center Restaurant
Economic Development Authority	All Council Members	All City Council	2 nd Monday/6:00 p.m.
GMG Economic/Regional Development Committee	Kevin Mettler Michael McLaughlin (Alt.)	Council Member Alternate	
Highway 14 Partnership	Mike Laven		
Highway 169 Coalition	Mike Laven		
Human Rights Commission	All Council Members	All City Council	
Mankato/North Mankato Intergovernmental Committee	Najwa Massad Jessica Hatanpa	Mayor Council Members	
Metropolitan Planning Organization	Mike Laven Dennis Dieken (Alt.)	Council Member	TBD
Minnesota Valley COG	Michael McLaughlin Jenn Melby-Kelly (Alt.)	Council Member	March/September 3 rd Wed/4:30 p.m.
Planning Commission	Dennis Dieken Mike Laven (Alt.)	One Council Member Alternate	4 th Wed/6:30 p.m. Council Chambers
Public Safety Advisory Committee	Dennis Dieken Mike Laven (Alt.)	Council Member	Quarterly Basis/6 p.m. – Jan./March/May/July/Sept./Oct.
South Central Regional Radio Board	Kevin Mettler Commander Adam Gray (Alt.)	Council Member Alternate	
Twin Rivers Council for the Arts	Mike Laven Jenn Melby-Kelley (Alt.)	Council Member	3 rd Monday of every month
University/City Student Advisory Committee	Mike Laven Kevin Mettler	Two Council Members	3 rd Thurs/5:00 p.m. Location Rotates, informal committee
One Watershed, One Plan	Mike Laven Jenn Melby-Kelley (Alt.)		POSSIBLE NEW COMMITTEE: Staff meeting with the organizing group on 12/4 to determine if a Council appointee is needed/desired

Appointed by others:

Greater Mankato Diversity Council	Jenn Melby-Kelley	Council Member	3rd Monday/4:00 p.m.
Region 9 Development Commission	Mike Laven	Mayor or Council Member	2 nd Wed/6:30 p.m. Region 9 Office