



AGENDA

Mankato City Council
Regular Meeting
February 10, 2025 - 6 p.m.
IGC - Mankato Room

1. **Call Meeting to Order**

Roll Call

Pledge of Allegiance

2. **Approval of Agenda**

3. **Approval of Minutes**

Regular Meeting of January 27, 2025

4. **Appearances, Recognition, and Proclamations**

Presentation of Citizen Life Saving Award to Trent Talle.

5. **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.

6. **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 renewal of Consumption and Display (Bottleclub) Permit for Mankato Curling Club, 600 Hope Street.
- B. Motion cancelling February 10, 2025 as the date of public hearing for consideration of Minnesota Investment Fund applications.

- C. Resolution adopting negotiated changes to the 2025-2026 LELS (Police Officer) Labor Agreement.
- D. Resolution accepting the Pay Equity Implementation Report.
- E. Resolutions supporting Job Creation Fund (JCF) applications to the Minnesota Department of Employment and Economic Development on behalf of Rolls-Royce Solutions America Inc.
- F. Resolution accepting the Airport Architectural and Engineering Services Proposal for the Air Traffic Control Tower.
- G. Resolution amending Right-of-way Obstruction Permit Fees.
- H. Set February 24, 2025, as the date of public hearing for a Certificate of Design Compliance for a new structure located in the Highway Gateway Overlay District and a variance to reduce the front yard building setback on the Madison Avenue side of the property from 15 feet to 0.92 feet. The subject property is described as the north half of Lot 9, and Lot 10, Auditors Plat 27 (830 North Broad Street etc.); by request of Habib Sadaka.
- I. Set February 24, 2025, as the date of public hearing to temporarily establish the HRA and order notice published of enabling resolution.

7. **Public Hearings**

- A. Continued Project Feasibility Hearing (from January 13, 2025) for Capital Improvement Project; 11120 Woodshire Drive.

8. **City Manager's Report**

9. **Reports of City Council Members**

10. **Miscellaneous Business**

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

Regular Council Meeting, February 24, 2025, 6 p.m., Mankato Room (with Work Session to follow)

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

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

11. **Adjournment**

City Council Regular Meeting

Meeting Date: 02/10/2025

Title: Minutes

Submitted By: Jennie Guerrero, Deputy City Clerk

Agenda Item:

Regular Meeting of January 27, 2025

Attachments

Minutes



MINUTES

Mankato City Council
Regular Meeting
January 27, 2025 - 6 p.m.
IGC - Mankato Room

1. Call Meeting to Order

Roll Call

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

Staff Present: City Manager Susan Arntz, Administrative Services Director Parker Skophammer, Community Development Director Mark Konz, Interim Public Works Director Karl Keel, City Attorney Pam Whitmore, and City Clerk Renae Kopischke.

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. Mettler moved and Ms. Hatanpa seconded a motion to approve the minutes of the Regular Meeting of January 13, 2025 as written. The motion carried unanimously.

4. Appearances, Recognition, and Proclamations

Recognition of employees who have reached a milestone of 20 or more years of service with the City of Mankato between July 1 and December 31, 2024.

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

No one spoke.

6. **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. McLaughlin seconded a motion to approve the Consent Calendar as written. With all members voting in favor, the motion carried.

- A. Motion approving Proclamation designating February 7-14, 2025 as Congenital Heart Defect Awareness Week in the City of Mankato.
- B. Resolution approving application to conduct off-site gambling on February 21, 2025, for Community Charities of Minnesota at Kato Ballroom, 200 Chestnut Street.
- C. Resolution adopting negotiated changes to the 2025-2026 IAFF (Captains) Labor Agreement.
- D. Resolution adopting negotiated changes to 2025-2026 IAFF (Firefighters) Labor Agreement.
- E. Resolution accepting a State of Minnesota Hazardous Materials grant.
- F. Resolution authorizing the City Manager to advance the replacement of a Class 400 Bus from 2026 to 2025.
- G. Resolution accepting and authorizing the City Manager to execute a Contamination Cleanup Grant Agreement for 101 East Main Street, 121 East Main Street and 118 South 2nd Street (Hotel Mankato).
- H. Resolution amending the Cooperative Construction Agreement with Blue Earth County for the reconstruction of Victory Drive (CSAH 82) between Hoffman Road and Fair Street.

- I. Set February 10, 2025, as the date of public hearing for consideration of Minnesota Investment Fund (MIF) and Job Creation Fund (JCF) applications to the Minnesota Department of Employment and Economic Development on behalf of Rolls-Royce Solutions America Inc.
- J. Set February 10, 2025, as date of hearing for Capital Improvement Project 11125: 2025 Petition Alley Improvements and 11131: 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements.

7. **Public Hearing**

- A. Ms. Arntz reported that on February 13, 2023, the Council held the required hearing and a preliminary assessment hearing on Capital Improvement Project 10988; Fourth Street, and there were no objections; the project was ordered, and the preliminary assessment roll was adopted. She reviewed that, per practice, the city conducted a second assessment hearing, known as the final assessment hearing on November 12, 2024. She noted that this hearing amended the amounts proposed to be assessed using the actual costs of the project. She indicated that the Council held the final special assessment hearing on Tuesday, November 12, 2024, and received an objection from Grace Lutheran Church to the proposed assessments for their seven parcels. She stated that as a result of the hearing, the Council adopted the proposed assessments for all the parcels except for the excluded parcels owned by Grace Lutheran Church. She added that the Council then continued the hearing on the Grace Lutheran Church parcels to tonight, Monday, January 27 at 6:00 p.m.

Ms. Arntz stated that since the continued hearing, staff engaged an appraiser to conduct the benefit analysis that was discussed. She explained that staff reviewed the report with the City Attorney and recommends the Council consider assessing the lower amount between the Appraiser's analysis and the amount previously shown in the assessment notices. She suggested that the special assessment policy be reviewed and modified to include this process moving forward.

Mayor Massad opened the continued hearing from November 12, 2024, on Capital Improvement Project 10988 4th Street assessment for Grace Lutheran Church.

Sheenah Jewison, 1303 South 3rd Street, St. Peter, stated that the church members supported Rev. John Odegard's statements made at the November 12, 2024, Council meeting. She commented on the law about how special assessments cannot exceed the extent to which the property benefits from the improvements. She noted that they believed that the assessment far exceeds the amount of benefit to Grace Lutheran Church. She mentioned a crack in the building and the reduction in the sidewalks and how the work didn't add any value to the church.

Rev. John Odegard, 110 North 4th Street, representing Grace Lutheran Church, asked that the Council accept the full implications of the law relating to the assessments and reduce the amount assessed on the church properties. He referred to the evidence he had provided in relation to his objections. He stated that he felt dismissed by Councilmember Laven and not represented by the public official that he contacted. He mentioned an article in the newspaper, and referred to comments made online, and how he was publicly ridiculed. He noted how the city had hired an appraiser to assess the merits of his claims and now the recommendation is for a lower assessment amount that demonstrates that his objections were warranted on some measure. He felt that the Council owed the public a promise to treat those with concerns with more respect and to act with more transparency. He referred to an example that was provided for a roof replacement and how it is different as, in the current situation, none of the construction was within the church's control. He stated that he spoke with the appraiser hired by the city. He commended the city for taking the additional step and reviewing the process moving forward. He noted how the appraiser shared his methodology and how he was unaware of the reduction in the width of the sidewalks as well as how he typically does appraisals for new developments. He touched on comments made when his objection was first made and mentioned other churches and their assessments and explained how they were different.

Mayor Massad closed the public hearing.

Ms. Hatanpa asked the City Attorney to address her experience with similar assessments. Ms. Whitmore referenced the law and how it has been very well litigated.

She noted the presumption that when the city does make an improvement, the city is able to assess property owners for the cost of the improvements. She mentioned the measure of the benefit exceeding the assessment amount and explained the process. She referred to the policy recommendation and how it is used in many cities. She touched on the benefits of the properties.

Discussion centered on the law, the process, and the use of policies and procedures for a fair assessment as well as valuations of property and how they are increased.

Mr. Laven apologized for leaving the impression that he was not sincerely listening to Rev. Odegard during their conversation.

Brief discussion on the appraisal and how the amounts are distributed. Ms. Arntz provided a summary of the differences in the proposed assessments in relation to the previous recommendation.

Ms. Hatanpa moved and Mr. Laven seconded a motion to approve the Resolution considering Final Assessments for Grace Lutheran Church Properties, related to Capital Improvement Project No. 10988, 4th Street
The motion carried unanimously.

8. **City Manager's Report**

- A. Ms. Arntz stated that the city had received a request from the developer of the Silos apartments based on the obstruction fees that were charged for the project. She indicated that staff interpreted the fees differently than what the fee schedule provides; thus, there is a reduction in the fees already. She noted that the developer, Brennan Companies, of Silos Apartments, has requested to reduce the total amount by \$15,950; from \$40,800 to \$24,850.

Mr. Keel explained how the fees were calculated and how the bulk of the obstructions were for the sidewalk only; thus, staff had adjusted since it was only for the sidewalk and on a residential street.

Brief discussion on the obstructions associated with the project. It was noted that the reduction request is based on the fees charged for obstruction of Plum Street concurrent with the city's reconstruction of Riverfront Drive.

Ms. Hatanpa referred to the original agreement and the estimate of \$20,000 and wondered how the amount ended up being double. She asked if the amount of time that the project took was doubled and inquired as to who determined the length of time. Mr. Keel replied that the applicant submits a timeline, and the fees are estimated and then, during construction, staff inspect the obstruction and charge the actual amount.

Discussion on the location of the obstruction for the Silos project and the relation to the city's reconstruction of Riverfront Drive.

Joe Brennan, 201 North Riverfront Drive, Suite 210, thanked the Council and staff for their support and commented on the building being built in 8-1/2 months, which normally would have taken a year or more. He stated that guessing about road closure costs is more of an art than a science as there are several variable factors. He mentioned how the block of Plum was obstructed by Silos as well as by the reconstruction of Riverfront Drive.

Mr. Keel indicated that the Riverfront project was only visually affected as Plum Street, from 2nd Street, remained open and was an important public access point for the businesses on Plum Street and the connecting alley. He mentioned that Plum Street was the only access to 201 North Riverfront; however, it is likely that traffic volumes were significantly reduced on Plum Street due to the barricades at Riverfront Drive.

Comments on the fees and how they are in place to encourage the completion of projects in a timely manner and to avoid long-term obstructions.

Mr. Laven moved and Mr. Mettler seconded a motion to keep the fees at the amount of \$40,800. The motion carried unanimously.

9. **Reports of City Council Members**

None.

10. **Miscellaneous Business**

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

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)

Regular Council Meeting, February 24, 2025, 6 p.m., Mankato Room (with Work Session to follow)

11. **Adjournment**

There being no further business before the Council, Ms. Hatanpa moved and Ms. Melby-Kelley seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 6:59 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Presentation of Citizen Life Saving Award to Trent Talle.

Recommendation/Action(s):

Presentation of Citizen Life Saving Award.

Summary:

The Mankato Department of Public Safety Award's Committee was made aware of the following actions that took place on October 29, 2024:

A call for service occurred in the 900 block of Raintree Road involving an adult female who was choking. Upon arrival, Public Safety responders found the patient alert, conscious and breathing. Firefighters conducted a patient assessment until ambulance paramedics arrived and took over patient care.

Firefighters on scene learned that Citizen Trent Talle witnessed the female who was choking. Mr. Talle, who is also an Assistant Chief for the Eagle Lake Fire Department, went to the aid of the patient. He performed life-saving measures by using the Heimlich Maneuver until the obstruction had been cleared.

The Mankato Public Safety Awards Committee endorses a Citizen Life Saving Award to Trent Talle for actions that directly contributed to the effort of saving a person's life on October 29, 2024.



AGENDA RECOMMENDATION

City Council Regular Meeting

6. A.

Meeting Date: 02/10/2025

Agenda Item:

Motion approving renewal of Consumption and Display (Bottleclub) Permit for Mankato Curling Club, 600 Hope Street.

Recommendation/Action(s):

Motion approving renewal application.

Summary:

A renewal application has been submitted by the Mankato Curling Club for a Consumption and Display Permit (Bottleclub). Such a permit is issued by the MN Department of Public Safety (Alcohol and Gambling Enforcement Division-AGED), and authorizes the establishment to permit the consumption and display of intoxicating liquor on the premises but does not authorize the "sale" of intoxicating liquor.

Property taxes are current, and a background investigation of all persons and premises names in the application reveals nothing that would preclude issuance of this license. A license fee of \$300 will be set for deposit into the city's general fund.



AGENDA RECOMMENDATION

Consent Calendar 6. B.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Motion cancelling February 10, 2025 as the date of public hearing for consideration of Minnesota Investment Fund applications.

Recommendation/Action(s):

Motion cancelling date of public hearing.

Summary:

The City Council adopted a resolution at their [January 27, 2025](#), meeting to set February 10, 2025, as the date of public hearing for consideration of Minnesota Investment Fund (MIF) and Job Creation Fund (JCF) applications to the Minnesota Department of Employment and Economic Development (DEED). The amount of funding available under the MIF and JCF programs is determined by DEED for each project. DEED notified staff on January 31, 2025 that DEED would support incentives under the JCF program for the projects, but not MIF. The MIF program requires a public hearing whereas the JCF program does not. It is requested to cancel the public hearing since MIF will not be utilized.



AGENDA RECOMMENDATION

Consent Calendar 6. C.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Resolution adopting negotiated changes to the 2025-2026 LELS (Police Officer) Labor Agreement.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The City recently negotiated with the LELS (Officers) union a two-year labor agreement. Police Officers negotiated a wage pay plan that removes themselves from the overall organizational compensation system and establishes their own pay step system. The new wage step system for officers is a positive effort for recruitment and retention purposes and continues to keep their position market competitive. The general wage increase for 2025 is a three percent (3%) increase over their 2024 wages with an additional \$1.00 being added to each step in the wage step system. The \$1.00 is in recognition of the changes being negotiated towards the 2026 employee/employer premium contribution amounts for health insurance. In addition to wage adjustments to their step system, a realignment of current officer step placement will occur to accommodate a new progression of steps based on years of service. Effective January 1, 2026, wage adjustments include a general increase of four percent (4%).

In order to ensure a higher overall wage increase, changes to the insurance language were negotiated. This includes adjustments to the shared city/employee contribution levels for each insurance plan offered.

Other substantive changes to the conditions and rules of work for the employees in the bargaining unit are as follows:

Article 6. Sick

- Replace existing language to follow Earned Sick and Safe Time (ESST) State requirements.
- Adjustment to sick leave separation payouts – payout eligibility only after 10 years of services.

Article 11. Holiday

- Add Juneteenth to the list of Holidays.

Article 18. Insurance

- Effective 2026, a new City/Employee premium contribution level for each plan offered:

	Single	Single	Family	Family
Health Plan	City Contribution	Employee Contribution	City Contribution	Employee Contribution
Traditional \$100 CMM	90%	10%	85%	15%
\$3,300 HDHP	95%	5%	90%	10%
\$5,500 HDHP	100%	100%	100%	100%

Article 19. Health Savings Account

- Add additional language which allows for a City contribution to an HSA for the employees who elect the \$5,000 High Deductible Health Plan that is calculated based on the difference of the monthly City premium contribution between the \$3,300 HDHP and the \$5,000 HDHP.
- One-time incentives for those who switch from the non-high deductible health plan to a high deductible health plan. The regular monthly City HSA contribution will instead be paid in two lump sums (January and July) in the year they choose to change plans.

Article 22. Wages

- 2025 - 3% cost of living increase over 2024 rates, plus \$1.00.
- 2026 – 4% cost of living increase

Article 22. Wages

- Effective January 1, 2026, Employees will contribute 50% of the mandatory payroll tax associated to MN Paid Family Medical Leave. The City will contribute the remaining 50% of the mandatory payroll tax.

Article 24. State of Emergency

- Add Mayor to the list of those to declare a state of emergency.

Article 27. Duration

- The agreement shall be effective as of January 1, 2025, and shall remain in full force and effect until December 31, 2026.

Attachments

Resolution

**RESOLUTION ADOPTING NEGOTIATED CHANGES TO
2025-2026 LELS (POLICE OFFICERS) LABOR AGREEMENT**

WHEREAS, the current Collective Bargaining Agreement between LELS (Police Officers) and the City of Mankato expired on December 31, 2024; and

WHEREAS, City staff has recently negotiated a two year labor agreement with the LELS (Police Officers) union; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters; and

NOW, THEREFORE BE IT RESOLVED by the City Council for the City of Mankato that the proposed labor agreement for the year 2025 and 2026 between the City of Mankato and LELS (Police Officers) be and hereby is approved.

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

Dated this 10th day of February 2025.

Najwa Massad
Mayor

Attest: _____
Rena Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

6. D.

Meeting Date: 02/10/2025

Agenda Item:

Resolution accepting the Pay Equity Implementation Report.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In 1984, the Minnesota legislature enacted the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999, requiring the state's political subdivisions to establish "equitable compensation relationships" between male and female dominated job classifications of similar value (i.e. classification points). The law requires each jurisdiction to submit a Pay Equity Implementation Report to the Minnesota Department of Management and Budget every three years. The City of Mankato is required to submit the report, using compensation and employee data effective December 31, 2024. The pay equity rules require the governing body of each jurisdiction review and approve the submission of the Pay Equity Implementation Report.

The 2024 report for the City of Mankato is attached. Our analysis of the data shows we are in compliance with the law. Based on the required tests, the City is in compliance. In order to be in compliance, the underpayment ratio needs to be at or above 80% (currently at 103.0244%). In addition, our T-test results and degrees of freedom are within range, according to the T-test table provided. Lastly, the salary range test must be at zero, or above 80% (currently at 100%).

The requested action is for the Council to adopt the resolution accepting the City of Mankato's Pay Equity Implementation Report.

Attachments

Resolution
Compliance Report

RESOLUTION APPROVING THE 2024 PAY EQUITY IMPLEMENTATION REPORT

WHEREAS, in 1984, the Minnesota legislature enacted the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999, requiring the state's political subdivisions to establish "equitable compensation relationships" between male and female dominated job classifications of similar value (i.e. classification points); and

WHEREAS, the law requires each jurisdiction to submit a Pay Equity Implementation Report to the Minnesota Department of Management and Budget every three years; and

WHEREAS, the City of Mankato is required to submit the report, using compensation and employee data effective December 31, 2024; and

WHEREAS, the pay equity rules require the governing body of each jurisdiction review and approve the submission of the Pay Equity Implementation Report.

NOW, THEREFORE BE IT RESOLVED by the City Council for the City of Mankato that the City Council accepts the Pay Equity Implementation Report and officially approves its submittal to the Minnesota Department of Management and Budget.

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

Dated this 10th day of February 2025.

Najwa Massad
Mayor

Attest: _____
Renae Kopischke
City Clerk

Compliance Report

Jurisdiction: Mankato

P.O. Box 3368

10 Civic Center Plaza

Mankato, MN 56002-3368

Report Year: 2025

Case: 1 - 2025 DATA Test (Private (Jur Only))

Contact: Sheila Huber

Phone: (507) 387-8676

E-Mail: shuber@mankatomn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	75	48	5	128
# Employees	153	59	106	318
Avg. Max Monthly Pay per employee	7556.41	7073.17		6999.91

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 103.0244 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	9	7
b. # Below Predicted Pay	66	41
c. TOTAL	75	48
d. % Below Predicted Pay (b divided by c = d)	88.00	85.42

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 210	Value of T = 2.278
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a. Avg. diff. in pay from predicted pay for male jobs = -22

b. Avg. diff. in pay from predicted pay for female jobs = -69

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 7.00

B. Avg. # of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



AGENDA RECOMMENDATION

Consent Calendar 6. E.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Resolutions supporting Job Creation Fund (JCF) applications to the Minnesota Department of Employment and Economic Development on behalf of Rolls-Royce Solutions America Inc.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

Rolls-Royce Solutions America Inc. (RRSA), currently operating in Mankato, plans to make equipment and building improvements to their current facilities located at 100 Power Drive and 304 Lundin Boulevard. RRSA, a wholly owned subsidiary of Rolls-Royce PLC (Darby, England), is a manufacturer of low and high-power range engine-generator sets ranging from 30kW to 3.2MW. RRSA has been providing power generation solutions in the Mankato community for over 65 years.

Currently, RRSA has one production and office facility along with four leased warehouse locations (three located in Mankato and one located in Becker, Minnesota). Additionally, there is one leased facility in Mankato for engineering and R&D functions. RRSA plans to consolidate all the leased warehouse facilities into one central logistics and operations center. This would involve constructing a new approximately 280,000 square foot building to the south of the current production and office facility located at 100 Power Drive. This proposed facility will have all raw materials delivered to, unloaded in, and stored within until needed in the production facility to assemble an engine-generator set. There will also be storage and staging for the finished product to then be loaded and shipped to our customers. Some production related sub-assembly will also be included in this facility. There will also be an office space for business-related office functions. Additionally, RRSA plans to make equipment and building improvements to the existing facility at 100 Power Drive. The Power Drive facility will be setup to produce high-power range S4000 gensets.

In addition to the project at Power Drive, RRSA also plans to relocate a portion of production operations to a currently leased facility at 304 Lundin Boulevard. The Lundin Boulevard location would be RRSA's low power range product and would allow for expanded capacity on both their low power range and high-power range gensets. The Lundin Boulevard facility will receive raw inventory, assemble gensets, test gensets and ship to customers.

Capital expenses for the projects include building improvements, cranes, handling equipment, test bays, logistics equipment, and operational tooling. The project at the Power Drive location is estimated at \$30.5 million over 3 years and the project at the Lundin Boulevard location is estimated at \$4.5 million over 3 years.

RRSA is requesting the City to participate in the project through submittal of a Job Creation Fund (JCF) application to the Minnesota Department of Employment and Economic Development (DEED) for the projects located at 100 Power Drive and 304 Lundin Boulevard. DEED evaluates the application and notifies the City of approval or denial. If approved, DEED will formally designate the business as a Job Creation Fund business. DEED would draft a business subsidy agreement specifying project goals and duration for the agreement and send it to the business for signature. The City's role is to submit the application to DEED on behalf of RRSA, provide a resolution supporting the project, and to assist the business with yearly reports and payment requests submitted to DEED. DEED will provide the JCF funds to the business once DEED verifies the performance of the project goals.

The JCF program provides job creation awards and capital investment rebates to designated businesses to new and expanding businesses engaged in manufacturing, warehousing, distribution, and technology-related industries for creating or retaining high-paying jobs and for construction or renovation of facilities or making other property improvements. The amount of funding available under the JCF programs is determined by DEED for each project. DEED determined up to \$500,000 would be available to the project located at 304 Lundin Boulevard and up to \$1,500,000 would be available to the project located at 100 Power Drive.

The public purpose for the above is job creation. RRSA currently employs 419 employees in Mankato and plans to create 103 new jobs over 3 years at the Power Drive location (50 direct jobs and 53 indirect jobs) and plans to create 25 new jobs in 2026 at the Lundin Boulevard location (25 direct jobs). The proposed wage and benefits for all direct and indirect jobs exceed the "livable" wage requirements of the Economic Development Policy Guidelines. Direct jobs include production and logistics material handling staff and indirect jobs include office staff.

The "livable" wage requirements of the Economic Development Policy Guidelines, which is based on a range between 80 percent of the median household income for Blue Earth County as established by the U. S. Census Bureau and compensation of at least 110 percent of the federal poverty level for a family of four, as determined annually by the U. S. Department of Health and Human Services (currently \$16.50/hour).

Attachments

Resolution - Lundin Blvd

Resolution - Power Dr

General Location Map - 304 Lundin Blvd

General Location Map - 100 Power Dr

Job Creation Fund application

**RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION
FUND APPLICATION IN CONNECTION WITH ROLLS-ROYCE
SOLUTIONS AMERICA INC. – LUNDIN BOULEVARD FACILITY**

WHEREAS, the City of Mankato, Minnesota (the “City”), desires to assist Rolls-Royce Solutions America Inc., a manufacturing company, which is proposing to improve a facility in the City; and,

WHEREAS, the City of Mankato understands that Rolls-Royce Solutions America Inc., through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of Mankato held a City Council meeting on February 10, 2025, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, Minnesota, that, after due consideration, the Mayor and City Manager of the City of Mankato, Minnesota, hereby adopts the following findings of fact related to the project proposed by Rolls-Royce Solutions America Inc. and its application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base.
 - a. Rolls-Royce Solutions America Inc. projects to create 25 new jobs over the next 3 years.
 - b. Rolls-Royce Solutions America Inc. intends the project to improve safety, improve efficiency, support future sales growth, and increase capacity to meet customer expectations.
 - c. Rolls-Royce Solutions America Inc. represents that this project will increase the tax base and the new jobs will pay a living wage.
 - d. Rolls-Royce Solutions America Inc. expresses that the project would allow for their operations to maintain their presence and grow within Minnesota.
2. Finding that the proposed project, in the opinion of the City Council, would not reasonably expected to occur solely through private investment within the reasonably foreseeable future.
 - a. The Rolls-Royce Solutions America Inc. expansion project is not expected to occur through private investment alone. Rolls-Royce Solutions America Inc. has other existing manufacturing locations outside Minnesota which could be expanded. Public investment will allow for the expansion of the business' capacity within Minnesota.

3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole.
 - a. Rolls-Royce Solutions America Inc. proposes to improve their operations at 304 Lundin Boulevard to allow for generator production to directly occur at the facility designated for a Light Industrial use.
 - b. The Rolls-Royce Solutions America Inc. project is consistent with the goals of the Land Use Plan and Strategic Plan of the City of Mankato through workforce development, retention and growth of existing businesses, and for compact development utilizing existing infrastructure.
4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise.
 - a. Rolls-Royce Solutions America Inc. indicates it will invest over \$4.5 million for capital improvements and projects that the proposed expansion of its facilities will create 25 new jobs over the next 3 years, on top of the approximately 419 employees it currently has in Mankato.
 - b. The Rolls-Royce Solutions America Inc. project is consistent with the goals of the City of Mankato to improve existing industrial developments and utilize infill.
 - c. The Rolls-Royce Solutions America Inc. project promotes the expansion of employment opportunities for educated employees seeking local living-wage employment.
 - d. Expansion of skill labor employment opportunities with Rolls-Royce Solutions America Inc. will contribute to the vitality of businesses within the city and improve the City's ability to attract and retain living wage jobs.
 - e. New jobs created by Rolls-Royce Solutions America Inc. would be expected to positively impact other Mankato and greater Minnesota businesses through direct, indirect, and induced spending associated with the project and with the 25 new employees.

Sworn and Executed Under My Hand this _____ day of _____, 2025.

Dated this _____ day of _____, 2025.

Najwa Massad
Mayor

Susan Arntz
City Manager

ATTEST: _____
Rena Kopischke, MMC
City Clerk

**RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION
FUND APPLICATION IN CONNECTION WITH ROLLS-ROYCE
SOLUTIONS AMERICA INC. – POWER DRIVE FACILITY**

WHEREAS, the City of Mankato, Minnesota (the “City”), desires to assist Rolls-Royce Solutions America Inc., a manufacturing company, which is proposing to make improvements to an existing facility and to construct a new facility in the City; and,

WHEREAS, the City of Mankato understands that Rolls-Royce Solutions America Inc., through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of Mankato held a City Council meeting on February 10, 2025, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA, that, after due consideration, the Mayor and City Manager of the City of Mankato, Minnesota, hereby adopts the following findings of fact related to the project proposed by Rolls-Royce Solutions America Inc. and its application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base.
 - a. Rolls-Royce Solutions America Inc. projects to create 103 new jobs over the next 3 years.
 - b. Rolls-Royce Solutions America Inc. intends the project to improve safety, improve efficiency, support future sales growth, and increase capacity to meet customer expectations.
 - c. Rolls-Royce Solutions America Inc. represents that this project will increase the tax base and the new jobs will pay a living wage.
 - d. Rolls-Royce Solutions America Inc. expresses that the project would allow for their operations to maintain their presence and grow within Minnesota.
 - e. Rolls-Royce Solutions America Inc. currently operates one production & office facility, along with three leased warehouse locations, and one leased R&D facility in Mankato (and one leased ware in Becker, MN). Rolls-Royce Solutions America Inc. intends to use the project to consolidate all the leased warehouse facilities into one owned facility, this would promote the permanence of operations within its Minnesota facilities.

2. Finding that the proposed project, in the opinion of the City Council, would not reasonably expected to occur solely through private investment within the reasonably foreseeable future.
 - a. The Rolls-Royce Solutions America Inc. expansion project is not expected to occur through private investment alone. Rolls-Royce Solutions America Inc. has other existing manufacturing locations outside Minnesota which could be expanded. Public investment will allow for the expansion of the business' capacity within Minnesota.
3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole.
 - a. Rolls-Royce Solutions America Inc. proposes to expand their operations onto two parcels adjacent to their existing facility at 100 Power Drive. The existing building and adjacent vacant parcels are already zoned and designated for Light Industrial.
 - b. The Rolls-Royce Solutions America Inc. project is consistent with the goals of the Land Use Plan and Strategic Plan of the City of Mankato through workforce development, retention and growth of existing businesses, and for compact development utilizing existing infrastructure.
4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise.
 - a. Rolls-Royce Solutions America Inc. indicates it will invest over \$30.5 million for capital improvements and projects that the proposed expansion of its facilities will create 103 new jobs over the next 3 years, on top of the approximately 419 employees it currently has in Mankato.
 - b. The Rolls-Royce Solutions America Inc. project is consistent with the goals of the City of Mankato to meet the high demand for Industrial development within the City of Mankato, particularly without need to expand beyond the existing city boundaries.
 - c. The Rolls-Royce Solutions America Inc. project promotes the expansion of employment opportunities for educated employees seeking local living-wage employment.
 - d. The expansion of an existing manufacturing facility onto two vacant parcels that have been designated for Light Manufacturing will add to the tax base through development of a higher use for the site.
 - e. Expansion of skill labor employment opportunities with Rolls-Royce Solutions America Inc. will contribute to the vitality of businesses within the city and improve the City's ability to attract and retain living wage jobs.
 - f. New jobs created by Rolls-Royce Solutions America Inc. would be expected to positively impact other Mankato and greater Minnesota businesses through direct, indirect, and induced spending associated

with the project and with the 103 new employees.

Sworn and Executed Under My Hand this _____ day of _____, 2025.

Dated this _____ day of _____, 2025.

Najwa Massad
Mayor

Susan Arntz
City Manager

ATTEST: _____
Rena Kopischke, MMC
City Clerk

General Location Map - 304 Lundin Blvd



Date: February 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 misuser misinterpretation.

General Location Map - 100 Power Drive



Date: February 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.

Job Creation Fund (JCF) Program Application

Please consult with DEED before completing this application.

APPLICATION PROCEDURES

The Job Creation Fund (JCF) Program provides job creation awards and capital investment rebates to designated businesses that retain or create high-paying, full-time permanent jobs and invest in real property improvements. The program is available statewide for manufacturing, distribution, warehousing, and other eligible business activities. Business must be able to locate outside of Minnesota and be able to serve the same customers. Applications are accepted on a year-round basis as funds are available. Projects that begin prior to becoming designated by DEED are not eligible for the Job Creation Fund. Project start activities include signed contracts, building permits, construction, and other activities that indicate the project would move forward as planned without a JCF award or rebate.

To become a designated JCF business and receive benefits, a business must work in conjunction with the city, county, or township government (Local Government) where the JCF business will be located. A JCF application must be completed and submitted to the Department of Employment and Economic Development (DEED) by the Local Government. A local EDA, HRA, Port Authority or a different local entity are unable to sponsor a project for the JCF program. Step-by-step instructions are listed below and applications may be submitted by mail or email to:

Tom Washa
Program Administrator – Principal
180 East 5th Street, Suite 1200
St. Paul, MN 55101
jobcreationfund@state.mn.us

PRE-AWARD PROCESS

In consultation with DEED, the Local Government will make a preliminary determination about whether a business meets the minimum program requirements. Use the Job Creation Fund Eligibility and Application Checklist on the program [website](#) for guidance.

If a business is potentially eligible, the following steps are to be completed:

1. The business and Local Government work together to complete the JCF Application. A Local Government resolution in support of the project must be included. The required template is included in this application. The Local Government will submit the completed application to DEED.
2. DEED evaluates the application and notifies the Local Government and business of approval or denial. If approved, DEED will formally designate the business as a JCF business via an award letter and determine a job creation and/or capital investment rebate amount. Awards and/or rebates of \$500,000 or more require DEED to hold a public hearing prior to formally designating the business as a JCF business. Awards and/or rebates of \$200,000 or more require that construction and installation of machinery and equipment adhere to prevailing wage rules.
3. The project may begin once an award letter has been signed, however no jobs created or capital investment expenditures will be eligible until a Business Subsidy Agreement (BSA) has been fully executed.

POST-AWARD PROCESS

4. DEED and the JCF business will enter into a BSA specifying the details of the award and/or rebate to be provided after job creation and capital investment goals are met. The JCF business and the DEED commissioner sign the BSA. The date of final signature is considered the project Designation Date.
5. Jobs created and/or capital investment expenditures may be counted on or after the Designation Date.
6. The Local Government will assist the JCF business as needed with submitting required annual progress reports, payment request documentation, and other information requested by DEED.

SECTION 1 – Local Government and Business Applicant Information

Local Government Information	
Local Government Project Sponsor (Town, City, County):	
Local Government Contact Name:	Contact Title:
Email:	Telephone:
Address:	City/State/Zip:

Business Information	
Business Legal Name:	Parent Company (If Applicable):
Street Address for JCF Project Site:	Business Mailing Address:
City/State/Zip for JCF Project Site:	Business Mailing City/State/Zip:
Primary Business Contact:	Contact Title:
E-mail:	Telephone:
Business Website:	FEIN:
NAICS Code (#####):	MN SWIFT Vendor/Supplier Identification Number* (#####) (###):
1. Is 51% of the business cumulatively owned by minorities, veterans, women, or persons with a disability? ☐ Yes ☐ No If you answered “Yes” to this question, please complete the Targeted Population Designation Characteristic Form included in this application.	
2. Does the property or the business have any outstanding local, state, or federal tax liabilities? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a description by providing a summary.	
3. Are there current or unsatisfied judgements or injunctions against the business or owners? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a description by providing a summary.	

4. Does the business have any liens on assets? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a description by providing a summary.
5. Is the business under bankruptcy proceedings? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a description by providing a summary.
6. Is the business in good standing with the Minnesota Secretary of State? ☐ Yes ☐ No If you answered “No” to this question, please attach an explanation.
7. Is there current or pending litigation involving the business? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a summary and disposition.
8. Within the past five (5) years, has there been any violation(s), citation(s), or complaint(s) of discrimination filed against the company in a state or federal court or before any state, federal, or local government agency? ☐ Yes ☐ No If you answered “Yes” to this question, please attach a copy of the violation(s), citation(s), or complaint(s) and the disposition of each.
9. Have any of the business’s current staff who will have authority to access the funds provided by DEED, or determine how the funds are used, been convicted of a felony financial crime in the last ten (10) years? ☐ Yes ☐ No

* Every individual or organization doing business with the state is considered a vendor. If you are intending on submitting an application, you will need to register as a vendor by going to: <https://mn.gov/mmb/accounting/swift/vendor-resources/>. The vendor number will ensure proper payment via electronic funds transfer (EFT) once performance goals are met. For new vendors, please note that approval of your registration may take 3-4 business days. If you need assistance obtaining a Vendor Number or completing the registration process, please call 651-201-8100, Option 1

SECTION 2 – Project Overview

1. Has the project started (i.e., Contracts have been signed, leases without contingency language have been executed, building permits have been issued, or construction started on-site)? ☐ Yes ☐ No If you answered “Yes” to this question, the project is ineligible for the JCF Program. Please contact DEED to see if there is a different program that you may be eligible for.
2. Could this project be located outside of Minnesota and serve the same customers? ☐ Yes ☐ No If you answered “No” to this question, you may be ineligible to apply for the JCF Program. Please contact DEED to discuss.
3. Project Type: ☐ Start-up Company (New business with no parent company or current operations) ☐ Minnesota Expansion – On Site (Expansion of an existing facility) ☐ Minnesota Expansion – Off Site (Expansion of an existing MN company at a new site) ☐ Out of State Expansion (Expansion to MN by a company with existing operations outside of MN)

4. Project Involvement:

- ☐ Construction of new facility that will be owned by the business or a related party*
- ☐ Renovations to an existing facility currently owned or to be acquired by the business or a related party*
- ☐ Leasing a facility to be constructed by an unrelated third party
- ☐ Leasing an existing facility where leasehold improvements will be made by an unrelated third party

*If the project involves a related party who will own or acquire the facility, please attach documentation discussing the relationship between the business and the related party (e.g., Real Estate Holding Company)

5. Are there facility or land limitations that do not allow the business to expand at an existing Minnesota facility?

- ☐ Yes ☐ No ☐ Not Applicable If you answered "Yes" to this question, please attach a summary of the current limitations.

6. Has state environmental review requirements been met for the project?

- ☐ Yes ☐ No ☐ Not Applicable

7. List and provide amount of other public financial assistance and location in which the business has received **within the last five years** or expects to receive related to this expansion from state or local governments, such as loans, grants, or project specific tax benefits (e.g., tax increment financing, tax abatements, tax refunds):

Subsidy Grantor	Subsidy Amount	Date Received/ Will be Received	Type of Subsidy	Location where Subsidy Received / Used
Example: City	\$100,000	01/01/16	Loan	St. Cloud, MN

8. Project Timeframe:

Task:	Estimated Completion Date (MM/YYYY):
Commitment of Funds	
Start of Construction	
Purchase Equipment	
Complete Construction	
Begin Operations	
Begin Hiring of New Jobs (if earlier than Begin Operations)	

9. Project Sources and Uses:

- Since the Job Creation Fund is pay-for-performance, **do not** include an anticipated JCF award or rebate as a source or use of funds.
- Any use of funds noted for Site Improvements, New Construction, and/or Renovations of an Existing Building **should equal** the line-item construction estimates required in Section 3 Required Information Part D – Required Attachments.

Use of Funds	Bank(s)	Equity	State (e.g. MIF)	Local Government	Other	Total
Property Acquisition						
Site Improvement						
New Construction						
Renovations of an Existing Building						
Purchase of Machinery & Equipment						
Other						
Total Project Cost						

Description of "Other" source of funds: _____

Description of "Other" use of funds: _____

10. Current number of full-time permanent equivalent (2,080 hours) employees company-wide: _____

- *For the purposes of the Minnesota Job Creation Fund program, please exclude interns, temporary, seasonal, contractual, and other employees considered not permanent. To be considered full-time permanent equivalent, the position shall be expected to work at least 2,080 hours (or add up to 2,080 hours via multiple individuals) per year.*

11. Current number of full-time permanent equivalent (2,080 hours) employees in Minnesota: _____

- *For the purposes of the Minnesota Job Creation Fund program, please exclude interns, temporary, seasonal, contractual, and other employees considered not permanent. To be considered full-time permanent equivalent, the position shall be expected to work at least 2,080 hours (or add up to 2,080 hours via multiple individuals) per year.*

12. Current number of full-time permanent equivalent (2,080 hours) employees at the proposed JCF project site: _____
- Include any employees that will relocate from another Minnesota site to the JCF project but not jobs being created.
 - For the purposes of the Minnesota Job Creation Fund program, please exclude interns, temporary, seasonal, contractual, and other employees considered not permanent. To be considered full-time permanent equivalent, the position shall be expected to work at least 2,080 hours (or add up to 2,080 hours via multiple individuals) per year.

13. Will there be any reduction of positions (non-transfers) at other company sites during the next two years, or a reduction in purchases from Minnesota suppliers or vendors as a result of the project?

☐ Yes ☐ No If you answered "Yes" to this question, please attach a description.

14. Will any jobs be relocated from another Minnesota site to the proposed JCF project site:

☐ Yes ☐ No If you answered "Yes" to this question, which location(s) will the employees be relocated from?

Location	# of Employees

For jobs relocating from another Minnesota location, a letter in support of the move from the city where the jobs will be moving from must be included with the application.

15. Projected number of new full-time permanent equivalent (2,080 hours) employees to be created at the proposed JCF project site:

	To be Created in Year 1	To be Created in Year 2	To be Created in Year 3
# of New Full-Time Permanent Equivalent Employees			

The total number of New Permanent, Full-Time Employees listed above should equal the number of positions listed on the Job Creation Form.

JOB CREATION FORM – List All Permanent Jobs to Be Created

[illegible]

Total Jobs to be Created: _____

** For the purposes of the Minnesota Job Creation Fund program, please exclude interns, temporary, seasonal, contractual, and other employees considered not permanent. To be considered full-time permanent equivalent, the position shall be expected to work at least 2,080 hours (or add up to 2,080 hours via multiple individuals) per year.*

*** Only eligible non-mandated benefits to the employee. Social security tax, unemployment insurance, workers compensation insurance and other benefits mandated by law must be excluded.*

*** Total compensation including base wage and benefits must be at least 110% of the federal poverty income level for a family of four (verify current wage levels with DEED at the time of application).

SECTION 3 – Required Information

Information from the items listed below will be used to evaluate the potential award and rebate for a business requesting JCF designation. Please be thorough in addressing the requested information and clearly identify responses to each item separately by number.

PART A – Business Description

Describe the business and its major activities.

1. Business overview and company history – include description of company's products or services, organizational structure, parent company and any affiliates
2. Product or industry outlook for the JCF business and project site (if different)
3. Total projected sales for the JCF project both inside and outside of Minnesota
4. Estimated sales to Minnesota customers that replace purchases from outside of Minnesota
5. Markets for the Business (local, statewide, national, international) along with their respective percentage (%) to total sales (e.g., 15% MN sales, 65% Remaining US sales, & 20% International sales) & the customers served
6. Philanthropic or other ways in which the business contributes or will contribute to Minnesota

PART B – Project Description

Describe the project for which JCF funds are being requested.

7. Provide details for the project for which JCF funds are being requested. Discuss topics such as acquisition, new construction, renovations, or proposed leasehold improvement that are real property, ownership including related parties versus lease, legal entity who owns the building, local assistance, square footage, current limitations, etc.
8. If the JCF project is a lease scenario, explain how the Business will be paying for the tenant improvements, including the amount, timing, legal entity who owns the building, and if they are upfront expenses versus lease payments. For more information, please see the [Job Creation Fund Benefits Explained](#).
9. Explain why JCF funding is necessary for this project to move forward (e.g., financing gaps, lack of collateral, potential non-Minnesota locations). If available, please provide further documentation that demonstrates these reasons.
10. Describe how the JCF project will strengthen and/or diversify the local or Minnesota economy.

PART C – Business Competitors

Identify the competitors of the business with the local community (city and county), the adjacent counties, and in the state of Minnesota.

11. Name of each major competitor in Minnesota and the location of each competitor by city.
12. How do the applicant's products or services differ from these competitors?
13. How do the applicant's markets differ from these competitors?

PART D – Required Attachments

- ☐ Two (2) years historical financials (i.e., profit & loss, balance sheet, income statement, cash flow statement) and financial projections. If available, audited or reviewed financials are preferred. If a net loss is present in either of last two (2) fiscal years, please comment as to how the business is/has addressed these losses/concerns.
- ☐ Line-item construction cost estimates for real property improvements (site improvements, new construction, renovations to an existing facility) for the JCF project.
- ☐ Commitment letter from each external financing source (if applicable)
- ☐ Commitment letter for any business equity, including amount.
- ☐ Unemployment Insurance returns for the last four (4) quarters. The report must include the number of individuals employed in Minnesota during each quarter. Not applicable for startups or employers without Minnesota employees.

SECTION 4 – Business Acknowledgement and Certifications

Data Privacy Acknowledgement:

Tennessee Warning Notice: per MN Statutes 13.04, Subd.2, this data is being requested from you to determine if you are eligible for assistance from the Minnesota Department of Employment and Economic Development. You are not required to provide the requested information, but failure to do so may result in the department's inability to determine your eligibility for assistance. The data you provide that is classified as private or non-public and will not be shared without your permission except as specified in state and federal laws.

Data Privacy Notice: per MN Statutes 13.591, Subdivision 1, certain data provided in this Application is private or non-public data; this includes financial information about the business, including credit reports, financial statements, net worth calculations, business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds. Per MN Statutes 116J.401, Subd. 3., certain data provided in this application is private data; this includes data collected on individuals pursuant to the operation of business finance programs.

Business Certification:

Financial Assistance Certification: I hereby certify that the Job Creation Fund program is necessary to my business start-up or expansion and that without the Job Creation Fund my business start-up or expansion project would not happen to the extent outlined in the Job Creation Fund Application. I certify that I will not count any existing positions or employees moved or relocated from another of Minnesota facility where my business conducts operations as new permanent full-time employees for the purposes of fulfilling requirements of the Job Creation Fund program. I certify I will not terminate, lay-off, or reduce the working hours of an employee for the purpose of hiring an individual to fulfill the requirements of the Job Creation Fund program. I certify that I will pay prevailing wages as required under the laws of the State of Minnesota if applicable. I certify I will enlist the services of DEED's Employment and Training staff and will sign a Job Listing Agreement as a condition to receiving funds in excess of \$200,000 from the Minnesota Department of Employment and Economic Development.

I have read the above statements and I agree to supply the information requested to the Minnesota Department of Employment and Economic Development, Office of Business Finance with full knowledge of the information provided herein. I certify that all information provided herein is true and accurate and that the official signing this form has authorization to do so.

Name/Title of Business Official: _____

Signature of Business Official: _____ Date: _____

Local Government Certification:

I hereby certify that as the local government contact for the proposed Job Creation Fund project, I have reviewed the application and business information. I agree to work with the Job Creation Fund program business applicant to supply the information requested to the Minnesota Department of Employment and Economic Development, Office of Business Finance.

Name/Title of Local Government Contact: _____

Signature of Local Government Contact: _____ Date: _____

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(January 2022 Effective Date 1/1/22\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. *(Please describe below):*

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Organization

Printed Name and Title of Business Contact

Phone

Signature

Date

Financial Assistance Demographic Form

DEED's mission is to empower the growth of the Minnesota economy, for everyone. As part of our continuous improvement efforts, we collect demographic information about the owners of businesses seeking public assistance. We value your participation, as it assists the agency in measuring the effectiveness and reach of our financial assistance programing. This form is estimated to take approximately seven minutes to complete.

Tennessen warning Notice: DEED is requesting information from you so DEED can measure the effectiveness of our financial assistance programs. You are not legally required to provide this information, and there will be no consequences to you if you choose not to provide the information. If you do provide information, the information will be used by individuals within DEED whose job assignments reasonably require access to the information to assess DEED programs. By providing this information, you consent to this use. Certain information you provide to us is classified as private or nonpublic data and cannot be shared except as specified by statute or court order.

[Click here to complete the demographic form](#)

Check this box to confirm form completed ☐

Job Listing Notice

A business receiving financial assistance from the State of Minnesota in an amount in excess of \$200,000 for a single project shall work with DEEDs Employment and Training staff to list any vacant or new positions related to the project on www.minnesotaworks.net per Minn. Stat. 116L.66. The employer is also encouraged to enlist the services of DEED's Employment and Training staff to recruit and refer job candidates.

The Job Listing requirements follow these easy steps:

1. At the time of financing award, DEED's Business Finance Office will provide written notification of the award to DEED's Employment and Training staff. This notification will include the business name, address and phone number (as well as for the contact person) and the number and type of jobs to be created as a result of the DEED assistance.
2. The Employment and Training representative will contact the business to schedule a meeting to sign a Job Listing Agreement that details how positions will be posted on www.minnesotaworks.net. The employer is required to list only those job openings that are part of the project DEED is assisting.
3. Managerial positions, positions that require unusual skills, knowledge, abilities and/or experience not common to the labor market, and job openings to be filled by internal promotion will not subject to the Agreement and need not be listed on www.minnesotaworks.net.
4. The business will notify the Employment and Training staff of job openings and will ensure that job vacancies are entered into www.minnesotaworks.net at least 15 days prior to the anticipated hiring date. Employment and Training staff may refer the employer to free services that can expedite the job order entry.
5. Applicants will follow instructions on www.minnesotaworks.net to apply for open positions. However, the business will make all decisions on which candidates they will interview and hire.
6. The employer may continue to use other recruitment and job referral services in addition to www.minnesotaworks.net and may fill positions prior to meeting with Employment and Training staff and signing the Job Listing Agreement.

The Job Listing Notice is designed to help businesses recruit and hire qualified candidates. If you have questions about using www.minnesotaworks.net, please contact your local Employment and Training staff at <https://mn.gov/deed/business/help/workforce-assistance/wf-strategy.jsp> or the www.minnesotaworks.net Help Desk Specialist at (651) 259-7500.

Certification

I have read the above information and understand that as a recipient of state financial assistance in excess of \$200,000, a representative shall meet with DEED Employment and Training staff and agree to sign a job listing agreement and post project-related jobs on www.minnesotaworks.net following the meeting.

Printed Name of Business Contact

Title

Phone

Signature

Date

E-mail

Consent to Release Private Business Employment and Wage Data

Collected and Maintained by the Minnesota Unemployment Insurance Program

To qualify for financial assistance from the DEED Office of Business Finance, your business must agree to create or retain a minimum number of jobs within a specific period of time. These jobs must also pay at or above specified wage levels.

To verify that these requirements have been met, the Office of Business Finance uses quarterly wage records submitted by businesses to the Minnesota Unemployment Insurance Program.

Because Unemployment Insurance records are private, we need your permission to access records about your business. The records we seek to access include:

- Aggregate Minnesota employment levels for your business
- Aggregate Minnesota employment levels at the relevant project site
- Information about your compliance with Unemployment Insurance tax and reporting requirements

It is important to note that we will not receive the names or social security numbers of your employees.

If you sign this form, your records will be securely transmitted by Unemployment Insurance Program staff to the Office of Business Finance. The Office of Business Finance will receive your Unemployment Insurance records on an ongoing basis until your business subsidy agreement expires or is terminated. We will not release any data from your Unemployment Insurance records to any other parties.

You are not legally required to grant us access to your Unemployment Insurance records. You also have the right to withdraw your permission at any time. Please note, however, that refusal to grant access to your Unemployment Insurance records may limit your eligibility for financial assistance.

If you have questions about this form, please contact Jeff Nelson, Executive Director, Office of Business Finance at 651-259-7523 or jeff.m.nelson@state.mn.us.

I give my permission for the Unemployment Insurance Program to release the records about my business (as described in this form) to the DEED Office of Business Finance. I understand that these records will be used by the Office of Business Finance to verify the satisfaction of requirements associated with my business subsidy agreement.

Signature of Business Official

Business Name

Date

Printed Name of Business Official

Position

E-mail

Phone

Employer Identification Number (EIN) Used for Project Site

Other Employer Identification Numbers (EINs) Used by Business

Notice: Accurately Reporting Business Units to the Minnesota Unemployment Insurance Program

This notice is a reminder that Minn. Stat. § 268.044 requires your business to submit quarterly wage records to the Minnesota Unemployment Insurance Program by “reporting unit”.

You have the option to split reporting units for your business by physical location, financial centers, division of labor, or user security requirements. For the purposes of monitoring job creation and wage level performance per your business subsidy agreement, the Office of Business Finance strongly recommends creating a specific reporting unit for the relevant project site.

Reporting units can be added or modified as follows:

To add a reporting unit:

1. **Log in to your account** at www.uimn.org
2. On My Home Page, click **Account Maintenance**.
3. Click **Maintain Reporting Units**.
4. Click **Add New Reporting Unit**.
5. Enter reporting unit information.
6. Click **Next**. The Address Validation page opens.
7. Confirm the address, and then click **Next**.
8. Verify the reporting unit information.
9. Click **Submit**.

To inactivate a reporting unit:

1. **Log in to your account** at www.uimn.org
2. On My Home Page, click **Account Maintenance**.
3. Click **Maintain Reporting Units**.
4. Under Active Reporting Units, click the reporting unit link.
5. Under Inactivate Reporting Unit, check the checkbox **Inactivate Reporting Unit**.
6. Enter the date of last covered wages for this reporting unit.
7. Select the reason for inactivating this reporting unit from the drop down menu, and then click **Next**.
8. Verify the reporting unit information and benefit account mailing address.
9. Click **Save**.

If you have any questions about reporting units or other aspects of the Unemployment Insurance wage detail submission process, contact Aaron Tell, Unemployment Insurance Outreach Specialist, at 651-259-7567 / aaron.tell@state.mn.us.

Signature of Business Official	Company	Date
Printed Name of Business Official	Position	
E-mail	Phone	

Targeted Population Designation Characteristics

In order to qualify for Targeted Population Designation, the business must be majority (at least 51%) owned by persons who meet certain qualifying characteristics. One or more individuals may be included when determining eligibility. Please provide information regarding qualifying characteristics of the owner(s). Check all that apply:

☐ Minority

Minority group members are citizens (or lawfully admitted permanent residents) of the United States who belong to one or more of the following groups:

- a) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
- b) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- c) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- d) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Mariana Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
- e) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;

☐ Woman

☐ Veteran

Veteran means a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirement as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law 95-202. The active military service must be certified by the United States secretary of defense as active military service and a discharge under honorable conditions must be issued by the secretary.

☐ Person(s) with disabilities

The term "disability" is defined under the Americans with Disabilities Act and means, with respect to an individual:

- a) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- b) a record of such an impairment; or
- c) being regarded as having such an impairment.

I certify that the business is at least 51% owned by person(s) who are representative of one or more of the qualifying groups.

Printed Name and Title of Business Contact

Phone

Signature

Date

Local Government Resolution Example

This resolution must be adopted prior to submission of the Minnesota Job Creation Fund program application. The resolution shall be adopted by the City Council, County Board, Town Board or Tribal Government where the project will occur. A resolution of support from the local Economic Development Authority, Housing & Redevelopment Authority or Port Authority does not satisfy program requirements.

CITY OF <<City Name>>, MINNESOTA

RESOLUTION NO. <<INSERT>>

RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH <<BUSINESS NAME>>

WHEREAS, the City of <<City Name>>, Minnesota (the "City"), desires to assist <<Business Name>>, a <<company type>>, which is proposing to <<construct or improve>> a facility in the City; and,

WHEREAS, the City of <<City Name>> understands that <<Business Name>>, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of <<City Name>> held a city council meeting on <<date>>, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF <<City Name>>, Minnesota, that, after due consideration, the Mayor and <<Authorized Official>> of the City of <<City Name>>, Minnesota, hereby adopts the following findings of fact related to the project proposed by <<Business Name>> and its application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base.
 - a) List reasons and facts supporting this particular finding for the project. Failure to include reason(s) and/or fact(s) will result in the resolution being rejected by DEED as it does not satisfy program requirements.
2. Finding that the proposed project, in the opinion of the City Council, would not reasonably expected to occur solely through private within the reasonably foreseeable future.
 - a) List reasons and facts supporting this particular finding for the project. Failure to include reason(s) and/or fact(s) will result in the resolution being rejected by DEED as it does not satisfy program requirements.
3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole.
 - a) List reasons and facts supporting this particular finding for the project. Failure to include reason(s) and/or fact(s) will result in the resolution being rejected by DEED as it does not satisfy program requirements.
4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise.
 - a) List reasons and facts supporting this particular finding for the project. Failure to include reason(s) and/or fact(s) will result in the resolution being rejected by DEED as it does not satisfy program requirements.

Sworn and Executed Under My Hand this ____ day of _____, 2025.



AGENDA RECOMMENDATION

Consent Calendar 6. F.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Resolution accepting the Airport Architectural and Engineering Services Proposal for the Air Traffic Control Tower.

Recommendation/Action(s):

Recommend approval of the attached resolution

Summary:

Mankato Airport was accepted into the Federal Aviation Administration Contract Tower Program on April 19, 2022. To be admitted into the program, the safety and efficiency benefits of a tower must exceed its costs. The FAA is required to perform benefit-cost analysis (BCA) to determine eligibility for participation in the program, Mankato Airport's BCA is 2.35.

Conditions of acceptance into the FAA FCT program are as follows:

- Five years from the date of the acceptance letter (April 19, 2022) provide a control tower that has successfully completed an Operational Readiness Inspection (ORI).
- Enter into an Air Traffic Control Tower Operations Agreement (TOA).
- Tower funding is subject to availability.
- If the **Airport** fails to provide a control tower that successfully completes an Operational Readiness Inspection (ORI) within the 5-year period, the **Airport** returns to Phase 1 (Interest Phase) and can reapply for acceptance into the FCT Program.

FAA Advisory Circular 150/5100-14E with Change 1 guides the process for awarding architectural, engineering, and planning consultant services for airport grant projects.

The City Council authorized the City Manager to enter into a Master Partnership Agreement for Professional Aviation Architectural and Engineering Design Services for the Air Traffic Control Tower Project with EXP on August 12, 2024. The project is included in the 2025-2029 Capital Investment Program (CIP).

EXP submitted their proposal to provide professional Architectural and Engineering Services to the City for the design of the New Federal Contract Air Traffic Control Tower at the Mankato Airport on November 21, 2024. The scope of work was reviewed by the FAA and revised on January 8th, to better conform with the Advisory Circular guidance. The proposal for the work is a lump sum payment which conforms to the Master Partnership Agreement in the amount of \$2,622,909.00.

Contracts over \$100,000 require an Independent Fee Estimate (IFE) of which Garver was contracted (January 2, 2025) to provide at a cost of \$6,000. Garver's January 9, 2025 estimates for the scope of work were 11.26%, exceeding the allowable guidance of 10% of the consultants (EXP) proposal. When differences exceed 10%, the Sponsor, IFE preparer and Consultant should determine if there is a misunderstanding of the scope of services or level of effort required to complete the work. The group met on January 21, 2025, to negotiate the level of effort primarily around the Minnesota Sustainable Building Guidelines - Buildings, Benchmarks & Beyond (B3). Garver revised the IFE on January 21st, resulting in a 2.7% difference.

EXP anticipates the project schedule to be as follows:

Design Phase	Timeline	Revised Timeline
Full Design Contract Award	January 2, 2025	February 10, 2025
Concept Design Complete	January 31	March 24, 2025
10% Preliminary Design Phase	March 14	May 05, 2025
45% Submittal	May 9	June 30, 2035
70% Submittal	July 3	August 25, 2025
100% Submittal	August 29	October 20, 2025
Final Submittal	September 30	December 01, 2025
Construction Notice to Proceed	December 2025	February, 2026

Pre-Award Authority: Discretionary project costs must have been incurred after the grant execution date. The exceptions list does not apply to Air Traffic Control Tower Construction.

The green highlighted areas have been awarded.

Attachments

Resolution
Proposal
Development Process

**RESOLUTION ACCEPTING THE AIRPORT ARCHITECTURAL AND ENGINEERING
SERVICES PROPOSAL FOR THE AIR TRAFFIC CONTROL TOWER PROJECT**

WHEREAS; the City of Mankato is the sponsor of the Mankato Regional Airport; and

WHEREAS; the Federal Aviation Administration (FAA) completed a Benefit Cost Ratio analysis determined at 2.35 and accepted the Mankato Regional Airport as a candidate for the FAA Contract Tower Program; and

WHEREAS; the City of Mankato on August 12, 2024, authorized the City Manager to enter into a Master Partnership Agreement for professional aviation architectural and engineering design services for the Air Traffic Control Tower project with EXP; and

WHEREAS; using the FAA approved scope of work, EXP submitted their cost proposal of \$2,622,909.00, and the Independent Fee Estimate completed by Garver found after negotiations to similarly satisfy the needs, objectives, and goals of the project; and

WHEREAS; using the guidance provided in FAA Advisory Circular 150/5100-14E with Change 1 the FAA advises award of the consultant contract; and

WHEREAS; the 2024 Bipartisan Infrastructure Legislation Airport Terminal Program provides some of the funding to begin the project, future grants will provide the remainder of the funds in order to complete the lump sum amount.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the City Manager is authorized to accept the proposal from EXP for professional aviation architectural and engineering design services for the Air Traffic Control Tower project contingent upon funding availability.

This resolution shall become effective upon passage without further publication.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Mankato at a duly authorized meeting held on February 10, 2025.

Adopted this 10th day of February 2025.

Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk



November 21, 2024
January 08, 2025_R1

Mr. Jeffrey Johnson
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001

Re: 999-24006115-PP MKT ATCT
New Federal Contract Tower
Design Phase Services

Dear Mr. Johnson:

EXP U.S. Services Inc. (EXP) is pleased to submit for your consideration this proposal to provide professional Architectural and Engineering Services to the City of Mankato for the design of the New Federal Contract Air Traffic Control Tower at the Mankato Regional Airport (MKT) in Mankato, Minnesota. Please note that the scope of work and fee included in the attached proposal from our subconsultant, TKDA, is included within this proposal, and is not duplicate effort, but rather encompassed within EXP's proposal.

SCOPE OF PROJECT

It is our understanding that the City desires to construct a new Federal Contract Tower (FCT) at the Mankato Regional Airport.

The FAA Engineering Service Terminal Engineering Center has conducted the Siting analysis and has nearly finalized the location of the ATCT on Site 15 as illustrated in the draft Siting Report received by EXP on 10/21/24.

Per the draft Siting Report, the control tower is to be a four-sided tower shaft, approximately 46'x46', with a 550 square foot, eight-sided cab, with mullions and slat-wall consoles. The tower will have a cab floor height of 80.83 feet Above Grade Level (AGL), an eye level height of 85.83 feet AGL (based on eye level being 5' above floor level) and an overall top of tower height of 115.83 feet AGL.

The project also includes site preparation work, access roads, utilities, parking lot, and landscape design for the immediate ATCT site. It is assumed that utility services of sufficient size and capacity to serve the ATCT are available immediately adjacent to the ATCT site.

The project also includes connectivity of the new tower to the existing infrastructure, modified as necessary to serve the new tower.

SCOPE OF BASIC SERVICES

For the Project described above, EXP will provide project management, concept design services, architectural and engineering services for the 10% Preliminary Design Phase and the Final Design Phase including 45%, 70%, 100% and Final submittal packages. Design phase services will also include engaging, managing and coordinating with sub-consultants for services including but not limited to geotechnical investigation, survey,

cost estimating, and wind analysis for the structural design of the ATCT.

The design of the ATCT is subject to the requirements of the following:

- Request for Qualifications for Professional Airport Consulting Services, Issued by the City of Mankato
- Current and approved FAA Orders and Circulars as applicable to Federal Contract Towers
- Draft FAA Site Selection Report – received by EXP on 10/21/2024
- Terminal Facilities Design Standard (TFDS) V2.1 – dated 12/13/2022 as applicable to Federal Contract Towers
- Job Order JO 7210.78 “FAA Contract Tower (FCT) New Start and Replacement Tower Process”

EXP will develop the Construction Drawings utilizing Building Information Modeling (BIM) with Autodesk Revit. Site and Site Utility drawings will be developed utilizing Civil 3-D.

It is assumed that a base building is not required. In addition to the MEP spaces required by code, the tower will contain the following:

- Air Traffic Manager Office
- Unisex Toilet Room
- Janitor Closet
- Equipment Room
- Training/Break Room
- Single Egress Stair
- Single 3,500 lb. Machine Room Less (MRL) Occupant Evacuation Elevator

In compliance with the International Building Code, two means of egress will be provided via an egress stair and an occupant evacuation elevator.

The design shall comply with the Guiding Principles for Sustainable Federal Buildings as applicable to Federal Contract Towers and with Minnesota B3 requirements.

In addition to the development of the design documents, EXP, along with our sub-consultants, will provide support services for stakeholder engagement, legislative and funding support, grant management, community engagement and public involvement, and environmental permitting support.

Stakeholder Engagement: EXP and our sub-consultants will provide support for stakeholder engagement during the design process, including but not limited to Agency Coordination (City staff, FAA and MnDot) during bi-weekly calls for the duration of the design process. The design team will provide overall project status and design schedule updates.

Legislative and Funding Support: The design team will support the City of Mankato in the preparation of necessary applications for local, State, and Federal grants.

Grant Management: The design team will assist and coordinate with the City in their preparation of FAA Grant Documentation during the design phase of the project. This scope includes assisting in the determination of eligible and ineligible expenses, and the development of pre-application and application packages for up to two FAA grants.

Community Engagement and Public Involvement: Select members of the design team will attend up to two City Council meetings as well as up to three Public Outreach meetings to discuss the project with the public and to gather feedback to address any public comments and/or concerns. The design team will prepare electronic presentation materials to be shared with the City Council and the public during these meetings to provide overall project design updates. It is assumed that the City will coordinate the specifics and logistics of these meetings.

Environmental Permitting Support – The design team will coordinate the environmental permitting requirements identified in the Focused Environmental Assessment (EA) that kicked off in October 2024. At this time, the only known required environmental permit is the NEPA determination/EA. If other permits are required, such as wetland permits, the design team will assist the City with permit coordination. It is assumed that construction permits, such as NPDES or other local environmental permits would be required by the Contractor.

In addition to the submittal review meetings identified below, this proposal includes the following additional meetings for the duration of design, *i.e., through September 2025*:

- Project Kick Off Meeting – includes attendance at a Project Kick off Meeting with the City, the FAA, select members of the design team and additional stakeholders as necessary to confirm project requirements, project schedule and roles and responsibilities.
- Design Team Meetings - includes weekly design team coordination meetings for the duration of the design phase.
- Agency Funding Coordination Meetings – includes virtual attendance at twice a month meetings to keep the City, MnDot, and the FAA apprised of the project and schedule and to discuss outstanding issues and information needed.
- Consultant Funding Coordination Meetings – includes virtual attendance at twice a month meetings to allow the design team to review and prepare items for discussion at the Agency Funding Coordination Meetings.
- City/Airport design coordination meetings – includes virtual attendance at a total of four meetings to discuss and coordinate design elements with the City/Airport.
- City Council Meetings – includes attendance by select design team members at a total of two City Council meetings to keep attendees apprised of project design status and overall schedule.
- Public Outreach Meetings – includes attendance by select design team members at a total of three Public Outreach meetings with the community to provide project updates and receive feedback from the community.
- Airport Tenant Meetings – includes up to three virtual meetings with existing airport tenants – which may include North Star Aviation, Mayo Clinic, general aviation pilots, or other existing tenants to provide focused information specific to the tenant.

The Scope of Basic Services for the Concept Design Phase and the Preliminary through Final Design Phase are further clarified as follows:

Concept Design:

The Concept Design Phase begins with the Project Kick Off meeting with the City, the FAA, and other stakeholders at the City's discretion, which may include the contract controllers. The concept phase includes the development of up to three conceptual exterior designs for consideration and discussion. The conceptual design options will include concept exterior renderings of the proposed tower and will include a suggested Basis of Design for the tower as well as proposed exterior materials for each of the three options. It is assumed that an administrative base building is not required for this project and therefore, will not be included in the concept designs.

EXP will meet with the City of Mankato, in person, to present and discuss the conceptual designs. EXP will address comments received from this meeting to further develop a scheme and will present the updated concept design to the City of Mankato via teleconference.

Preliminary Design Phase – 10%:

The Preliminary Design Phase will further develop the agreed upon concept design and will include the preparation and submittal of the 10% Design Submittal and the 10% review meeting. This phase will include verification of the overall program and documentation of the design criteria and design considerations in a Project Planning Document (PPD). The PPD is a graphic and written description showing the design intent of the project complying with requirements of the program, applicable FAA Orders and Standards, site, building code, and user and space needs to accommodate the operation and function of the building.

Within ten (10) business days after receiving the 10% submittal the City, the FAA, and other stakeholders at the City's discretion, which may include the contract controllers, will submit compiled review comments and meet with the EXP design team at the airport to discuss the comments. The EXP Project Manager and Architect will attend in person and select engineers shall attend the 10% review meeting virtually.

An Opinion of Probable Construction Cost will be submitted separately three (3) weeks after the 10% submittal.

In order to expedite the design schedule, the design team will continue working towards the next submittal during the comment review period.

Final Design Phase:

The Final Design Phase will include further development of the design presented in the 10% design phase. Final equipment loads from the FAA and or contract controllers are required to begin this phase. Milestone deliverables will be submitted at the 45%, 70%, 100% and Final Phases.

Within ten (10) business days after receiving the 45%, 70% and 100% submittals the City, the FAA, and other stakeholders at the City's discretion, which may include the contract controllers, will submit compiled review comments and meet with the EXP design team at the airport to discuss the comments. The EXP Project Manager and Architect will attend each of these review meetings in person and select engineers

shall attend virtually.

An Opinion of Probable Construction Cost will be submitted separately three (3) weeks after the 45%, 70% and 100% submittals.

In order to expedite the design schedule, the design team will continue working towards the next submittal while comments are generated and reviewed.

Subsequent to the 100% review submittal and review meeting, EXP will develop an Issue for Final set of drawings and specifications that incorporates all comments received during the 100% review meeting and submit to the City.

Permitting Phase/Bidding Phase Services:

It is EXP's understanding that since this is a sponsor (airport) owned tower, the City of Mankato will have jurisdiction over the project, and thus a building permit will be required.

It is EXP's understanding that the project delivery method will be a traditional design/bid/build and thus will be competitively bid.

EXP will submit a proposal for permitting and bidding phase services prior to the Issue for Final submittal.

Construction Phase Services:

EXP will submit a separate proposal for full construction administration services prior to the beginning of construction.

SCHEDULE

The development of the design from Concept through Final drawings and specifications will require eight (8) months to complete from the date of Notice to Proceed.

EXP anticipates the project schedule to be as follows:

Full Design Contract Award	January 02, 2025
Concept Design Complete	January 31, 2025
10%/PPD Submittal	March 14, 2025
45% Submittal	May 09, 2025
70% Submittal	July 03, 2025
100% Submittal	August 29, 2025
Final Submittal	September 30, 2025
Construction NTP	December 2025

Other project milestone submittal dates shall be determined in conjunction with the City during the initial phases of the project.

COMPENSATION

Compensation for the Concept Design, Preliminary Design and Final Design Phase shall be a lump sum amount of **\$2,622,909.00**

Direct costs, such as travel expenses, reproductions, etc. will be invoiced as direct expense and are in addition to the above lump sum fee. EXP estimates these costs to be approximately \$20,000.00; however, if actual costs exceed this estimate EXP will be compensated for actual costs incurred.

ADDITIONAL SERVICES

The following services are outside the Scope of Basic Services described above and, if requested, would be compensated as an Additional Service.

1. Civil and Civil Utility Engineering beyond the immediate ATCT site.
2. Blast Analysis, if required.
3. Changes to the project that materially differ from the design after the 45% submittal.
4. Attendance at meetings (virtually or in person) beyond the proposed final submittal date of September 30, 2025.
5. Planning and/or land easement work for utilities.

Compensation for Additional Services shall be at a negotiated lump sum fee(s).

TERMS AND CONDITIONS

This proposal and the Professional Services Agreement between the City of Mankato and EXP U.S. Services Inc. dated August 12, 2024 shall form the basis of the Agreement between EXP and the City of Mankato. Additionally, in the preparation of our proposal, we have made the following assumptions:

1. Unlike FAA towers, it is assumed that the FAA will not contract independently with a third-party security contractor and that the security design will be by EXP for approval by the City. EXP will design the security system infrastructure as well as the security devices themselves.
2. EXP will provide documents at a BIM LOD of 300. It is our understanding that COBIE is not required and therefore will not be included.
3. It is assumed that the future contract controllers will be provided by Midwest ATC and that EXP will be able to engage with Midwest ATC during design for discussion and understanding of their equipment needs and for their comments on the proposed design.
4. It is assumed that LEED certification will not be pursued.
5. The design will be required to comply with ASHRAE 2010.
6. It is assumed that existing utilities are of sufficient capacity to accommodate the new tower. Insufficient capacity of existing utilities may result in additional services.
7. The HVAC system will be monitored and controlled with an open protocol system. Prior to proceeding with the 45% Design Phase the Airport will confirm the requirements of the BAS system. The ATCT BAS system will be connected to the overall airport system.
8. It is our understanding that none of the equipment for the project will be Government Furnished Equipment (GFE) and that the City and/or the FAA and/or the contract controllers will advise on quantity and layout of electronic equipment racks, type of electronic equipment, equipment at cab consoles, and all other technical equipment needs prior to the 45% submittal.

9. EXP will coordinate with a console manufacturer and will include console manufacturer's drawings in the submittal documents.
10. EXP will coordinate and design the infrastructure to support the rooftop antennas and equipment. The City and/or the FAA and /or the contract controllers will provide the specifications and requirements for this equipment prior to the 45% Design Phase.
11. It is assumed that there is no contamination of the project site beyond what is included in the Environmental Assessment, which does not require remediation; therefore, no environmental remediation or any other environmental services are included.
12. This proposal assumes the project will be documented as a single complete project phase.
13. It is assumed that Radon mitigation is not required, and therefore is not included in this proposal.
14. It is assumed that the B3 Small Building Approach will be utilized for this project. B3 submittals including Predesign, Design and Final design are included in this proposal. All other B3 submittals are associated with construction/post construction and therefore are not included in this proposal.
15. It is assumed that the construction delivery method for this project will be a traditional design/bid/build process. If the City pursues a CMaR method this may require additional services.
16. It is assumed that the engine generator will be pad mounted exterior to the facility and will not be in an enclosure. It is also assumed that the generator will be sized for fire and life safety elements only.
17. It is assumed that there are no Tech Ops requirements and or spaces included in the project.
18. It is assumed that at each milestone submittal, deliverables will include drawings and specifications only. A specification Table of Contents will be provided at the 45% submittal and full specifications will be included at subsequent submittals. A basis of design report will be included as part of the initial 10%/PPD submittal only.
19. It is assumed that the site extents are limited to what is indicated on page two of the Request for Qualifications for Professional Airport Consulting Services issued by the City of Mankato.
20. It is assumed that the proposed parking lot will include 5 parking spaces, 1 handicap space as well as a fuel tank area and a dumpster area only.
21. It is assumed that the rerouting of the existing service road will be limited to what is required to serve the new tower and that rerouting beyond the tower site will be by others and is not included in this proposal.

We appreciate the opportunity to work with you and your team on this Project and are ready to commence services. Please contact the undersigned at 773.642.9238 to answer any questions you may have or to further discuss how EXP can best serve the needs of the City of Mankato.

Sincerely,



Horeya Czaplewski, AIA, LEED AP
Senior Project Manager



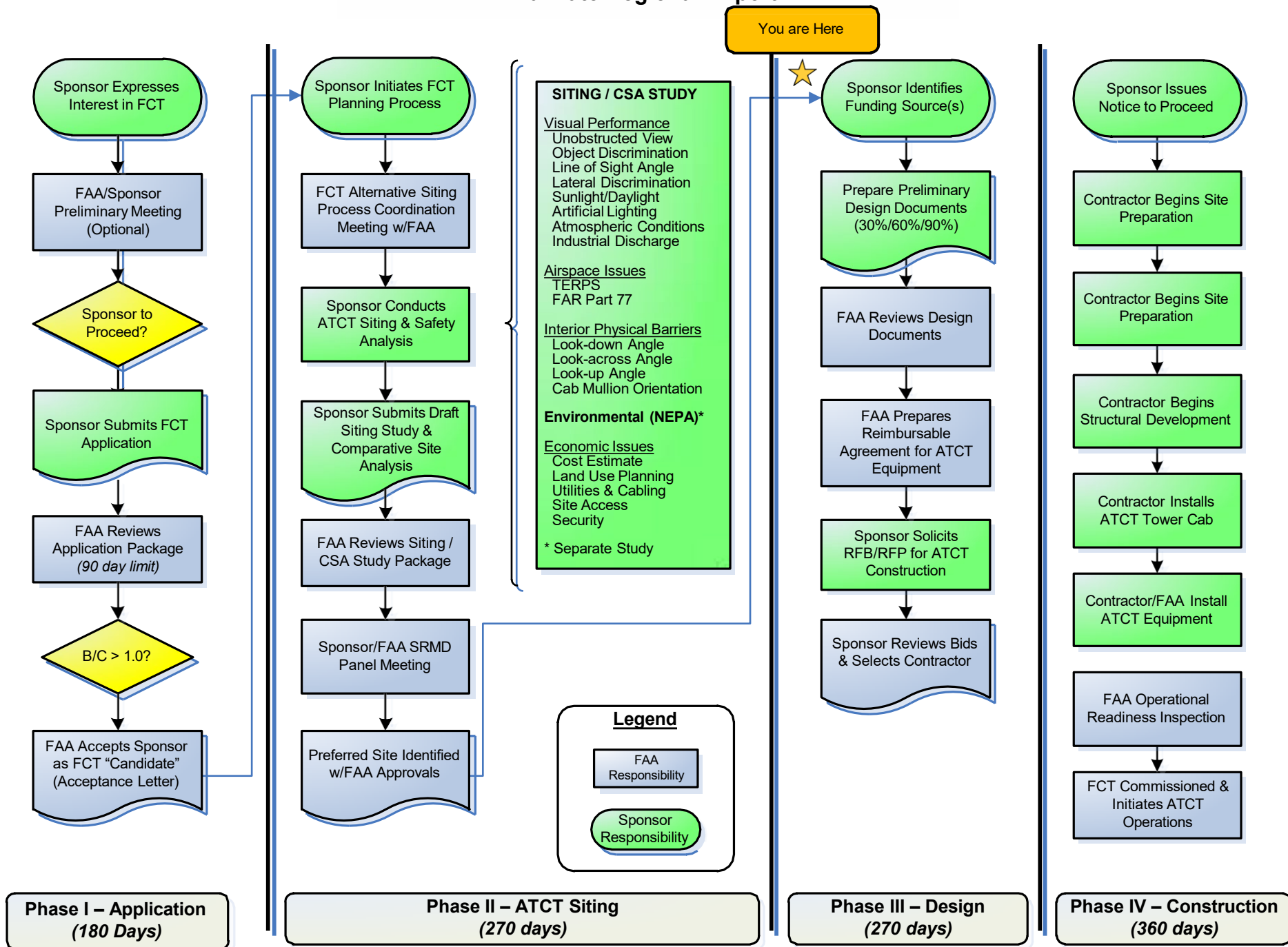
Timothy D. Neumann AIA, NCARB
Executive Vice President

EXP U.S. Services Inc.

xc: J. Jakalski

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Figure C
Air Traffic Control Tower Development Process
Mankato Regional Airport





AGENDA RECOMMENDATION

Consent Calendar 6. G.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Resolution amending Right-of-way Obstruction Permit Fees.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

City Code, Sec. 6.06. Right of Way Management allows the city to manage activities within public right-of-ways and to charge fees associated with such management. Actual fees are set by the City Council as part of the city's larger fee schedule. The city charges fees to private development projects for obstruction to the right-of-way. The current fee structure has raised concern from both developers and city staff.

The City Council, at its Work Session on January 27, 2025, discussed this issue and provided feedback to staff regarding potential changes to the fee schedule. The information contained in this item reflects the feedback given.

Proposed Fee Schedule:

	Downtown and Arterial/Collectort	Local/Resid/Alley
Obstruction Type	(per street face/day)	(per street face/day)
Sidewalk Only	\$50	\$25
Parking/Turn Lane (includes sidewalk)	\$100	\$50

Partial Street (incl parking/turn lane& sidewalk)(up to 1 lane in each direction remaining)	\$150	\$75
Complete Street	\$300	\$150
Offroad Trail	\$50 per segment/day	\$50 per segment/day

Notes:

- Partial Street obstruction includes the closure of travel lanes but requires that a minimum of one lane of traffic in each direction provided on the roadway be maintained. On a two-way road, two travel lanes must be maintained. On a one-way road, only one travel lane must be maintained.
- The city will maintain a map showing which streets are considered Downtown and Arterial/Collector streets for purposes of these fees.
- Fees will be charged by street face of a given construction project regardless of obstruction length. If multiple development projects obstruct the same street face, each development will be charged construction fees according to this schedule.
- Obstruction Fees are only charged when an Obstruction Permit is required.
- If ongoing issues arise with the implementation of the new fee schedule, staff will bring the issue back to the City Council with suggested modifications.

Once approved, staff will revise existing permit and guidance documents to reflect the new fees and to clearly communicate their application.

Attachments

Resolution
2025 Fee Schedule

**RESOLUTION AMENDING THE CITY OF MANKATO FEE SCHEDULE RELATING TO
OBSTRUCTION PERMIT FEES**

WHEREAS, obstruction fees should encourage the least disruption to the public's use of the right-of-way without discouraging development and reinvestment in the community; and

WHEREAS, a fee schedule should be clear and anticipate the types of situations most commonly anticipated; and

WHEREAS, the City Council, at its Work Session on January 27, 2025, discussed obstruction fees and directed staff to prepare potential fee schedule modifications.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANKATO, MINNESOTA that the City of Mankato Fee Schedule be modified to reflect the following Obstruction Permit Fees:

Obstruction Type	Downtown and Arterial/Collector (per street face/day)	Local/Resid./Alley (per street face/day)
Sidewalk Only	\$50	\$25
Parking/Turn Lane (includes sidewalk)	\$100	\$50
Partial Street (incl parking/turn lane & sidewalk) (up to one lane in each direction remaining)	\$150	\$75
Complete Street	\$300	\$150

Offroad Trail	\$50 per segment/day
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This Resolution shall become effective immediately and without publication.

Adopted this 10th day of February 2025.

Najwa Massad, Mayor

ATTEST:

Rena Kopischke, City Clerk

2025 CITY OF MANKATO FEES

ADMINISTRATION

APPROVED

Administrative Penalties (Inspections)

Intentional failure to appear or schedule inspection
(engineering, building, and rental):

First occurrence	\$ 50.00
Second occurrence	\$ 100.00
Third and each additional occurrence	\$ 150.00

Intentional avoidance or delay in scheduling inspection:

First occurrence	\$ 50.00
Second occurrence	\$ 100.00
Third and each additional occurrence	\$ 150.00

Failure to correct code violations after proper notice:

After first notice	\$ 200.00
All subsequent notices	\$ 500.00

Administrative collection fee (for unpaid accounts receivable bills)

\$ 40.00

A/R monthly late fee/unpaid balance fee – 30 days delinquent

\$5 + 1% Interest

Administrative Penalties (Liquor)

Strike Matrix

1 st violation within 1 year, One (1) strike	\$ 500.00 civil penalty
2 nd violation within 1 year, Two (2) strikes (Problem Solving Conference)	\$ 1,000.00 civil penalty
3 rd violation within 1 year, Three (3) strikes (City Council Review)	\$ 2,000.00 civil penalty
4 th violation within 1 year, Four (4) strikes	Council Review

Administrative Penalties (Taxicab/TNC)

Strike Matrix

1 st violation within 1 year, One (1) strike	\$ 100.00 civil penalty
2 nd violation within 1 year, Two (2) strikes (Problem Solving Conference)	\$ 250.00 civil penalty
3 rd violation within 1 year, Three (3) strikes (City Council review for suspension or revocation)	\$ 500.00 civil penalty

Administrative Penalties (Tobacco)

1 st violation	\$ 75.00
2 nd violation (at same premise w/in 24 mos. period)	\$ 200.00
3 rd violation (at same premise w/in 24 mos. period)*	\$ 250.00
*in addition, license suspended for not less than 7 days	
Individuals (other than minors) in violation of ordinance	\$ 50.00

Administrative Penalties (Utilities)

Generally:

Minor Violations	\$ 100.00
Major Violations	\$ 500.00

Specifically:

Tampering with Water Meter By-Pass (Residential)	\$ 500.00
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Administrative Penalties (Utilities) – cont'd**APPROVED**

Tampering with Water Meter By-Pass (Commercial)	\$ 1,000.00
Tampering with a Curb Stop	\$ 500.00
Tampering with City Fire Hydrants	\$ 500.00
Tampering with City Main Line Water Valves	\$ 500.00
Unauthorized Removal of a Storm drain Grate/Manhole Cover	\$ 500.00
Unpermitted Connection to a City Utility	\$ 1,000.00
Unauthorized tap of a water distribution main	\$ 1,000.00
Failure to comply with watering restrictions:	
1 st Offense during a period of restriction	Warning
2 nd offense during a period of restriction	\$ 50.00
3 rd Offense during a period of restriction	\$ 100.00
4 th Offense during a period of restriction	Disconnection/Lockout
Opening or interference with a fire hydrant	\$ 1,000.00
Unauthorized delivery or possession of hydrant key or wrench	\$ 100.00
Tampering with water meter, water meter reading device or seal	\$ 250.00
Restricting water meter access	\$ 100.00
Illicit Discharge to Storm Water System	\$ 500.00
Failure to Report and Cleanup a Spill	\$ 500.00
Unmaintained or Abandoned Inlet Protection	\$ 250.00
Non Compliance cleanup by city street sweeper (1 Hr Min)	\$ 500.00

Nuisance Violations:

Class I Nuisances	\$ 500.00
Class II Nuisances	\$ 100.00

Nuisance Violations Fees (per parcel)

Initial and 10 day follow-up	\$ 60.00
Contractor notification and follow-up	\$ 60.00

Hearing Procedure Fees

Per Request for Strike Review	\$ 25.00
Per Request for Hearing	\$ 75.00

Late payment/unpaid balance fee: account balances are assessed a late payment/unpaid balance fee, 30 days after the invoice date, and are subject to a \$5 flat fee plus 1% interest charge on the owed amount every month, charged until the balance is paid.

COMMUNITY DEVELOPMENT

Annexation Petition (per acre) (min \$100 ± max \$600)	\$ 5.00
Conditional Use Permits	\$ 400.00
Ordinance Amendment	\$ 400.00
Planned Unit Development	\$ 400.00
Plat Subdivision ± Preliminary	\$ 200.00
Plat Subdivision ± Final	\$ 200.00
Rezoning	\$ 400.00
Vacation	\$ 400.00
Variance (residential)	\$ 150.00
Variance (all others)	\$ 325.00
Wetland Sequencing or Replacement Plan	\$ 270.00
Wetland Exemption or No Net Loss	\$ 200.00
Wetland Delineation Review	\$ 100.00
Notification Billing (per notice)	\$ 2.00
Zoning Verification Letters	\$ 50.00

*****Building Permit Fee Schedule attached at the end of document "City of Mankato Fees"***

ENGINEERING**APPROVED**

Directional Signage:

Initial	\$ 280.00
Annual	\$ 150.00
Encroachment in Right-of-way	\$ 195.00
Quest (online bid plan download)	\$ 50.00
Reserved Parking - Core Block	
10 hour	\$ 60.00
24 hour	\$ 80.00
Reserved Parking – Non-Core Block	
10 hour	\$ 70.00
24 hour	\$ 90.00

Homestead Properties

Major street reconstruction	\$ 133.25 per front foot of frontage
Sidewalk differential where only walk is installed or replaced	\$ 16.80 per front foot of frontage
Local street repair and resurfacing (overlay bituminous or concrete rehabilitation)	\$ 24.50 per front foot of frontage
Alley surfacing (residential)	\$ 22.27 per front foot of frontage
Local street full reclamation	\$ 38.58 per front foot of frontage
Local street stabilized base reclamation	\$ 47.61 per front foot of frontage

Non-Homestead Properties

Major street reconstruction	\$194.50 per front foot of frontage
Commercial multi-lane resurfacing	\$ 37.86 per front foot of frontage
Alley surfacing (commercial/concrete)	\$ 49.01 per front foot of frontage
Local street full reclamation	\$ 61.75 per front foot of frontage
Local street stabilized base reclamation	\$ 78.23 per front foot of frontage
Commercial Lighting	\$ 16.80 per front foot of frontage

The interest rate charged against installment payments made with property taxes on reconstruction projects shall be four and a half(4.5) percent per annum. On street resurfacing projects the rate is established at four and a half(4.5) percent per annum.

Licenses and Permits**APPROVED**

Amplified Sound	\$ 30.00
Billable Pawn Transaction Fee	\$ 0.60
Carnival License (per day)	\$ 75.00
Curbcut / Access	\$ 25.00
Dog Registration	No Charge
Dockless Electric Scooter Operating Permit	\$ 175.00
Dumpster (per day)	\$ 25.00
Fireworks Permit (per day)	\$ 100.00
Hobby Kennel	\$ 35.00
Industrial Discharge Permits:	
New Industrial Permit Application	
Industrial User (IU)	\$ 250.00
Significant Industrial User (SIU)	\$ 500.00
Categorical Industrial User (CIU)	\$ 500.00
Renewed Industrial Permit Application	
Industrial User (IU)	\$ 250.00
Significant Industrial User (SIU)	\$ 500.00
Categorical Industrial User (CIU)	\$ 500.00
Land Disturbance Permit:	
5,000 sq. ft. to less than one acre	\$ 130.00
One to five acres	\$ 255.00
More than five acres	\$ 380.00
Mobile Food Unit (public property)	\$ 75.00
Mobile Food Unit (private property)	\$ 25.00
Obstruction Permits:	
Downtown and Arterial/Collector (per street face/day)	
Sidewalk Only	\$ 50.00
Parking/Turn Lane (includes sidewalk)	\$ 100.00
Partial Street (incl parking/turn lane & sidewalk) (up to 1 lane in each direction remaining)	\$ 150.00
Complete Street	\$ 300.00
Local/Residential/Alley (per street face/day)	
Sidewalk Only	\$ 25.00
Parking/Turn Lane (includes sidewalk)	\$ 50.00
Partial Street (incl parking/turn lane & sidewalk) (up to 1 lane in each direction remaining)	\$ 75.00
Complete Street	\$ 150.00
Offroad Trail (per segment/day)	\$ 50.00
On-street parking permit	\$ 5.00
Pawn Shop License	\$ 313.00
Peddler's License (2 wks + \$10 inv. fee)	\$ 75.00
Refuse Hauler (1 st truck)	\$ 38.00
(each additional truck)	\$ 25.00
Rental License (per year/per unit)	\$ 45.00
(in excess of six units)	\$ 12.00
Rental License Transfer	\$ 15.00
Right-of-Way Permits (formerly Excavation Permits):	\$ 175.00
Annual registration for ROW permit holders	\$ 100.00
Sign Permit	\$ 30.00
Special Event Permit Classifications:	
Level A – New Event	\$ 150.00

Licenses and Permits - Cont'd**APPROVED**

Level A – Repeat Event	\$ 75.00
Level B	\$ 50.00
Level C	\$ 30.00
UTV, Mini Truck Permit	\$ 50.00
Work without a Permit	\$ 500.00
Structure Moving Permit	\$ 150.00
Taxicab License (Six Vehicles)	\$ 1,000.00
Taxicab Replacement Vehicle Fee	\$ 50.00
Tobacco License	\$ 188.00
Transportation Network Company	\$ 1,500.00
Wireless Facility (small cell)	\$ 1,500.00
Rental Reinstatement Fee (per 1 st unit)	
Rental Reinstatement Fee (per additional unit/ea.)	
Pawn Shop Billable Transaction Fee (per	\$ 100.00
transaction) Taxicab Late Fee	\$ 20.00
	\$ 0.60

Failure to submit a completed application will result in a late fee penalty of \$50 for each week the application is late. The maximum late fee penalty shall not exceed two hundred and fifty dollars (\$250)

Liquor

Bottle Club	\$ 300.00
Brewery/Taproom License	\$ 620.00
Brew Pub Off-Sale Intoxicating	\$ 200.00
Microdistillery/Cocktail Room License	\$ 620.00
Microdistillery Off-Sale	\$ 200.00
Club On-Sale**	\$ 300.00
Culinary	\$ 25.00
Off-Sale Intoxicating**	\$ 560.00
Off-Sale 3.2 Liquor	\$ 37.00
On-Sale Intoxicating Liquor:	
Class R, Restaurant*	\$ 3,750.00
Class RO, Restaurant Other*	\$ 5,000.00
Class B, Bar*	\$ 6,250.00
Class O, Other*	\$ 5,000.00
Class N, New	\$ 6,250.00
On-Sale 3.2 Liquor	\$ 315.00
Permanent Non Enclosed Premise (Patio)	\$ 470.00
Small Brewer Off-Sale Intoxicating	\$ 200.00
Sunday Growler Off-Sale Intoxicating	\$ 200.00
Sunday On-Sale Intoxicating Liquor**	\$ 200.00
Temporary 3.2 Liquor	\$ 32.00
Temporary Intoxicating On-Sale Liquor	\$ 155.00
Temporary Expansion	\$ 155.00
Wine	\$ 315.00
Fees for occupancy limits over 400	
(Class R, RO, B, O or N premises)	
401-499	\$ 500.00
500-599	\$ 1,000.00

Liquor - Cont'd**APPROVED**

600-699	\$ 1,500.00
700-799	\$ 2,000.00
800 and over	\$ 2,500.00

Liquor Investigation Fees

Brewery/Taproom	\$ 500.00
Brew Pub Off-Sale Intoxicating	\$ 780.00
Club On-Sale	\$ 780.00
On-Sale Intoxicating Liquor**	\$ 500.00
On-Sale 3.2 Liquor	\$ 155.00
Off-Sale Intoxicating Liquor	\$ 780.00
Off-Sale 3.2 Liquor	\$ 155.00
Small Brewer Off-Sale Intoxicating	\$ 780.00
Sunday Growler Off-Sale Intoxicating	\$ 780.00
Microdistillery Cocktail Room	\$ 500.00
Microdistillery Off-Sale	\$ 780.00
Temporary 3.2 Liquor	\$ 37.00
Temporary Intoxicating	\$ 37.00
Wine	\$ 155.00

**10% discount after one year w/no strikes; 20% discount after two years w/no strikes.*

**An additional 5% fee discount can be earned by providing proof of an operational camera system, proof of all managerial staff being trained in bystander intervention and by sharing a do-not-admit list with Public Safety.*

***State Statute governs these liquor license fees and cannot be increased.*

Liquor Late Fees

Failure to submit a completed application to the Licensing designee by March 1 will result in a late fee penalty of \$100 for each week the application is late for on-sale intoxicating licenses. The maximum late fee penalty shall not exceed five hundred dollars (\$500)

Failure to submit a completed application to the Licensing designee by March 1 will result in a one-time late fee penalty for late applications as follows:

Off-Sale Intoxicating	\$ 50.00
On-Sale Wine	\$ 25.00
On-Sale 3.2	\$ 25.00
Off-Sale 3.2	\$ 15.00
Club	\$ 30.00

Cannabis**Initial License**

Microbusiness	\$ 0.00
Mezzobusiness	\$350.00
Cultivator	\$350.00
Manufacturer	\$350.00
Retailer	\$350.00
Wholesaler	\$350.00
Transporter	\$175.00
Testing Facility	\$350.00
Delivery Service	\$175.00
Event Organizer	\$250.00
Edible Manufacturer	\$350.00

Cannabis - Cont'd**APPROVED**

Edible Retailer

\$100.00

Renewal

Microbusiness

\$700.00

Mezzobusiness

\$700.00

Cultivator

\$700.00

Manufacturer

\$700.00

Retailer

\$700.00

Wholesaler

\$700.00

Transporter

\$350.00

Testing Facility

\$700.00

Delivery Service

\$350.00

Event Organizer

\$250.00

Edible Manufacturer

\$350.00

Edible Retailer

\$100.00

False Alarm Permit Reinstatement

First Reissued Permit

\$ 50.00

Second Reissued Permit

\$ 75.00

Third Reissued Permit

\$ 100.00

Fourth Reissued Permit

\$ 125.00

Fifth Reissued Permit

\$ 150.00

Second Reissued Permit

\$ 175.00

Subsequent Reissued Permit

\$ 200.00

AIRPORT

Class A Hangar Rent (per square foot)

\$ 3.65

Class B Hangar Rent (per square foot)

\$ 3.18

Class C Hangar Rent (per square foot)

\$ 1.82

Class C Office Space (per square foot)

\$ 8.00

Common Area Maintenance (CAM)

5%

(Based on Class C Hangar Rent)

Fuel Flowage Fee (per gallon)

\$ 0.12

PARKS**All Reservations Cancellation Policy (Camping, Athletics, Shelters, Pavillions)**

30 Days' Notice

Full Refund

14-29 day notice

50% Refund

Less than 14 day notice

0% Refund

General Park and Forestry Fees

Weeds and Grass Elimination (plus cost of mowing)

\$ 125.00

Camping (per day/unimproved site)

\$ 25.00

Camping (per day w/Electricity - combined)

\$ 40.00

Administrative Fee (non-refundable)

\$ 4.00

Firewood (1/2 tub)

\$ 4.00

Firewood (tub)

\$ 8.00

Tree Planting Fee (includes tree)

\$ 225.00*

(*225.00 minimum, total amount based on tree picked)

Parks Enclosed Facilities Rental (8am-10:30pm)**(Sibley Park Pavillion/Caledonia Community Center/Floyd Roberts Jr. Pavillion)**

Parks Enclosed Facilities Rental - Cont'd**APPROVED**

*Security Deposit required for all rentals. \$200 without alcohol, \$500 when alcohol is present.

2024 rates include sales tax.

Daily Non-profit	\$ 175.00
Daily Resident	\$ 225.00
Daily Non-Resident	\$ 275.00
Giving Barn (Red Barn)	\$ 100.00

Parks Outdoor Event Permits

Keg Beer Permit	\$ 40.00
Keg Beer Deposit (refundable)	\$ 250.00
Bench rental (30 benches, customer set-up only)	\$ 50.00
Trailer Electrical Plug In (30A/50A) – daily rate	\$ 50.00
Trash Collection – per occurrence	\$ 50.00

Outdoor Event Spaces (all day, includes tax)**(CHS Pergola, Sibley Park Gazebo, Leas Schwickert Bandshell)**

*2024 rates include sales tax

Daily Non-profit	\$ 55.00
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Daily Resident	\$ 65.00
Daily Non-Resident	\$ 80.00

Picnic Shelter Rental (all day, includes tax)

Daily Non-profit	\$ 55.00
Daily Resident	\$ 65.00
Daily Non-Resident	\$ 80.00

Turf Fields

Franklin Rogers/ISG Field (per game/practice)	\$ 250.00
Special Activities Rental	\$ 250.00
Damage or extraordinary maintenance clean-up	Cost
Thomas Park Field 1 (per game/practice)	\$ 150.00
Special Activities Rental	\$ 150.00
Damage or extraordinary maintenance clean-up	Cost

Tournaments- Grass Fields

Reservation Fee per field/per day	
(starting 2023 rates will no longer include dragging/chalking)	\$ 50.00
Diamond Dry Field Compound	Cost
Concession Use (per day/per complex)	\$ By agreement
Field grooming (per occurrence)	\$ 50.00
Chalking (per occurrence)	\$ 20.00
Thomas Park Team Room Usage	\$ By agreement

Rental of Outdoor Sports Facilities and Spaces, Non-Tournament

Grass fields reservation (games only, not including field prep, price per field)	\$ 30.00
Tennis/Pickleball Courts - price per court	\$ 30.00
Volleyball Courts - price per court	\$ 30.00

Rental of Outdoor Sports Facilities and Spaces - Cont'd**APPROVED**

Disc golf course @ LOM (tournaments) – daily rate	\$ 250.00
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Tourtellotte Pool

*Rates include sales tax

Mantas Pass (practice + individual pass)	\$ 90.00
Individual Season Pass	\$ 75.00
Senior Individual Season Pass	\$ 60.00
Family Season Pass (Up to 4 in Same Household)	\$ 150.00
Family add-on (Up to 4 more in same household)	\$ 25.00
Early Bird Membership	25% Off
Late-Season Membership – available 2 nd half of season only	Pro-Rated
General/Daily (ages 5+)	\$ 5.00
General/Daily Admission (0-4 years old – must be accompanied by a paying adult)	\$ 0
Punch Pass (10)	\$ 45.00
Connecting Kids Punch Pass	\$ 20.00
Lost Card Replacement	\$ 5.00

Private Rentals of Tourtellotte Pool Facilities

Zero-Depth Pool Only / for 2 hours (Up to 4 lifeguards, 1 slide attendant, 1 manager)	\$300.00
Add Diving Well – for 2 hours	\$100.00
 Main Pool Only / for 2 hours (Up to 5 lifeguards, 1 manager)	 \$400.00
Add Diving Well – for 2 hours	\$100.00
 Entire Facility / for 2 hours - Up to 100 Guests (6 lifeguards, 1 slide attendant, 1 manager)	 \$600.00
Entire Facility / for 2 hours - 100+ Guests (11 lifeguards, 1 slide attendant, 1 manager)	\$1,000.00

Rental Includes: Access to space during designated time, bring in your own food & beverage, use of sound system. No business enterprises allowed (fitness classes, swim lessons, etc.). If only renting partial facility, remainder of facility may be reserved by another customer.

**Staff reserve the right to require additional staffing for events based on event details.

TRANSIT

Cash Fare	\$ 1.50
8 Tokens / 8 Ride Pass	\$ 10.00
1-day Frequent Rider Pass	\$ 5.00
15-day Frequent Rider Pass	\$ 20.00
30-day Frequent Rider Pass	\$ 40.00
Youth (Age zero through high school student). Children under age six require adult supervision)	\$ 0
Minnesota State University Mankato Students, Faculty and Staff	MavCARD
Seniors (60 or older)	\$ 0.75
Persons with disabilities	\$ 0.75
Medicare Card Holder	\$ 0.75
Veteran w/VA Card (service connected disability)	\$ 0

Transit - Cont'd**APPROVED**

Kato Flex Base Fare	\$ 2.00
11 Tickets / 11 Ride Pass	\$ 20.00
Mobility Bus (requires medical certification of disability & reservation)	
Base Fare	\$ 3.00
11 Tickets / 11 Ride Pass	\$ 30.00

Note: Free transfers allow passengers to continue their trip to a location on a different route and expire in one hour.

Bus Advertising (monthly cost)**APPROVED**

Bus Exterior Both Sides – 4 weeks	\$ 386.25
Bus Exterior Both Sides – 6 months	\$ 334.75
Bus Exterior Both Sides – 12 months	\$ 283.25
Bus Exterior Tail – 4 weeks	\$ 303.85
Bus Exterior Tail – 6 months	\$ 252.35
Bus Exterior Tail – 12 months	\$ 200.85
Bus Interior Seatback (each) – 4 weeks	\$ 15.45
Bus Interior Seatback (each) – 6 months	\$ 12.36
Bus Interior Seatback (each) – 12 months	\$ 10.30
Bus Interior Ceiling Sides (11' x 28') - 4 weeks	\$ 30.90
Bus Interior Ceiling Sides (11' x 28') - 6 months	\$ 20.60
Bus Interior Ceiling Sides (11' x 28') - 12 months	\$ 10.30
Bus Interior Ceiling Sides (11' x 56') - 4 weeks	\$ 61.80
Bus Interior Ceiling Sides (11' x 56') - 6 months	\$ 41.20
Bus Interior Ceiling Sides (11' x 56') - 12 months	\$ 20.60

Other Advertising Options (monthly cost)

Bench Custom Sign – 4 weeks	\$ 51.50
Bench Custom Sign – 6 months	\$ 46.35
Bench Custom Sign – 12 months	\$ 41.20
Advertising Shelter – 4 weeks	\$ 154.50
Advertising Shelter – 6 months	\$ 149.35
Advertising Shelter – 12 months	\$ 144.20
Custom Window Shelter – 4 weeks	\$ 154.50
Custom Window Shelter – 6 months	\$ 149.35
Custom Window Shelter – 12 months	\$ 149.35

UTILITIES**Fixed cost of service for water and Wastewater (per month)***Residential unit*

Cost of service per residential unit	\$ 12.22
Cost of service for residential units w/more than one unit	\$ 10.89

Note: \$1.33 billing fee will only be applied to first residential unit for any residential unit that has more than one residence (i.e. apartment complex). The first unit is charged \$12.22; each residential unit thereafter is charged \$10.89.

Fees based on meter size

5/8 inch	\$ 12.22
3/4 inch	\$ 17.71

Utilities - Cont'd**APPROVED**

1 inch	\$ 29.56
1 1/2 inch	\$ 59.12
2 inch	\$ 94.60
3 inch	\$ 189.21
4 inch	\$ 295.64
6 inch	\$ 590.91

Water or Wastewater Only*Residential unit*

Cost of service per residential unit	\$ 6.61
Cost of service for residential units w/more than one unit	\$ 6.61

Fees based on meter size

5/8 inch	\$ 6.61
3/4 inch	\$ 9.91
1 inch	\$ 13.21
1 1/2 inch	\$ 16.51
2 inch	\$ 52.89
3 inch	\$ 105.77
4 inch	\$ 165.69
6 inch	\$ 197.96

Water rates per month

(per 100 cubic feet -748 gallons)	\$ 4.71
(per 100 cubic feet -748 gallons) – Irrigation meter (State Charge Pass through)	\$ 4.75

Wastewater rates per month

(per 100 cubic feet -748 gallons)	\$ 5.45
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Request to have residential meter tested, refundable if meter was not accurate	\$ 110.00
Administrative collection fee (for unpaid final bills)	\$ 40.00

Credit Card convenience fee	\$ 3.00
Debit Card convenience fee	\$ 1.50

Late payment/unpaid balance fee: account is assessed late payment/unpaid balance plus interest if total amount due is not received before next invoice is generated - \$5 plus 1 percent interest on any unpaid balance.

Fees for returned checks or insufficient funds: fees charged for any payment not honored by a customer's bank or financial institution; there may also be a fee for insufficient funds - \$30.

Utility shut-offs: if utility payments are not made after three consecutive months, the city may shut-off utility service; to restore utilities \$75 fee (8 a.m. to 4:30 p.m.), or \$135 after hours.

Assessment of utility: outstanding utility bill balances not paid for three consecutive months may be assessed to property owner.

Utilities - Cont'd**APPROVED****Stormwater Utility (per month)**

Cost of service	\$	4.89
Commercial units (for each 1,000 sq. ft. > 10,000 sq. ft.)	\$	1.69

Street Light Utility

Residential		
Single-Family	\$	2.55
2-3 Units (per month)	\$	3.31
Single - Family		
4+ Units (per unit)	\$	.87
Commercial		
Less than 75 feet (per month)	\$	2.55
4+ Units (per linear foot frontage)	\$	.05
Industrial		
Less than 75 fee (per month)	\$	2.55
75 feet or more (per linear foot frontage)	\$	.05
Government/education/hospital/non-profits (per linear foot frontage)	\$	.05
Requests for additional street lighting:		
30-40W Light Emitting Diode (4,000)/pre-pay monthly rate	\$	4.47
50-75W Light Emitting Diode (6,000)/pre-pay monthly rate	\$	4.99

Refuse and Recycling (per month)

(unlimited recycling included in rates)

35-gallon cart	\$	13.39
65-gallon cart	\$	19.49
95-gallon cart	\$	30.44

Tags (available at IGC & some grocery stores)

Tags for additional garbage bags (\$3.50 + applicable taxes)	\$	3.50
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Refuse and Recycling Surcharges

(first instance is a warning; second instance on any of the following and the listed surcharge will apply)

Containers filled over capacity (lid must close)	\$	25.00
Additional bags out w/out purchased tag	\$	25.00
Containers left out past 12:00 p.m. day after collection or prior to 6:00 p.m. the night before collection	\$	25.00
Cart exchange; one free per year - additional requests	\$	10.00
Containers not stored behind front yard setback	\$	25.00
Unacceptable materials placed in container	\$	25.00
Lost/Stolen/Intentionally damaged cart	\$	60.00

Fire Line Connection (per month)

Residential Townhome fire line connection	\$	5.02
4 inches or less	\$	10.03
6 inches	\$	29.89
8 inches	\$	63.74
10 inches	\$	113.98
12 inches	\$	181.88

Fire Line Connection - cont'd**APPROVED**

16 inches

\$ 391.54

Annual inspection fee

\$ 43.57

Construction Rate (per day) $\frac{3}{4}$ inch

\$ 52.37

1 inch

\$ 80.23

1 $\frac{1}{2}$ inches

\$ 229.15

2 to 2 $\frac{1}{2}$ inches

\$ 384.58

Wastewater**Trucked in Waste per unit (100 cubic feet – 748 gallons)**

Wastewater, domestic, in service area

\$ 16.00

Wastewater, domestic, industrial, or leachate outside service area

\$ 100.00

Leachate, in service area

\$ 8.25

Leachate, out of service area

\$ 11.00

Septic waste, preapproved emergencies only

\$ 500.00

Portable toilets

\$ 150.00

*Subject to strength charges for BOD, TSS, and Total P and lab fees for parameters requested.

Additional lab testing may be required as needed.

Sale of Title 22 Reuse water per unit

\$ 3.00

(100 cubic feet – 748 gallons)**Lab Testing Fees (cost per test)**

CBODS

\$ 38.00

TSS

\$ 17.85

Ph

\$ 11.55

Total Phosphate

\$ 26.25

Orthophosphate

\$ 26.25

Total Coliform

\$ 26.25

Fecal Coliform

\$ 26.25

COD

\$ 14.43

Ammonia

\$ 26.25

Field pH

\$ 16.50

Industrial Permitted Discharges

CBOD surcharge per kilogram over permit limit

\$.53

TSS surcharge per kilogram over permit limit

\$.53

Ammonia surcharge per kilogram over 50 mg/l

\$ 10.50

Phosphorus Stepped Surcharge Rates		
Calculated Monthly Average Phosphorus (kg/day) Range	Range subject to surcharge after 1.0 kg/day limit subtraction	Surcharge rate- \$ per kg per day
0 to 1.0 kg/day	-	No surcharge - within permit limit
1.1 to 2.0 kg/day	0.1 to 1.0 kg/day	\$17.36 per kg per day
2.1 to 3.0 kg/day	1.1 to 2.0 kg/day	\$19.96 per kg per day
3.1 to 4.0 kg/day	2.1 to 3.0 kg/day	\$22.95 per kg per day
4.1 to 5.0 kg/day	3.1 to 4.0 kg/day	\$26.39 per kg per day
5.1 to 6.0 kg/day	4.1 to 5.0 kg/day	\$31.15 per kg per day
Over 6.0 kg/day	Over 5.1 kg/day	\$125.00 per kg per day, Notice of Violation and enforcement action

APPROVED**Collection System**

Grease Line Cleaning - Mobilization	\$ 500.00
Labor and other equipment based on contract and current equipment rates	

Distribution System

After hours turn on hydrant meters	\$ 135.00
5/8 to 1 inch - hydrant meter Installation with back flow preventor	\$ 220.00
1.5 inch to 3 inch – hydrant meter installation with RPZ Testing	\$ 320.00
Monthly fee	\$ 55.00
Relocation of any size hydrant meter, same customer, and meter (includes reduced pressure zone testing)	\$ 220.00

Connection Fees

Water (connection per REU)	\$ 602.55
State connection fee for water (per month)	\$.81
Sewer Access Charge (connection per REU)	\$ 1,924.52

OTHER MISCELLANEOUS FEES

Assessment Searches (for certificate)	\$ 31.00
City Code Books	\$ 60.00
Public Data (per page black and white)*	\$.25
<i>*Any copies more than 3 pages are \$.25 a page (no charge if 3 pages or less).</i>	
Parking Tickets (Highland Park Neighborhood)	\$ 35.00
Street Sweeping (per hour)	\$ 165.00

Building permits:

- Reroofing and siding for single-family unit (single-family townhome) \$100 plus state surcharge
- Window replacement \$50 plus state surcharge (each window and for single-family and townhome)
 - Additional \$10 for each window over 5
- Residential fences and accessory buildings less than 200 square feet \$50 (no surcharge collected as they are exempt from building code)
- Residential driveway replacement \$50 plus state surcharge
- Mechanical \$50 plus state surcharge (commercial and residential)
- Plan review fee for single family and two family dwellings \$200
- Manufactured Home set-up fee \$100 plus state surcharge
- Temporary medical residential accessory buildings \$100 plus state surcharge
- Fire suppression permit fee is 2% of the valuation plus State Surcharge
- Re-inspection fee is \$50.00
- Residential/Radon System only is \$50 plus \$1 surcharge

Plumbing permits:

Residential plumbing permit (flat fee plus state surcharge)	\$ 110.00
Plumbing permit – Water Heater/Conditioning (flat fee plus state surcharge)	\$ 51.00
Commercial	
Fixtures – anything w/trap (per trap)	\$ 1.00
Inside inspections	\$ 50.00
Outside inspections	\$ 50.00
Rooms with plumbing (i.e. apts., hotels, clinics, etc.)	\$ 50.00

Please note that applicable taxes will be applied as required.

**CITY OF MANKATO
BUILDING PERMIT FEE SCHEDULE**

Estimated Cost	Fee	Surchg.	Total
\$ 0 - 200	36.50	1.00	37.50
201 - 500	36.50	1.00	37.50
501 - 600	36.50	1.00	37.50
601 - 700	36.50	1.00	37.50
701 - 800	36.50	1.00	37.50
801 - 900	36.50	1.00	37.50
901 - 1,000	36.50	1.00	37.50
1,001 - 1,100	55.00	1.00	56.00
1,101 - 1,200	55.00	1.00	56.00
1,201 - 1,300	55.00	1.00	56.00
1,301 - 1,400	55.00	1.00	56.00
1,401 - 1,500	55.00	1.00	56.00
1,501 - 1,600	55.00	1.00	56.00
1,601 - 1,700	55.00	1.00	56.00
1,701 - 1,800	55.00	1.00	56.00
1,801 - 1,900	55.00	1.00	56.00
1,901 - 2,000	55.00	1.00	56.00
2,001 - 3,000	91.58	1.50	93.08
3,001 - 4,000	106.98	2.00	108.98
4,001 - 5,000	122.38	2.50	124.88
5,001 - 6,000	137.78	3.00	140.78
6,001 - 7,000	153.18	3.50	156.68
7,001 - 8,000	168.58	4.00	172.58
8,001 - 9,000	183.98	4.50	188.48
9,001 - 10,000	199.38	5.00	204.38
10,001 - 11,000	214.78	5.50	220.28
11,001 - 12,000	230.18	6.00	236.18
12,001 - 13,000	245.58	6.50	252.08
13,001 - 14,000	260.98	7.00	267.98
14,001 - 15,000	276.38	7.50	283.88
15,001 - 16,000	291.78	8.00	299.78
16,001 - 17,000	307.18	8.50	315.68
17,001 - 18,000	322.58	9.00	331.58
18,001 - 19,000	337.98	9.50	347.48
19,001 - 20,000	353.38	10.00	363.38
20,001 - 21,000	368.78	10.50	379.28
21,001 - 22,000	384.18	11.00	395.18
22,001 - 23,000	399.58	11.50	411.08
23,001 - 24,000	414.98	12.00	426.98

Estimated Cost	Fee	Surchg.	Total
24,001 - 25,000	430.38	12.50	442.88
25,001 - 26,000	441.49	13.00	454.49
26,001 - 27,000	452.60	13.50	466.10
27,001 - 28,000	463.71	14.00	477.71
28,001 - 29,000	474.82	14.50	484.32
29,001 - 30,000	485.93	15.00	500.93
30,001 - 31,000	497.04	15.50	512.54
31,001 - 32,000	508.15	16.00	524.15
32,001 - 33,000	519.26	16.50	535.76
33,001 - 34,000	530.37	17.00	547.37
34,001 - 35,000	541.48	17.50	558.98
35,001 - 36,000	552.59	18.00	570.59
36,001 - 37,000	563.70	18.50	582.20
37,001 - 38,000	574.81	19.00	593.81
38,001 - 39,000	585.92	19.50	605.42
39,001 - 40,000	597.03	20.00	617.03
40,001 - 41,000	608.14	20.50	628.64
41,001 - 42,000	619.25	21.00	640.25
42,001 - 43,000	630.36	21.50	651.86
43,001 - 44,000	641.47	22.00	663.47
44,001 - 45,000	652.58	22.50	675.08
45,001 - 46,000	663.69	23.00	686.69
46,001 - 47,000	674.80	23.50	698.30
47,001 - 48,000	685.91	24.00	709.91
48,001 - 49,000	697.02	24.50	721.52
49,001 - 50,000	708.13	25.00	733.13
50,001 - 100,000	\$708.13 for 1st \$50,000, plus \$7.70 for each additional \$1,000.		
100,001 - 500,000	\$1,093.13 for 1st \$100,000, plus \$6.16 for each additional \$1,000.		
500,001 - 1,000,000	\$3,557.13 for 1st \$500,000, plus \$5.23 for each additional \$1,000.		
1,000,001 & Over	\$6,166.63	for	1st
\$1,000,000,	plus \$3.47 for each additional \$1,000.		

PLAN REVIEW FEE: Plan review fee to be charged on all new buildings and alterations. Charge rate is based on 65% of building permit fee not including surcharge. **Plan review fees are \$100 per unit for one- and two-family dwellings.**

STATE SURCHARGE (on all permits):

\$ 0 - \$ 2,000 = \$1.00 surcharge (minimum surcharge \$1.00)
\$1,000,000 and up = see scale below

\$1,000,000 - \$2,000,000 = \$ 500 for \$1,000,000 + (.0004 x amount over \$1,000,000)
\$2,000,000 - \$3,000,000 = \$ 900 for \$2,000,000 + (.0003 x amount over \$2,000,000)
\$3,000,000 - \$4,000,000 = \$1,200 for \$3,000,000 + (.0002 x amount over \$3,000,000)
\$4,000,000 - \$5,000,000 = \$1,400 for \$4,000,000 + (.0001 x amount over \$4,000,000)
\$5,000,000 - and over = \$1,500 for \$5,000,000 + (.00005 x amount over \$5,000,000)

***** Building Permit Fee + Plan Review Fee + State Surcharge = TOTAL BUILDING PERMIT FEE *****



AGENDA RECOMMENDATION

Consent Calendar 6. H.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Set February 24, 2025, as the date of public hearing for a Certificate of Design Compliance for a new structure located in the Highway Gateway Overlay District and a variance to reduce the front yard building setback on the Madison Avenue side of the property from 15 feet to 0.92 feet. The subject property is described as the north half of Lot 9, and Lot 10, Auditors Plat 27 (830 North Broad Street etc.); by request of Habib Sadaka.

Recommendation/Action(s):

Set February 24, 2025, as the date of public hearing to review the variance and the certificate of design compliance.

Summary:

Habib Sadaka is requesting to set February 24, 2025, as the date of public hearing an amendment to the certificate of design compliance for a new structure in the Highway Gateway Overlay District and for a variance to reduce the front yard building setback along Madison Avenue from the required 15 feet to just 0.92 feet.

The project involves three existing parcels which will be combined into a single zoning lot. The parcels are located at 824, 826, and 830 North Broad Street, and 225 Madison Avenue. The legal description includes the north half of Lot 9 and Lot 10, Auditor's Plat 27.

Currently, the site contains a single-story, 960-square-foot building, which will be demolished as part of the redevelopment.

Project Background

On June 12, 2023, a similar variance request was approved by the City Council.

The current design proposal includes changes from a previously approved three-story structure to a two-story building. Additionally, the parking area along Broad Street has been removed, eliminating the need for a previously approved variance on that side of the property. The building, originally planned to have residential spaces, will now be exclusively for office use.

The proposed building will feature a mix of materials, including Vetter stone limestone, Harrywood metal plank, Hardie panel siding, black metal trim, and matte black or earth-tone canopies.

Lighting will consist of down lighting to meet city code standards. However, the submitted photometric plan will need adjustments to comply with city requirements limiting lighting levels at the property line to no more than 0.5 foot-candles.

Code Compliance and Site Features

- **Lot Coverage and Dimensions:** The proposed structure will cover 21.76% of the lot, within the allowable 75%. The floor area ratio (FAR) and proposed building height of 24 feet also conform to city code requirements.
- **Building Design:** The two-story office building will have a footprint of 3,392 square feet per floor, totaling 6,784 square feet. Due to the lot's topography, the Madison Avenue side will be at grade level with only one visible story, while the Broad Street side will show two full stories. Retaining walls will accommodate the slope.
- **Parking and Bicycle Facilities:** The project requires 20 parking spaces, and 23 are being provided, including two accessible spaces. Bicycle parking will also be required.
- **Landscaping and Screening:** Screening for street-facing parking areas will be required, with landscaping adjustments necessary to meet the code. Conditions include providing deciduous trees at 50-foot intervals and evergreen trees at 25-foot intervals along the parking lot edges. The proposal will need to provide screening between 4 feet and 8 feet for the entire parking lot.
- **Snow Removal:** The applicant proposes storing snow on an adjacent vacant lot. If space becomes insufficient or the lot is developed, snow will be hauled off-site.
- **Fencing and Signage:** A fence will screen the southern parking area. A site signage plan must be submitted before any sign permits are issued.

Variance Request

The applicant seeks a variance to reduce the Madison Avenue setback from 15 feet to 0.92 feet. Previous variances, including one approved in 2008 and another in 2023, allowed setbacks as low as 0.75 feet. However, since construction never occurred, the 2023 variance has expired.

Due to this reduced setback, mechanical equipment will not be permitted on the Madison Avenue side. Additionally, if any building components require encroachments, the applicant must obtain a license to encroach. Temporary use of the right-of-way during construction will also require permits.

Evaluation Criteria

The variance request is evaluated based on three factors: reasonableness, uniqueness, and essential character.

- **Reasonableness:** The applicant is requesting reasonable use of the property that cannot be achieved under current setback rules. Previously approved variances had similar setbacks.
- **Uniqueness:** The lot's narrow size and sloping topography create unique challenges not caused by the landowner.
- **Essential Character:** The proposed structure aligns with the community's urban design goals for Madison Avenue. The guidelines encourage placing buildings close to the street with parking behind them to define street corridors and improve the area's identity.

The development plan meets these design objectives by positioning the building along the street edge and placing parking behind the structure. Achieving the required 15-foot setback would conflict with the Urban Design Guidelines' recommendations.

Attachments

General Location Map

Aerial

Site Plan

Variance Exhibit

Exterior Elevations

Floor Plans

General Location Map



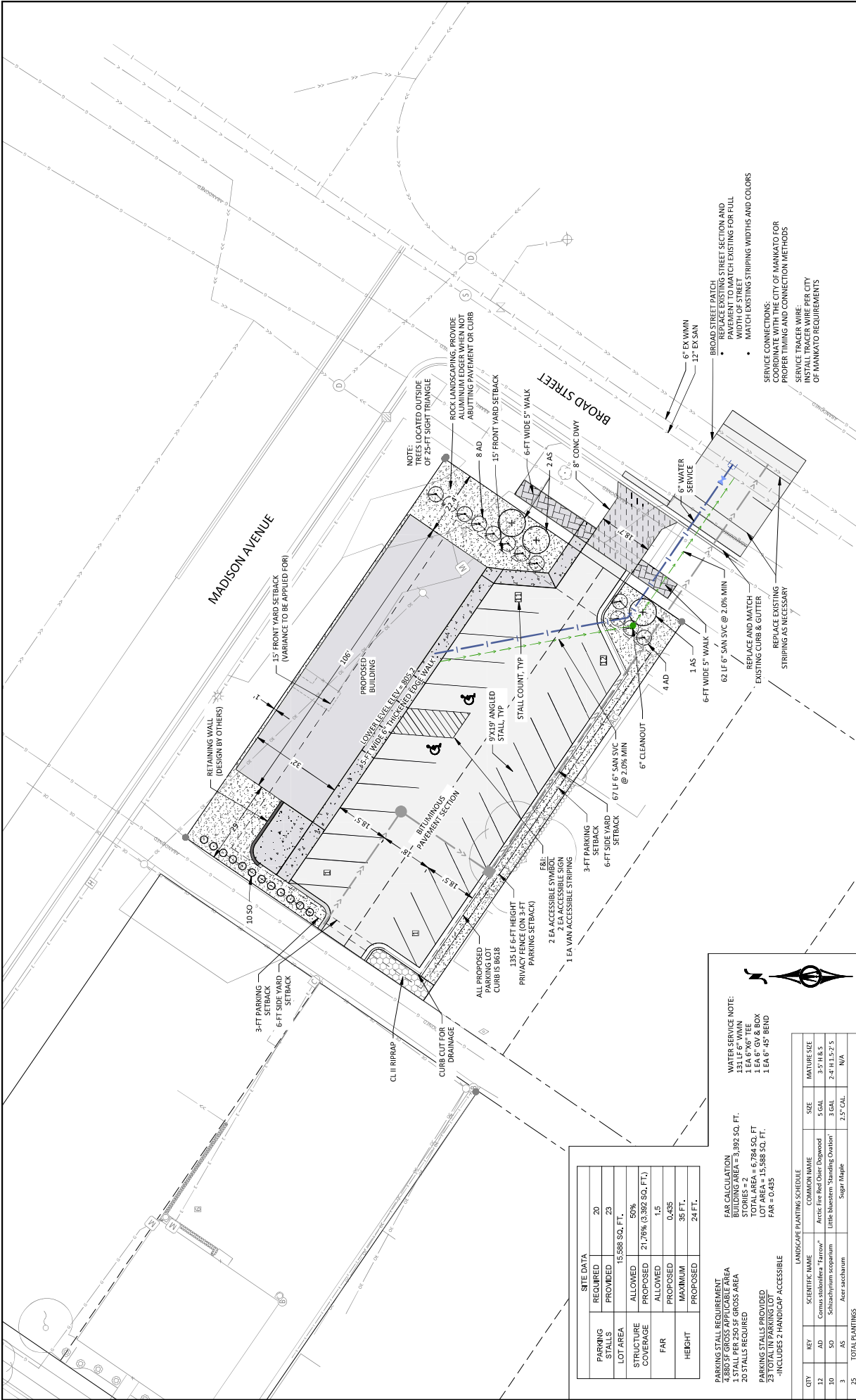
Date: December 2024

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.

Author:





WATER SERVICE NOTE:
1 EA 6" V.W.
1 EA 6" TEE
1 EA 6" GV & BOX
1 EA 6" 45° BEND

LANDSCAPE PLANTING SCHEDULE

QTY	KEY	SCIENTIFIC NAME	COMMON NAME	SIZE	MATURE SIZE
12	AD	<i>Cornus stolonifera</i> 'Farrow'	Arctic Fire Red Oler Dogwood	5 GAL	3-5' H & S
10	SO	<i>Schizachyrium scoparium</i> 'Standing Ovation'	Little Bluestem 'Standing Ovation'	3 GAL	2-4' H & 1.5' S
3	AS	<i>Acer saccharum</i>	Sugar Maple	2.5' CAL	N/A

NOT CONSTRUCTION

CONSTRUCTION

15 30
HORIZ SCALE
FEET

SITE DATA			
PARKING STALLS REQUIRED	20		
PARKING STALLS PROVIDED	23		
LOT AREA	15,588 SQ. FT.		
STRUCTURE COVERAGE	50%		
PROPOSED	21.76% (3,392 SQ. FT.)		
ALLOWED	1.5		
FAR	PROPOSED 0.435		
MAXIMUM	35 FT.		
HEIGHT	PROPOSED 24 FT.		

LANDSCAPE PLANTING SCHEDULE			
QTY	KEY	SCIENTIFIC NAME	COMMON NAME
12	AD	<i>Cornus stolonifera</i> 'Farrow'	Arctic Fire Red Oler Dogwood
10	SO	<i>Schizachyrium scoparium</i> 'Standing Ovation'	Little Bluestem 'Standing Ovation'
3	AS	<i>Acer saccharum</i>	Sugar Maple

TOTAL PLANTINGS: 25

PARKING STALL REQUIREMENT:
1 STALL PER 250 SF GROSS AREA
20 STALLS REQUIRED
TOTAL AREA = 6,784 SQ. FT.
LOT AREA = 15,588 SQ. FT.
FAR = 0.435

PARKING STALLS PROVIDED:
23 TOTAL PARKING STALLS
INCLUDES 2 HANDICAP ACCESSIBLE

MAH BKS 2, LLC
830 NORTH BROAD PROJECT
SITE & LANDSCAPING PLAN

BOLTON & MENK

1980 PREMIER DRIVE
MINNETONKA, MINNESOTA 55012
Email: Mark@boltonmenk.com
www.boltonmenk.com

1500 PREMIER DRIVE
MINNETONKA, MINNESOTA 55012
Email: Mark@boltonmenk.com
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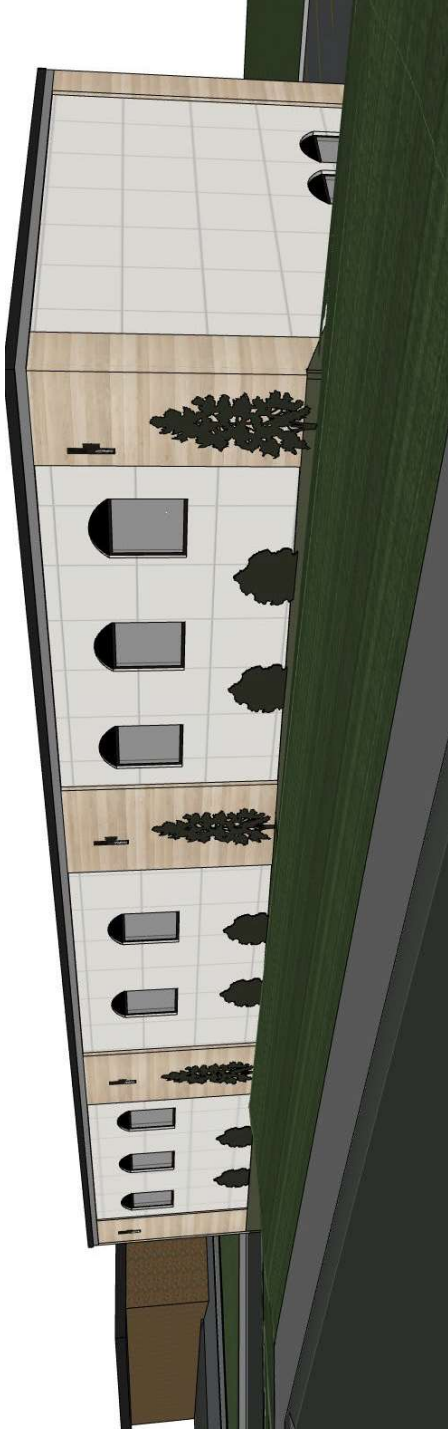
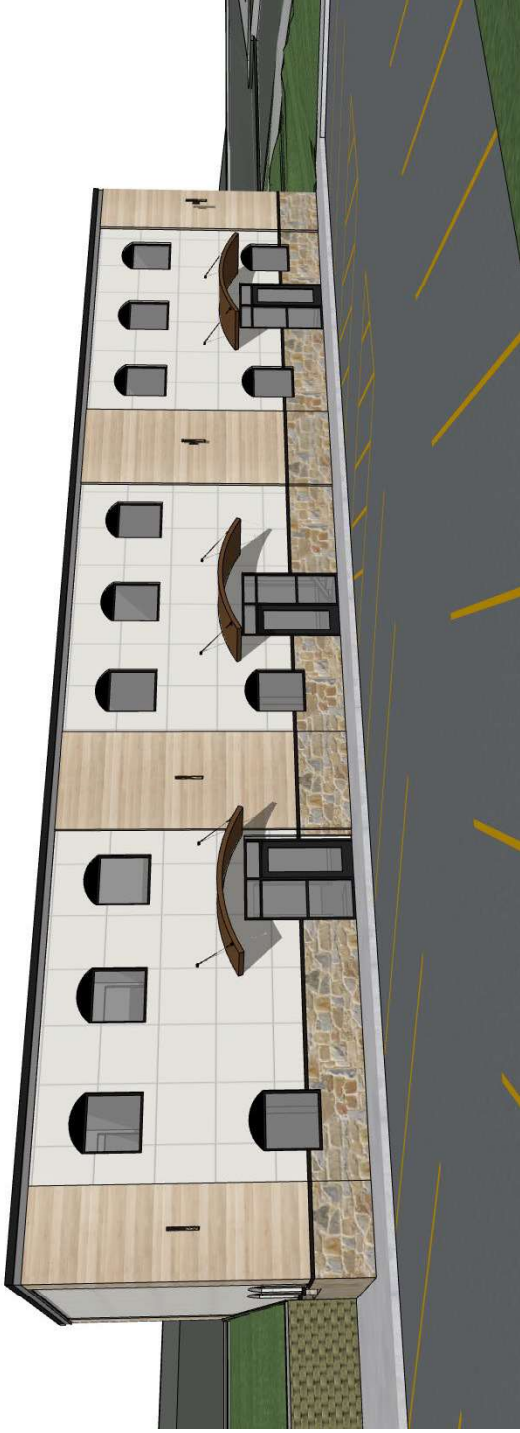
1500 PREMIER DRIVE
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STONE B
VETTERSTONE | NATURAL STRATA
*more color variation
(Numerous Patterns are available)



METAL PLANK
HARRYWOOD / CORK
*has some color variation to look
natural



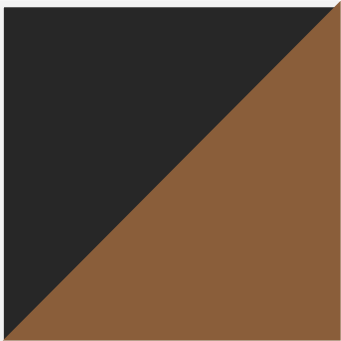
HARDIE SQUARE PANEL SIDING
48" X 48" - Metal Channel: Silver
Color shown: NAVAJO BEIGE
(Other colors available)



STOREFRONT / WINDOWS
FINISH: MATTE BLACK
ALUMINUM

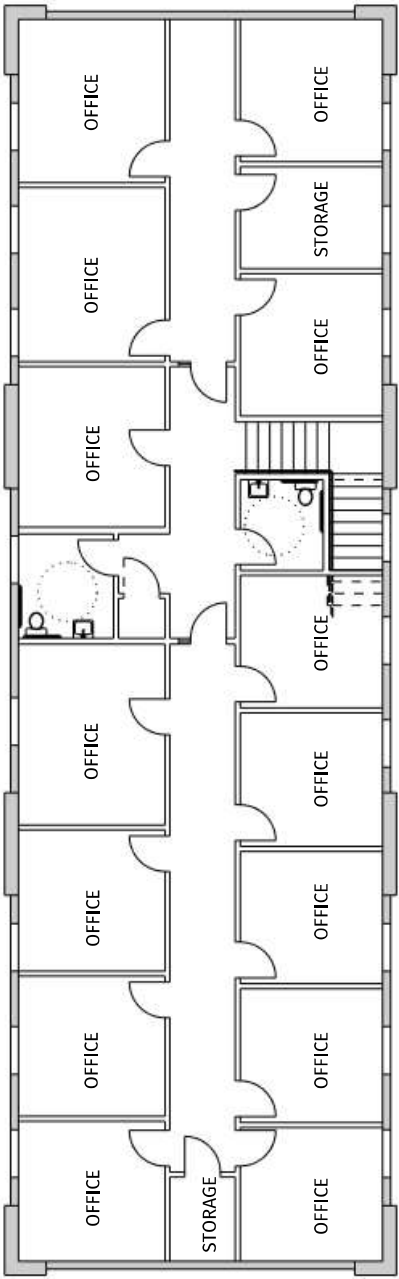
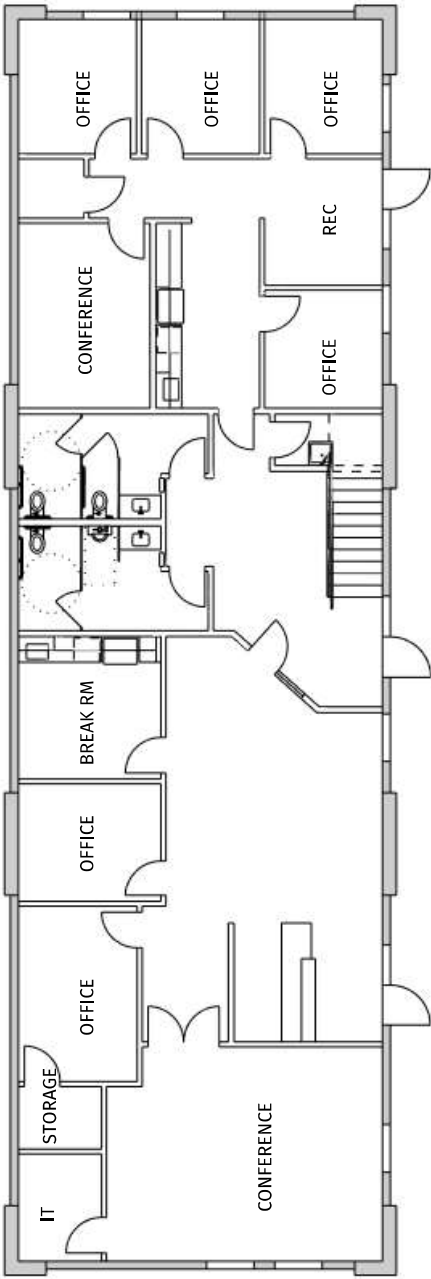


METAL TRIM
FINISH: MATTE BLACK
ALUMINUM



CANOPY
FINISH: MATTE BLACK OR
EARTHTONE

LIGHTING TO BE DOWNLIGHT ONLY.





AGENDA RECOMMENDATION

Consent Calendar 6. I.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Set February 24, 2025, as the date of public hearing to temporarily establish the HRA and order notice published of enabling resolution.

Recommendation/Action(s):

Set date of Public Hearing and order notice published of enabling resolution.

Summary:

The Mankato Economic Development Authority (EDA) operates a public housing portfolio of 179 units and approved the disposition of units from Section 9 Public Housing into a long-term, Project-Based, Section 8 Housing Choice Voucher rental assistance that provides a stable and predictable annual subsidy.

The EDA approved the application for Section 18 disposition of 49 scattered site units on December 11, 2023. This application for Section 18 disposition was approved by the US Department of Housing and Urban Development (HUD) on September 5, 2024, and tenant protection project-based vouchers were provided to the EDA. It is anticipated that the conversion will be completed in March 2025. The 130 units will be seeking disposition approval later this year.

Through the disposition, the ownership of the public housing units needs to be conveyed to the City of Mankato for less than fair market value and the City will continue to lease to low-income households using subsidies under the Project-Based, Section 8 HCV Program administered by the EDA. In conducting the title work for the public housing properties, it was identified that the properties are still deeded with the Housing Authority of Mankato. Although program administration was transferred to the EDA in 1997, necessary resolutions dissolving the HRA and transferring the assets to the EDA were not completed. To convey the properties to the City of Mankato, it is recommended that the City resurrect the HRA temporarily to properly transfer 49 units to the city under the Section 18 disposition and the remaining 130 units to the EDA under Section 9 Public Housing and then dissolve the HRA.

The remaining 130 units conveyed to the Mankato EDA will be disposed of through the RAD/Section 18 Small PHA Blend program into Project-Based, Section 8 HCV vouchers with an application to HUD later this year.

Under the dispositions, units will be subject to a Declaration of Restricted Use Agreement requiring the rental properties to serve low-income households for a term of 30 years, with such use agreement to be a recorded covenant running with the land and binding on successors and assigns of the City.

The requested action is a motion to set February 24, 2025, as the date of public hearing to consider temporarily resurrecting the Housing and Redevelopment Authority for the purpose of transferring the public housing properties to the City of Mankato and the Mankato EDA.



AGENDA RECOMMENDATION

Public Hearings 7. A.

City Council Regular Meeting

Meeting Date: 02/10/2025

Agenda Item:

Continued Project Feasibility Hearing (from January 13, 2025) for Capital Improvement Project; 11120 Woodshire Drive.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

On January 13, 2025 the City Council held public hearings and took action on the following three projects:

- 11078 West 7th Street (Approved as recommended)
- 11114 Germania Park Phase 5 (Continued hearing to March 10, 2025)
- 11120 Woodshire Drive (Continued hearing to February 10, 2025)

This item is for the continued public hearing for 11120 Woodshire Drive.

During the hearing regarding this project, a representative of the Twin Valley Council Boy Scouts (TVC) spoke regarding their concerns about the proposed project and asked that TVC be removed from the preliminary assessment roll. No other property owners spoke at the public hearing. Concerns raised by TVC included:

- ***Need for Improvements*** – The representative felt the existing roadway, sidewalk and public utilities serving the TVC property were in adequate condition and did not need improvements to serve the TVC property. The representative expressed concern that the street parking reductions were proposed as part of the proposed street width reduction from 32' to 28'.
- ***Special Assessment Benefit*** – The representative questioned the benefit TVC receives from the improvements and felt the proposed preliminary assessments contained in the feasibility report of \$102,473.41 exceed the benefit of the proposed improvements to the TCV property.

The staff has reviewed the concerns raised by TVC and offers the following:

- ***Need for Improvements (staff comments)***: The roadway adjacent to the TVC property is in poor condition (Pavement Condition Index = 27) and requires reconstruction. The existing pavement, constructed in 1956, exhibits severe alligator, block and edge cracking. Several large areas have been patched, including a large 200-foot-long patch along the TCV property. The project also includes significant sanitary sewer, water and stormwater improvements. The costs of these improvements will be funded through their respective utility funds and will not be assessed to adjoining properties.
- ***Special Assessment Benefit (staff comments)*** – Special assessments are governed by Minnesota Statute 429, which sets specific rules and procedures for public improvements with special assessments. This process includes two public hearings. The first, near the beginning of the process, is the Project Feasibility Hearing (where this project is at currently). At this hearing, the City Council considers the preliminary information contained in the project's feasibility report, including a preliminary assessment roll. The preliminary assessment roll has been prepared following the City's long-established Assessment Policy. This policy sets out a standardized procedure for different property types and situations and is intended to treat similar properties similarly.

In Mankato, the second hearing is typically held a year after construction – the Assessment Hearing. In preparation for this hearing, a final assessment roll is prepared, shared with property owners and presented to the City Council for consideration. The preparation of this assessment roll includes a more individualized review of the proposed assessments. In cases where the City is aware of potential disagreements or where certain property types or conditions exist that differ from commonly found assessment situations, the City engages an appraiser to review the proposed assessments. Based on this additional appraisal information, staff may recommend changes to the preliminary assessment roll to address the issue of benefit for City Council consideration at the Assessment Hearing. Again, this additional appraisal work typically occurs after construction in preparation for the Assessment Hearing. In the case of TVC, staff will engage an appraiser to review proposed assessments for the TVC property before the 2026 Assessment Hearing should the City Council decide to proceed with this project.

The proposed improvements are much needed and staff recommends that the City Council proceed with the project. The issue of special benefit to TVC and other properties will be resolved as part of the Assessment Hearing process that would occur in the fall of 2026 should the project proceed.

Attachments

11120 Resolution Receiving Report
11120 Resolution Declaring Costs be Assessed
11120 Feasibility Report
11120 Woodshire Condition Memo

**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 10th day of February, 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 10th day of February, 2025

Najwa Massad
Mayor

ATTEST: _____
Renae 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 10th day of February, 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 10th day of February, 2025

Najwa Massad
Mayor

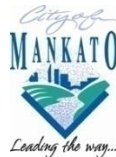
ATTEST: _____
Renae Kopischke
City Clerk

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
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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
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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

City Project Number 11120

City Of Mankato

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
City Project Number 11120
City Of Mankato

XIII. APPENDIX

A. FIGURE 1: EXISTING LAYOUT OF WOODSHIRE



B. FIGURE 2: WOODSHIRE DRIVE EXISTING STORM SEWER LAYOUT



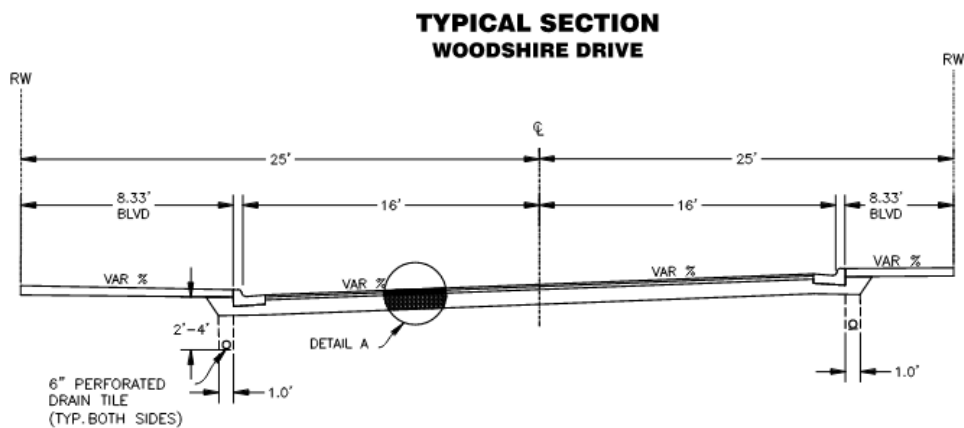
Project Feasibility Report

Woodshire Drive
City Project Number 11120
City Of Mankato

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

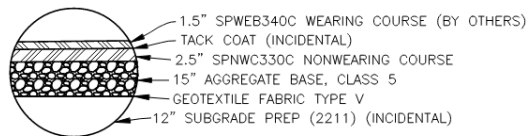


D. FIGURES 4 AND 5: PROPOSED STREET CROSS SECTIONS AND PAVEMENT SECTION



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

City Of Mankato



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

Woodshire Drive
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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.

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 Area (SY) Cost/SY	Sewer & Water Services @ \$5,200.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
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	\$16,656.25	\$1,065.53	\$5,200.00	\$22,921.78 10 years
					11.38		
			\$133.25		\$93.65		
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	\$16,309.80	\$2,224.40	\$5,200.00	\$23,734.20 10 years
					23.75		
			\$133.25		\$93.65		
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	\$9,927.13	\$1,398.92	\$5,200.00	\$16,526.05 10 years
					14.94		
			\$133.25		\$93.65		
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	\$94,040.75	\$3,232.66	\$5,200.00	\$102,473.41 10 years
					27.87		
			\$194.50		\$116.00		
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	\$10,660.00	\$0.00	\$5,200.00	\$15,860.00 10 years
					0.00		
			\$133.25		\$93.65		
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	\$9,927.13	\$1,440.34	\$5,200.00	\$16,567.46 10 years
					15.38		
			\$133.25		\$93.65		
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	\$10,660.00	\$1,976.54	\$5,200.00	\$17,836.54 10 years
					21.11		
			\$133.25		\$93.65		
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	\$13,325.00	\$1,583.62	\$5,200.00	\$20,108.62 10 years
					16.91		
			\$133.25		\$93.65		

Woodshire Drive Reconstruction

Preliminary Assessment Roll

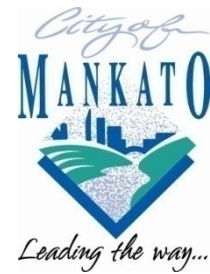
City Project 11120

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		
01.09.08.308.017 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

February 10, 2025
Woodshire Drive
City Project No. 11120

To: Mayor, City Council and City Manager
From: Alec Pietz, P.E. – Interim City Engineer
Subject: Woodshire Drive Condition

10 Civic Center Plaza
PO Box 3368
Mankato, Minnesota 56002-3368
Phone: 507-387-8600
Fax: 507-387-8480
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Mayor, City Council and City Manager:

This memorandum provides additional information regarding the condition of Woodshire Drive. The segment of Woodshire Drive adjacent to the Twin Valley Council Boy Scouts (TVC) was most recently reconstructed in 1956. A resurfacing project was completed in 1991 and a partial watermain replacement completed in 2000.

The City periodically rates roadway segments as part of its pavement management practices. This information is used to plan future maintenance and reconstruction. The rating, a Pavement Condition Index (PCI), utilizes standardized methodology to calculate a number between 0 (completely failed pavement) and 100 (brand new pavement). The most recent PCI for this segment of Woodshire Drive is 36 which was calculated several years ago. The average PCI in Mankato is approximately 70. Streets with PCIs less than 40 are good candidates for reconstruction.

The following are photographs of various segments of Woodshire Drive.

Image 1 – Bottom of Woodshire Drive near Madison Avenue

Deficiencies – severe alligator cracking, evidence of pavement patch, deteriorating curb



Image 2 – Midway Uphill of Woodshire Drive

Similar deficiencies to Image 1. A somewhat recent large patch of pavement replacement is seen, providing context of what newer and good pavement condition represents.



Image 3 – Hillside Top Intersection

Continued signs of deteriorating pavement.



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•Efficient

•Greater Good

•Innovative

•Open

•Neighborly

Image 4 – Top of Hill Facing Northbound to Intersection

Similar if not better conditions are observed in this segment of Woodshire Drive compared to that of the Hillside.



Image 5 – Northbound Facing Prior to the Roadway Curve

Similar conditions to the hillside segment. However, less alligator cracking is observed.



Image 6 – Intersection of Woodshire and Belleview Facing Northbound

Highly similar pavement conditions to the hillside, indicating similar need for reconstruction.

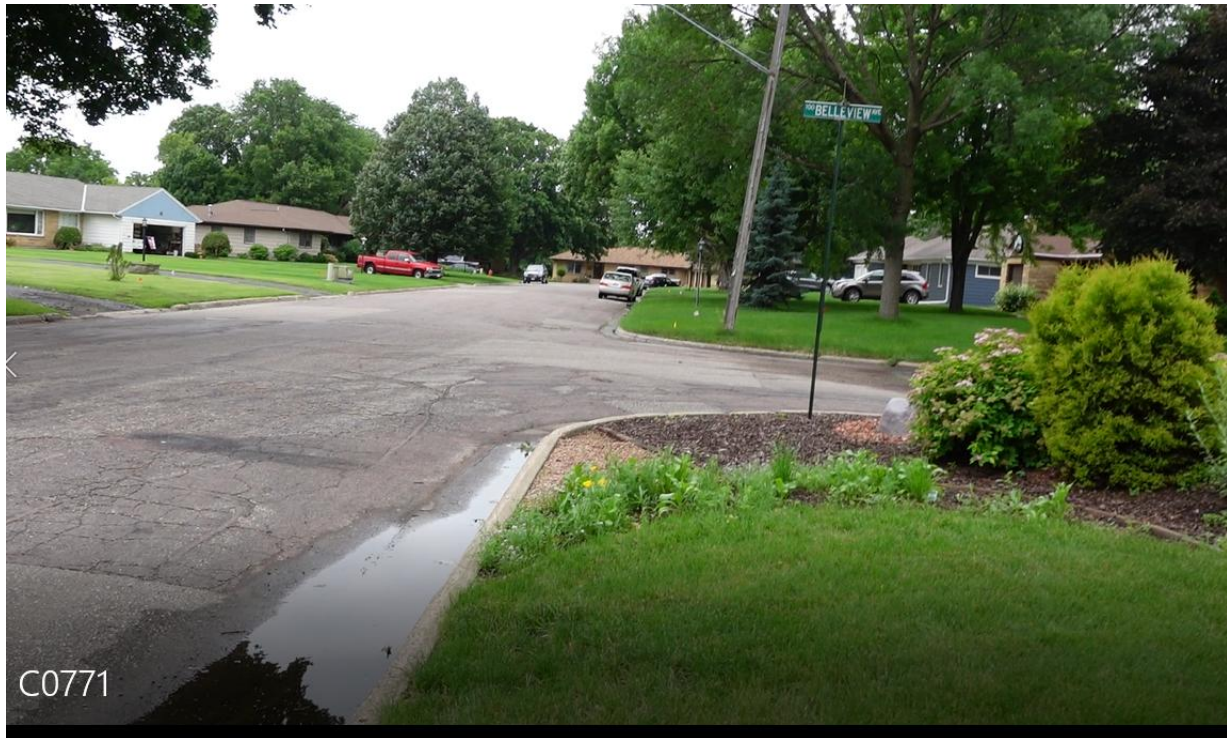


Image 7 – Woodshire Cul-de-sac Facing Southbound

Cracking and pavement patches are present but in better condition than the hillside.



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