AGENDA

Mankato City Council
Regular Meeting
February 24, 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 February 10, 2025

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

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

5. **Consent Calendar**

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

   A. Motion approving on-sale intoxicating liquor license (Class R), and Sunday liquor for HGI of Mankato LLC (Hilton Garden Inn), DBA Olives, 20 Civic Center Plaza.

   B. Motion approving on-sale intoxicating liquor license (Class B), Sunday liquor, and optional 2.m. license for US2, Inc. DBA as Social House, 509 South Front Street.

C. Motion referring a request for Land Use Plan amendment to the Planning Commission per Section 9.02 of the Mankato City Charter.

D. Resolution accepting feasibility report and ordering project for Capital Improvement Number 11138; Mayo Clinic Health System Event Center Arena Lobby and Concourse Roof Replacement.

E. Resolution accepting the Minnesota Department Transportation (MnDOT) Transportation Economic Development (TED) grant and authorizing the City Manager to execute a grant agreement with the State for City costs associated with the U.S. Highway 169 project.

F. Resolution authorizing the City Manager to enter into a Cooperative Construction Agreement with Blue Earth County for the construction of the Victory Drive Signal and Lighting Improvements project.

G. Resolution authorizing the City Manager enter into a grant agreement with the FAA Contract Tower Competitive Grant Program for the Air Traffic Control Tower Project

H. Set April 14, 2025, as the date of public hearing for establishment of Development District No. 48 and Tax Increment District No. 48-1 (830 North Broad Street).

6. **Public Hearings**

A. Resolution approving a Certificate of Design Compliance for a new structure located in the Highway Gateway Overlay District and; Resolution approving 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.

B. Improvement hearing on Capital Improvement Project 11125: 2025 Petition Alley Improvement and 11131: 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements.

C. Resolution declaring the need to re-establish the Housing and Redevelopment Authority in Mankato, Minnesota.

7. **City Manager's Report**

A. Improvement hearing on Capital Improvement Project 11120; Woodshire Drive.

8. **Reports of City Council Members**

9. **Miscellaneous Business**

View all city committee meetings by clicking on our City Calendar

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

Housing and Redevelopment Authority Meeting, March 10, 2025, 5:45 p.m., Mankato Room

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

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

10. **Adjournment**

MINUTES

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

1. **Call Meeting to Order**

Roll Call

Members Present: Kevin Mettler, Dennis Dieken, Michael McLaughlin, and Mayor Najwa Massad.

Members Excused: Jenn Melby-Kelley, Jessica Hatanpa, and Mike Laven.

Staff Present: City Manager Susan Arntz, Community Development Director Mark Konz, Interim Public Works Director Karl Keel, Director of Public Safety Jeremy Clifton, and City Clerk Renae Kopischke.

Pledge of Allegiance

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Mr. Dieken moved and Mr. Mettler seconded a motion to approve the minutes of the Regular Meeting of January 27, 2025 as written. The motion carried unanimously.

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

Presentation of Citizen Life Saving Award to Trent Talle.

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.

Mr. Dieken 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 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. Mayor Massad indicated that the item was a continued Project Feasibility Hearing (from January 13, 2025) for Capital Improvement Project; 11120 Woodshire Drive. Mr. Arntz commented on the process and logistics as there was not a super majority of the Council present.

Mr. Keel reported that on January 13, 2025, the Council held a public hearing on Capital Improvement Project 11120 Woodshire Drive that ended up being continued until February 10, 2025. He indicated that during the hearing regarding the project, a representative of the Twin Valley Council Boy Scouts spoke regarding their concerns about the proposed project and asked that they be removed from the preliminary assessment roll; no other property owners spoke at the public hearing. He touched on the concerns raised by the Twin Vally Council and stated that staff reviewed the items raised and noted that the roadway adjacent to the property is in poor condition (Pavement Condition Index = 27) and requires reconstruction. He mentioned that the existing pavement, constructed in 1956, exhibits severe alligator, block and edge cracking, and several large areas have been patched, including a large 200-foot-long patch along the property. He added that the project also includes significant sanitary sewer, water and stormwater improvements and the costs of these improvements will be funded through their respective utility funds and will not be assessed to adjoining properties.

Mr. Keel reviewed the process for special assessments, which included two public hearings, with the first one being near the beginning of the process, which was the Project Feasibility Hearing (where this project is currently). He explained that at the hearing, the Council considered the preliminary information contained in the project's feasibility report, including a preliminary assessment roll. He noted that the preliminary assessment roll was prepared following the city's long-established Assessment Policy that sets out a standardized procedure for different property types and situations and is intended to treat similar properties similarly.

Ms. Arntz indicated that in Mankato, the second hearing (Assessment Hearing) is typically held a year after construction, and in preparation for the hearing, a final assessment roll is prepared, shared with property owners and presented to the Council for consideration. She explained that the preparation of this assessment roll includes a more individualized review of the proposed assessments. She stated that 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, an appraiser is used to review the proposed assessments. She commented that based on the additional appraisal information, staff may recommend changes to the preliminary assessment roll to address the issue of benefit for Council consideration at the Assessment Hearing. She mentioned that staff will engage an appraiser to review proposed assessments for the Twin Valley Council property before the 2026 Assessment Hearing should the Council decide to proceed with this project.

Mr. McLaughlin asked about the reduction in the roadway width. Mr. Keel replied that it was more of an environmental concern and would help eliminate the runoff.

Mr. McLaughlin inquired about the condition of the sidewalk. Mr. Keel responded that upgrades are also needed to be ADA compliant.

Mr. Dieken stated that he had concerns about the upper portion of the roadway reduction in the street width as he felt that there would be inadequate space for parking along the road. Mr. Keel noted that the neighborhood has very low traffic volume and mentioned street width requirements and how it would be adequate.

Ms. Arntz wondered if the request was for a change to the city's street standards policy. Mr. Dieken asked about the difference in cost for a 32-foot street versus a 36-foot-width street as he felt the additional material would be the main difference.

Ms. Arntz commented on the benefits of the reduction and the impact on storm water management going forward.

Mr. Keel explained how street widths have changed throughout the years. Mr. Mettler commented on the potential effects of slowing traffic by decreasing the street width.

Mayor Massad opened the public hearing.

Chris Sandquist, 403 South Broad Street, stated that they still questioned whether they need to be included in the project, especially in how the work mainly affects the properties on the upper portion of the roadway. He stated that the question still becomes "what is the benefit". He noted the photos provided and the deterioration of the curb along the street. He indicated that he had someone who is familiar with street deterioration review the photos and how it was indicated that the curb damage was mainly from snow plowing. He mentioned how the project mainly affects the upper portion of the roadway and asked that the property be removed from the assessment rolls.

Mayor Massad closed the public hearing.

Ms. Arntz indicated that since there were not enough members to vote, the item would need to come back before the Council.

8. **City Manager's Report**

9. **Reports of City Council Members**

None.

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**

There being no further business before the Council, Mr. McLaughlin moved and Mr. Dieken seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 7:26 p.m.

Minutes Approved.

____
Mayor Massad

ATTEST:

____
Renae Kopischke
City Clerk

AGENDA RECOMMENDATION

City Council Regular Meeting **5. A.**

Meeting Date: 02/24/2025

Agenda Item:

Motion approving on-sale intoxicating liquor license (Class R), and Sunday liquor for HGI of Mankato LLC (Hilton Garden Inn), DBA Olives, 20 Civic Center Plaza.

Recommendation/Action(s):

Motion approving application.

Summary:

An application has been submitted by HGI of Mankato LLC as owner of Hilton Garden Inn, DBA Olives, 20 Civic Center Plaza, Mankato for an on-sale intoxicating, and Sunday liquor license. Taxes are current for the premises. A liquor license-holder agreement has been negotiated between the applicant and the Department of Public Safety. A background investigation of all persons and premises names in the application reveals nothing that would preclude issuance of the licenses.

The premise will assume a Class R license as they have established, through twelve months of operation, a ratio of revenues derived from the sales of food and liquor. Under such a license, there is a 40% food requirement.

A license fee of $1,575 for the investigation fee and prorated intoxicating and Sunday licenses will be set for deposit into the city's general fund.

AGENDA RECOMMENDATION

City Council Regular Meeting **5. B.**

Meeting Date: 02/24/2025

Agenda Item:

Motion approving on-sale intoxicating liquor license (Class B), Sunday liquor, and optional 2.m. license for US2, Inc. DBA as Social House, 509 South Front Street.

Recommendation/Action(s):

Motion approving application.

Summary:

An application has been submitted by US2, Inc., DBA Social House, 509 South Front Street, Mankato for an on-sale intoxicating liquor license, Sunday liquor, and optional 2 a.m. closing. Taxes are current for the premises. A liquor license-holder agreement has been negotiated between the applicant and the Department of Public Safety. A background investigation of all persons and premises names in the application reveals nothing that would preclude issuance of the licenses.

The premise will assume the former "Class B" license held by Red Rocks and subsequently maintained (paid) for each year by Eric Hayes. Such a license is an on-sale licensed establishment without food service that was grandfathered in when changes to the City Code were passed in 2007, and will continue to be allowed to be renewed. A change in ownership at the existing location will be allowed, and a transfer of location or expansion of the licensed premises by the license holder will also be allowed (CIty Code, Section 4.04, Subd. 2).

An additional fee of $533.34 for the investigation fee and prorated Sunday license will be set for deposit into the city's general fund.

AGENDA RECOMMENDATION

Consent Calendar **5. C.**

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Motion referring a request for Land Use Plan amendment to the Planning Commission per Section 9.02 of the Mankato City Charter.

Recommendation/Action(s):

Motion referring the Land Use Plan amendment for Quarry View (2000 and 2100 Blocks of 8th Avenue) to the Planning Commission on March 26, 2025; by request of Brett Skilbred.

Summary:

The City of Mankato has received an application for an amendment to the Land Use Plan from Brett Skilbred. Mr. Skilbred is requesting an amendment to facilitate development adjacent to Jefferson Quarry on 8th Avenue.

The proposed amendment seeks to change the guided land use designation from Light Industrial to Medium Density Residential, allowing for the construction of single-family dwellings, either attached or detached. This change was considered during the review of the Jefferson Quarry Redevelopment Plan, which envisioned the area as a transitional zone between existing single-family homes and future quarry-related uses. The City Council reviewed and approved the plan on September 11, 2023.

The Jefferson Quarry Redevelopment Plan process fulfills the requirements outlined in the City of Mankato's Land Use Plan amendment process. The proposal aligns with the concepts presented in the redevelopment plan. According to the City Charter, upon receiving a proposed comprehensive plan or modification from the City Manager, the Council must refer the proposal to the City Planning Commission. The Commission is required to review the proposal and submit its recommendations within a time frame specified by the Council.

Following the Planning Commission's review, the City Council will conduct a public hearing before adopting the proposed plan or modifications by resolution, with or without amendments.

City staff recommend that the Council refer the proposal to the Planning Commission for review during its March 26, 2025, meeting. The Planning Commission will then report its recommendations to the City Council for consideration at the April 14, 2025, meeting, where a public hearing will be scheduled for May 12, 2025. This timeline is contingent on the Planning Commission proceeding without postponement.

Notices regarding the March 26, 2025, Planning Commission meeting will be sent to property owners and renters within 350 feet of the property. Additionally, a notice will be published in the designated newspaper to inform the public of the potential review.

Attachments

General Location Map

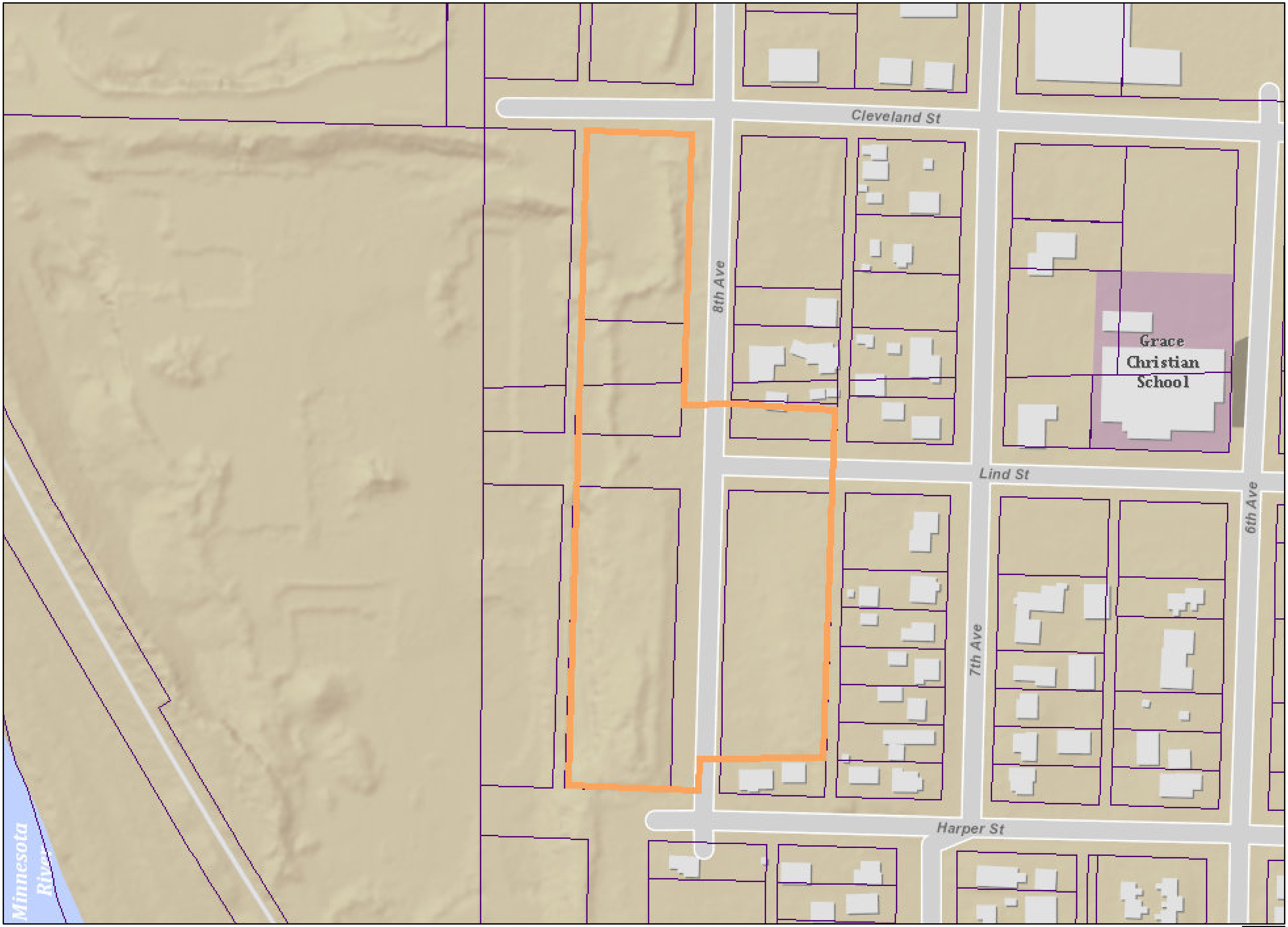
Aerial

Existing Land Use Plan

Applicant's Narrative

Traffic Impact Study

General Location Map



Date: February 2025

Author:

Aerial

Date: February 2025

Author:

N

Existing Land Use Plan

Date: February 2025

Author:

February 11, 2025

Mark Konz
Community Development
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
mkonz@mankatomn.gov

RE: Land Use Amendment Application Narrative – Quarry View (8^{th} Ave, Jefferson Quarry)

Dear Mr. Konz:

Enclosed is the Land Use Amendment Application and associated supporting documents for the proposed affordable single-family development located on 8th Ave in the Germania Park neighborhood between Harper and Cleveland streets. The subject property is approximately 188k sqft and located in Blocks 7-10, Columbia Park Add, City of Mankato and Blocks 23-24, Germania Park Add, City of Mankato. Below is a narrative describing the subject property and Land Use Amendment Request.

Project Description

The area comprising the proposed development is located within the City of Mankato and was platted as part of the Columbia Park Addition and Germania Park Addition. These parcels have not been developed or built upon. This area including these parcels was included in a 2023 Small Area Plan conducted by Stantec titled Jefferson Quarry Redevelopment Plan. The owner of these parcels is Pentagon Acquisition LLC who has given permission to submit the development application(s).

The Concept Plan included with this application shows two types of developments, each compatible with the land use amendment request. First is a proposed 140k sqft parcel along the full extent of the west side of 8^{th} Ave. This parcel is targeted for attached single-family twin homes and will be included in a PUD to support density, spacing, and green space. Also, the plan includes several individual parcels on the east side of 8^{th} Ave matching the original subdivision lot lines. These may be sold individually as conforming lots to include single family homes or may be part of a larger PUD lot with twin homes like the west side. Either way, the development will be marketed as affordable owner-occupied single-family homes with prices targeting buyers with income at or below 115% of the AMI or SMI. It is anticipated that the developer(s) will keep rental options open in the event home sales are not feasible.

The income limits for homebuyers (and renters, if necessary,) in the development are driven by a combination of the redevelopment plan, desire of land owner and developer(s), as well as potential funding source restrictions. It is anticipated that one such funding source will be the establishment of a Housing TIF district to offset the development costs to keep the homes affordable.

A Traffic Analysis is currently underway and will accompany the Land Use Amendment Application once completed. In addition, a Utility Analysis will be provided in detail by February 25^{th}, 2025 to allow the coordination of project improvements with the planned Germania Park Phase 5 CIP.

Land Use Amendment Request

The lead developer is requesting a Land Use Amendment to change the guided land use from Light Industrial to Medium density Residential to allow for the medium density residential homes. The current market conditions support a need for more affordable single-family housing options, thus the developer is pursuing this site for a medium density development. Therefore, the developer is requesting a change to the Land Use Map to Medium Density Residential to support their development request. Should this be approved, a Preliminary Plat, Rezoning (to R-2 zone), PUD (for design flexibility), Final Plat, and Site Plan applications will be filed. These subsequent applications will include a more detailed design for review and provide an opportunity for additional public input at the requisite public hearing.

The developer is following the land use recommendations presented in the Jefferson Quarry Development Plan completed by Stantec and delivered to the City of Mankato in February 2023. As part of developing the Small Area Plan, Stantec and the City of Mankato held three public meetings and an online engagement to gather community input from the Germania Park Neighborhood as well as the general public. The neighborhood meeting minutes summarizing the questions/comments from the residents that attended or participated online are included in the Stantec report. During the meetings, the future land use of the quarry and adjacent areas, like the 8th Ave corridor included in this application, were discussed in detail. The major concerns associated with this area were compatibility with existing homes and the neighborhood, the height of proposed structures, and the traffic impact of development. So, the developer is proposing a medium density single-family development as a buffer between the neighborhood and the quarry. In addition, the proposed development will be limited to single-family homes and single-family attached twin-homes with a two-story maximum height. Below are the Goals identified in the City's Land Use Plan. The Amendment request from Industrial to Residential is in alignment with the Goals as demonstrated below:

1. Retain and enhance the character and quality of established areas and revitalize, rehabilitate or redevelop areas where such improvement is required or requested.

Response: The area was never really established although included in two subdivisions. Instead, it was connected to the quarry by ownership and remained largely vacant and undeveloped.

2. Promote adequate housing alternatives for all income levels and age groups.

Response: The proposed medium density residential development will provide below market affordable housing alternatives to the existing single-family adjacent to the site. The housing will be available for all age groups and demographics.

3. Encourage the orderly growth of the community.

Response: The development of this site creates a buffer of medium-density single-family homes to separate the neighborhood from Jefferson Quarry as identified in the Stantec development plan.

4. Promote infill development for the purpose of obtaining the maximum utilization of existing infrastructure.

Response: The request to develop the subject site would utilize existing and planned infrastructure as well as fill the development gap between the Germania Park Neighborhood and Jefferson Quarry.

5. Promote the preservation of ravines, bluff lines, wetlands, woodlands and other environmentally sensitive areas.

Response: The current bluff line created by previous mining in the quarry is currently overgrown and unsafe. The proposed development will delineate and beautify the bluff line while utilizing future common area maintenance funds to design, implement, and maintain a safety system.

6. Encourage landscaping and the attractive design of public and private developments.

Response: A detailed landscape plan will be provided with subsequent required applications to show compliance with the City's landscaping and buffer standards. The developer also recognizes the benefit to their residents and adjacent properties by providing a nicely designed site.

7. Promote complementary land uses and minimize incompatible land uses.

Response: The proposed change of land use from industrial to residential would support the proposed medium density development. It would also provide a more natural transition of uses from the largely single-family homes in Germania Park to the adjacent future development of Jefferson Quarry.

8. Promote efficient use of municipal services.

Response: City utilities are located adjacent to the proposed development and there is a planned Community Improvement Project (Germania Park Phase 5) for their extension through the site. Additionally, the proposed site is in a neighborhood already served by municipal bus, snow removal, and maintenance services, among others.

9. Designate adequate vacant land to allow for the growth of residential, commercial, and industrial areas.

Response: The development of this largely vacant land supports the growing demand for residential units, particularly affordable single-family homes.

10. Promote the orderly extension of streets and the development of pedestrian/bike corridors.

Response: 8th Ave is currently unimproved and unpaved. This development supports the Germania Phase 5 CIP which will improve and pave 8th Ave. Additionally, the development will promote a connection to the existing pedestrian/bike corridor adjacent to the quarry along the Minnesota River.

11. Stabilize property values by promoting the application of effective land use controls and development standards.

Response: New investment in the Germania Park Neighborhood will support and potentially improve existing property values. The proposed residential homes will align with existing neighborhood density and building standards.

12. Encourage and promote innovations in development techniques in order to obtain maximum livability and excellence in planning and design for all new developments.

Response: The proposed development has the opportunity to showcase excellence in planning and design to obtain maximum livability by promoting the following innovations in development techniques: coordinated planning of public/private improvements, in-fill of vacant areas in proximity to municipal park and trail amenities, financial support of projects to meet identified community needs, and leveraging existing neighborhood resources like Grace Baptist Church to support the needs of future area residents including after school programs, mentoring, education, and daycare.

13. Promote, maintain, and preserve parks and open space.

Response: N/A - this site is not designated as a public park or open space. The site will provide open green space designated areas for its residents. It will also support the connection between the existing neighborhood park and the future amenities and connections included in the future development of the Jefferson Quarry.

Conclusion

The developer has thoughtfully considered the Mankato market, the site and the viability of the proposed medium density residential development to ensure the site is appropriate and the demand present to pursue this development opportunity. The medium density single family development aligns with the Stantec Jefferson Quarry Land Use Small Area Plan. In addition, the commitment to offering these homes at an affordable price supports the identified housing needs in the community. I ask that the City support the request to Amend the Land Use from Industrial to Residential to support the desired medium density residential project. Thank you for taking the time to review the enclosed application and supporting documents. I look forward to working with the City of Mankato on this project. Please contact me at 507-720-8842 or brettskilbred@gmail.com with any questions or if there is any additional information I can provide in support of this project.

Sincerely,

Brett Skilbred

Figure 6. Future Land Use *(City of Mankato Land Use Plan)*

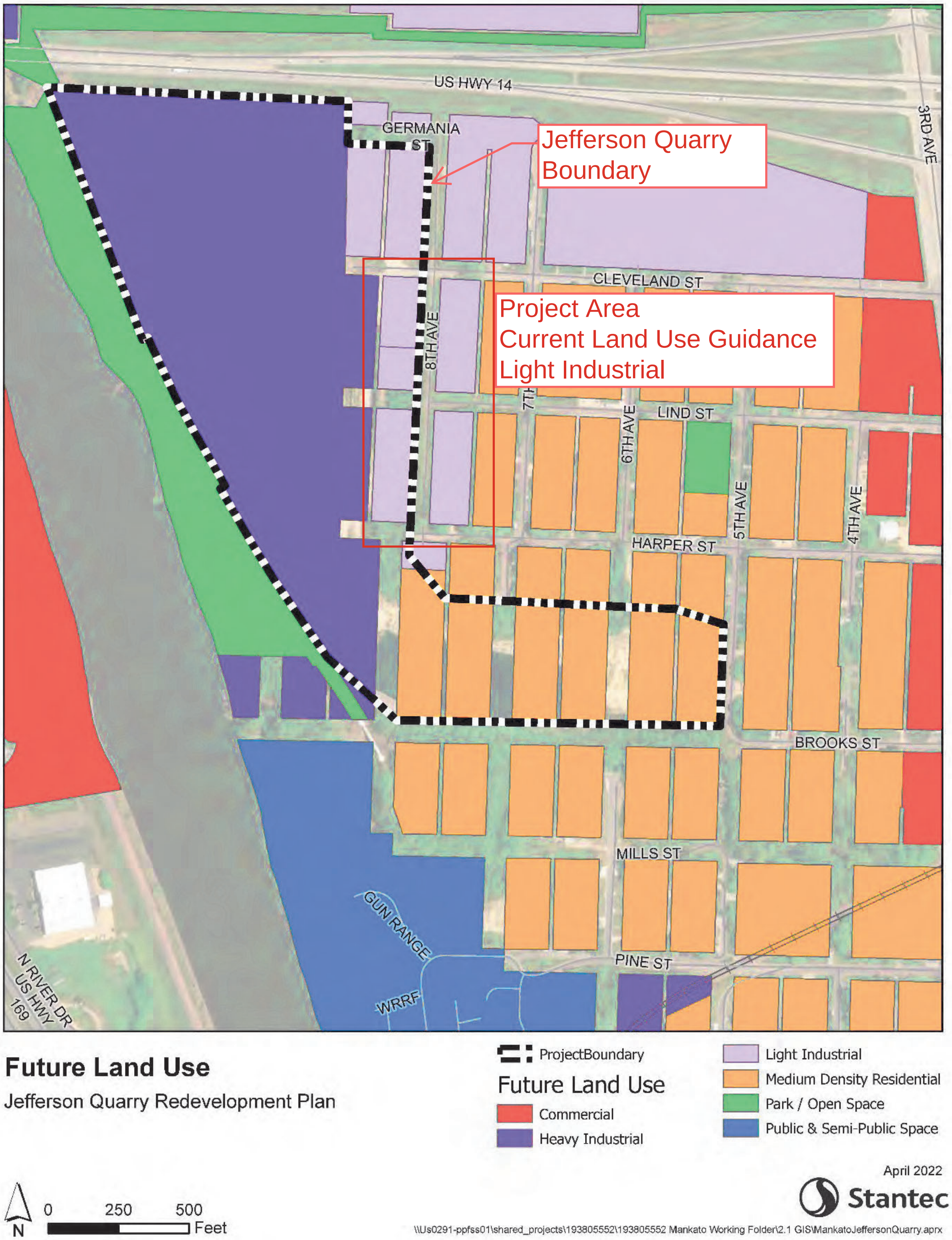
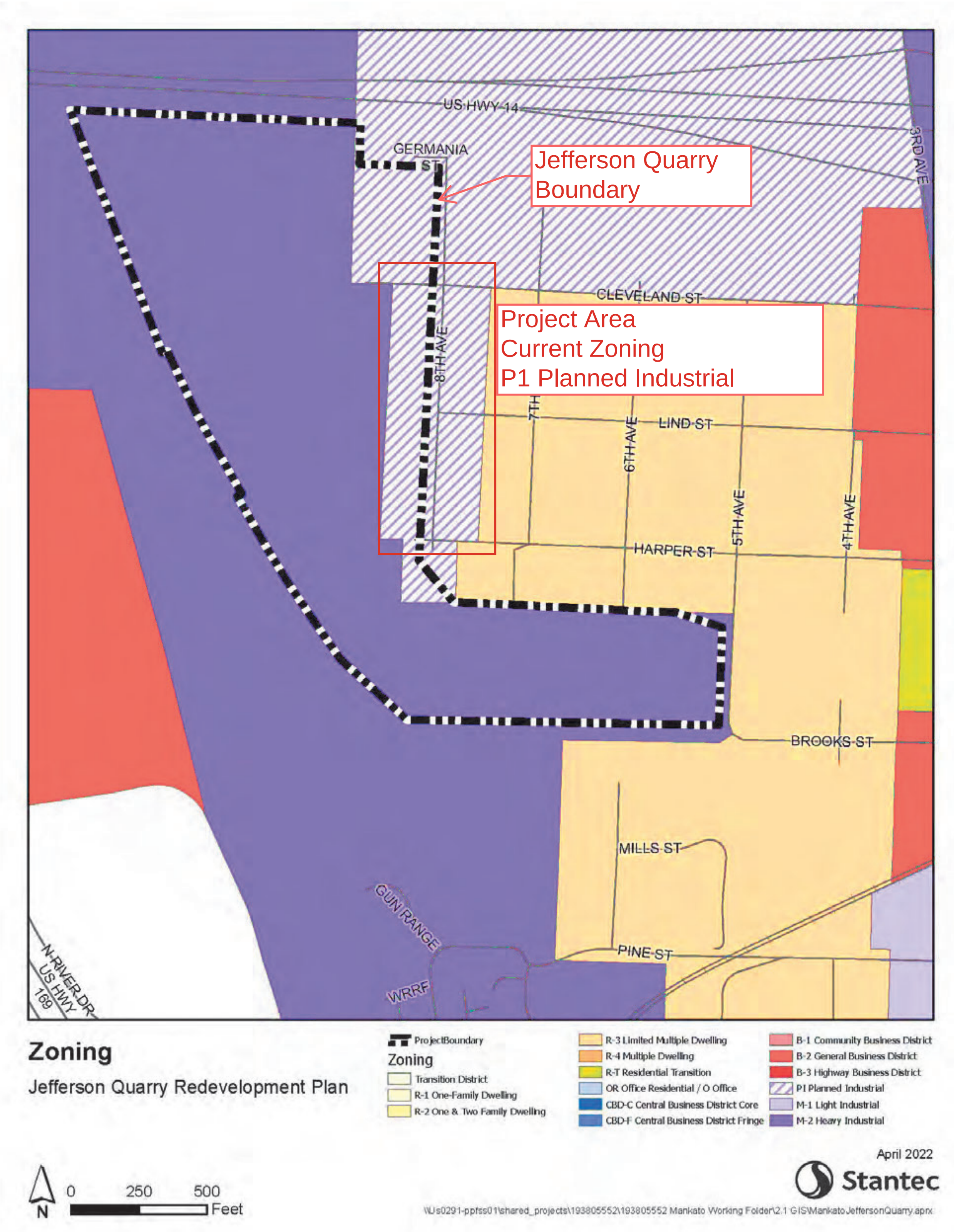
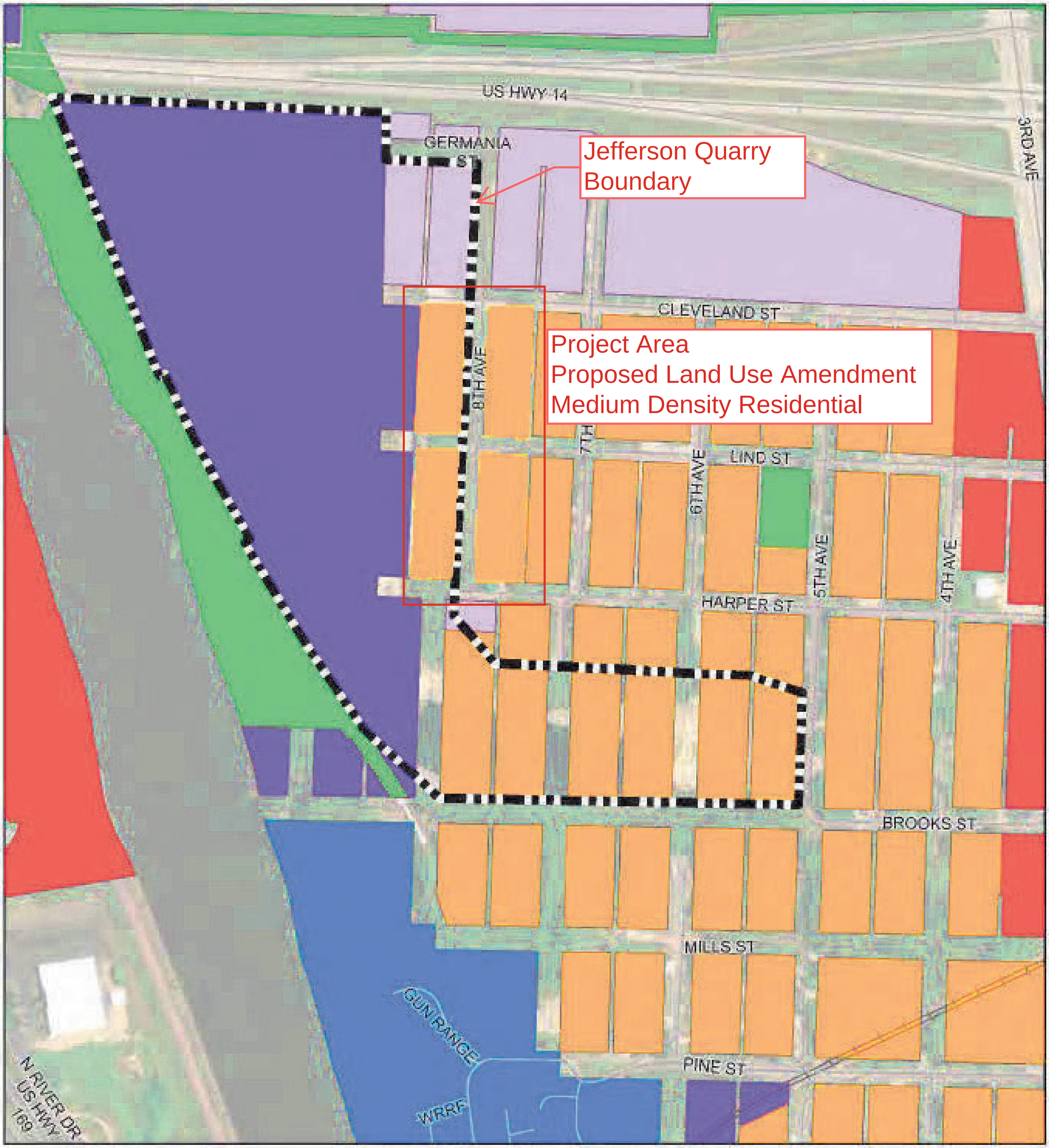


Figure 7. Zoning





Future Land Use

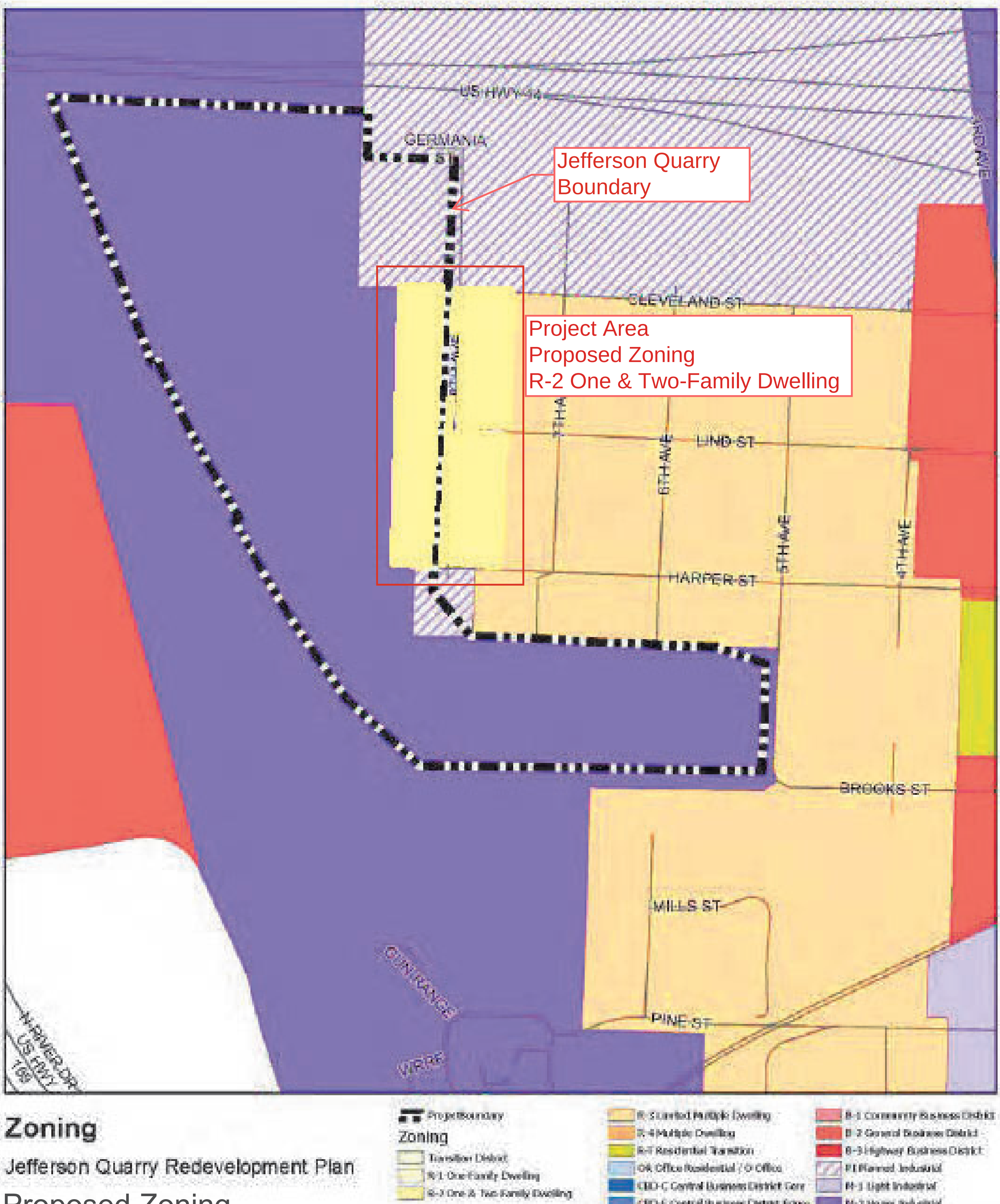
Jefferson Quarry Redevelopment Plan

Proposed Land Use Amendment

ProjectBoundary

Future Land Use

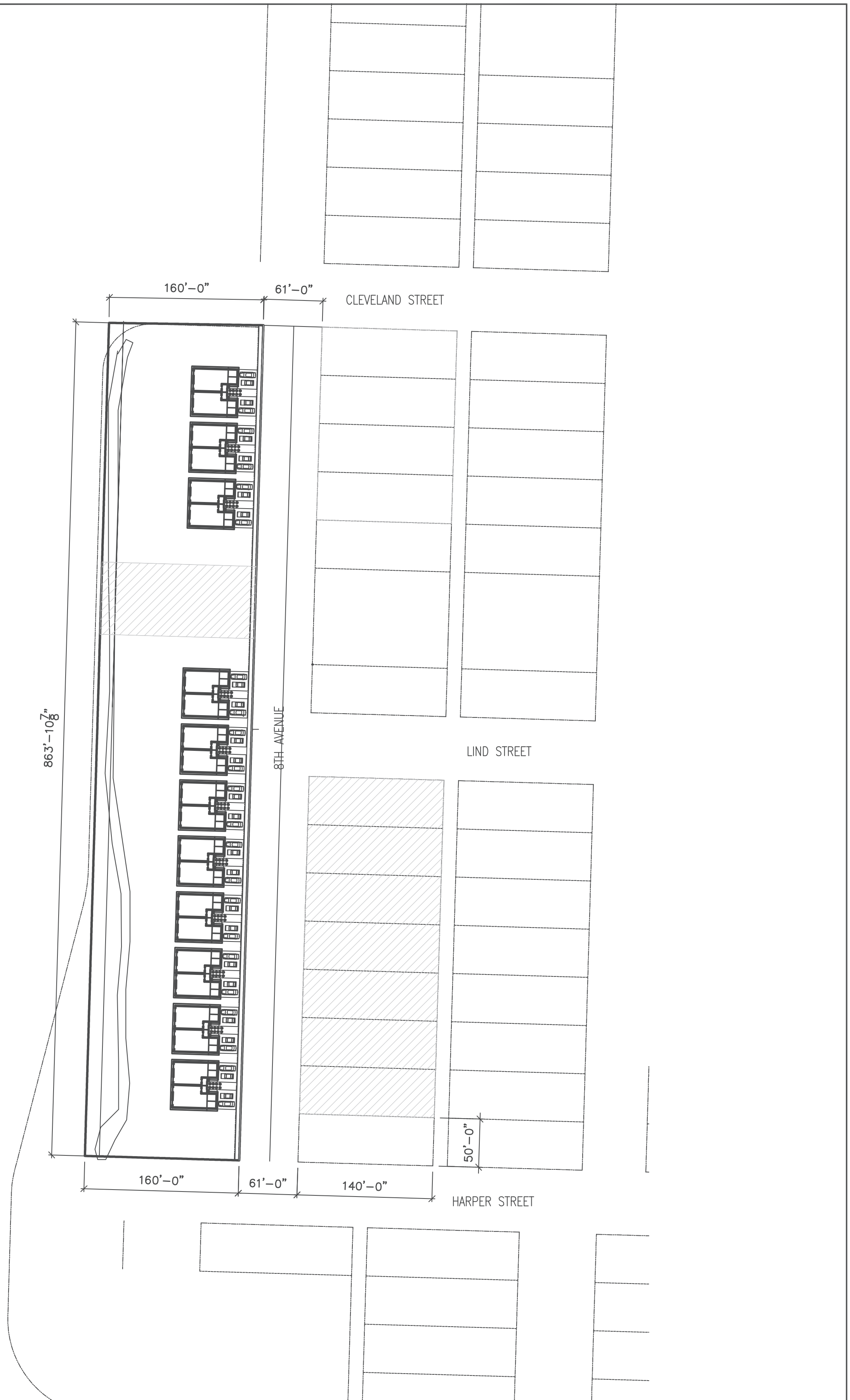
- Commercial
- Heavy Industrial
- Light Industrial
- Medium Density Residential
- Park / Open Space
- Public & Semi-Public Space



Zoning

Jefferson Quarry Redevelopment Plan

Proposed Zoning



PROJECT INFO.

SCALE 1"=100'

JEFFERSON QUARRY

RESIDENTIAL DEVELOPMENT
8TH AVENUE - MANKATO, MN

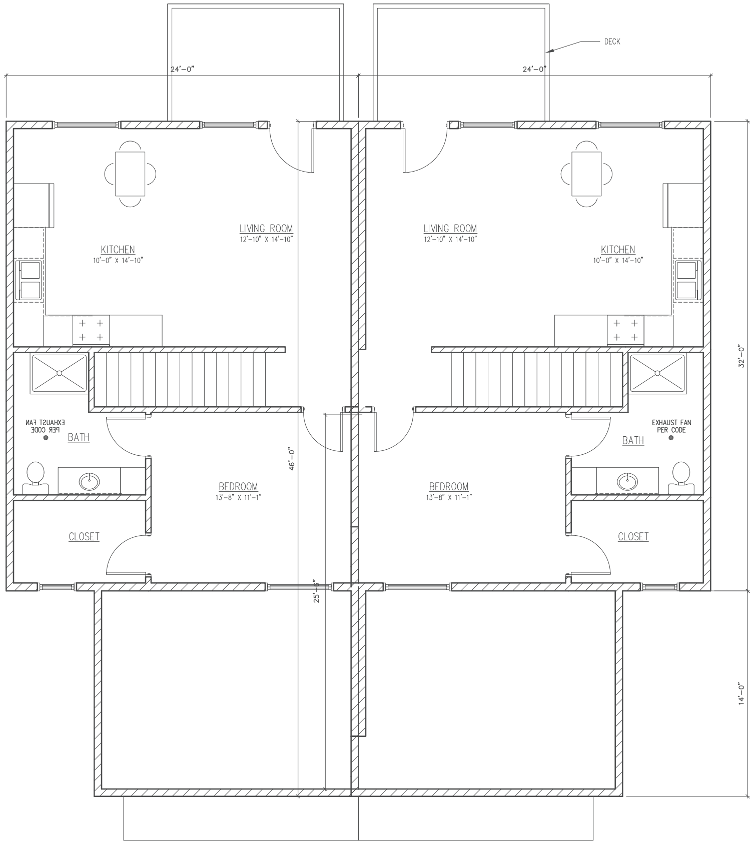
COLDWELL BANKER COMMERCIAL | FISHER GROUP

DATE

02/05/2025

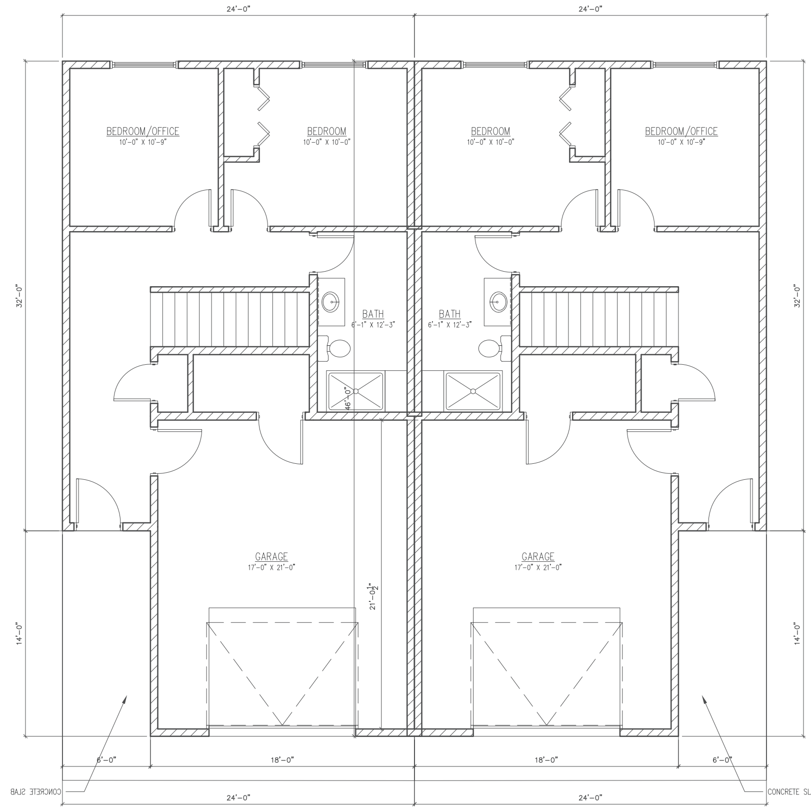
SHEET NO.

A0



UPPER FLOOR PLAN 755 SF EA UNIT

SCALE: 1/4" = 1'-0"



MAIN FLOOR PLAN 632 SF EA UNIT

SCALE: 1/4" = 1'-0"

PROJECT TITLE:

SMALL HOME CONCEPT
JEFFERSON QUARRY
MANKATO, MN

DEVELOPER:

COLDWELL BANKER COMMERCIAL | FISHER GROUP

CONSULTANTS:

GENERAL CONTRACTOR:

No.	SUBMISSIONS & REVISIONS	Date
1	DESIGN DOCUMENTS	09-27-2024

DISCLAIMER - Project is design build. Due to the lack of "on site" consultation & supervision, and control over the actual construction process, and because of the various local building code requirements & weather conditions, the drafter/designer/architect ASSUMES NO RESPONSIBILITY in the use of these plans for any damages. This includes structural failures due to any deficiencies, omissions, or errors in the design or blueprints. It is recommended you consult with a local building official and/or inspector prior to the start of construction. General Contractor shall verify all existing dimensions and field conditions prior to ordering or fabricating any materials. Notify designer/architect if conditions, materials, sizes or dimensions are different from what is shown on documents. Cross reference plans with all other consultant sets. All construction materials shall be installed in accordance with manufacturers current specifications and industry standards. All construction components shall meet adopted code requirements.

FLOOR PLANS
ELEVATIONS

PROJ. NO.: C2412
DATE: 09-27-2024
DRAWN BY: AMS
CHECKED BY:

A2

BOLTON & MENK
Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

February 11, 2025

Alec Pietz, P.E.
Interim City Engineer – City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
(507) 720-2559
apietz@mankatomn.gov

Reference: Quarry View
Mankato, Minnesota

Subject: Trip Generation Memorandum

Dear Mr. Pietz:

The following is a Trip Generation Memorandum for the proposed Quarry View residential development to be located along 8th Avenue in Mankato, Minnesota. This memorandum has been prepared to compare and assess the trip generation potential for the proposed residential development based on the following potential land uses options:

- 36 single-family attached homes [townhomes]

OR

- 20 single-family detached homes [60-ft lot assumed]

Access to the proposed development along 8th Street will be provided via the following existing streets:

- Cleveland Street
- Lind Street
- Harper Street

Refer to the attachments for a site location map and a copy of the preliminary site plan. In addition to providing the trip generation comparison for the site, this letter also assesses the potential traffic impacts of the proposed development.

Trip Generation

The proposed development is assumed to consist of 36 single-family attached homes *or* 20 single-family detached homes. Average daily, AM peak hour, and PM peak hour trips for the proposed development land use options were estimated using the ITE *Trip Generation Manual*, 11th Edition. **Table 1** provides a summary of the trip generation potential for both land use options for the proposed development utilizing equations for the land uses.

Table 1: Trip Generation Summary Comparison

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single-Family Attached Housing (215)	36 units	224	3	10	10	8
OR						
Single-Family Detached Housing (210)	20 units	230	4	13	14	8

If the proposed development consists of 36 single-family attached homes, it is estimated to generate approximately 224 total site trips on the roadway network during a typical 24-hour period. Of the daily traffic volume, it is anticipated that 13 trips (3 entering and 10 exiting) will occur during the weekday AM peak hour and 18 trips (10 entering and 8 exiting) will occur during the weekday PM peak hour.

If the proposed development consists of 20 single-family detached homes (assuming 60-ft lots), it is estimated to generate approximately 230 total site trips on the roadway network during a typical 24-hour period. Of the daily traffic volume, it is anticipated that 17 trips (4 entering and 13 exiting) will occur during the weekday AM peak hour and 22 trips (14 entering and 8 exiting) will occur during the weekday PM peak hour.

It should be noted that the daily traffic volume generated by the proposed development for either type of land use option is expected to be below the thresholds to require a Traffic Impact Study (TIS) based on the Minnesota Department of Transportation (MnDOT) Access Manual.

Trip Distribution

The trip distribution used in assigning the site traffic for the proposed development was estimated based on a combination of existing traffic patterns, population centers in the vicinity of the study area, and engineering judgement.

It was assumed that the site trips will be regionally distributed along 3rd Avenue as follows:

- 40% to/from the north via 3rd Avenue
- 60% to/from the south via 3rd Avenue

The site traffic along 3rd Avenue is expected to utilize Cleveland Street, Lind Street, and Harper Street to access the proposed development. Refer to the attachments for an illustration of the site distribution assumptions.

Based on the low site traffic generated for either land use option, and alternative routes provided to access the site, it is expected that the development will have minimal impacts to the surrounding roadway network.

Conclusion

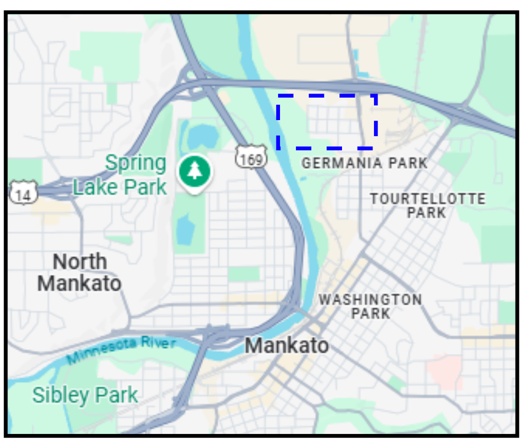
The proposed Quarry View residential development was reviewed to determine the trip generation potential for the site based on two (2) potential land use options and assess any potential traffic impacts from the proposed development. Based on the low trip generation potential for either land use option, and alternative routes provided to access the site, it is expected that the development will have minimal impacts to the surrounding roadway network. Although minimal impacts from the proposed development are anticipated, a more in-depth traffic study would be necessary to determine if the proposed development would introduce any need for intersection geometry or traffic control improvements.

If you have any questions or concerns, please do not hesitate to contact me. I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Sincerely,
Bolton & Menk, Inc.

Danielle Troutman, PE
Transportation Project Engineer
License No. 63168

Attachments: Site Location Map
Preliminary Site Plan
Site Trip Distribution Figure



N

LEGEND

Proposed Site Location

Study Area

BOLTON & MENK

Real People. Real Solutions.

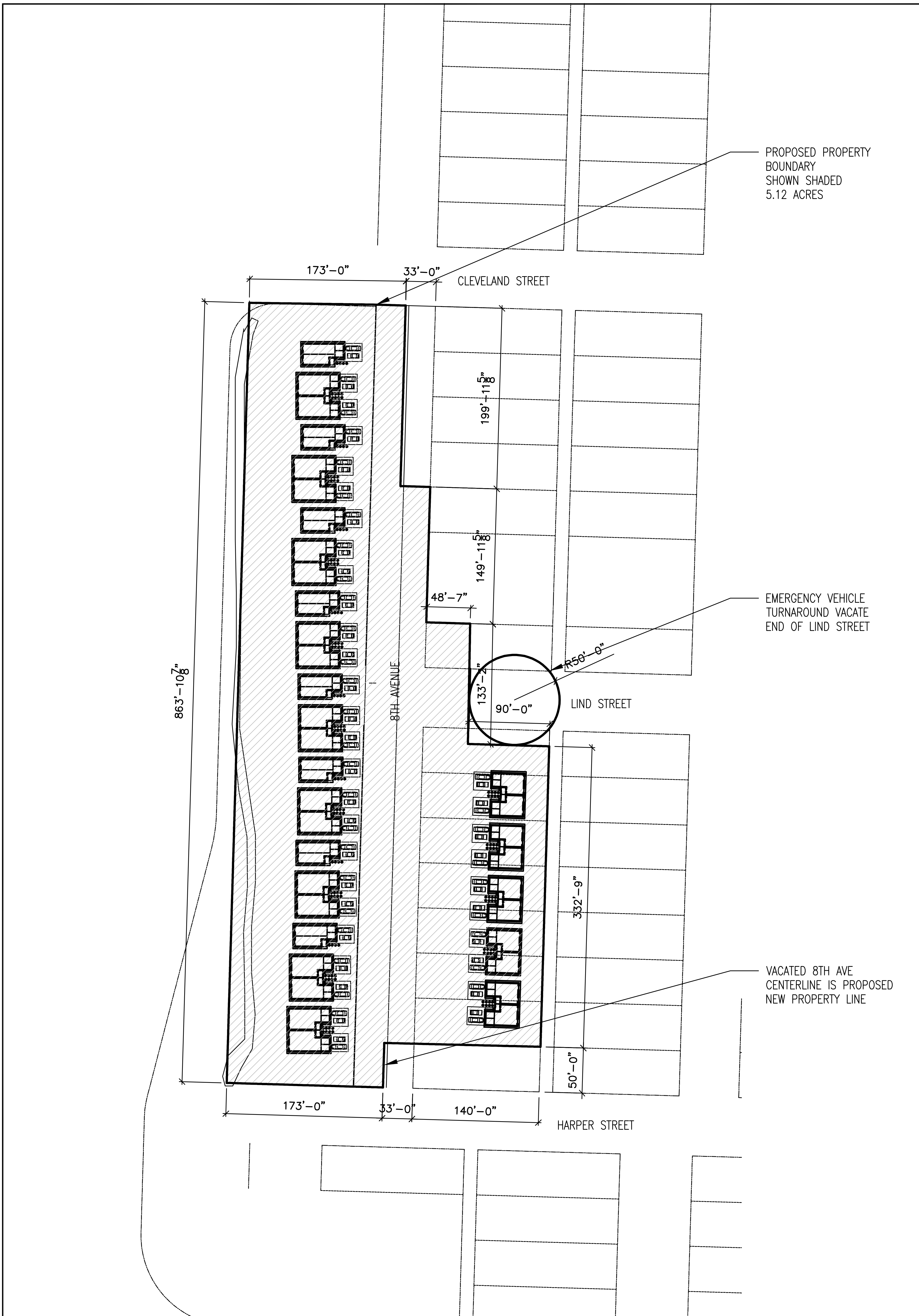
Quarry View

Mankato, MN

Site Location Map

Scale: Not to Scale

Figure



PROJECT INFO.

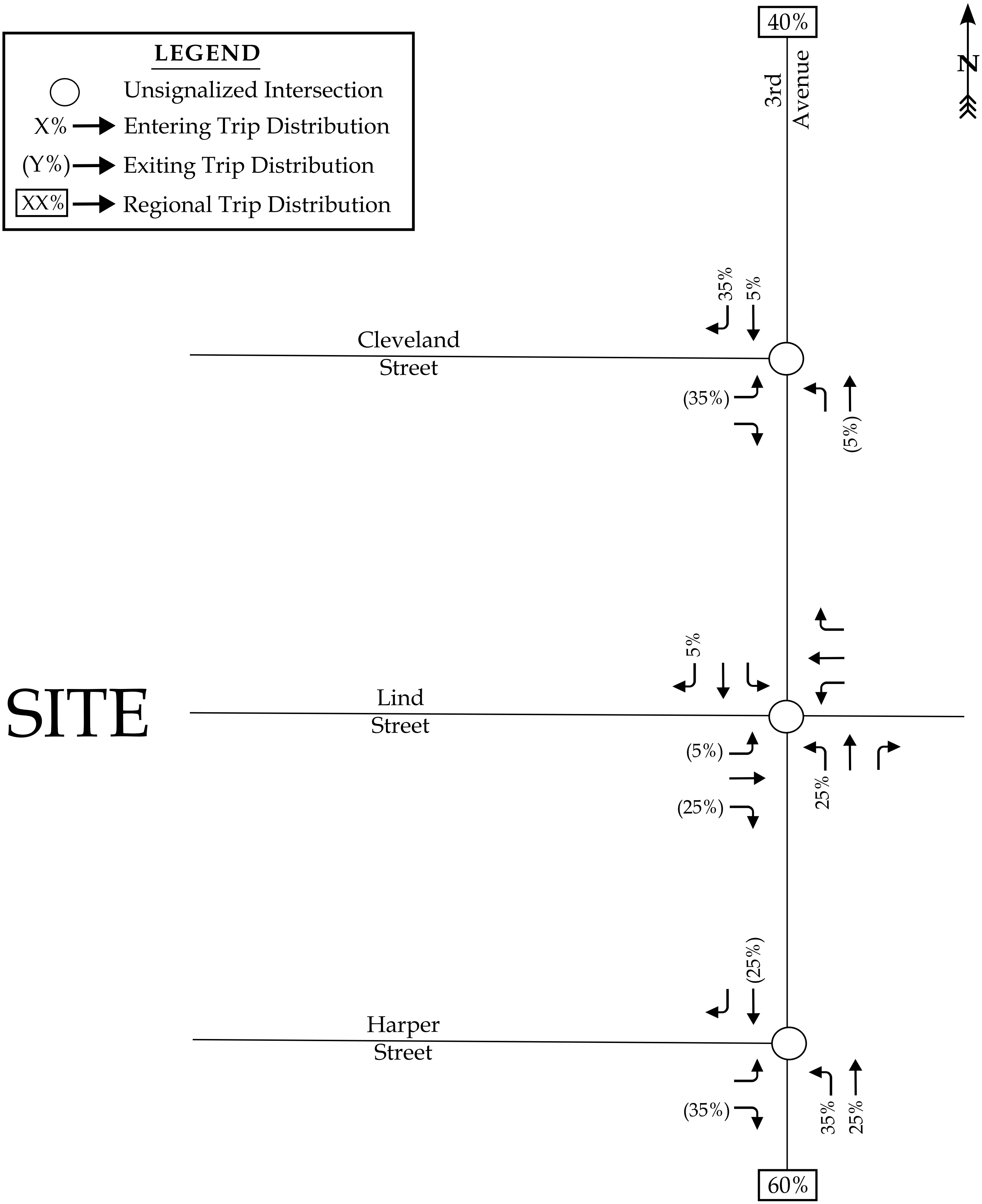
SCALE 1"=100'

JEFFERSON QUARRY

RESIDENTIAL DEVELOPMENT
8TH AVENUE - MANKATO, MN

COLDWELL BANKER COMMERCIAL | FISHER GROUP

DATE	SHEET NO.
11/25/2024	A0



BOLTON & MENK
Real People. Real Solutions.

Quarry View

Mankato, MN

Site Trip Distribution

Scale: Not to Scale

Figure

AGENDA RECOMMENDATION

Consent Calendar **5. D.**

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Resolution accepting feasibility report and ordering project for Capital Improvement Number 11138; Mayo Clinic Health System Event Center Arena Lobby and Concourse Roof Replacement.

Recommendation/Action(s):

Adoption of the attached resolution

Summary:

The existing roof is a ballasted ethylene propylene diene terpolymer (EPDM) rubber roof that is original to the 1995 building construction. There have been numerous repairs performed over the years. There are two roof sections remaining from the original building that are proposed for replacement in 2025, which total nearly 21,000 square feet. The expected useful life of this type of roof at the time of installation was 15-20 years. It is now over 29 years old. The roof has reached its end of life and is recommended for replacement.

With the numerous leaks in the last 5 years, replacement at this time is warranted to prevent any future damage or disruptions that could affect the quality and availability of the event space below.

Suggested improvements include the complete replacement of the existing roofing system including installation of approximately 21,000 square feet of fully adhered 90-mil EPDM roofing, installation of code compliant insulation, new perimeter flashing, and cover board. In addition, one final roof access ladder will be installed to bring the roof system into compliance with current safety standards for access. The estimated cost of the necessary improvements is approximately $995,000. The recommended improvements to the Mayo Clinic Health System Event Center arena lobby and concourse roof are being proposed for the summer of 2025.

The estimated costs and funding sources for the project are as follows:

ITEM	COST
Arena Lobby and west concourse roof replacement – base bid	$733,178
Northeast concourse roof replacement – Alt #1	$125,977
West upper concourse roof access ladder – Alt #2	$45,000
TOTAL CONSTRUCTION	**$904,155**
Construction Contingency	$90,845
TOTAL PROJECT COST	**$995,000**

FUNDING SOURCE	AMOUNT	PERCENT
Civic Center Capital Fund	$995,000	100%
TOTAL FUNDS	**$995,000**	**100%**

Staff recommends the Council accept the project feasibility report, order city staff to prepare final plans and specifications, and instruct the City Manager to advertise for bids in accordance with the requirements of law.

Attachments

11138 Resolution

Feasibility Report

RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT, PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS ON IMPROVEMENT NUMBER 11138, WITHOUT PETITION

WHEREAS, a report has been prepared by city staff with reference to Improvement Number 11138, the replacement of the arena lobby and concourse roof at the Mayo Clinic Health System Event Center by installation of a replacement roof membrane, and supporting infrastructure and that this report was received by the council on the 24th 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

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

1. The council hereby orders the improvement of such roof in accordance with the report.

2. That plans and specifications be prepared by city staff 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.

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

This resolution shall become effective upon its adoption.

Passed this 24th day of February, 2025

____
Najwa Massad
Mayor

ATTEST:________________________________
Renae Kopischke
City Clerk

MAYO CLINIC HEALTH SYSTEM EVENT CENTER ARENA LOBBY AND CONCOURSE ROOF REPLACEMENT

Project Feasibility Report

City Project Number 11138

February 17, 2025

I. TABLE OF CONTENTS

II. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmclaughlin@ mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@ mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Director of Admin. Services	Parker Skophammer	507.387.8739	pskophammer@ mankatomn.gov
Facilities Manager	Jim Tatge	507.387.8504	jtatge@mankatomn.gov

III. EXECUTIVE SUMMARY

The existing roof is a ballasted ethylene propylene diene terpolymer (EPDM) rubber roof that is original to the 1995 building construction. There have been numerous repairs performed over the years. There are two roof sections remaining from the original building that are proposed for replacement in 2025 which total nearly 21,000 square feet. The expected useful life of this type of roof at the time of installation was 15-20 years. It is now over 29 years old. The roof has reached its end of life and should be replaced.

Suggested improvements include removal and disposal of the current ballasted EPDM membrane, ballast material and all insulation and replacing it with a fully adhered 90-mil EPDM with the addition of one roof access ladder.

The estimated cost of these necessary improvements is approximately $995,000.

From a maintenance 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 City Council accept this project feasibility report and direct staff to advertise for bids in accordance with law.

IV. PROJECT INTRODUCTION

The recommended roof replacement at the Mayo Clinic Health System Event Center is proposed for the summer of 2025. 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 feasibility 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 21,000 square feet. Specific items that will be included in the construction are as follows:

- Remove and dispose of existing ballasted EPDM membrane, ballast material and all insulation
- Install vapor barrier over roof deck
- Replace the removed insulation, and add additional insulation to meet current energy code
- Install new perimeter flashing
- Install cover board
- Install 90-mil adhered EPDM roof system per manufacturer’s specifications
- Replace existing overflow scuppers with new, at existing locations
- Fabricate and install metal counter-flashings at wall locations as required
- Provide contractor warranty and EPDM manufacturer 30-year system warranty
- Provide 20-year fade warranty on sheet metal flashings

V. EXISTING CONDITIONS

A. MAYO CLINIC HEALTH SYSTEM EVENT CENTER ROOF

The roof is a ballasted EPDM rubber roof that is original to the 1995 building construction. There have been multiple repairs, associated with leaks, performed over the years. It is nearly 21,000 square feet. The expected useful life of this type of roof when it was installed was 15-20 years. It is now over 29 years old. The mil thickness could not be confirmed but based on the date of installation it is assumed to be 30-mil. The condition of the insulation installed during construction could not be verified as no core samples were taken. Photo documentation of the existing roof system is in Figure 1 in the Appendix. The roof has reached its end of life and is recommended for replacement.

VI. PROPOSED IMPROVEMENTS

A. MAYO CLINIC HEALTH SYSTEM EVENT CENTER ARENA ROOF

Due to the roof system being past its useful life and rising maintenance costs, it is recommended the roof be replaced. The proposed roof replacement will increase the EPDM membrane thickness to 90-mil with a 30-year manufacturer warranty. In addition, the existing insulation will be replaced. The new installed insulation will meet current energy code and provide utility savings over the life of the roof system. A roof ladder will be installed to the western upper concourse roof thus completing the safe access plan developed with the initial replacement project nearly 10 years ago.

Staff intend to bid the project out with a base bid and two alternates. Alternate No. 1 will be the second roof section over the northeast end of the concourse. Alternate No. 2 will be the addition of the final roof ladder on the west side of the building. By utilizing alternates, it will allow the council the most flexibility when it reviews the bids at the time of award.

VII. APPROVALS/PERMITS

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

- City of Mankato building permit

VIII. PROJECT COST ESTIMATE AND FINANCING

Estimated projections for the cost of this project are summarized below. A detailed cost estimate is included at the end of the report.

ITEM	COST
Arena Lobby and west concourse roof replacement – base bid	$733,178
Northeast concourse roof replacement – Alt #1	$125,977
West upper concourse roof access ladder – Alt #2	$45,000
TOTAL CONSTRUCTION	**$904,155**
Construction Contingency	$90,845
TOTAL PROJECT COST	**$995,000**

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

FUNDING SOURCE	AMOUNT	PERCENT
Civic Center Capital Fund	$995,000	100%
TOTAL FUNDS	**$995,000**	**100%**

IX. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements at the Mayo Clinic Health System Event Center:

02/27/2025	Final Design
02/28/2025	Advertise for Bids
04/02/2025	Open Bids
04/14/2025	Award Bids
06/09/2025	Start Construction
08/29/2025	Project Substantial Completion

X. CONCLUSION AND RECOMMENDATIONS

The existing conditions of the Mayo Clinic Health System Event Center Arena Lobby and Concourse Roof are unfavorable with only further deteriorations to come. If these improvements are not made, maintenance costs will continue to be an issue, and failure of the roof system will occur. From a maintenance 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.

Staff recommends the Council accept this project feasibility report, order city staff to procure final plans and specifications and instruct the City Manager to advertise for bids in accordance with the requirement of law.

XI. APPENDIX

A. FIGURE 1: EXISTING ARENA LOBBY & CONCOURSE ROOF SYSTEM

Mayo Clinic Health System Event Center - Figure 1

AGENDA RECOMMENDATION

City Council Regular Meeting **5. E.**

Meeting Date: 02/24/2025

Agenda Item:

Resolution accepting the Minnesota Department Transportation (MnDOT) Transportation Economic Development (TED) grant and authorizing the City Manager to execute a grant agreement with the State for City costs associated with the U.S. Highway 169 project.

Recommendation/Action(s):

Resolution accepting TED funding and authorizing the City Manager to execute a grant agreement with the State for a portion of the City's cost for the U.S. Highway 169 project.

Summary:

On July 8, 2024, the City Council approved the submission of a TED grant application to MnDOT. Recently, the City was informed that its application was successful and that $1,600,000 has been awarded to help fund the City's share of the U.S. Highway 169 project. A letter from MnDOT is attached.

MnDOT's TED program is a competitive funding program designed to help generate economic benefits though investment in transportation infrastructure. The proposed improvements in Mankato will include a new roundabout intersection and a pedestrian underpass at North River Lane. The project also includes the removal of the existing traffic signal at Lind Street and may include aesthetic and landscaping improvements currently being considered.

Attachments

Resolution

TED Letter

RESOLUTION ACCEPTING MINNESOTA DEPARTMENT OF TRANSPORTATION, TRANSPORTATION ECONOMIC DEVELOPMENT GRANT AND AUTHORIZING CITY MANAGER TO EXECUTE GRANT AGREEMENT

WHEREAS, the City of Mankato City Council approved the submittal of an application to the Minnesota Department of Transportation (MnDOT) for the Transportation Economic Development (TED) for funding of a portion of the City's costs of the U.S. Highway169 project; and

WHEREAS, MnDOT has awarded the City of Mankato a grant in the amount of $1,600,000 for a portion of the City's cost of the U.S. Highway 169 project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mankato that the City of Mankato accepts the TED grant award of $1,600,000 for U.S. Highway 169 project; and

BE IT FURTHER RESOLVED, the City Manager, or her successor in office, is hereby authorized to execute a grant agreement on behalf of the City.

This resolution shall become effective immediately upon passage.

Dated this 24th day of February, 2025.

____
Najwa Massad
Mayor

ATTEST: ______________________________
Renae Kopischke
City Clerk

DEPARTMENT OF TRANSPORTATION

395 John Ireland Boulevard
Saint Paul, Minnesota 55155

February 3, 2025

Jeff Johnson
Director of Public Works
Intergovernmental Center
10 Civic Center Plaza
Mankato, Minnesota 56001

Re: 2024 Transportation Economic Development (TED) Program Funding Award

Dear Jeff Johnson,

Congratulations! The U.S. Highway 169 project application submitted by the City of Mankato has been selected to receive funding through the Minnesota Department of Transportation's TED program. The project has been approved to receive up to a maximum of $1,600,000 for trunk highway fund-eligible expenses, subject to MnDOT's cost participation policy. Award details are as follows:

- The project must be let by the end of calendar year 2027, unless otherwise approved by the appropriate MnDOT District program manager.
- The TED contribution toward the cost of the project is capped. The applicant accepts responsibility for the balance of funding necessary to deliver the project.
- As stated in the 2024 TED Solicitation Notice, this award will provide funding up to 70% of the total transportation infrastructure cost or the maximum allowable share as determined by MnDOT's cost participation policy.
- The TED funding is a MnDOT contribution toward the project.
- The offer of funding under this program does not waive any of the required project approvals. Should all necessary approvals not be obtained, MnDOT will withdraw this grant award.
- This offer of financial assistance is contingent upon the completion of a cooperative construction agreement for the project.
- The applicant agrees to work with MnDOT's district officials to create and regularly update a schedule of project development activities in MnDOT's project management system, including plan approvals and a cooperative construction agreement.
- This project must be developed under the direction of a licensed engineer in the State of Minnesota.
- To help determine the effectiveness of the TED program, the applicant agrees to provide an annual report on the economic benefits that have been materialized and the increase in tax base and property development for a period of five years post-completion.

All program grantees are required to continue working with MnDOT to ensure a successful project delivery. We direct you to work with Sam Parker at your local MnDOT District office.

We look forward to assisting you throughout the project development process. If you have any questions, please contact:

- Peter Olson, Lead Alternative Funding and Financing Analyst, at peter.olson@state.mn.us;
- Nicole Westadt, Director of Capital Planning, at nicole.westadt@state.mn.us; or
- Noah Hansen, Capital Planning Coordinator, at noah.hansen@state.mn.us.

Congratulations, again, to you and your staff for developing an approach addressing your community's transportation needs and economic development opportunities.

Sincerely,

Nancy Daubenberger

Nancy Daubenberger, P.E.
Commissioner

cc: The Honorable Nick Frentz, Senator, State of Minnesota
The Honorable Erica Schwartz, Representative, State of Minnesota
Greg Ous, District Engineer, District 7, MnDOT
Sam Parker, District Planner, District 7, MnDOT
Sam Brown, Director, Office of Financial Management, MnDOT
Patrick Weidemann, Planning Director, Office of Transportation System Management, MnDOT
Phillip Schaffner, Director, Office of Transportation System Management, MnDOT
Malaki Ruranika, Cooperative Agreements Supervisor, Project Management & Technical Support, MnDOT
Jeremy LaCroix, State Program Administrative Coordinator, Deed

AGENDA RECOMMENDATION

Consent Calendar **5. F.**

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Resolution authorizing the City Manager to enter into a Cooperative Construction Agreement with Blue Earth County for the construction of the Victory Drive Signal and Lighting Improvements project.

Recommendation/Action(s):

Adopt attached resolution.

Summary:

The City of Mankato plans to install a signal at the intersection of Victory Drive and Hazeltine Road along with installation of continuous lighting from Highway 14/60 to Premier Drive. The roadway is a minor arterial that serves as a main north south connection though the middle of the City of Mankato.

The improvements in the project have been deemed necessary due to ongoing adjacent development such as continued development of the R and R Subdivision and establishment of the Victory Commercial Subdivision. Pedestrian and ADA improvements at the intersection of Victory Drive and Hazeltine Road will also accompany the signal installation. The project is anticipated to be completed in 2025.

The anticipated cost for the City of Mankato is estimated at $577,130.48 and the anticipated cost for Blue Earth County is $281,982.76. The City of Mankato is assessing a portion of its costs for the signal and lighting improvements in accordance with Subdivider Agreements and applicable assessment rates.

Attachments

11084 Resolution Authorizing Cooperative Agreement

11084 Simple Form Schedule I

11084 Cooperative Agreement

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE CONSTRUCTION AGREEMENT WITH BLUE EARTH COUNTY FOR THE CONSTRUCTION OF THE VICTORY DRIVE SIGNAL AND LIGHTING IMPROVEMENTS PROJECT

WHEREAS, The Blue Earth County (County) and the City of Mankato (City) propose to make certain improvements on a portion of Victory Drive (CSAH 82) between Highway 14/60 and Premier Drive in the City of Mankato; and

WHEREAS, the estimate costs between the County and the City will be allocated in accordance with the Cooperative Construction Agreement; and

WHEREAS, Minnesota State Statutes § 471.59 authorizes two or more governmental units, by agreement entered into through action of their governing bodies to jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised. This includes arrangements with and cooperation with any city and city authority for the purposes of constructing, maintaining, and improving City Streets and City Utilities; and

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

1. That the City Manager is hereby authorized and directed to enter into the Cooperative Construction Agreement with Blue Earth County for the Victory Drive Signal and Lighting Improvements project in the City of Mankato on behalf of the City of Mankato.
2. That the City Manager is authorized to execute any necessary changes to the agreement in accordance with Section 2.08 of the Mankato City Code.

This resolution shall become effective upon its adoption.

Passed this 24th day of February, 2025.

____
Najwa Massad
Mayor

ATTEST:____________________________________
Renae Kopischke
City Clerk

SCHEDULE "I"
CITY OF MANKATO

City Project Number 11084
Victory Drive Signal and Lighting Improvements
City Contract with: River City Electric Co

Preliminary: January 25, 2024
Revised: February 7, 2025

COUNTY COST PARTICIPATION

ORIGINAL (PRELIMINARY)		REVISED "AS-BID"	
11084 From attached sheets	$348,096.47	11084 From Cost Share Participation	$215,181.09
Subtotal	$348,096.47	Subtotal	$215,181.09
Contingency	$34,809.65	Contingency	$21,518.11
Subtotal	$382,906.12	Subtotal	$236,699.20
Admin/Bonding	$22,974.37	Consultant Engineering	$21,613.64
Engineering	$38,290.61	Construction Engineering (City)	$23,669.92
Total Project Cost	**$444,171.10**	**Total Project Cost**	**$281,982.76**
Encumbered Amount	**$444,171.10**	**Encumbered Amount**	**$281,982.76**

CITY COST PARTICIPATION

ORIGINAL (PRELIMINARY)		REVISED "AS-BID"	
11084 From attached sheets	$348,096.47	11084 From Cost Share Participation	$440,408.36
Subtotal	$348,096.47	Subtotal	$440,408.36
Contingency	$34,809.65	Contingency	$44,040.84
Subtotal	$382,906.12	Subtotal	$484,449.20
Admin/Bonding	$22,974.37	Consultant Engineering	$44,236.36
Engineering	$38,290.61	Construction Engineering (City)	$48,444.92
Total Project Cost	**$444,171.10**	**Total Project Cost**	**$577,130.48**
Encumbered Amount	**$444,171.10**	**Encumbered Amount**	**$577,130.48**

COOPERATIVE CONSTRUCTION AGREEMENT
BETWEEN
BLUE EARTH COUNTY
AND
CITY OF MANKATO

This Agreement is between the City of Mankato acting through its City Council ("City") and Blue Earth County acting through its Board of Commissioners ("County") concerning the installation of a traffic signal at CSAH 82 (Victory Drive) and Hazeltine Road; and the installation of street lighting along Victory Drive near Trunk Highway 14 to Premier Drive.

RECITALS

1. The City will perform pavement removal, grading, aggregate base, curb and gutter, concrete pavement, ADA improvements, traffic signal installation, roadway lighting installation, and other associated construction (improvements) upon, along and adjacent to CSAH 82 (Victory Drive) between Trunk Highway 14 and Premier Drive according to the project construction plans, specifications and special provisions.
2. The improvements are planned to occur in spring and summer of 2025.
3. The City and County will participate in the costs of the improvements and associated construction engineering covered under this agreement.
4. The City and County entered into an Intent to Cost Participate Agreement for this project on January 23, 2024.
5. This partnership will result in a more economical, effective, and safer corridor for our citizens. The project investment will improve the overall corridor safety and operation. ADA improvements at the intersection of Victory Drive and Hazeltine Road will provide ADA compliance as needed in conjunction with the signal installation.
6. Minnesota State Statutes § 162.17 authorizes the City and County to make arrangements with and cooperate with any county and city authority for the purposes of constructing, maintaining, and improving City Streets and County Roads.

AGREEMENT

1. **Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits**

   a. **Effective date.** This Agreement will be effective on the date the City and County obtain all signatures required.
   b. **Expiration date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
   c. **Survival of terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the

expiration or termination of this Agreement, including, without limitation, the following clauses: 8. Liability; Worker Compensation Claims; 10. State Audits; 11. Government Data Practices; 12. Governing Law; Maintenance Responsibilities will survive the expiration of this Agreement but may be terminated by another Agreement between the parties.

d. **Plans, Specifications, Special Provisions.** Plans, specifications and special provisions as Plan A: Victory Drive Signal and Lighting Improvements (City Project Number 11084) will be on file in the office of the Agreement by reference ("Project Plans"). Plans, Specifications, and Special Provisions will be developed to City standards.
e. **Jurisdiction.** Upon final payment to the City by the County for costs eligible under this agreement, the County shall retain full jurisdictional responsibility for Victory Drive, and the City of Mankato shall retain jurisdictional responsibility for Hazeltine Road. Jurisdictional responsibility shall include, but not be limited to all maintenance activities, future improvements, signing, striping, mowing, utilities, permits and other incidentals unless spelled out under separate agreements between the City and County.
f. **Exhibits.** Schedule "I" Cost participation breakdown based on the awarded contract Cost are attached and incorporated into this Agreement.

2. **Contract Award and Construction**

a. **Bids and Award.** The City has advertised for bids and awarded a construction contract to River City Electric according to the Project Plans. The contract was awarded by the City on January 13, 2025. The contract construction will be performed according to the Project Plans.
b. **Bid Documents Furnished by City.** The City will submit to the County Engineer, a copy of the low bid and an abstract of all bids.
c. **Supervision of Construction.** The contract construction will be under the supervision of the City; however, the City will utilize the services of a registered professional engineer, inspectors and other resources, as required, to perform the construction engineering in connection with said contract construction and the following:
   I. The City will give the County five days' notice of its intention to start the contract construction.
   II. Construction that impedes the flow of traffic will be communicated in advance of road closures to facilitate public notifications for both agencies.
   III. The City will be responsible for public involvement including individual notification of construction impacts to affected residents and businesses. The general public will be notified through press releases.
   IV. Public information will note this is a County Highway and a partnership between the County and the City for improved safety, operation and mobility.

d. **Performance of Construction Engineering.** The City will perform the construction inspection and material inspection for the construction project in the manner currently used by the City and in accordance with the following:
   I. The City will provide all labor, equipment, and materials necessary to perform the construction inspection and material inspection for the contract.
   II. All inspection, control of materials, and associated documentation for the construction to be performed in accordance with the construction plans, specification, and/or special provisions will be performed by City engineering staff assigned to the construction. Construction inspection and contract administration will meet City standards and contract administration requirements. County staff will have full access to construction and if the County becomes aware of significant deviations from the plans and specifications it may halt construction if not promptly resolved through coordination with the City.
   III. The County may provide County engineering staff to perform inspection on improvements, as desired.
   IV. At regular intervals after City's contractor has started the construction, the City will prepare partial estimates of construction costs in accordance with the terms of the construction contract. The City will be responsible for making payments to the contractor based on the partial estimates and final cost certified by City Engineer.
   V. County and City concurrence must be obtained before the City authorizes change orders that significantly increase their cost. The County will concur with, or object to, authorization of additional work within a reasonable amount of time of notification by the City that additional work is deemed necessary. The City will not approve change orders or supplemental agreements that would increase the County's total cost participation above <u>$281,982.76</u> without the written approval of the County Engineer.

e. **Completion of Construction.** The City will cause the contract construction to be started and completed according to the time schedule in the construction contract general conditions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County and City officials, for unavoidable delays encountered in the performance of the contract construction.

f. **Compliance with Laws, Ordinances, Regulations.** The City will comply and cause its contractor to comply with all Federal, State and Local laws, and all applicable ordinances and regulations.
   I. The City will obtain all necessary permits to complete the Improvements.

g. **Construction Documents Furnished by the City.** The City will keep records and accounts that enable it to provide to the County, when requested, with the following:
   I. Copies of the Contractor's invoice(s) covering all contract construction.
   II. Copies of the endorsed and canceled City warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s)

issued, certified by an appropriate City official that final construction contract payment has been made.

III. Copies of all construction contract change orders and supplemental agreements.

IV. A certification form signed by the City Engineer in charge of the contract construction attesting to the following:
   i. Satisfactory performance and completion of all contract construction according to the Project Plans.
   ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the current "Standard Specifications for Construction".
   iii. Full payment by the City to its contractor for all contract construction.

V. Copies, certified by the City Engineer, of material sampling reports and of material testing results for the materials furnished for the contract construction.

3. **Basis of Cost**

   a. **SCHEDULE "I".** The SCHEDULE "I" includes all anticipated City and County participation construction items; contingency; and the design and construction engineering cost share covered under this agreement and is based on unit prices contained in the awarded construction contract.
   b. **County Participation Construction.** The County will participate in the following at the amount indicated. The project cost includes all costs associated with the completion of the project.
      I. The County will be responsible for the costs associated with the construction of one-quarter of the traffic signal improvements and one-half of the lighting improvements along with all associated work up to $281,982.76 (SCHEDULE "I") unless a higher limit is approved by the County Engineer.
   c. **Contingency.** The County's cost participation amount of $281,982.76 outlined in SCHEDULE "I" includes a 5% contingency. The County will pay the actual construction costs for County participation items.
   d. **Construction Engineering.** The County will pay the actual construction engineering amounts for County participation items, currently estimated at 4% of the total County participation item construction costs covered under this Agreement.

4. **County Cost and Payment by the County**
   a. **County Cost.** $281,982.76 is the County's estimated share of the costs of the contract construction as shown in SCHEDULE "I", prepared using bid quantities and unit prices.
   b. **Initial Payment by the County.** The County will pay the City $253,784.48 (90% of the construction costs as shown in the SCHEDULE "I") within 30 days of the execution of this Agreement.
   c. **Final Payment by the County.** Upon completion of all contract construction and upon computation of the final amount due the contractor, the City will prepare a

Final SCHEDULE “I” and submit a copy to the County. The Final SCHEDULE “I” will be based on final quantities and include all County and City participation construction items; the construction engineering cost; and any contingency used covered under this Agreement. If the final cost of the County participation construction exceeds the amount of funds advanced by the County, the County will pay the difference to the City without interest. If the final cost of the County participation construction is less than the amount of funds advanced by the County, the City will refund the difference to the County without interest.

d. **Liquidated Damages.** All liquidated damages assessed to the City’s contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract cost before and deduction for liquidated damages.

5. **Authorized Representatives.** Each Party’s Authorized Representative is responsible for administering this Agreement and is authorized to give and receive notice or demand permitted by this agreement.

   a. The City’s Authorized Representative will be:

      Name/Title: Susan Arntz, City Manager
      Address: 10 Civic Center Plaza PO Box 3368, Mankato, MN 56002-3368
      Email: sarntz@mankatomn.gov
      Telephone: 508.237.8695

   b. The County’s Authorized Representative will be:

      Name/Title: Ryan Thilges, P.E., County Engineer / Public Works Director
      Address: 35 Map Drive, Mankato, MN 56001
      Email: ryan.thilges@blueearthcountymn.gov
      Telephone: 507.304.4025

6. **Assignment; Amendments; Waiver; Contract Complete**

   a. **Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
   b. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
   c. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party’s right to subsequently enforce it.

d. **Contract Complete.** This Agreement contains all prior negotiations and agreements between the County and City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. **Liability; Worker Compensation Claims; Insurance**

   a. Each part is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County and City. Notwithstanding the foregoing, the County will indemnify, hold harmless, and defend the City against any claims, causes of actions, damages, costs, (including reasonable attorney's fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).
   b. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
   c. The City may require its contractor to carry insurance to cover claims for damages asserted against the contractor.

8. **Nondiscrimination**

   Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. **State Audits**

   Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. **Government Data Practices**

    The County and City must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County and City under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the County or the City.

11. **Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Blue Earth County, Minnesota.

12. **Termination**

    a. **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties.

13. **Force Majeure**

Neither part will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

CITY OF MANKATO

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

Approved:

By:___________________________________
(City Manager)

Date:_________________________________

BLUE EARTH COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

Approved:

By:___________________________________
(County Board Chair)

Date:_________________________________

By:___________________________________
(County Administrator)

Date:_________________________________

AGENDA RECOMMENDATION

City Council Regular Meeting **5. G.**

Meeting Date: 02/24/2025

Agenda Item:

Resolution authorizing the City Manager enter into a grant agreement with the FAA Contract Tower Competitive Grant Program for the Air Traffic Control Tower Project

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

Mankato Airport was accepted into the Federal Aviation Administration Contract Tower Program (FCT) 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 FCT program:

- 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.

On October 10, 2023, the City Council authorized the City Manager to respond to the 2024 Notice of Funding Offer for discretionary federal funds under the Airport Terminal Program. The Airport Terminal Program is a $5 billion grant program, distributed as approximately $1 billion annually for five years, (Fiscal Years 2022 – 2026). The Mankato Regional Airport was awarded $1,050,000 for fiscal year 2024. This grant is 100% federally funded with no local share. We have recently received the grant agreement. The next step is to enter into a grant agreement.

As the Council is aware, we have been working on the environmental assessment and have started the architectural and engineering services for this project. The proposed grant funds a portion of the City's design work. On July 22, 2024, the City Council accepted a proposal from TKDA to provide professional services for project formulation and administration, and environmental assessment services associated with the Environmental Assessment for the amount of $125,000.00. The City Council accepted on February 10, 2025, an EXP 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. The proposal for the work is in the amount of $2,622,909.00 contingent upon funding availability. This grant application funds a portion of the design work totaling $911,800.00. The remaining amount is to be requested under a separate FAA Airports Improvements Program grant agreement.

Attachments

Resolution

Figure C Air Traffic Control Tower

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE FAA CONTRACT TOWER COMPETITIVE GRANT PROGRAM FOR THE AIR TRAFFIC CONTROL TOWER PROJECT

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

WHEREAS; the City of Mankato on October 10, 2023, to respond to a Notice of Funding Offer for federal fiscal year 2024 funds under the Airport Terminal Program; and

WHEREAS, the City of Mankato was awarded $1,050,000 for the FAA Contract Tower Competitive Grant Program federal fiscal year 2024; and

WHEREAS, The City Council accepted on July 22, 2024, a TKDA proposal to provide professional services for project formulation and administration, and environmental assessment services associated with the Environmental Assessment in the amount of $125,000.00; and

WHEREAS; The City Council accepted on February 10, 2025, an EXP 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. The proposal for the work is in the amount of $2,622,909.00 contingent upon funding availability. This grant applications funds a portion of the design work totaling $911,800.00.

WHEREAS; City of Mankato authorized $13,200.00 for administration expenses as part of this request. Administrative expenses include Independent Fee Estimates (IFE) for the Environmental Assessment and ATCT Design authorizations; and

WHEREAS; the project cost of $1,050,000.00 for the FAA Contract Tower Program is requested for 100% of the federally eligible project expenses; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the City Manager is authorized to execute and submit applications for an Airport Infrastructure Grant for funding for the FAA Contract Tower (BIL-FCT) funding for the requested $1,050,000.00 for 100% of the federally eligible project expenses from fund made available to Mankato in fiscal year 2024.

This resolution shall become effective upon passage without further publication.

CERTIFICATION

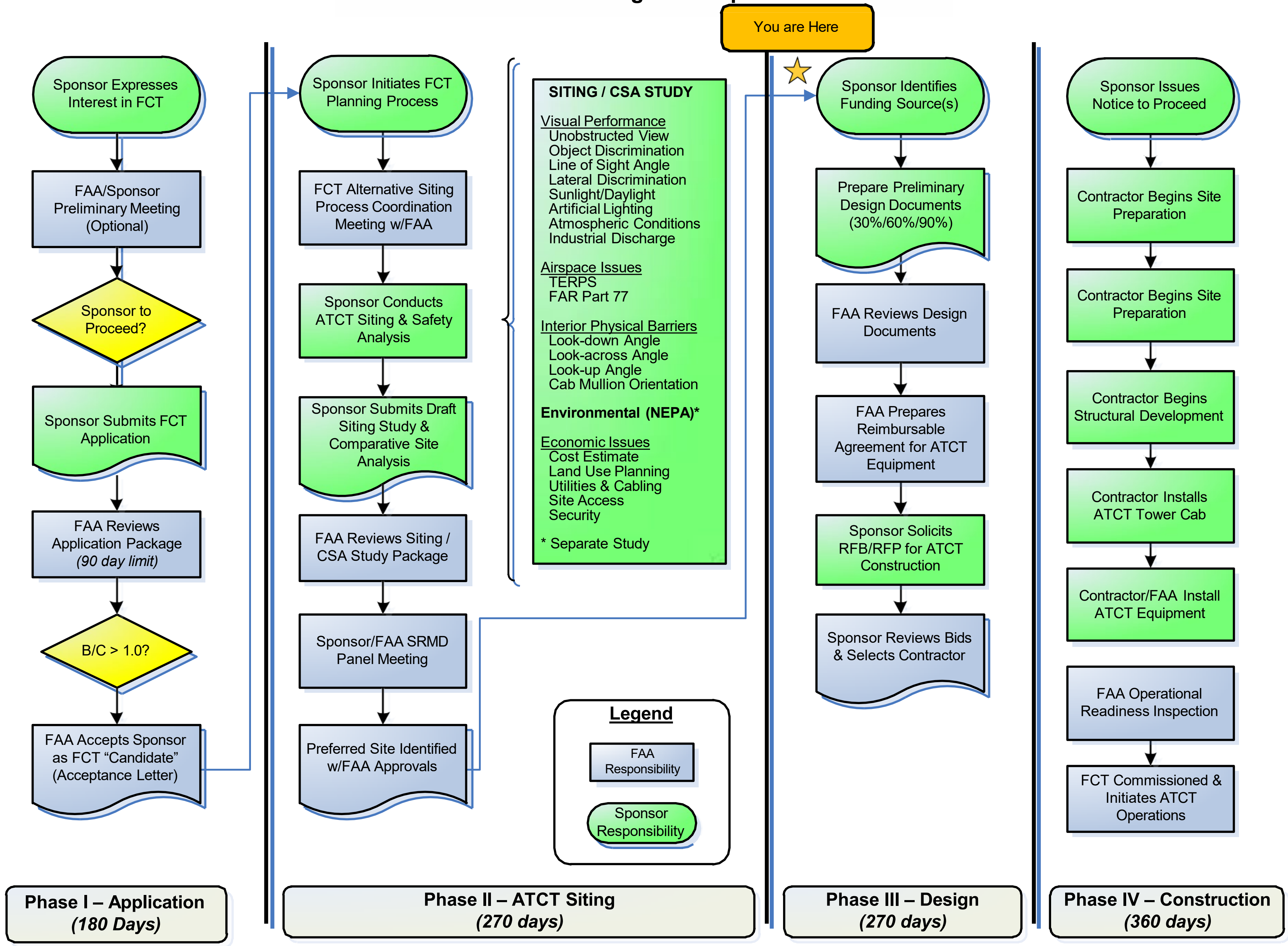
I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Mankato at a duly authorized meeting held on February 10, 2025.

Adopted this 24th day of February 2025.

____
Najwa Massad, Mayor

ATTEST: ____________________________
Renae Kopischke, MMC
City Clerk

Figure C
Air Traffic Control Tower Development Process
Mankato Regional Airport



AGENDA RECOMMENDATION

Consent Calendar 5. H.

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Set April 14, 2025, as the date of public hearing for establishment of Development District No. 48 and Tax Increment District No. 48-1 (830 North Broad Street).

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

MAH BKS, LLC is proposing to redevelop the property located at 824-830 North Broad Street. The proposal is to demolish the existing substandard building on the site and to construct a two-story commercial building comprising of 6,784 square feet. The estimated total project cost is $2,346,220 and construction is anticipated to occur in 2025 and 2026. It is anticipated there will be 25 full-time equivalent jobs created for the new commercial building.

On February 10, 2025, the Economic Development Authority (EDA) reviewed the request for tax increment financing (TIF) for a redevelopment district and adopted a motion directing staff to prepare materials for a public hearing on April 14, 2025, regarding the establishment of Development District No. 48 and Tax Increment Financing District No. 48-1 and approval of a development agreement. Additional background information regarding the request can be found in the agenda item presented to the EDA on February 10, 2025.

The requested action is adoption of the attached resolution setting April 14, 2025, as the date of public hearing for the establishment of Development District No. 48 and TIF District No. 48-1. The draft TIF plan will be distributed to the taxing jurisdictions by March 14, 2025. The Planning Commission will review the development district on March 26, 2025. At the February 10, 2025, EDA meeting there was discussion on whether the project would proceed with a 15-year term or if up to 20 years would be needed. After additional review and discussion with the Developer, a 15-year term is being requested.

The TIF plan will generally consist of the information contained in the February 10, EDA memorandum and the Financial Review from Baker Tilly and will be for a term of 15 years.

Attachments

Resolution
Schedule
Financial Review from Baker Tilly

RESOLUTION CALLING FOR PUBLIC HEARING ON THE
PROPOSED ESTABLISHMENT OF MUNICIPAL DEVELOPMENT DISTRICT NO. 48 AND
TAX INCREMENT FINANCING DISTRICT NO. 48-1 AND
THE PROPOSED ADOPTION OF A DEVELOPMENT DISTRICT PLAN AND
TAX INCREMENT FINANCING PLAN RELATING THERETO

BE IT RESOLVED by the City Council (the “Council”) of the City of Mankato, Minnesota (the “City”, as follows:

1. Public Hearing. This Council shall meet on Monday, April 14, 2025, after 6:00 PM, to hold a public hearing on the following matters: (a) the proposed establishment of Development District No. 48 and Tax Increment Financing District No. 48-1 and (b) the proposed adoption of a Development District Plan and Tax Increment Financing Plan relating thereto, all pursuant to an in accordance with Minnesota Statutes, sections 469.124 through 469.134 and 469.174 through 469.179, both inclusive, as amended (the “Act”).

2. Notice of Hearing; Filing of Plan. The City Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto, to be published as required by the Act and to place a copy of the proposed Development District Plan and Tax Increment Financing Plan on file in the City Clerk’s office at City Hall and to make such copy available for inspection by public.

Adopted this 24th day of February, 2025

____
Najwa Massad, Mayor

Attest: _________________________
Renae Kopischke, MMC
City Clerk

The motion for the adoption of the forgoing resolution was made by Councilmember _________________________ and duly seconded by Councilmember ____________________________.

Upon a vote being taken the following member voted in favor thereof: ______________________

____

Those against same: ____

City of Mankato, Minnesota

Timeline for Establishment of

Tax Increment Financing (Redevelopment) District within Redevelopment Project Area (Broad Street Redevelopment)

Proposed Schedule of Events

Date	Event	Responsible Party
Establishment of TIF Plan and TIF District		
Monday, February 10	Economic Development Authority Reviews Project	City & Baker Tilly
Monday, February 24	City Council-adoption of resolution calling for public hearing to be held on April 14, 2025	City & Baker Tilly
Monday, March 3	County Commissioner receives notification letter-Creation of Redevelopment District ***(at least 30 days prior to publication of notice of public hearing)***	Baker Tilly
Friday, March 14	County and School District receive impact letters and draft TIF Plan **(at least 30 days prior to public hearing)**	Baker Tilly
Wednesday, March 26	***Planning Commission Review of Development District Plan***	City & Baker Tilly
Thursday, April 3 **Deadline: April 1 by Noon**	Publication of notice of public hearing in Mankato Free Press Newspaper **(10-30 days prior to public hearing)**	Baker Tilly
Monday, April 14	City Council holds public hearing and adopts resolution approving TIF Plan and TIF District	City & Baker Tilly
By June 30, 2025	Request for Certification of TIF District to County and Filing of TIF District and Plan with State	Baker Tilly

Baker Tilly Municipal Advisors, LLC
30 East Seventh Street, Suite 3025
St. Paul, MN 55101
United States of America

T: +1 (651) 223 3000
F: +1 (651) 223 3046
bakertilly.com

MEMORANDUM

TO: Courtney Kramlinger, City of Mankato

FROM: Mikaela Huot

DATE: January 30, 2025

SUBJECT: Financial Review of Revised Broad Street Project Proposal Assistance Request and Proposed Tax Increment Financing Redevelopment District No. 48-1

Executive Summary

At the request of the City of Mankato, Baker Tilly Municipal Advisors has undertaken a review of the updated request for TIF assistance by MAH BKS, LLC (the “developer”) for redevelopment of 3 properties including 2 vacant lots and a third lot with a substandard building to include construction of a new two-story commercial building comprising of 6,784 square feet. The total development cost for the project is estimated to be $1,631,111 and will increase to approximately $1,979,711 with the inclusion of tenant improvements. The request for financial assistance is through tax increment financing to provide additional cash flow support to the project and offset a portion of the extraordinary redevelopment costs. The developer’s request for submitted to the City was for up to $490,000 as further described within the memorandum. The projected amount of available tax increment is less than what has been requested and identified as TIF-eligible costs. Based on a current value estimate of approximately $1,042,600 for the new building upon completion, the projected total increment available over terms of 10-, 15- and 20-years ranges from $115,000, $155,000, and $188,000, respectively, assuming a 5% interest rate.

Prior to establishing a tax increment financing district, there are findings that need to be made by the City that include: 1) determination that the project qualifies as a TIF district, 2) determination that the project as proposed would not proceed without public assistance (meeting the “but-for” test), and 3) the increased market value of the property to be developed is greater with tax increment than if no public assistance is provided. When reviewing a request for financial assistance it is important to understand how the level of financial assistance would impact the ability of the project to proceed as proposed and maximize new value created on the current project site.

Review of the sources and uses and operating proforma based on the developer assumptions with pay-as-you-go assistance as compared to no assistance provides an understanding of financial feasibility for this project and need for public assistance. The purpose of the analysis is to test the level of assistance that may be needed using those assumptions and to see if the recommended structure is reasonable while remaining consistent with the City’s objectives for providing tax increment assistance.

Based on the financial analysis and available financing assumptions, without financial assistance, the project would not be feasible due to the inability of the project to support financing of the extraordinary redevelopment costs mixed with current market conditions. Without assistance, the projected annual and cumulative rate of return to the developer is projected to be below industry standards for this type of project. The return analysis indicates that the provided financing structure would not be financially viable without one or more of the following: 1) reduction in project costs 2) additional annual cash flow (tax increment revenues), and/or 3) additional funding sources. With annual public assistance, the project is projected to be more financially feasible by providing additional cash flow (annual tax increment revenues) to the project. The level of public assistance is projected to have a positive impact on what the projected returns for the project could be as compared to no assistance.

The purpose of the memorandum is to provide a summary of the preliminary tax increment revenue projections based on estimated post-development taxable values for the project, as well as provide a summary of the financial review of the development project costs and sources of revenue and operating pro forma as provided by the developer to assist the City with making a determination 1) if the project as proposed would be unlikely to proceed “but-for” the requested Tax Increment Financing (TIF) assistance, and 2) if assistance is necessary, to determine an appropriate level of public assistance that may be considered. Should the City choose to provide TIF assistance, annual tax increments generated by the TIF District would be pledged to the developer to reimburse for extraordinary redevelopment costs with a portion retained by the City for annual administrative expenses (5%).

Developer Request for Assistance

The developer has requested assistance from the City through tax increment financing assistance. The total development costs are approximately $1,631,111 and increase to $1,979,711 when incorporating financing of tenant improvements. The developer will finance the project costs through a construction loan, developer equity (cash and land), and Minnesota Main Street Economic Revitalization Program (MSERP) grant. Subject to meeting minimum debt coverage requirements, the construction financing would support between 72-80% of total development costs and the grant and equity would support remaining costs. Any TIF assistance would be provided as pay-as-you-go to increase cash flow to support debt repayment and equity investment. We would expect to see the primary debt financing percent in the range of 60-75%, subject to availability of cash flow revenue to support repayment. Without financial assistance, the overall project performance is lower than typical lenders and investors would tolerate, thus resulting in a financial gap. Due to the current market environment and interest rates, annual debt service payments remain higher with increased interest rate financing.

Typical extraordinary redevelopment costs that cannot be supported solely by the project alone could justify the need for public financial assistance and allow the project to proceed as proposed. In addition, current market conditions of increased interest rates requiring reduced debt financing and increased equity amounts have resulted in higher funding gaps. Tax increment financing from the City provides an additional funding source for the project that allows the developer to obtain an appropriate level of upfront funding and meet minimum debt coverage and investor return metrics. The MSERP grant is an additional source of funds to close the financing gap with eligible expenses including demolition and site improvement costs not supported by TIF. Summary of the sources and uses of funds is illustrated in Table 1 below.

The recommendation for a reasonable level of public assistance is balanced by a combination of extraordinary costs and projected financial cash flow performance of the project, public policy guidelines/considerations and potential financial parameters as further outlined below:

- Return on Investment: *(City benefits)*
- Purchase price and other development costs: *(reasonable ranges and supported by project)*
- Public to private investment: *(public participation 10%)*
- Public assistance (TIF) and private equity: *(public does not exceed private equity)*
- Extraordinary costs: *(redevelopment)*
- Financial gap: *(limit on private debt and equity)*
- Market conditions *(financing limitations)*
- Term of district collection: *(historically up to 15 years with maximum 26-year term)*
- Other identified public improvements: *(case by case basis to be determined)*

Sources and Uses of Funds

The proposed total development cost of the project is estimated to be $1,631,111 before financing of tenant improvements. Building shell construction costs are approximately $134 PSF, land acquisition is $26 PSF, sitework/demolition accounts of $39/PSF and remaining soft costs, including financing and developer fee is $35 PSF. Construction contingency is estimated to be $50,000 and approximately 5.5% of construction costs. Total estimated per square foot development cost of the project is $240. The estimated tenant improvement costs of $348,600 increase total development cost per square foot to $292.

The developer has identified the sources of funds for the proposed project, including debt, equity, a grant and TIF assistance. The developer is seeking TIF reimbursement of up to $490,000 for building demolition, environmental remediation, public improvements, site improvements and land acquisition on a pay-as-you-go basis.

Table 1: Sources and Uses of Funds

Sources			Uses		Percent	Per Unit
Bank Loan	1,223,333	75.00%	Land Acquisition	175,000	10.73%	26
Equity	327,778	20.10%	Site Work	170,000	10.42%	25
			Demolition	95,000	5.82%	14
MSERP Grant	80,000		Construction - Shell	906,111	55.55%	134
TIF	-	0.00%	Finance Fees	25,000	1.53%	4
		0.00%	Legal Fees	25,000	1.53%	4
		0.00%	Arch & Eng Fees	60,000	3.68%	9
		0.00%	Permit Fees	25,000	1.53%	4
		0.00%	Developer Fee	100,000	6.13%	15
		0.00%	Contingency	50,000	3.07%	7
		0.00%	TI Improvements	-	0.00%	-
Total	1,631,111	95.10%	Total	1,631,111	100.00%	240

Tenant Improvements	348,600

** Tax increment financing has been requested as pay-as-you-go and would not be an upfront funding source. The developer's request of $490,000 is more than the projected tax increment is projected to be over a 15-year period. As a result, the TIF amount has been adjusted to a range of $115,000, $155,000 and $188,000 subject to approved amounts. We would expect the developer to use tax increment revenues to support loan repayment and provide additional cash flow for equity returns. Actual TIF assistance subject to approvals.*

TIF Eligible Costs

The request of $490,000 includes $95,000 for building demolition, $50,000 for environmental remediation, $50,000 for public improvements, $120,000 for site improvements, and $103,800 for property acquisition associated with the completion of the project. Additional details related to the public and site improvements are further detailed below:

Public improvements costs:

- Relocation for the property entrance away from Madison Ave.
- Sidewalk repairs along Broad Street
- Utilities along/in boulevard
- Curb cut repairs and road patching on Broad Street
- Alleyway parking lot entrance

Site improvements costs:

- Foundation excavation
- Utilities within property boundary
- Building pad construction and soil stabilization
- Final grading of site

Tax Increment Revenue Assumptions

- Base taxable value and original net tax capacity
  - Parcel IDs:
    - R01.09.07.426.008
    - R01.09.07.426.009
    - R01.09.07.426.010
  - Existing value of $173,800
    - Classification as commercial-industrial
    - Estimated original net tax capacity value of $2,758
- New taxable value based on estimates provided by County
  - $1,042,600 total value estimate
    - Commercial-industrial office
- Increment based on difference between existing and new taxable value
  - Preliminary and may be further evaluated as project proceeds
- Property classification rates
  - Commercial industrial with class rates of 1.5% first $150,000 and 2% value above $150,000

- Maximum term of redevelopment district (up to 26 total years)
  - City maximum term for collection is 15 years
    - First year collection of increment elected for 2027
    - Collection years of 2027-2041
  - Alternate scenario term for collection is 10 years
    - First year collection of increment elected for 2027
    - Collection years of 2027-2036
- Construction commences and completes in 2025
  - 100% completed by December 31, 2026
    - Assess January 2027 for taxes payable in 2028
- Payable 2024 combined tax rate of 95.377%
- 0% annual market value inflator
- 5% retained by City for admin (maximum 10%)
- Present value rate of 5%

Projected Tax Increment Revenue Estimates	
Existing Property Value	$173,800
Estimated Original Net Tax Capacity (Base)	$2,758
Estimated Total Completed Value	$1,042,600
Estimated Total Tax Capacity	$20,102
Captured Tax Capacity (Total less Original)	$17,344
x 2024 Local Capacity Rate	95.377%
Estimated Total Gross Tax Increment Revenue (less OSA deduction of 0.36%)	$16,482
Less: 5% for Administrative Expenses (Maximum Percentage is 10%)	$824
Estimated Net Annual Available Revenue	$15,658
City Policy 15 Year Term	
Total Estimated Gross Tax Increment (15 years)	$249,390
Estimated City Retained (5%)	$12,465
Total Estimated Net Tax Increment (15 years)	**$236,925**
Total Estimated Present Value Net Increment with 5% interest rate	**$155,000**
Reduced 10-Year Term	
Total Estimated Gross Tax Increment (10 years)	$164,820
Estimated City Retained (5%)	$8,240
Total Estimated Net Tax Increment (10 years)	**$156,580**
Total Estimated Present Value Net Increment with 5% interest rate	**$115,000**
Increased 20-Year Term	
Total Estimated Gross Tax Increment (20 years)	$332,520
Estimated City Retained (5%)	$16,620
Total Estimated Net Tax Increment (20 years)	**$315,900**
Total Estimated Present Value Net Increment with 5% interest rate	**$188,000**

Project Financing
There are generally two ways in which assistance can be provided for most projects, either upfront or on a pay-as-you-go basis. With upfront financing, the City would finance a portion of the developer's initial project costs through the issuance of bonds or as an internal loan. Future tax increments would be collected by the City and used to pay debt service on the bonds or repayment of the internal loan. With pay-as-you-go financing, the applicant would finance all project costs upfront and would be reimbursed over time for a portion of those costs as revenues are available.

Pay-as-you-go-financing is generally more acceptable than upfront financing for the City because it shifts the risk for repayment to the applicant. If tax increment revenues are less than originally projected, the applicant receives less and therefore bears the risk of not being reimbursed the full amount of their financing. However, in some cases pay as you go financing may not be financially feasible. With bonds, the City would still need to make debt service payments and would have to use other sources to fill any shortfall of tax increment revenues. With internal financing, the City reimburses the loan with future revenue collections and may risk not repaying itself in full if tax increment revenues are not sufficient. The City has historically financed projects as pay-as-you-go for reimbursement to the developer of eligible costs.

The structure for consideration includes a developer pay-as-you-go note pledging the net increment to equal a principal note of approximately $155,000 with 5% interest rate over a 15-year period, or alternatively a reduced term of 10 years resulting in a pay-as-you-go note of $115,000 and an increased term of 20 years resulting in a note of $188,000. The City would retain 5% for administrative expenses and pledge 95% of net revenues to the project.

Operating Assumptions
The developer has provided a revised development proposal consisting of approximately 6,784 square feet of commercial office space within one two-story building. The estimated rents for the project upon completion are $18/square foot for commercial per month assuming triple net (NNN). In this structure, the developer would expect the tenants to finance the tenant improvements of $348,600. However, the developer is still analyzing various lease scenarios and may incorporate an adjusted gross lease that may impact the overall cash flow and projected lease rates for the office commercial space. Assumptions utilized for the operating proforma are generally reasonable as compared to industry standards and consistent with original application for assistance.

Financial Needs (Pro forma Analysis)
Upon approval of a TIF district and project, the City must make several findings, including the "but for" test: that the proposed redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The developer has stated that but for the provision of tax increment financing, the project as proposed would not occur. Based on the developer's stated position relative to the need for tax increment financing assistance, the City could make its "but for" finding and provide tax increment assistance. We recommend, however, that the City review the provided assumptions to consider if the project meets the but-for test and, if so, what an appropriate level and type of TIF assistance may be based on the information submitted by the developer.

Following thorough evaluation of the project as provided allows the City to be prepared to make an informed decision based on the likelihood of the project needing assistance, as well as the appropriate level of assistance. To complete this analysis, we reviewed the developer's financial data and constructed ten-year operating project proformas, showing a result if the project received financial assistance as requested and did not receive assistance. Analysis of the proformas includes a review of the development budget, projected operating revenues and expenditures, and the project's capacity to support annual debt service on outstanding debt. The purpose of evaluating the operating proformas is to understand the potential cash flow performance through initial development of the project and the annual operations of the project over a 10-year period to assist with determining if the project is financially feasible and in need of public participation.

Measuring project feasibility is typically accomplished by analyzing a combination of 1) projected rate of return – both annual and cumulative and 2) estimated debt coverage ratio (DCR). Rate of return (IRR) analysis illustrates the projected return to the investor(s) using the available cash flow after payment of operating expenses and debt repayment as a measurement to the initial equity investment. Industry standards for certain development types indicate the level of investment a developer is willing to make based on projected returns from the project. Should the projected annual and cumulative returns fall below those standards, the project would require a reduced level of equity participation and/or increased cash flow to be feasible. Debt Coverage Ratio (DCR) is a calculation detailing the ratio by which operating income exceeds the debt payments for the project. If the DCR is greater than 1.0 it indicates the project has operating income that is greater than the debt-service payment by some margin; conversely if the DCR is less than 1.0, it indicates the project is incapable of meeting its debt-service payment and would need to seek additional revenue sources in order to pay its debt.

For a project to be considered financially feasible and likely to secure private financing, lenders are going to want to see a project with an estimated net operating income that exceeds the debt-service amount by a specific threshold or more. This is a test based on a stabilized year of revenue. Typically, we see lenders identifying a desired threshold for DCR of 1.10-1.20 or greater, meaning an expectation that the stabilized Net Operating Income of the project will exceed debt service by 1.10 to 1.20 times. The chart below illustrates our calculation of the projected stabilized DCR with and without requested TIF assistance, both on a one-year stabilized basis and additionally as a 10-year average.

Debt Coverage Analysis

Scenario	**Debt Coverage Ratio**	
Term of Review	**1-Year Stabilized**	**10-year Average**
Without Public Assistance	**0.94x**	**0.97x**
With Assistance	**1.10x**	**1.11x**

The estimated debt coverage ratios indicate that public assistance will be required to obtain debt financing for the project. Typical underwriting standards will require debt coverage ratios to be a minimum of 1.10-1.2x plus.

Return Analysis

To assist the City with making the 'but-for' test, we performed financial analysis to assist with projecting anticipated return on investments. The Internal Rate of Return (IRR) is a return-on-investment measurement that accounts for the time value of money, and accounts for the full development cycle including project construction, project operating, and finally the hypothetical sale of the completed asset. The inclusion of a hypothetical sale of the asset at the end of the pro forma period is necessary to include within the IRR analysis in order to account for the value of the asset that was created. It is not necessarily an indication that the asset will be sold at that time, but it is a mathematical assumption for purposes of calculating the overall return on investment.

The developer provided the sources and uses of funds and estimated rent assumptions for the project. We reviewed the provided information to prepare a 10-year pro forma period, including 1 year of construction followed by one year of stabilized operations. A hypothetical sale of the asset is assumed in year 10. In order to provide an estimate of the anticipated sale value of the asset we utilized a capitalization rate of 7% and 2% cost of sale allowance.

The capitalization rate is a percentage amount that is divided against a project's Net Operating Income ("NOI") to determine the anticipated sale value. By comparing the capitalization rate, or cap rate, used against market information we can evaluate the reasonableness of the developer's hypothetical sale value assumption. The lower the cap rate used, the higher the projected value of the asset. Based on this review the developer's capitalization rate for a presumed sale in 2035 of 7% is a reasonable assumption.

We utilized the 10-year pro forma to prepare an unleveraged return analysis. An unleveraged return is a return calculation that measures the return on investment against the total cost of the project. An unleveraged return does not break out the investment into equity and financing amounts, and instead measures the return against the total investment/cost of the project. An unleveraged return calculation is utilized in order to draw comparisons against third-party market benchmarks for real estate investment thresholds. Since debt & equity ratios often differ across multiple projects, these third-party market benchmark surveys utilize unleveraged return calculations so that return comparisons can be drawn on an equal basis. The table below outlines our unleveraged project returns.

Scenario	**Unleveraged IRR**
Without Assistance	**6.09%**
With Assistance (10, 15 and 20 year term)	**6.90% – 7.35%**

As a result of our analysis, we found the developer's return without the proposed TIF assistance of 6.09% to be below our feasibility benchmark, and therefore we conclude that the project would be unlikely to proceed but for the requested TIF assistance.

For comparison of the reasonableness of this return we reviewed third-party benchmark surveys that are nationwide surveys of real estate investors, which identify the return benchmarks the responders would need to realize in order to pursue a project. The benchmarks provided in these surveys can be used for establishing the likelihood of a proposed project proceeding without assistance ("But-For" Test), as well as the reasonableness of the assistance request.

One of the surveys we utilize is the Price Waterhouse Cooper ("PWC") Real Estate Investor Survey for the 4th quarter 2024. This survey identified a national average of desired unleveraged returns for investment in office projects ranging from 7.25% to 10.0% with an average of 8.84% and national average for investment of commercial space ranging from 5.5% to 9%. The PWC survey is a conservative benchmark and represents the responses of major institutional equity real estate investors who are primarily investing in institutional-grade property. Since the investors surveyed are basing their anticipated returns on their investment in constructed and operational developments there is a significantly lower risk threshold present and thus the desired returns cited are typically lower than what would be sought for a new construction development.

Since the PWC survey is a conservative benchmark it creates a low hurdle rate, and if a project fails to meet the average threshold identified within the PWC survey we can make the determination that the project would be unlikely to proceed "but-for" the requested assistance. In the case of this project without assistance we have calculated an unleveraged return of 6.09% which falls below the average return threshold and even the low end of the identified PWC range. This allows us to determine that the project would be unlikely to proceed but-for the requested assistance. Increasing the term of TIF assistance to 20 years would result in an estimated IRR of 7.35% and would meet the lower range of office projects and mid-range of desired investor returns.

In addition to the Internal Rate of Return analysis identified above, we also prepared a "cash on cash" investment return for the project upon stabilization. The cash-on-cash investment return is a single-year return calculation that measures the annual cash flow to the developer as a percentage of their equity investment. This is an annual test and the amount we calculated was based on the stabilized year, which is when the project would be operational and incurring debt-service on the private financing amount, as well as the average return over 10 years. For debt-service assumptions we utilized a current interest rate assumption of 7.25% (permanent financing) and a 20 or 25-year amortization. The developer's desire would be to obtain loan financing with 20-year amortization; however actual lease terms and future tenant income will dictate the actual loan terms. Current interest rate estimates maintain at 7.25%. To account for the varying levels of assistance within this analysis we increased the developer's equity amount subject to debt coverage and availability of cash flow to support debt service payments. The table below identifies the cash on cash returns we calculated for the project at varying assistance levels.

Scenario	**Cash on Cash Return**	
Level of Debt	**1-Year Stabilized**	**10-year Average**
Without Public Assistance	**1.00%**	**1.19%**
With Assistance	**4.98%**	**5.06%**

The projected cash-on-cash return analysis illustrates modest returns, and reflects the impact current permanent financing interest rates have on the potential return realized by the project. If the project were to achieve a lower permanent financing interest rate, the projected cash on cash return would be greater than what is shown here.

Conclusion

The developer has requested financial assistance for acquisition and redevelopment of the existing substandard building and adjacent property into a new commercial office development. The project has a financial gap due to extraordinary redevelopment needs of the building and project site and is seeking financial assistance from the City to close it. Through submission of the tax increment financing request and supporting financial information, the developer has indicated that the project would not occur as proposed without financial assistance from the City due to below market rates of equity returns and debt financing.

Following analysis of the developer's financing assumptions and considering current market environment, without financial assistance, the project would not be financially feasible. Without assistance, the projected equity rate of return and debt financing metrics are below industry standards. The rate of return analysis indicates that the provided financing structure would not be financially viable without one or more of the following: 1) reduction in project costs 2) additional annual cash flow (tax increment revenues), and/or 3) additional funding sources (grant/low interest financing). With public assistance through tax increment assistance with additional annual cash flow, the project is projected to achieve marketable returns. There are ranges of what would be considered market returns and are generally subject to the project type, market indicators, investor demands and financing structure. The level of public assistance is expected to have an impact on what the projected returns for the project could be.

Considered parameters for level of public assistance include the following:

- Return on Investment: *(City benefits)*
- Purchase price and other development costs: *(reasonable ranges and supported by project)*
- Public to private investment: *(public participation 10%)*
- Public assistance (TIF) and private equity: *(public does not exceed private equity)*
- Extraordinary costs: *(redevelopment)*
- Financial gap: *(limit on private debt and equity)*
- Market conditions *(financing limitations)*
- Term of district collection: *(historically up to 15 years with maximum 26-year term)*
- Other identified public improvements: *(case by case basis to be determined)*

The developer has requested tax increment financing from the City as a method of providing additional cash flow revenues required to achieve financial feasibility. The project will be privately financed through private debt and equity. Assistance would be provided through a pledge of annual tax increments to provide additional cash flow to support debt repayment, enhance cash flow and increase the developer's return. We typically review both the annual (upon stabilization) and longer-term (10-year period) investment returns to understand financial performance and verification of need for public assistance, as well as identifying those costs considered TIF-eligible as extraordinary to the project.

Next steps

There is a statutorily defined process that is required to be followed for the creation of a Redevelopment TIF District. This process includes the completion of an analysis of the eligibility of the site for creation as a Redevelopment TIF District, the drafting of a TIF plan describing the proposed redevelopment and the associated revenues, as well as the proposed uses of the TIF revenue. The TIF creation process includes a number of required steps and notices must be made, which are detailed in the TIF creation schedule. Ultimately this process would conclude at a public hearing, following which the City Council would have the ability to take action on the creation of the proposed TIF District.

If the Economic Development Authority is interested in pursuing the project further, the first step would be to direct staff to complete the necessary statutory steps to work towards a TIF public hearing date.

Thank you for the opportunity to be of assistance to the City of Mankato. We look forward to discussing the project and financing assumptions in greater detail.

Scenario 1: Reduced Term of 10 Years

Projected Tax Increment Report

City of Mankato, Minnesota
Tax Increment Financing (Redevelopment) District No. 48-1
Proposed Broad Street Redevelopment to include 2-story multi-tenant office building
Draft TIF Projections based on $1,042,600 EMV

Annual Period Ending (1)	Total Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Subtotal Net Tax Increment (9)	Less: City Retainage 5.00% (10)	Annual Net Revenue (12)	P.V. Annual Net Rev. To 12/30/25 5.00%
12/31/25	173,800	2,758	2,758	0	95.377%	0	0	0	0	0	0
12/31/26	173,800	2,758	2,758	0	95.377%	0	0	0	0	0	0
12/31/27	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	14,202
12/31/28	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	13,526
12/31/29	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	12,882
12/31/30	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	12,268
12/31/31	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	11,684
12/31/32	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	11,128
12/31/33	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	10,598
12/31/34	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	10,093
12/31/35	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	9,613
12/31/36	1,042,600	20,102	2,758	17,344	95.377%	16,542	60	16,482	824	15,658	9,155
						$165,420	$600	$164,820	$8,240	$156,580	$115,149

[1] *Total estimated market value based on information provided by City and County*
Includes 0% annual market value inflator.

[2] *Total net tax capacity based on Commercial-Industrial rate of 1.5% up to $150,000 and 2% over $150,000*

[3] *Original net tax capacity based on existing land value for the property to be included in the development*

[4] *Total local tax capacity rate for taxes payable 2024*

Scenario 2: Increased Term to 15 Years

Projected Tax Increment Report

City of Mankato, Minnesota
Tax Increment Financing (Redevelopment) District No. 48-1
Proposed Broad Street Redevelopment to include 2-story multi-tenant office building
Draft TIF Projections based on $1,042,600 EMV

Annual Period Ending (1)	Total Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Subtotal Net Tax Increment (9)	Less: City Retainage 5.00% (10)	Annual Net Revenue (12)	P.V. Annual Net Rev. To 12/30/25 5.00%
12/31/25	173,800	2,607	2,607	0	95.377%	0	0	0	0	0	0
12/31/26	173,800	2,607	2,607	0	95.377%	0	0	0	0	0	0
12/31/27	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	14,327
12/31/28	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	13,644
12/31/29	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	12,995
12/31/30	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	12,376
12/31/31	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	11,786
12/31/32	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	11,225
12/31/33	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	10,691
12/31/34	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	10,182
12/31/35	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	9,697
12/31/36	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	9,235
12/31/37	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	8,795
12/31/38	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	8,376
12/31/39	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	7,978
12/31/40	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	7,598
12/31/41	1,042,600	20,102	2,607	17,495	95.377%	16,686	60	16,626	831	15,795	7,236
						$250,290	$900	$249,390	$12,465	$236,925	$156,141

(1) *Total estimated market value based on information provided by City and County*
Includes 0% annual market value inflator.

(2) *Total net tax capacity based on Commercial-Industrial rate of 1.5% up to $150,000 and 2% over $150,000*

(3) *Original net tax capacity based on existing land value for the property to be included in the development*

(4) *Total local tax capacity rate for taxes payable 2024*

AGENDA RECOMMENDATION

Public Hearings 6. A.

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Resolution approving a Certificate of Design Compliance for a new structure located in the Highway Gateway Overlay District and; Resolution approving 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):

See Attachment for recommended Findings of Fact.

Summary:

Habib Sadaka has submitted a request for an amendment to the certificate of design compliance and a variance to reduce the front yard setback on the Madison Avenue side from 15 feet to 0.92 feet.

Property Overview

The property consists of three parcels (824, 826, and 830 North Broad Street, and 225 Madison Avenue), which will be combined into a single zoning lot. The site, currently occupied by a 960-square-foot single-story structure slated for demolition, is described as the north half of Lot 9 and Lot 10 (Auditor's Plat 27).

Background

The applicant's original request included a three-story mixed-use building. A variance for the same setback was approved by the city council on June 12, 2023, though the approval lapsed when the project was not completed. Additionally, parking for the previous request was allowed on adjacent properties owned by the applicant.

Certificate of Design Compliance
This request reflects modifications from the previously approved design in June 2023, including a reduction from three stories to two stories and the removal of the Broad Street parking area, which eliminates the need for one of the prior variances. The proposed use is exclusively for office space, replacing previously approved residential use.

The proposed two-story structure, measuring 106 feet by 32 feet, will feature exterior materials including Vetter stone limestone, Harrywood metal plank siding, Hardie square panel siding, black metal trim, and matte black or earth-tone canopies. Exterior lighting will utilize downlighting to meet city code standards, though adjustments to the photometric plan are required to meet the maximum one-half foot-candle lighting level at the property line.

The building's footprint is 3,392 square feet per floor, totaling 6,784 square feet. The structure will be partially embedded into the topography, with one story above grade on the Madison Avenue side and two stories at grade on the rear side. Retaining walls are proposed to manage elevation differences.

The plan complies with Mankato City Code requirements for lot coverage at 21.76% (75% allowed) and building height at 24 feet (35 feet allowed). The applicant will provide 23 parking stalls, including two accessible stalls, exceeding the 20 required. Bicycle parking will also be provided.

Landscaping and Screening
The Highway Gateway Overlay District mandates screening for street-facing parking areas with at least 80% opacity. The applicant must submit a landscaping plan, which must include deciduous and evergreen trees at specified intervals when applying for a building permit.

Snow storage will be on an adjacent vacant lot, with off-site removal required if the lot becomes unavailable. A fence on the southern property line will screen the parking area from neighboring properties. Additionally, a comprehensive signage plan must be submitted for review and approval before any signage permits are issued.

Variance Request
The variance request seeks a reduction in the building setback along Madison Avenue to 0.92 feet. Previous approvals for similar setbacks were granted in 2008 and 2023 but have since lapsed.

The variance consideration involves three key factors: reasonableness, uniqueness, and essential character. Reasonableness is demonstrated by alignment with past variances and the property's intended use. Uniqueness arises from the narrow lot dimensions and sloped topography. The essential character is preserved through compliance with B-1 Community Business District zoning and adherence to Mankato’s Urban Design Guidelines, which prioritize building placement along the street edge with parking positioned at the rear.

Mechanical equipment placement on the Madison Avenue side is prohibited, and any encroachments will require appropriate licenses or permits.

This revised proposal remains consistent with the city's design principles, addresses site-specific challenges related to the topography of the site.

Attachments

Findings of Fact

Resolution approving variance

Resolution approving Certificate of Design Compliance

General Location Map

Aerial

Site and Landscaping Plan

Variance Exhibit

Exterior Rendering

Floor Plans

RECOMMENDED FINDINGS OF FACT RELATED TO 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.

The Planning Commission reviewed this matter and recommended the following findings of fact for the certificate of design compliance:

1. The proposed use conforms with the standards set forth in the B-1 Community Business District.
2. The proposal, when including the implementation of the required conditions, conforms to Mankato City Code section 10.48 Highway Gateway Overlay District.

The Planning Commission reviewed this matter and recommended the following findings of fact relative to the variance:

1. The applicant has established that conforming to the strict letter of the provisions of this chapter would create a unique and particular hardship because of the size of the existing lot, the existing topography of the site, and the desire to achieve the Urban Design Guidelines for the Madison Avenue corridor.
2. Unique and Particular Hardship. Unique and particular hardship is defined as the property is exceptional as compared to other property subject to the same provisions by reason of a unique physical condition, including the presence of an existing use or structure, whether conforming or nonconforming; irregular or substandard shape or size; exceptional topographical features; or other extraordinary physical conditions peculiar to and inherent in the subject lot. The hardship shall amount to more than a mere inconvenience to the owner and the hardship shall relate to the physical situation of the lot rather than the personal situation of the current owner of the lot. The applicant has demonstrated the existing physical conditions on the lot having a narrow width, the topography, and the desire to achieve the general site development guidelines for the Madison Avenue corridor by having the building define the corridor edges.
3. Not Self-Created. The unique physical condition and hardship is not the result of any action or inaction of the property owner or its predecessors in title. The unique physical condition shall have existed at the time of the enactment of the provisions from which a variance is sought or was created by natural forces or was the result of governmental action, other than the adoption of this chapter. The current structure on the site does not appear to achieve the required setback, a variance was previously issued which allowed a decrease in the setback, and the width of the lot and topography have not been created by the applicant.
4. Denied Substantial Rights. The carrying out of the strict letter of the provision from which a variance is sought would deprive the owner of the subject lot of substantial rights commonly enjoyed by owners of other property subject to the same provisions.
   The current width of the lot, topography and in order to achieve the City's adopted design

standards of locating the building to define the corridor edge with all of the parking behind the structure, and in navigating the topography of the site achieving the desired provisions for this lot, is challenging.

5. Not Merely Special Privilege. The alleged hardship does not include the inability of the owner or occupant to enjoy some special privilege or additional right not available to owners or occupants of other lots subject to the same provision. The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.
6. No Other Remedy. There are no means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot. The development design strives to incorporate the urban design criteria, while navigating the existing site topography and width.
7. Variance Less Than Requested. There is no known variance that is less than or different from that requested, which would provide the applicant with the right to some relief but not to the relief requested.
8. Essential Character of the Area. The variance would not result in a development on the lot that:
    1. Would be detrimental to the public welfare or materially injurious to the enjoyment, use, development, or value of property or improvements permitted in the vicinity.
    2. Would materially impair an adequate supply of light and air to the properties and improvements in the vicinity.
    3. Would substantially increase congestion in the public streets due to traffic or parking.
    4. Would unduly tax public utilities and facilities in the area.
    5. Would unduly increase the danger of flood or fire.
    6. Would endangers the public health or safety.
    7. Would not be in harmony with the general and specific purposes of this chapter and the comprehensive planning policies and objectives of the City.

RESOLUTION OF THE MANKATO CITY COUNCIL
GRANTING A VARIANCE UNDER
THE MANKATO ZONING ORDINANCE

WHEREAS, the owner of the following described real estate located in Mankato, Minnesota, to wit:

The north half of Lot 9, and Lot 10, Auditors Plat 27, (830 N. Broad Street, etal).

Has applied for a for a variance to reduce the front yard building setback on the Madison Avenue side of the property from 15 feet to .92 feet; and

WHEREAS, the Director of Community Development of the City of Mankato has completed a review of the application and made a report pertaining to said request (CY 01-25), a copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission of the City, on the 22nd day of January, 2025, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the variance request be approved; and

WHEREAS, the City Council find the property owner has demonstrated a practical difficulty and finds:

1. The applicant has established that conforming to the strict letter of the provisions of this chapter would create a unique and particular hardship because of the size of the existing lot, the existing topography of the site, and the desire to achieve the Urban Design Guidelines for the Madison Avenue corridor.
2. Unique and Particular Hardship. Unique and particular hardship is defined as the property is exceptional as compared to other property subject to the same provisions by reason of a unique physical condition, including the presence of an existing use or structure, whether conforming or nonconforming; irregular or substandard shape or size; exceptional topographical features; or other extraordinary physical conditions peculiar to and inherent in the subject lot. The hardship shall amount to more than a mere inconvenience to the owner and the hardship shall relate to the physical situation of the lot rather than the personal situation of the current owner of the lot. The applicant has demonstrated the existing physical conditions on the lot having a narrow width, the topography, and the desire to achieve the general site development guidelines for the Madison Avenue corridor by having the building define the corridor edges.
3. Not Self-Created. The unique physical condition and hardship is not the result of any action or inaction of the property owner or its predecessors in title. The unique physical condition shall have existed at the time of the enactment of the provisions from which a variance is sought or was created by natural forces or was the result of governmental action, other than the adoption of this chapter. The current structure on the site does not appear to achieve the required setback, a variance was previously issued which allowed a decrease in the setback, and the width of the lot and topography have not been created by the applicant.

4. Denied Substantial Rights. The carrying out of the strict letter of the provision from which a variance is sought would deprive the owner of the subject lot of substantial rights commonly enjoyed by owners of other property subject to the same provisions. The current width of the lot, topography and in order to achieve the City's adopted design standards of locating the building to define the corridor edge with all of the parking behind the structure, and in navigating the topography of the site achieving the desired provisions for this lot, is challenging.
5. Not Merely Special Privilege. The alleged hardship does not include the inability of the owner or occupant to enjoy some special privilege or additional right not available to owners or occupants of other lots subject to the same provision. The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.
6. No Other Remedy. There are no means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot. The development design strives to incorporate the urban design criteria, while navigating the existing site topography and width.
7. Variance Less Than Requested. There is no known variance that is less than or different from that requested, which would provide the applicant with the right to some relief but not to the relief requested.
8. Essential Character of the Area. The variance would not result in a development on the lot that:
    a) Would be detrimental to the public welfare or materially injurious to the enjoyment, use, development, or value of property or improvements permitted in the vicinity.
    b) Would materially impair an adequate supply of light and air to the properties and improvements in the vicinity.
    c) Would substantially increase congestion in the public streets due to traffic or parking.
    d) Would unduly tax public utilities and facilities in the area.
    e) Would unduly increase the danger of flood or fire.
    f) Would endangers the public health or safety.
    g) Would not be in harmony with the general and specific purposes of this chapter and the comprehensive planning policies and objectives of the City.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Mankato, that the request for a variance to reduce the front yard building setback on the Madison Avenue side of the property from 15 feet to .92 feet be approved subject to the following conditions:

1. If encroachments occur for permanent building components, a license to encroach shall be obtained prior to the subject encroachment occurring.

2. If temporary access for construction, window cleaning or any other means is necessary in the public way, the appropriate right of way permit, obstruction permit or others shall be obtained in accordance with City of Mankato standards prior to work occurring.
3. All mechanical and electrical equipment, venting, metering, and other related elements shall occur on the western side of the property and shall be screened in accordance with Mankato City Code.

This resolution shall become effective immediately upon passage.

Dated this _____ day of __________, 2025.

____
Najwa Massad
Mayor

ATTEST: _______________________________
Renae Kopischke, MMC
City Clerk

RESOLUTION OF THE MANKATO CITY COUNCIL GRANTING AN AMENDMENT TO A CERTIFICATE OF DESIGN COMPLIANCE UNDERTHE MANKATO ZONING ORDINANCE

WHEREAS, the applicant of the following property located in the City of Mankato, to wit:

The north half of Lot 9, and Lot 10, Auditors Plat 27, (830 N. Broad Street, etal).

Has applied for an amendment to a certificate of design compliance for a new structure in the Highway Gateway Overlay District; and

WHEREAS, the Planning Agency of the City of Mankato has completed a review of the application and made a report pertaining to said request (CY 01-25), a copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission of the City, on the 22nd day of January 2025, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for an amendment to the certificate of design compliance be approved with conditions; and

WHEREAS, the minutes of such public hearing and recommendation of the Commission have been presented to the City Council; and

WHEREAS, based upon the Planning Agency report, minutes, and recommendation, the City Council hereby finds that:

1. The proposed use conforms with the standards set forth in the B-1 Community Business District.
2. The proposal, when including the implementation of the required conditions, conforms to Mankato City Code section 10.48 Highway Gateway Overlay District.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Mankato that the amendment to the certificate of design compliance in the Highway Gateway Overlay District be approved subject to the following conditions:

1. Bicycle parking shall be provided in conformance with Mankato City Code.
2. The applicant shall provide a photometric plan showing lighting levels at the property line that conform to City of Mankato 10.89 standards.
3. The applicant shall provide lighting cut sheets for all proposed exterior light fixtures, and the fixtures shall conform to Mankato City Code standards.
4. The applicant shall provide a landscaping plan which achieves Mankato City Code sections 10.48 for screening and section 10.88. The plan shall be provided with the request for a building permit application.
5. Prior to the installation of any signage, a development sign plan shall be submitted for review and approval.
6. Prior to the fabrication or installation of any signage, a City of Mankato sign permit shall be in place.
7. Snow storage as proposed on the adjacent vacant lot shall not be located in the sight triangle.

8. The elevations shall conform to the submitted elevations approved by the Planning Commission.
9. All new exterior finishes shall conform to the Mankato City Code. Exterior architectural metal panels shall have concealed fasteners and shall not be exposed.

This resolution shall become effective immediately upon passage.

Dated this _____ day of __________, 2025.

____
Najwa Massad
Mayor

ATTEST: _________________________________
Renae Kopischke, MMC
City Clerk

General Location Map

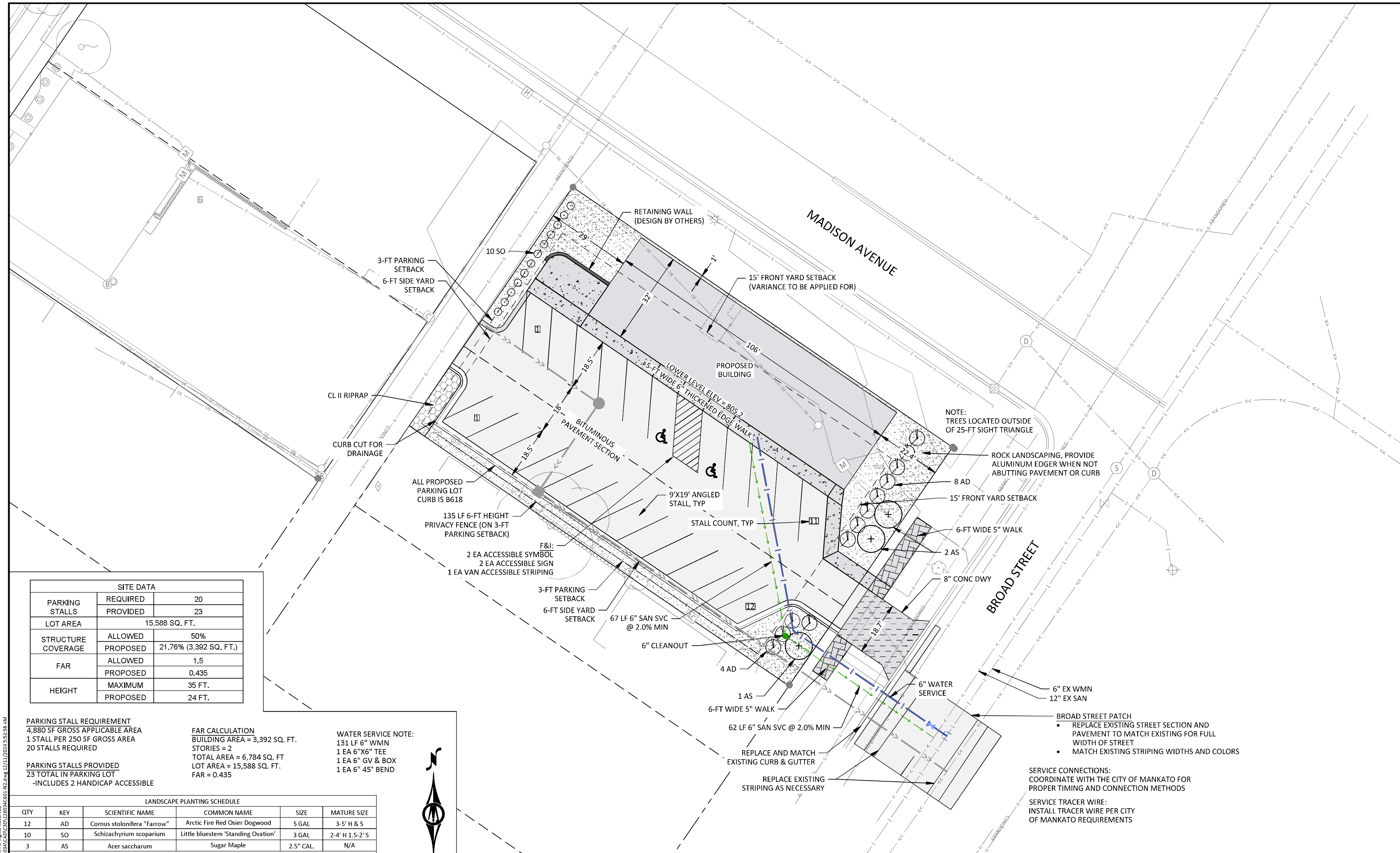
Date: December 2024

Author:

Aerial Map

Date: December 2024

Author:



BROAD STREET PATCH
- REPLACE EXISTING STREET SECTION AND PAVEMENT TO MATCH EXISTING FOR FULL WIDTH OF STREET
- MATCH EXISTING STRIPING WIDTHS AND COLORS

SERVICE CONNECTIONS:
COORDINATE WITH THE CITY OF MANKATO FOR PROPER TIMING AND CONNECTION METHODS

SERVICE TRACER WIRE:
INSTALL TRACER WIRE PER CITY OF MANKATO REQUIREMENTS

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

PARKING STALL REQUIREMENT
4,880 SF GROSS APPLICABLE AREA
1 STALL PER 250 SF GROSS AREA
20 STALLS REQUIRED

PARKING STALLS PROVIDED
23 TOTAL IN PARKING LOT
-INCLUDES 2 HANDICAP ACCESSIBLE

FAR CALCULATION
BUILDING AREA = 3,392 SQ. FT.
STORIES = 2
TOTAL AREA = 6,784 SQ. FT
LOT AREA = 15,588 SQ. FT.
FAR = 0.435

WATER SERVICE NOTE:
131 LF 6" WMN
1 EA 6"X6" 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	Cornus stolonifera "Farrow"	Arctic Fire Red Osier Dogwood	5 GAL	3-5' H & S
10	SO	Schizachyrium scoparium	Little bluestem 'Standing Ovation'	3 GAL	2-4' H 1.5-2' S
3	AS	Acer saccharum	Sugar Maple	2.5" CAL.	N/A
25	TOTAL PLANTINGS				

HORZ. SCALE 0 15 30 FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
NOT FOR CONSTRUCTION
ALEC W. PIETZ, P.E.
LIC. NO. 59617 DATE XX/XX/XXXX

BOLTON & MENK

1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com

DESIGNED AWP
DRAWN AWP
CHECKED NPM
CLIENT PROJ. NO. 0M3.128034

NO. | ISSUED FOR | DATE

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

SHEET C4.01

APX CONSTRUCTION GROUP

SITE OVERLAY	12/20/2024
830 N. BROAD ST.	3

APX CONSTRUCTION GROUP

EXTERIOR PERSPECTIVES	12/20/2024
830 N. BROAD ST.	9

STONE B
VETTERSTONE | NATURAL STRATA
*more color variation
(Numerous Patterns are available

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

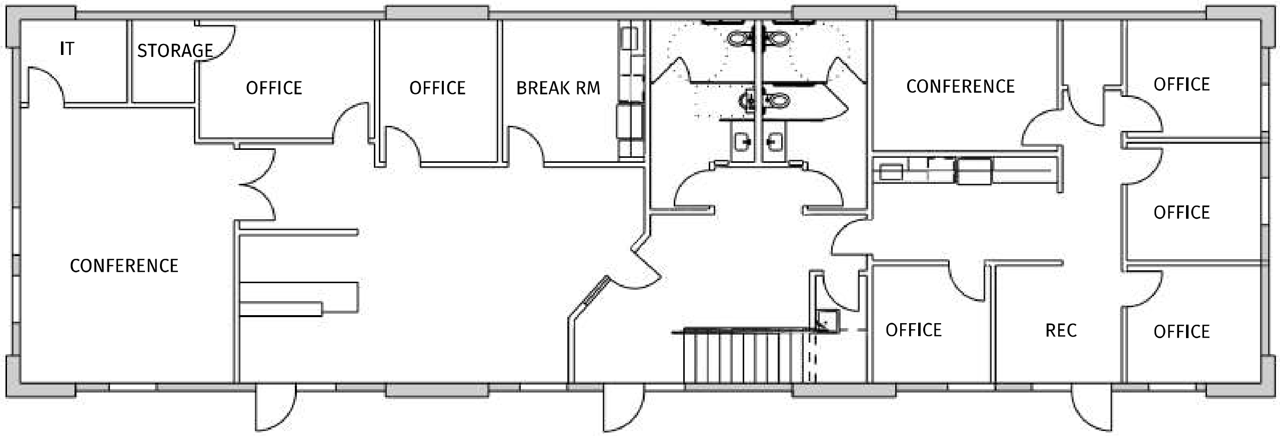
HARDIE SQUARE PANEL SIDING
48" X 48" - Metal Channel: Silver
Color shown: NAVAJO BEIGE
(Other colors available)

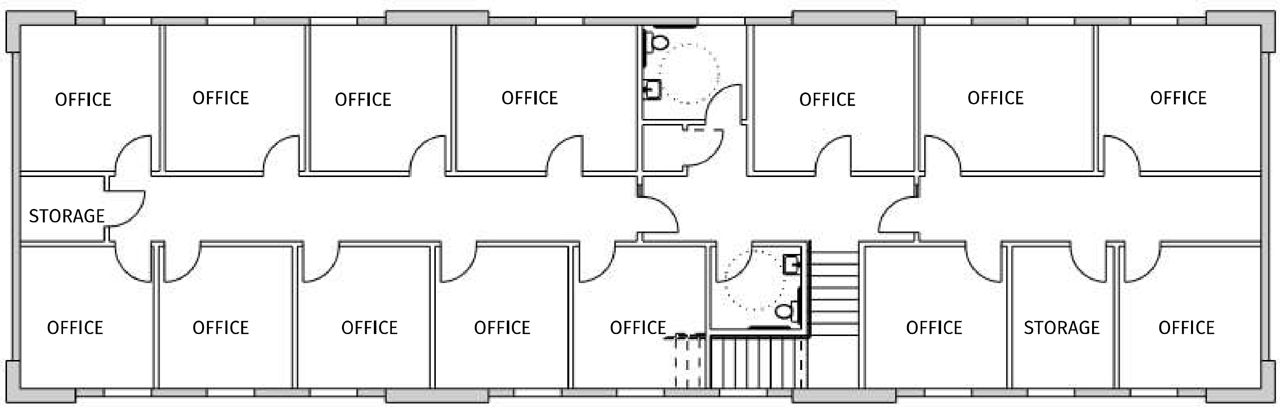
STOREFRONT / WINDOWS
FINISH: MATTE BLACK
ALUMINUM

METAL TRIM
FINISH: MATTE BLACK
ALUMINUM

CANOPY
FINISH: MATTE BLACK OR
EARTHTONE

LIGHTING TO BE DOWNLIGHT ONLY.





APX CONSTRUCTION GROUP

INTENDED USE	12/20/2024
830 N. BROAD ST.	5

AGENDA RECOMMENDATION

Public Hearings **6. B.**

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Improvement hearing on Capital Improvement Project 11125: 2025 Petition Alley Improvement and 11131: 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

On January 28, 2025, staff sent letters to 91 properties abutting this project notifying the residents of the February 12, 2025, informational meeting where engineering staff presented the proposed plan, estimated costs, and proposed assessments for this project. Eight residents attended the meeting.

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

2025 Petition Alley Improvement

ITEM	COST ALLEY 18-301
Street and Landscaping	$101,777.25
Stormwater Pollution Prevention	$4,950.00
TOTAL CONSTRUCTION	**$106,727.25**
Construction Contingency	$10,672.73
Administration	$7,044.00
Engineering	$11,740.00

TOTAL PROJECT COST	$136,183.97	
FUNDING SOURCE	**AMOUNT**	**PERCENT**
Special Assessments	$22,507.91	16.53%
General Obligation Bonds	$113,676.06	83.47%
TOTAL FUNDS	**$136,183.97**	**100.00%**

2025 Sidewalk, Resurfacing, & Alley Improvements

ITEM	COST			
	ADAMS STREET & MISC. WALK	**ALLEY 6-331 B**	**ALLEY 7-208**	**ALLEY 18-302**
Street and Landscaping	$609,797.13	$9,839.88	$60,508.75	$79,569.75
Stormwater Pollution Prevention	$25,000.00	$2,075.00	$3,450.00	$4,950.00
Storm Drainage Construction	$3,000.00		$13,925.00	
Sanitary Sewer Construction	$2,500.00			
Watermain Construction	$4,500.00			
TOTAL CONSTRUCTION	**$644,797.13**	**$11,914.88**	**$77,883.75**	**$84,519.75**
Construction Contingency	$64,479.71	$1,191.49	$7,788.38	$8,451.98
Administration	$42,556.61	$786.38	$5,140.33	$5,578.30
Engineering	$70,927.68	$1,310.64	$8,567.21	$9,297.17
TOTAL PROJECT SEGMENT COST	**$822,761.13**	**$15,203.38**	**$99,379.67**	**$107,847.20**
OVERALL PROJECT COST		**$1,045,191.38**		

FUNDING SOURCE	AMOUNT	PERCENT
Special Assessments	$361,640.97	34.60%
Sewer Revenue	$2,940.00	0.28%
Water Revenue	$5,292.00	0.51%
State Aid	$187,000.00	17.89%
Stormwater Revenue	$19,903.80	1.90%
General Obligation Bonds	$468,414.61	44.82%
TOTAL FUNDS	**$1,045,191.38**	**100.00%**

Attachments

11125 Resolution Receiving Report

11125 Resolution Declaring Cost be Assessed

11125 Feasibility Report

11131 Resolution Receiving Report

11131 Resolution Declaring Cost be Assessed

11131 Feasibility Report

RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT, PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS ON IMPROVEMENT NUMBER 11125, WITH PETITION

WHEREAS, pursuant to resolution of the council adopted the 27th day of January, 2025, a report has been prepared by the city engineer with reference to Improvement Number 11125, the improvement of

- Alley 18-301 between the center line of Byron Street and the center line of Parsons Street

by replacing aggregate base and pavements, and that this report was received by the council on the 24th 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 24th day of February, 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 $107,196.44.

2. That plans and specifications be prepared by the city engineer of Mankato, Minnesota, for such improvement, pursuant to the direction of the Council, are hereby approved and a copy shall be filed with the executive secretary of Mankato.

3. The City Manager is hereby instructed to advertise for the bids in accordance with the requirement of law.

4. That the City of Mankato does hereby declare its official intent to authorize and issue, in accordance with all applicable laws, bonds or other obligations of the City of Mankato Bonds to finance the acquisition, construction, and equipment of the improvement.

5. The estimated amount to be bonded is $107,196.44. 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 (Simple Majority needed for Passage) for petitioned projects:
Council Members Voting For:
Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 24th 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 11125, WITH PETITION

WHEREAS, the expenses have been calculated for Improvement Number 11125, the improvement of

- Alley 18-301 between the center line of Byron Street and the center line of Parsons Street

by replacing aggregate base and pavements, and the estimated cost for such improvement is $92,410.73 and the expenses incurred or to be incurred in the making of such improvement are estimated to be $14,785.71 so the total cost of the improvement is estimated to be $107,196.44.

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 $107,196.44 and the portion of the cost to be assessed against benefitted property owners is estimated to be $22,507.91.

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 24th 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 24th day of February, 2025

____
Najwa Massad
Mayor

ATTEST:____________________________________
Renae Kopischke
City Clerk

2025 PETITION ALLEY

Project Feasibility Report

City Project Number 11125

January 27, 2025

I. TABLE OF CONTENTS

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

January 27, 2025
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	Ethan Kuznia	507.995.4089	ekuznia@mankatomn.gov
Project Representative	Ethan Kuznia	507.995.4089	ekuznia@mankatomn.gov

IV. EXECUTIVE SUMMARY

The 2025 Petition Alley project is a petition project for Alley 18-301 and will provide necessary work to improve the function of the alley. The petitioned alley is:

- Petition Alley 18-301 – Approximately 465-ft of alley encompassed south of Lincoln Street, north of Pleasant Street, east of Byron Street, and west of Center Street.

Suggested improvements include site grading, pavement replacement, and driveway reconstruction as necessary. The estimated cost of these necessary improvements is approximately $107,196.44.

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, 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.

V. PROJECT INTRODUCTION

The recommended improvements as noted in the Executive Summary 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, consists of the following anticipated improvements to Alley 18-301:

- Pavement replacement.
- Installation of aggregate base.

.

VI. EXISTING CONDITIONS

A. ALLEY 18-301

The alley is currently improved with pavements appearing to have bituminous pavement overlaid on concrete pavement. The pavement condition of the alley is incredibly poor such that extreme signs of wear and tear of the surfaces are present. Improvements are necessary to prevent complete failure of the alley. The alley locations are shown in Figure 1 in the Appendix.

B. SUBSURFACE CITY UTILITIES

City owned utilities such as watermain, sanitary sewer, and storm sewer exist in the adjacent streets to the alley, but no known utilities are in the alley.

C. 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. ALLEY 18-301

The alley is proposed to have its existing pavement removed followed by replacing the aggregate base and new bituminous pavement largely matching the existing width. While the existing condition appears that some concrete surfacing is beneath a bituminous overlay, it is recommended that the new surface be bituminous as the alley is a residential use and has adequate topography to drain bituminous well. Many driveways and various private improvements are adjacent to or within the alley right-of-way. These improvements will be further evaluated during final design with priority to minimize impacts. The alley street section is proposed to consist of 3-inches of bituminous pavement over 8-inches of aggregate base, which is typical for City alleys.

Any temporary damage that occurs to green spaces during construction is proposed to have turf reestablished. Trees, bushes, and other vegetation located in the construction zone will be protected where possible; however, some trees and bushes may need to be removed as part of construction due to direct conflict with the proposed utilities or due to unavoidable root damage.

B. SUBSURFACE CITY UTILITIES

No utility work on City facilities is anticipated within the project limits.

C. 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

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

IX. APPROVALS/PERMITS

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

- City of Mankato Land Disturbance Permit.

X. PROJECT COST ESTIMATE AND FINANCING

Estimated costs for the projects are summarized below.

ITEM	COST
	ALLEY 18-301
Street and Landscaping	$79,059.75

Stormwater Pollution Prevention	$4,950.00
TOTAL CONSTRUCTION	**$84,009.75**
Construction Contingency	$8,400.98
Administration	$5,544.64
Engineering	$9,241.07
TOTAL PROJECT COST	**$107,196.44**

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

FUNDING SOURCE	**AMOUNT**	**PERCENT**
Special Assessments	$22,507.91	21.00%
General Obligation Bonds	$84,688.53	79.00%
TOTAL FUNDS	**$107,196.44**	**100.00%**

XI. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements of City Project Number 11125:

01/27/2025	Call for Hearing
02/12/2025	Project Informational Meeting
02/24/2025	Project Improvement Hearing
03/10/2025	Advertise for Bids
04/11/2025	Bid Opening
04/28/2025	Award Bid
05/19/2025	Begin Construction
09/01/2025	Final Completion
Fall 2025	Final Assessment

XII. CONCLUSION AND RECOMMENDATIONS

The existing conditions of Alley 18-301 are unfavorable with only further deteriorations to come. If the proposed improvements are not made, maintenance costs will increase, and usability will decrease. 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.

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

XIII. APPENDIX

A. FIGURE 1: ALLEY 18-301 LOCATION

B. PRELIMINARY ASSESSMENT ROLL

1. Special Assessments
The estimate assessment for each property consists of two items. The street assessment and the driveway cost. Additional items can be added to the assessment as a part of the project. This project's alley assessments are proposed at the 2025 rate of $22.27 per foot for homestead properties and non-homestead properties are assessed at a rate of $49.01 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 is provided the Blue Earth County Property Information System.

a. Alley Assessment – example for a homestead lot
The simplest assessment method used for an interior lot not on a corner is multiplying front footage by the assessment rate. If a homestead lot is 100 feet wide, it would result in an assessment of 100 feet x $22.27 = $2,227.

Lots that are on a corner of two streets are given a corner credit. This is done to normalize the frontage length of the long side of the lot. The corner credit is equal to one-third of the first 120 feet, plus any length in excess of 120 feet. If a lot was 40 feet wide on the side street and 140 feet wide along the project frontage, the corner credit would be calculated for the long side of the property. The assessable frontage would be determined by one-third of 120 feet (120/3=40) plus the length in excess of 120 feet (140-120=20). The result of the assessable frontage would be 40+20 = 60 feet. The assessment for this property is 60 feet x $22.27 = $1,336.20. 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 contact engineering personnel to go over assessments individually, if desired.

b. Driveway Approaches
Driveway approaches are assessed at the full contract cost. Any driveways listed in the preliminary assessment roll were measured using aerial photography or a project survey. The cost shown on the assessments are estimated at $93.65 per square yard for 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 SY x $93.65 = $2,496.70. This adjustment will be made on the final assessment roll.

c. Additional assessment items
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 of 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.

d. Levies and hardship deferrals

Project assessments are scheduled to be levied in the fall of 2025 over a 5-year period beginning with the first half of 2026 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.

2025 Petition Alley Improvements

Preliminary Assessment Roll
City Project 11125

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
R010918301003 Grace Diel 313 Byron St Mankato, MN 56001	Warrens Addition No 2 South 50' of W91' of Lot 6 Block 21 Exc Beg 107.5' South of Northwest……	18-301	H	91.00 $22.27	$2,026.57		$2,026.57 **5 years**
R010918301005 Dylan Whitney & Holly Mickelson-Whitney 113 Lincoln St Mankato, MN 56001	Warrens Addition No 2 Lot 5 and the East 18' of North 107.5' & East 13' of S50' of Lot 6 Block 21	18-301	H	79.00 $22.27	$1,759.33		$1,759.33 **5 years**
R010918301006 Dennis J, Dennis C & Linda K Miller 306 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 West 50 Feet of Lot 4 Block 21 (117 Lincoln St)	18-301	NH	50.00 $49.01	$2,450.50		$2,450.50 **5 years**
R010918301007 Tyler L Kietzer 240 Grovebrook Cir Mankato, MN 56001	Warrens Addition No 2 West 49.5' of Lot 3 and East 16' of Lot 4 Block 21 (121 Lincoln St)	18-301	NH	65.50 $49.01	$3,210.16		$3,210.16 **5 years**
R010918301011 Jason H & Rachel E Lowrey 112 Center St Mankato, MN 56001	Warrens Addition No 2 South 40' of East 148.5' of Lots 1-3 Block 21 0.00	18-301	H	148.50 $22.27	$3,307.10		$3,307.10 **5 years**
R010918301012 Robert J Diedrichsen 315 Byron St Mankato, MN 56001	Warrens Addition No 2 North 62.5' of Lot 7 Block 21 0.00	18-301	H	108.00 $22.27	$2,405.16		$2,405.16 **5 years**
R010918301014 Jennifer & Anna Melby-Kelley 116 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 West 41' of Lot 8 Block 21 0.00	18-301	H	41.00 $22.27	$913.07		$913.07 **5 years**
R010918301015 Roger L Yocum 118 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 East 25' of Lot 8 and West 25.5' of Lot 9 Block 21	18-301	H	50.50 $22.27	$1,124.64		$1,124.64 **5 years**

2025 Petition Alley Improvements

Preliminary Assessment Roll
City Project 11125

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
R010918301016 David T & Kelliann M Kutschke 120 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 East 40.5' of Lot 9 Block 21 0.00	18-301	H	40.50 $22.27	$901.94		$901.94 **5 years**
R010918301017 Kevin O'Connor Green 126 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 Lot 10 Block 21 0.00	18-301	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
R010918301018 Paul J & Mary Jo Hustoles Trust Agmts 120 Center St Mankato, MN 56001	Warrens Addition No 2 North Half of Lots 11 and 12 Block 21 0.00	18-301	H	132.00 $22.27	$2,939.64		$2,939.64 **5 years**

RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT, PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS ON IMPROVEMENT NUMBER 11131, WITHOUT PETITION

WHEREAS, pursuant to resolution of the council adopted the 27th day of January, 2025, a report has been prepared by the city engineer with reference to Improvement Number 11131, the improvement of:

- Adams Street from Highway 22 to Raintree Road
- Alley 6-331 B from Harper Street to the southern terminus
- Alley 7-208 from Maxfield Street to the southern terminus
- Alley 18-302 from Center Street to Parsons Street
- Various sidewalk segments throughout the community

by installing rehabilitating and/or improving pavement; curb and gutter; aggregate base; signage, and that this report was received by the council on the 24th 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 24th day of February, 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 $1,073,528.15.

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 $1,073,528.15. 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 (Four-Fifths Majority needed for Passage) for non petition projects:
Council Members Voting For:

Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 24th 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 11131, WITHOUT PETITION

WHEREAS, the expenses have been calculated for Improvement Number 11131, the improvement of:

- Adams Street from Highway 22 to Raintree Road
- Alley 6-331 B from Harper Street to the southern terminus
- Alley 7-208 from Maxfield Street to the southern terminus
- Alley 18-302 from Center Street to Parsons Street
- Various sidewalk segments throughout the community

by installing rehabilitating and/or improving pavement; curb and gutter; aggregate base; signage, and that this report was received by the council on the 24th day of February, 2025, and the estimated cost for such improvement is $925,455.30 and the expenses incurred or to be incurred in the making of such improvement are estimated to be $148,072.85 so the total cost of the improvement is estimated to be $1,073,528.15.

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 $1,073,528.15 and the portion of the cost to be assessed against benefitted property owners is estimated to be $211,325.45.

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 24th 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 24th day of February, 2025

____
Najwa Massad
Mayor

ATTEST:____________________________________
Renae Kopischke
City Clerk

2025 RESURFACING, MISCELLANEOUS SIDEWALKS & ALLEYS

Project Feasibility Report

City Project Number 11131

January 27, 2025

I. TABLE OF CONTENTS

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

January 27, 2025
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	Ethan Kuznia	507.995.4089	ekuznia@mankatomn.gov
Project Representative	Ethan Kuznia	507.995.4089	ekuznia@mankatomn.gov

IV. EXECUTIVE SUMMARY

The 2025 resurfacing, miscellaneous sidewalks, and alleys project will provide pavement rehabilitation and drainage improvements to Adams Street as well as replace non-compliant sidewalk and pedestrian ramps throughout portions of the community. Several alleys were also identified for improvement – two alleys are proposed to be improved to City standards, and another alley was selected based on proximity to a petitioned alley (City Project Number 11125). Project areas include:

- Adams Street from Raintree Road to the west match point of the Hwy 22 roundabout.
- Various locations of sidewalk replacement throughout Mankato.
- Alley 6-331 B – Approximately 115-ft of alley south of Harper Street between 8th Avenue and 7th Avenue.
- Alley 7-208 – Approximately 300-ft of alley encompassed east of 4th Avenue, south of Maxfield Street, and west of 3rd Avenue.
- Alley 18-302 – Approximately 560-ft of alley encompassed south of Lincoln Street, north of Pleasant Street, east of Center Street, and west of Parsons Street.

Suggested improvements include pavement milling, bituminous surfacing, select curb and gutter, and ADA accessibility improvements.

The estimated cost of these necessary improvements is approximately $1,073,528.15. Adams Street is a Municipal State Aid Street that qualifies for State Aid funding with plans subject to review at the State level.

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, 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.

V. PROJECT INTRODUCTION

The recommended improvements as noted in the Executive Summary 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 1,675 feet of Adams Street, various sidewalk replacements within the City, and the alleys as noted in the Executive Summary. Anticipated improvements are:

- Pavement rehabilitation and replacement.
- Select curb and gutter replacement and installation.
- Select pedestrian ramp and select sidewalk replacement.
- General alley improvements.

VI. EXISTING CONDITIONS

A. STREETS, SIDEWALKS, & ALLEYS

<u>Adams Street</u>
The segment of Adams Street from Raintree Road to the west side of Highway 22 is approximately 50-feet in width and in poor condition necessitating rehabilitation. Cracking and deterioration of pavements is highly visible. Various sidewalk segments have been found to be non-compliant with the Americans with Disabilities Act (ADA) standard and the Mankato/North Mankato Area Planning Organization (MAPO) ADA Transition Plan. Improvements are required to extend the life of the pavement preventing a premature full reconstruction of the roadway. The project location pertaining to Adams Street is shown in Figure 1 in the Appendix. A previous portion of Adams Street west of the project location was rehabilitated in 2018.

<u>Sidewalks</u>
Various portions of sidewalks throughout the City of Mankato have been inventoried for ADA compliance and general condition. Areas of unsatisfactory conditions are subject to replacement. No figure specifically indicates these areas.

<u>Alley 6-331 B and Alley 7-208</u>
These alleys are within the Germania Park neighborhood, which have had street improvements in the last several years. The alleys are currently gravel, which is not up to City standards and have potential for drainage issues. Additionally, the condition of the alleys is substandard for vehicles and difficulties in plowing are reported by Public Works staff. Alley 6-331 B is shown in Figure 2 and Alley 7-208 is shown in Figure 3, both in the Appendix.

<u>Alley 18-302</u>
Alley 18-301 (City Project Number 11125) was petitioned for improvement by adjacent owners and the City has proposed to improve Alley 18-302, a neighboring alley in similar condition. Improvements are necessary to prevent complete failure of the alley. The pavement condition of the alley is incredibly poor such that extreme signs of wear and tear of the surfaces are present. The alley location is shown in Figure 4 in the Appendix.

B. SUBSURFACE CITY UTILITIES

City owned utilities such as watermain, sanitary sewer, and storm sewer exist within or adjacent to certain project locations. In areas where these utilities are within project limits, it was determined that sufficient design life remained, not requiring a full reconstruction.

C. 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. STREETS & SIDEWALKS

Adams Street
The proposed improvement method on Adams Street is by way of milling the existing concrete surface, pavement cracking/seating, and repaving with bituminous. Additional improvements include removal and replacement of curb and gutter along with sidewalk improvements, as needed.

Sidewalk Improvements
As part of the City of Mankato's yearly sidewalk improvements, various portions of pedestrian facilities throughout the City are proposed to be improved with replacement of non-compliant pedestrian ramps and sidewalk sections. Damaged areas of sidewalk are also subject to replacement.

Alley 6-331 B
This alley is proposed to be improved to City standards which includes establishing an aggregate road base with a 12-foot wide bituminous pavement as the final surface. Site grading will be done as able given generally tight constraints within alleys. Driveways will be accommodated as needed with the alley improvement.

3-inches of pavement and 8-inches of aggregate base is typical for City alleys and is proposed for all three alleys in this report.

Alley 7-208
Like Alley 6-331 B, Alley 7-208 is also proposed to be improved to City standards. This alley may be improved with 12-foot wide concrete instead of bituminous for drainage purposes as the alley is not well drained. The final surface will be determined during design. If necessary, storm sewer may be extended to assist in drainage. Driveways will be accommodated as needed with the improvement.

Alley 18-302
This alley is proposed for improvement and is adjacent to a petitioned alley (18-301, City Project Number 11125). Improvements consist of removing the existing surface, establishing a new aggregate base, and paving a bituminous surface back. It is anticipated that the width will largely match what exists. While the existing condition appears that some concrete surfacing is beneath a bituminous overlay, it is recommended that the new surface be bituminous as the alley is a residential use and has adequate topography to drain bituminous well. Many driveways and various private improvements are adjacent to or within the alley right-of-way. These improvements will be further evaluated during final design with priority to minimize impacts.

Any temporary damage that occurs to green spaces during construction is proposed to have turf reestablished. Trees, bushes, and other vegetation located in the construction zone will be protected where possible; however, some trees and bushes may need to be removed as part of construction due to direct conflict with the proposed utilities or due to unavoidable root damage.

B. SUBSURFACE CITY UTILITIES

It is anticipated that some storm sewer work will occur in Alley 7-208. Otherwise, utility work within the project limits is anticipated to be minimal and potentially limited to adjusting structure castings and water valve boxes. Further evaluation of drainage improvements will be completed with final design.

C. OTHER UTILITIES

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

VIII. RIGHT-OF-WAY AND EASEMENT

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

IX. APPROVALS/PERMITS

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

- City of Mankato Land Disturbance Permit.
- MPCA Construction Stormwater Permit.

X. PROJECT COST ESTIMATE AND FINANCING

Estimated costs of this project are summarized below.

ITEM	COST			
	ADAMS STREET & MISC. WALK	ALLEY 6-331 B	ALLEY 7-208	ALLEY 18-302
Street and Landscaping	$609,797.13	$9,839.88	$60,508.75	$101,777.25
Stormwater Pollution Prevention	$25,000.00	$2,075.00	$3,450.00	$4,950.00
Storm Drainage Construction	$3,000.00		$13,925.00	
Sanitary Sewer Construction	$2,500.00			
Watermain Construction	$4,500.00			
TOTAL CONSTRUCTION	**$644,797.13**	**$11,914.88**	**$77,883.75**	**$106,727.25**
Construction Contingency	$64,479.71	$1,191.49	$7,788.38	$10,672.73
Administration	$42,556.61	$786.38	$5,140.33	$7,044.00
Engineering	$70,927.68	$1,310.64	$8,567.21	$11,740.00
TOTAL PROJECT SEGMENT COST	**$822,761.13**	**$15,203.38**	**$99,379.67**	**$136,183.97**
OVERALL PROJECT COST	**$1,073,528.15**			

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

FUNDING SOURCE	AMOUNT	PERCENT
Special Assessments	$211,325.45	19.69%
Sewer Revenue	$2,940.00	0.27%
Water Revenue	$5,292.00	0.49%

State Aid	$187,000.00	17.42%
Stormwater Revenue	$19,903.80	1.85%
General Obligation Bonds	$647,066.90	60.27%
TOTAL FUNDS	**$1,073,528.15**	**100.00%**

XI. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements for City Project Number 11131:

01/27/2025	Call for Hearing
02/12/2025	Project Informational Meeting
02/24/2025	Project Improvement Hearing
03/10/2025	Advertise for Bids
04/11/2025	Bid Opening
04/28/2025	Award Bid
05/19/2025	Begin Construction
09/01/2025	Final Completion
Fall 2025	Final Assessment

XII. CONCLUSION AND RECOMMENDATIONS

The existing conditions of Adams Street, select sidewalk sections, and Alleys 6-331 B, 7-208, and 18-302 are unfavorable with only further deteriorations to come. If these proposed improvements are not made, maintenance costs will continue to be an issue with eventual premature failure of the systems. Similarly, pedestrian ramps and sidewalks need to be improved and in accordance with ADA compliance to prevent future failures and maintenance costs. 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.

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

XIII. APPENDIX

A. FIGURE 1: ADAMS STREET PROJECT LOCATION

B. FIGURE 2: ALLEY 6-331 B PROJECT LOCATION

C. FIGURE 3: ALLEY 7-208 PROJECT LOCATION

D. FIGURE 4: ALLEY 18-302 PROJECT LOCATION

E. PRELIMINARY ASSESSMENT ROLL

1. Special Assessments

The estimate assessment for each property consists of three items. The street assessment, the driveway cost, and sidewalk cost. Additional items can be added to the assessment as a part of the project.

For Adams Street – the street assessments are proposed at the 2025 resurfacing rate of $24.50 per foot for homestead properties and non-homestead properties are assessed at a rate of $37.86 per foot that are abutting the project.

For alleys – the street assessments are proposed at the 2025 alley rate of $22.27 per foot for homestead properties and non-homestead properties are assessed at a rate of $49.01 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 is provided the Blue Earth County Property Information System.

a. Street Assessment – example represents a homestead property being assessed for a resurfacing project

The simplest assessment method used for an interior lot not on a corner is multiplying front footage by the assessment rate. If a homestead lot is 100 feet wide it would result in a street assessment of 100 feet x $24.50 = $2,450.

Lots that are on a corner of two streets are given a corner credit. This is done to normalize the frontage length of the long side of the lot. The corner credit is equal to one-third of the first 120 feet, plus any length in excess of 120 feet. If a lot was 40 feet wide on the side street and 140 feet wide along the project frontage, the corner credit would be calculated for the long side of the property. The assessable frontage would be determined by one-third of 120 feet (120/3=40) plus the length in excess of 120 feet (140-120=20). The result of the assessable frontage would be 40+20 = 60 feet. The assessment for this property is 60 feet x $24.50 = $1,470. 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 contact engineering personnel to go over assessments individually, if desired.

b. Driveway Approaches

Driveway approaches are assessed at the full contract cost. Any driveways listed in the preliminary assessment roll were measured using aerial photography or a project survey. The cost shown on the assessments are estimated at $93.65 per square yard for 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 SY x $93.65 = $2,496.70. This adjustment will be made on the final assessment roll.

c. Sidewalk Replacement

Sidewalks will be replaced as identified by City staff for general maintenance and accessibility improvements. Sidewalk is assessed to adjacent properties on a per linear foot basis at $16.80 per foot. For example, if an adjacent property has a total of 15 linear feet of sidewalk measured parallel to the street (regardless of width of sidewalk), the assessment would be 15 FT X $16.80/FT = $252.00. The final assessment would be adjusted based on the actual replaced amount of sidewalk per property.

d. Additional assessment items

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 of adding one or all 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 2025 over a 5-year period beginning with the first half of 2026 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.

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage						
			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.09.09.426.015 Target Corporation T-0663 PO Box 9456 Minneapolis, MN 55440	River Hills Mall Addition Lot 11 Block 1 No Address	NH	24.00 $37.86	$908.64	$0.00 0.00 $16.80	$908.64 **5 years**
01.09.09.426.019 Penney Property Holdings 2495 LLC 6501 Legacy Dr MS 5213 Plano, TX 75024	River Hills Mall Addition Lot 10 Block 1 No Address	NH	20.19 $37.86	$764.39	$0.00 0.00 $16.80	$764.39 **5 years**
01.09.09.426.031 FCPT Holdings LLC 591 Redwood Hwy Mill Valley, CA 94941	River Hills Mall Addition Part of Lot 6 Beginning in the Southeast Corner ….. (1880 Adams Street)	NH	201.78 $37.86	$7,639.39	$0.00 0.00 $16.80	$7,639.39 **5 years**
01.09.09.426.044 River Hills Mall Realty Holding LLC 1350 Avenue of Americas New York, NY 10019	River Hills Mall Addition No 2 Lot 2 Excluding 10.37 Acre Tract in Lot 2 Block 1 (1850 Adams Street)	NH	67.01 $37.86	$2,537.00	$0.00 0.00 $16.80	$2,537.00 **5 years**
01.09.09.426.048 River Hills Land LLC 530 S Front St Ste 100 Mankato, MN 56001	River Hills Mall Addition No 3 Lot 1 Block 1 (1820 Adams Street)	NH	357.09 $37.86	$13,519.43	$0.00 0.00 $16.80	$13,519.43 **5 years**
01.09.09.426.049 River Hills Land LLC 530 S Front St Ste 100 Mankato, MN 56001	River Hills Mall Addition No 3 Lot 2 Block 1 (1830 Adams Street)	NH	208.69 $37.86	$7,901.00	$0.00 0.00 $16.80	$7,901.00 **5 years**
01.09.09.426.050 River Hills Land LLC 530 S Front St Ste 100 Mankato, MN 56001	River Hills Mall Addition No 3 Lot 3 Block 1 (1840 Adams Street)	NH	190.89 $37.86	$7,227.10	$0.00 0.00 $16.80	$7,227.10 **5 years**
01.09.09.426.051 Tailwind Re Holdings LLC 530 S Front St Ste 100 Mankato, MN 56001	River Hills Mall Addition No 3 Lot 1 Block 2 (1860 Adams Street)	NH	248.01 $37.86	$9,389.66	$0.00 0.00 $16.80	$9,389.66 **5 years**

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

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			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.09.09.426.052 Diversified Growth LLC 530 S Front St Ste 100 Mankato, MN 56001	River Hills Mall Addition No 3 Lot 2 Block 2 (1870 Adams Street)	NH	241.50 $37.86	$9,143.19	$0.00 0.00 $16.80	$9,143.19 **5 years**
01.09.09.453.005 Supervalu Inc PO Box 990 Minneapolis, MN 55440	Madison Raintree Subdivision Part of Lot 1 Beginning in the Northeast Corner….. (1800 Madison Avenue)	NH	451.32 $37.86	$17,086.98	$0.00 0.00 $16.80	$17,086.98 **5 years**
01.09.09.454.002 TDY LLC 5 Mary Oak Ln Mankato, MN 56001	Apache Subdivision Lot 1 Block 2 (1800 Adams Street)	NH	222.95 CC= 302.95 $37.86	$8,440.89	$0.00 0.00 $16.80	$8,440.89 **5 years**
01.09.09.477.003 River Place Center LLC 931 Madison Ave Mankato, MN 56001	Apache Subdivision No 2 All of Lot 2 Excluding the West 50 Feet Lying North… (1809 Adams Street)	NH	551.69 CC= 631.69 $37.86	$20,886.98	$0.00 0.00 $16.80	$20,886.98 **5 years**
01.09.09.477.004 Mankato Citizens Telephone Co PO Box 3248 Mankato, MN 56002	Apache Subdivision No 2 West 50 Feet Lying North of the South 60' of Lot 2… (1805 Adams Street)	NH	60.32 $37.86	$2,283.72	$0.00 0.00 $16.80	$2,283.72 **5 years**
01.09.09.478.005 Tailwind 1895 Adams LLC 530 S Front St Ste 100 Mankato, MN 56001	Apache Subdivision No 5 East 408 Feet of Lot 3 Block 1 (1895 Adams Street)	NH	408.00 $37.86	$15,446.88	$0.00 0.00 $16.80	$15,446.88 **5 years**
01.09.09.478.008 Tailwind 1861 Adams LLC 530 S Front St Ste 100 Mankato, MN 56001	Apache Subdivision No 5 North 272.54 Feet of the West 309 Feet of Lot 3…. (1861 Adams Street)	NH	229.00 CC= 309.00 $37.86	$8,669.94	$0.00 0.00 $16.80	$8,669.94 **5 years**
01.08.13.310.011 Catherine Bergum 520 Blue Earth St Mankato, MN 56001	West Mankato N17' of Vacated Blue Earth St Adj & East Half of Lots 2 & 3 Block 162	H	0.00 $0.00	$0.00	$50.40 3.00 $16.80	$50.40 **5 years**

2025 Resurfacing and Misc Sidewalks

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			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.08.13.310.012 Margo Miles 518 Blue Earth St Mankato, MN 56001	West Mankato North 17 Feet of Vacated Blue Earth Street Adj Lot 4 Block 162	H	0.00 $0.00	$0.00	$105.00 6.25 $16.80	$105.00 **5 years**
01.08.13.357.012 Todd Braun & Mary Jane Obien 508 Moreland Mankato, MN 56001	Ray & Noes Addition Lot 9 Block 5 0.00	H	0.00 $0.00	$0.00	$109.20 6.50 $16.80	$109.20 **5 years**
01.09.18.176.029 Sharon Hardel & Joan Brosam 6690 Golden Ct Chanhassen, MN 55317	City of Mankato E55' of Lot 1 Block 33 & Warrens Add E55' of N16' of Lot 2 Block 10 (315 E Jackson St)	NH	0.00 $0.00	$0.00	$210.00 12.50 $16.80	$210.00 **5 years**
01.09.18.132.005 Thomas & Catherine Dunn 323 Maple Island Rd Burnsville, MN 55306	City of Mankato North 2.25' of East 60' of Lot 9 & East 60' of Lot 10 Block 35 (208 S 4th St)	NH	0.00 $0.00	$0.00	$739.20 44.00 $16.80	$739.20 **5 years**
01.09.08.108.001 Helen Camacho 1435 N Broad St Mankato, MN 56001	Dukes Addition Lot 1 Block 8 0.00	H	0.00 $0.00	$0.00	$201.60 12.00 $16.80	$201.60 **5 years**
01.09.09.329.015 Sterling Management LLC PO Box 2108 Fargo, ND 58107	North Star Subdivision #2 Lots 7 and 8 Block 2 (35 Teton Ln)	NH	0.00 $0.00	$0.00	$411.60 24.50 $16.80	$411.60 **5 years**
01.09.30.280.005 Alexander Joseph & Rachel Marie Resner 100 Ella Ct Mankato, MN 56001	South Brook Addition Phase 4 Lot 5 Block 3 0.00	H	0.00 $0.00	$0.00	$248.47 14.79 $16.80	$248.47 **5 years**
01.09.07.476.003 Paul & Ladona Lange 621 N 4th Mankato, MN 56001	Waite & Roelofsons Addition Lot 2 Block 5 0.00	H	0.00 $0.00	$0.00	$1,016.40 60.50 $16.80	$1,016.40 **5 years**

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

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			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.08.13.304.006 Camille Crane 619 W 5th St Mankato, MN 56001	West Mankato North 52 Feet of Lot 13 Block 175 0.00	NH	0.00 $0.00	$0.00	$420.00 25.00 $16.80	$420.00 **5 years**
01.09.07.378.015 S Properties LLC 117 E Washington St Mankato, MN 56001	City of Mankato West 42 Feet of Lot 10 Block 17 0.00	NH	0.00 $0.00	$0.00	$235.20 14.00 $16.80	$235.20 **5 years**
01.08.13.354.004 Paul & Nancy Laman 1029 Carney Ave Mankato, MN 56001	Ray & Noes Addition Lots 9 and 10 Block 3 0.00	NH	0.00 $0.00	$0.00	$159.94 9.52 $16.80	$159.94 **5 years**
01.08.24.105.001 Dylan Volk 1403 Carney Ave Mankato, MN 56001	Residence Park Addition Lot 11 Block 3 0.00	NH	0.00 $0.00	$0.00	$190.51 11.34 $16.80	$190.51 **5 years**
01.09.07.476.001 David Brandt 415 E Rock St Mankato, MN 56001	Waite & Roelofsons Addition West Half of Lot 1 Block 5 0.00	H	0.00 $0.00	$0.00	$1,108.80 66.00 $16.80	$1,108.80 **5 years**
01.09.18.153.003 Liberty Ventures LLC 56348 202nd St Mankato, MN 56001	Warrens Addition South 44' of Lot 1 & all of Lot 2 and rear 95' of Lot 3 Block 3 (709 S Front St)	NH	0.00 $0.00	$0.00	$361.20 21.50 $16.80	$361.20 **5 years**
01.09.04.404.018 Russell Zuehlke & Marky Carlson Zuehlke 605 St Andrews Dr Mankato, MN 56001	Country Club Estates #7 Lot 5 Block 2 0.00	H	0.00 $0.00	$0.00	$285.60 17.00 $16.80	$285.60 **5 years**
01.09.05.403.666 Beacon Ridge Townhomes Association No Address Mankato, MN 56001	CIC 91 Beacon Ridge Townhomes Common Element Valued with Units	NH	0.00 $0.00	$0.00	$375.48 22.35 $16.80	$375.48 **5 years**

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

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			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.09.05.355.008 Donald Sandon 1636 N 2nd St Mankato, MN 56001	Dukes 2nd Addition East 100 Feet of Lot 18 Block 20 0.00	H	0.00 $0.00	$0.00	$1,096.20 65.25 $16.80	$1,096.20 **5 years**
01.08.13.451.008 Merifel Kellogg Rev Trust Agmt 737 Baker Ave Mankato, MN 56001	Peltons Subdivision South 98 Feet of Lot 10 0.00 0.00	H	0.00 $0.00	$0.00	$201.60 12.00 $16.80	$201.60 **5 years**
01.08.13.451.009 Shawn & Sherri Blasing 803 Baker Ave Mankato, MN 56001	Peltons Subdivision North 54.35 feet of Lot 11 0.00 0.00	H	0.00 $0.00	$0.00	$94.75 5.64 $16.80	$94.75 **5 years**
01.08.24.201.006 John Banwart 919 Baker Ave Mankato, MN 56001	Oak Knoll Addition South Half of Lot 10 and North 30 Feet of Lot 11 0.00	H	0.00 $0.00	$0.00	$194.21 11.56 $16.80	$194.21 **5 years**
01.09.07.455.007 Hennis Living Trust 42335 Wisconsin Ave Palm Desert, CA 92211	City of Mankato South Half of Lot 3 Block 40 (413 N Broad St)	NH	0.00 $0.00	$0.00	$193.20 11.50 $16.80	$193.20 **5 years**
01.09.07.455.006 Reginald & Linda Williams 417 N Broad St Mankato, MN 56001	City of Mankato North Half of Lot 3 Block 40 0.00	H	0.00 $0.00	$0.00	$142.80 8.50 $16.80	$142.80 **5 years**
01.09.04.407.007 Garrett & Barbara Benton 100 Torrey Pines Dr Mankato, MN 56001	Country Club Estates No 11 Lot 1 Block 1 0.00	H	0.00 $0.00	$0.00	$514.08 30.60 $16.80	$514.08 **5 years**
01.09.09.176.010 Mankato Building & Development LLC 1701 W Michican St Duluth, MN 55806	Raintree Addition #1 Lot 1 Block 1 (1010 Raintree Rd)	NH	0.00 $0.00	$0.00	$537.60 32.00 $16.80	$537.60 **5 years**

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

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			Frontage Charge			
Parcel Number / Owner / Address	Property Description	Property Class	Front Feet cost/ft		Sidewalk Area (SY) Cost/SY	**Total Preliminary Assessment**
01.08.13.310.014	West Mankato	H	0.00	$0.00	$89.71	$89.71
John & Kathryn Lyons	North 17 Feet of Vacated					**5 years**
512 Blue Earth St	Blue Earth Street Adj &				5.34	
Mankato, MN 56001	Lot 6 Block 162		$0.00		$16.80	
01.09.20.477.019	Pohl Creek Subdivision #2	H	0.00	$0.00	$1,327.20	$1,327.20
Paul & Elena Eichberger	Lot 4					**5 years**
104 Tattler Ln	Block 1				79.00	
Mankato, MN 56001	0.00		$0.00		$16.80	
01.09.20.477.018	Pohl Creek Subdivision #2	H	0.00	$0.00	$1,443.12	$1,443.12
Ramos Falcon D Restrepo & Denbaun Nofiya	Lot 3					**5 years**
100 Tattler Ln	Block 1				85.90	
Mankato, MN 56001	0.00		$0.00		$16.80	
01.09.20.477.017	Pohl Creek Subdivision #2	H	0.00	$0.00	$134.40	$134.40
Barbara Baynes	Lot 2					**5 years**
120 Tanager Rd	Block 1				8.00	
Mankato, MN 56001	0.00		$0.00		$16.80	
01.09.20.301.018	Stadium Place	NH	0.00	$0.00	$336.00	$336.00
Hy-Vee Inc	Lot 2A					**5 years**
5280 Westown Parkway	Block 1				20.00	
West Des Moines, IA 50266	0.00		$0.00		$16.80	
01.09.18.127.013	City of Mankato	NH	0.00	$0.00	$84.00	$84.00
Walnut Towers Limited Partnership	Lots 1 and 2					**5 years**
614 First St N	Block 13				5.00	
Minneapolis, MN 55401	(105 E Walnut St)		$0.00		$16.80	
01.09.18.155.011	Warrens Addition	NH	0.00	$0.00	$302.40	$302.40
NHHI-Mankato Barrier F H Corp	Lot 6 Exc S22' of E61.5'					**5 years**
1050 Thorndale Avenue	Exc N22' of S44' of E27.5' &				18.00	
New Brighton, MN 55112	all of Lot 5... (621 S 2nd St)		$0.00		$16.80	
01.09.09.301.014	Elwin Addition No 2	NH	0.00	$0.00	$403.20	$403.20
Keystone Communities of Mkto	Lot 1					**5 years**
550 Heritage Dr	Block 1				24.00	
Jupiter, FL 33458	(100 Dublin Rd)		$0.00		$16.80	

2025 Resurfacing and Misc Sidewalks

Preliminary Assessment Roll
City Project 11131

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			Frontage Charge			
			Front		Sidewalk	**Total**
Parcel Number /	Property	Property	Feet		Area (SY)	**Preliminary**
Owner / Address	Description	Class	cost/ft		Cost/SY	**Assessment**
01.09.18.327.023	Auditors Plat 59	H	0.00	$0.00	$588.00	$588.00
Ann Chantler	Lot 1					**5 years**
330 E Pleasant St	0.00				35.00	
Mankato, MN 56001	0.00		$0.00		$16.80	
01.09.18.158.007	Auditors Plat #4	H	0.00	$0.00	$176.40	$176.40
Naomi Olson Family Trust	South 41 Feet of West					**5 years**
633 S Broad St	107.5 Feet of Lot 5				10.50	
Mankato, MN 56001	Block 12		$0.00		$16.80	
01.09.05.352.008	Subdivision of Outlots of	H	0.00	$0.00	$67.20	$67.20
Paul Rosenberg	Dukes 2nd Addition					**5 years**
1630 N Riverfront Dr	East 107.5 Feet of Lots				4.00	
Mankato, MN 56001	13 and 14 Block 18		$0.00		$16.80	

2025 Alley Improvements

Preliminary Assessment Roll
City Project 11131

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				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
01.09.18.302.003 Hrnjez Branislav 113 Center St Mankato, MN 56001	Warrens Addition No 2 South 33 Feet of West 6 Feet of Lot 7 and South 33 Feet of Lot 8 Block 20	18-302	H	72.00 $22.27	$1,603.44		$1,603.44 **5 years**
01.09.18.302.004 Nicholas D Paterson 117 Center St Mankato, MN 56001	Warrens Addition No 2 North 50 Feet of Lot 9 and Lot 10 Block 20	18-302	H	132.00 $22.27	$2,939.64		$2,939.64 **5 years**
01.09.18.302.007 Peter D & Wendy J Williams 209 Lincoln St Mankato, MN 56001	Warrens Addition No 2 East 60 Feet of Lot 7 Block 20 0.00	18-302	H	60.00 $22.27	$1,336.20		$1,336.20 **5 years**
01.09.18.302.008 Mary A Hanna 217 Lincoln St Mankato, MN 56001	Warrens Addition No 2 Lot 6 Block 20 0.00	18-302	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**
01.09.18.302.009 Charles W & Jane H Thomas 221 Lincoln St Mankato, MN 56001	Warrens Addition No 2 Lot 5 Block 20 0.00	18-302	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.18.302.010 Phi Kappa Psi Minnesota Gamma Corporation 227 Lincoln St Mankato, MN 56001	Warrens Addition No 2 Lot 4 Block 20 0.00	18-302	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**
01.09.18.302.011 Angelina Gandini 233 Lincoln St Mankato, MN 56001	Warrens Addition No 2 Lot 3 Block 20 0.00	18-302	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.18.302.012 Alchemy 101 LLC & Maclean Properties LLC PO Box 426 Mankato, MN 56002	Warrens Addition No 2 Lot 2 Block 20 0.00	18-302	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**

2025 Alley Improvements

Preliminary Assessment Roll
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				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
01.09.18.302.015 Gail M Hagberg 147 Decoria Hts Mankato, MN 56001	Warrens Addition No 2 South 40 Feet of Lot 1 Block 20 (112 Parsons St)	18-302	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**
01.09.18.302.017 Harley C & Janet S Goff Revocable Trust 216 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 Lot 11 Block 20 0.00	18-302	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.18.302.018 Beacon Harbor Holdings LLC 62517 Shorewood Ln Madison Lake, MN 56063	Warrens Addition No 2 Lot 12 Block 20 (222 E Pleasant St)	18-302	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**
01.09.18.302.019 Jordan Greer 228 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 Lot 13 Block 20 0.00	18-302	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.18.302.020 Nathaniel Lee Holmes 234 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 West 64 Feet of Lot 14 Block 20 0.00	18-302	NH	64.00 $49.01	$3,136.64		$3,136.64 **5 years**
01.09.18.302.021 Steven B Johnson 236 E Pleasant St Mankato, MN 56001	Warrens Addition No 2 East 2' of Lot 14 and Excluding East 2' of West 2' of Lot 15 Block 20	18-302	H	33.00 $22.27	$734.91		$734.91 **5 years**
01.09.18.302.024 AJR Properties Limited Liabilty Company 29171 160th St Waseca, MN 56093	Warrens Addition No 2 East 35 Feet of Lot 15 and All of Lot 16 Block 20 (116 Parsons St)	18-302	NH	101.00 $49.01	$4,950.01		$4,950.01 **5 years**
01.09.06.331.001 Jennifer J Wunsch 1963 Eighth Ave Mankato, MN 56001	Columbia Park Addition Lot 9 Block 2 0.00	6-331B	H	50.00 $22.27	$1,113.50		$1,113.50 **5 years**

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				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
01.09.06.331.004 Todd Stoeckel 1964 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lot 8 Block 2 0.00	6-331B	H	50.00 $22.27	$1,113.50		$1,113.50 **5 years**
01.09.06.331.005 Danielle Anderson 1956 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 7 Block 2 0.00	6-331B	H	50.00 $22.27	$1,113.50		$1,113.50 **5 years**
01.09.06.331.006 Louis J Jr & Rosemarie Chatleain 1948 7th Ave Mankato, MN 56001	Columbia Park Addition Lots 5 and 6 Block 2 0.00	6-331B	H	100.00 $22.27	$2,227.00		$2,227.00 **5 years**
01.09.06.331.009 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Columbia Park Addition 10.02 Acres in Blocks 1 thru 4 and in Blocks 7 thru 10	6-331B	NH	150.00 $49.01	$7,351.50		$7,351.50 **5 years**
01.09.07.208.002 Darlene C Brandt 1328 3rd Ave Mankato, MN 56001	Mankato City Lot 4 Block 28 0.00	7-208	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.07.208.003 Andrew & Liza Johnson PO Box 2045 Mankato, MN 56002	Mankato City Lot 3 Block 28 0.00	7-208	NH	66.00 $49.01	$3,234.66		$3,234.66 **5 years**
01.09.07.208.004 Chad W Baldwin & Kyla M Zuhlsdorf 18182 568th Ave Mankato, MN 56001	Mankato City North 48 Feet of Lot 2 Block 28 (1318 3rd Avenue)	7-208	NH	48.00 $49.01	$2,352.48		$2,352.48 **5 years**
01.09.07.208.005 Carolyn M Manning 1314 Third Ave Mankato, MN 56001	Mankato City North 31 Feet of Lot 1 and South 18 Feet of Lot 2 Block 28	7-208	H	49.00 $22.27	$1,091.23		$1,091.23 **5 years**

2025 Alley Improvements

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				Frontage Charge			
Parcel Number / Owner / Address	Property Description	Alley	Property Class	Front Feet cost/ft		Requested Additional Work	**Total Preliminary Assessment**
01.09.07.208.006 Donald K Kruse 1306 Third Ave Mankato, MN 56001	Mankato City South 49 Feet of Lot 1 Block 28 0.00	7-208	H	49.00 $22.27	$1,091.23		$1,091.23 **5 years**
01.09.07.208.007 Rebecca L Hottinger 1331 Fourth Ave Mankato, MN 56001	Mankato City Lot 5 Block 28 0.00	7-208	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.07.208.008 Nicholas R Adolph 1325 4th Ave Mankato, MN 56001	Mankato City Lot 6 Block 28 0.00	7-208	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.07.208.010 Hoang Quang K & Thuyet Thi 1321 4th Ave Mankato, MN 56001	Mankato City Lot 7 Block 28 0.00	7-208	H	66.00 $22.27	$1,469.82		$1,469.82 **5 years**
01.09.07.208.011 Karla J & Howard F Tauer 1315 Fourth Ave Mankato, MN 56001	Mankato City Lot 8 Block 28 0.00	7-208	H	90.00 $22.27	$2,004.30		$2,004.30 **5 years**

AGENDA RECOMMENDATION

Public Hearings 6. C.

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Resolution declaring the need to re-establish the Housing and Redevelopment Authority in Mankato, Minnesota.

Recommendation/Action(s):

Public Hearing and adoption of 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 and Redevelopment Authority of Mankato. Although program administration was transferred to the EDA on June 8, 1998, the City has no record of the HRA transferring HRA owned property from the HRA to the EDA before dissolution of the HRA and the County Recorder and Registrar of Titles still show ownership of these properties in the name of the HRA.

To complete the disposition of the public housing program and convey the properties to the City of Mankato, there is a need to temporarily re-establish the City of Mankato Housing and Redevelopment Authority to transfer 49 units still held in the name HRA of Mankato, Minnesota by quitclaim deeds to the City with the remaining 130 units to be transferred from the HRA to the EDA, by quitclaim deeds.

The requested action is to re-establish, by resolution, the HRA as an independent corporation and political subdivision with such powers as are necessary or convenient to carry out the purposes of Minnesota Statutes Sections 469.001 through 469.047, particularly transferring properties still held in the HRA's name to the necessary other City bodies, including the City and the EDA, to address the shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford.

Attachments

Resolution

A RESOLUTION DECLARING THE NEED TO RE-ESTABLISH THE HOUSING AND REDEVELOPMENT AUTHORITY IN MANKATO, MINNESOTA

WHEREAS, on September 28, 1966, after proper notice and hearing, the City of Mankato City Council (“City Council”) created, through adoption of an enabling Resolution, a Housing and Redevelopment Authority (“HRA”) for the City of Mankato; and

WHEREAS, on June 23, 1997, after proper notice and hearing, the City Council approved Resolution No. 97-0623-157 which established an economic development authority for the City of Mankato (“EDA”); and

WHEREAS, in Resolution No. 97-0623-157, the Council, pursuant to state statute, transferred all the powers, duties and responsibilities of the HRA to the EDA, including all activities, programs, operation, control and authority of the HRA; and

WHEREAS, on June 8, 1998, the Council passed a Resolution transferring the authority for control of Housing and Urban Development programs, including the Public Housing, Section 8 Certificate, and Section 8 Voucher Programs, to the EDA from the HRA; and

WHEREAS, the City has no record of the HRA transferring HRA owned property from the HRA to the EDA before dissolution of the HRA and the County Recorder and Registrar of Titles still show ownership of certain properties in the name of the HRA; and

WHEREAS, facts have been submitted to this body showing that there is a need for temporary re-establishment of the City of Mankato Housing and Redevelopment Authority to transfer 49 of the rental units still held in the name HRA of Mankato, Minnesota by quitclaim deeds to the City with the remaining 130 rental units to be transferred from the HRA to the EDA, by quitclaim deeds, to address the shortage of available, decent, safe and sanitary dwellings in the City now and in the future; and

WHEREAS, the City, after proper notice, held a hearing on the February 24, 2025, to re-establish, by resolution, the HRA as an independent corporation and political subdivision with such powers as are necessary or convenient to carry out the purposes of Minnesota Statutes Sections 469.001 through 469.047, particularly transferring properties still held in the HRA’s name to the necessary other City bodies, including the City and the EDA, to address the shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA, hereby finds, determines, and declares:

Section I. Establishment.

1. There exists a shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford in the City of Mankato.
2. There is a stock of housing owned by the HRA, and which was not transferred to the City of Mankato's Economic Development Authority ("EDA") or to the City upon dissolution of the HRA.
3. The City of Mankato and its EDA have the opportunity to address housing needs of persons of low income and their families in collaboration with the Housing of Urban Development ("HUD") through HUD sponsored Section 18 program and additional future housing programs.
4. It is hereby declared that there is a need for re-establishment of the HRA to function in Mankato, Minnesota, and specifically to notice and hold a hearing on conveyances of HRA owned properties, and to make a determination on the conveyance of certain of the properties to either the City or the EDA.
5. It hereby sets February 24, 2025, for the organizational meeting of the HRA to follow the 6 pm City Council meeting.

Section II. Legal Status.

The HRA shall be a municipal corporation and a political subdivision of the State of Minnesota. The HRA's relationship to the Mayor and the Council shall be governed by the Enabling Act and this Enabling Resolution; provided that in the event there is a conflict between the terms of the Enabling Act and this Enabling Resolution, the Enabling act controls.

Section III. Governing Body.

The powers of the HRA shall be vested in the commissioners thereof in office at any time, a majority of whom shall constitute a quorum for all purposes. The HRA shall consist of seven (7) members who shall be deemed appointed by the Mayor and approved by Council through this resolution establishing the commissioners as the incumbent Mayor and the six (6) incumbent city council members of the Mankato City Council. In the event of a vacancy on the HRA is created by a vacancy on the City Council, the vacant seat shall remain vacant until the vacancy on the City Council has been filled. The membership on the HRA shall be ex officio and shall commence with the taking of an oath of office as a Mayor or city council member, with no appointment necessary. The termination of membership in the HRA shall likewise terminate at the expiration or other termination of a member's term as Mayor or city council member or upon dissolution of the HRA. Commissioners will not receive payment for attending each regular and special meeting of the authority or reimbursement of necessary expenses, including traveling expenses, incurred in the performance of duties

Section IV. Meetings and Officers.

The HRA shall select a chair and a secretary from among its commissioners and shall adopt bylaws and other rules for the conduct of its affairs that it deems appropriate. The regular meetings of an authority shall be held in a fixed place, except that meetings of a multicounty authority may be held anywhere within the boundaries of the area of operation of the authority or within any additional area where the authority is authorized to undertake a project and shall be open to the public.

Section V. Executive Director.

The City Manager of the City of Mankato shall be the executive director of the HRA. The Executive Director of the HRA shall have the powers and duties as prescribed by the HRA governing body and as consistent with the powers granted to the HRA pursuant to the Enabling Act and this Resolution.

This Resolution shall become effective upon its passage and with publication in the same manner in which ordinances are published by the City.

Dated this ___ day of February 2025

____
Najwa Massad
Mayor

Attest: _____________________________
Renae Kopischke
City Clerk

AGENDA RECOMMENDATION

City Manager's Report **7. A.**

City Council Regular Meeting

Meeting Date: 02/24/2025

Agenda Item:

Improvement hearing on Capital Improvement Project 11120; Woodshire Drive.

Recommendation/Action(s):

Pass a Resolution receiving the feasibility report, ordering improvement, preparation of plans, specifications and ordering advertisement for bid; for the improvement; and

Pass a resolution declaring cost to be assessed, and ordering preparation of proposed assessment and set date of assessment hearing on Capital Improvement Project Number; 11120.

Summary:

On December 9, 2024, staff sent letters to 21 properties abutting this project notifying the residents of the December 18, 2024 information meeting where engineering staff presented the proposed plan, estimated costs, and proposed assessments for this project. Ten residents attended the meeting.

A public hearing was held on January 13, 2025 where representatives from the Twin Valley Council Boy Scouts (TVC) spoke regarding their concerns about the proposed project. No other property owners spoke at the public hearing. Following testimony from the TVC, the City Council continued the hearing to City Council's February 10, 2025 meeting.

On February 10, 2025, the City Council heard additional testimony from the TVC and closed the public hearing. Because this item requires a super-majority vote of the Council to proceed and insufficient members were present, no action was taken by the City Council on February 10, 2025. Rather, Staff was directed to bring this item back to the City Council for consideration at a future meeting.

As part of our next steps, staff will be working with our appraiser on the Special Benefit Analysis. This report will be presented at the special assessment hearing.

Minor modifications have been made to the documents previously shared with the City Council including:

- Updated Feasibility Report clarifying that, on the proposed 28' wide section of Woodshire Drive, parking would be prohibited on the north side of the roadway and parking allowed adjacent to the TVC property.
- Updated memo clarifying that the most recent Pavement Condition Index for Woodshire Drive adjacent to TVC is 27 which was collected in 2023.

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

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

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

Attachments

11120 Resolution Receiving Report

11120 Resolution Declaring Costs be Assessed

11120 Woodshire 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 24th 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 24th 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 24th 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 24th day of February, 2025

____
Najwa Massad
Mayor

ATTEST:____________________________________
Renae Kopischke
City Clerk

WOODSHIRE DRIVE

Project Feasibility Report

City Project Number 11120

December 3, 2024

Addendum 1 – February 18, 2025

I. TABLE OF CONTENTS

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 Bentdahl	507.387.8639	bbentdahl@mankatomn.gov
Project Representative	Brian Bentdahl	507.387.8639	bbentdahl@mankatomn.gov

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

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 parking on only one side of the street (south side) would be allowed. 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 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

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
02/10/2025	Continued Improvement Hearing
02/24/2025	Council Authorizes Project
02/27/2025	Advertise for bids
03/27/2025	Open bids
04/14/2025	Award bid
05/05/2025	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.

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

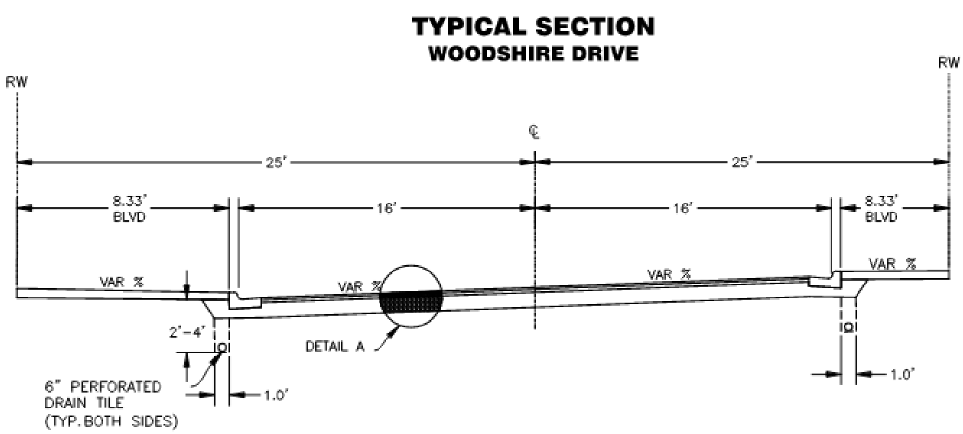
XIII. APPENDIX

A. FIGURE 1: EXISTING LAYOUT OF WOODSHIRE

B. FIGURE 2: WOODSHIRE DRIVE EXISTING STORM SEWER LAYOUT

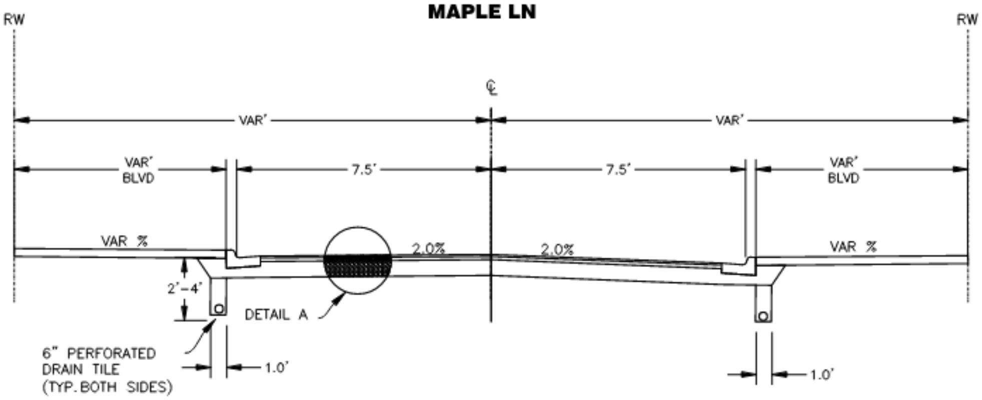
C. FIGURE 3: WOODSHIRE DRIVE EXISTING SANITARY SEWER AND WATERMAIN LAYOUT

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

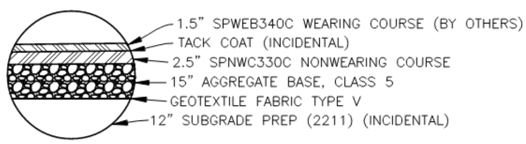


Note: Woodshire Drive is proposed as 28-ft ascending from Madison Avenue up the hill.

TYPICAL SECTION
MAPLE LN



DETAIL A



E. PRELIMINARY ASSESSMENT ROLL

1. Special Assessments

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

a. Street Assessment

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

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

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

b. Sewer and water end services

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

c. Driveway Approaches

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

d. Additional assessment items

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

Woodshire Drive Reconstruction

Preliminary Assessment Roll
City Project 11120

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

Woodshire Drive Reconstruction

Preliminary Assessment Roll
City Project 11120

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Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge Front Feet cost/ft		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ $5,200.00	**Total Preliminary Assessment**
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-Beiswa 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
Updated February 18, 2025
Woodshire Drive
City Project No. 11120

10 Civic Center Plaza
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Mankato, Minnesota 56002-3368
Phone: 507-387-8600
Fax: 507-387-8480
mankatomn.gov

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

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 are 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 27 which was calculated in 2023. 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.

<u>Image 1 – Bottom of Woodshire Drive near Madison Avenue</u>
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.

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.

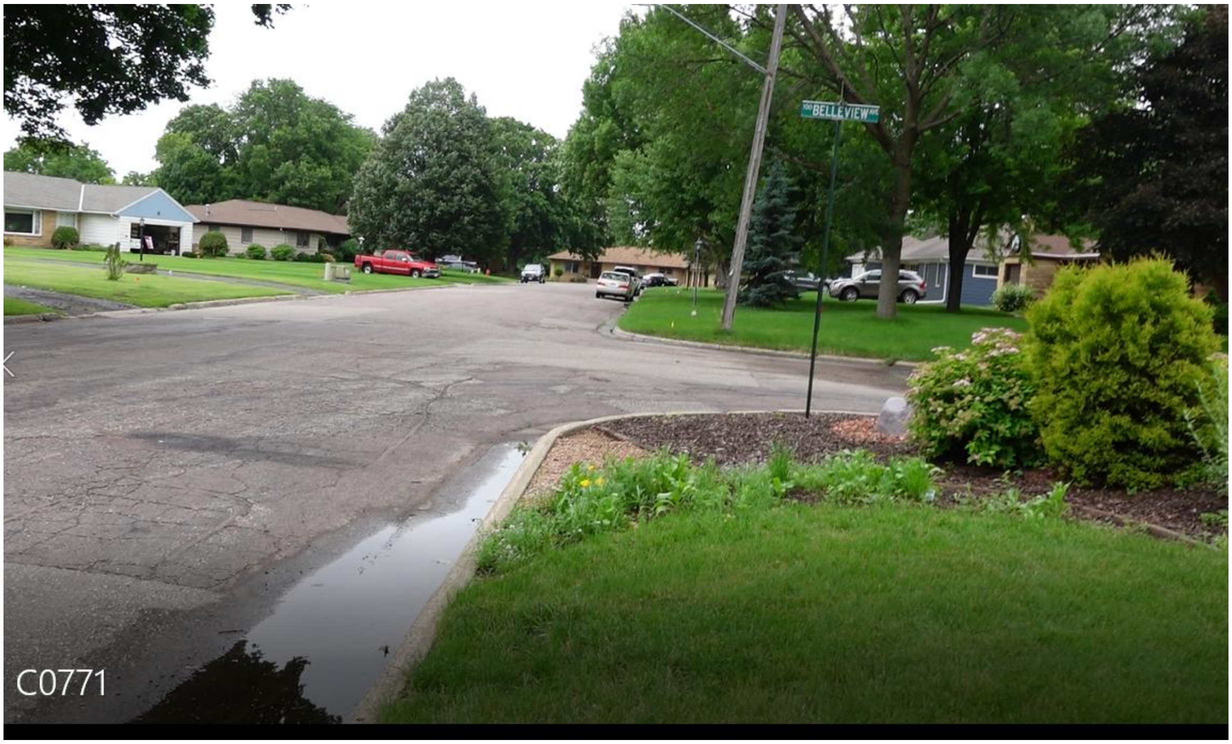

Image 7 – Woodshire Cul-de-sac Facing Southbound

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